



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
OCTOBER 16, 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 Chairman Tom Cummiskey at 10:01 am.
- 2 Pledge of Allegiance. 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 Israel Torres and Member Dennis Massion were in attendance at the fire station. Treasurer Pete Batschelet 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 four members of the public in attendance.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed Auxiliary President Jan Cummiskey and Treasurer Scott Keele, who have a presentation related to agenda item 8I), Heart Monitor Purchase. He also thanked Clerk Hennessey for chairing last month's meeting in his absence.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the September 18, 2021 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 September 2021. Chairman Cummiskey reviewed the General Fund financial report for the previous month, and provided a brief summary report. We are 25.00% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 15.3% while YTD expenses are at 22.5%. The end of the month cash balance was \$244,168.59. The projected year end cash balance is \$303,406.59, which is comfortably above our board mandated minimum of \$175,000. This provides us some flexibility for budgetary adjustments for the outyears. He noted the significant revenue increase in October due to exiting the tax trough as well as the large expense projection for October reflecting the LPA payment for the Fire Station. On a side note, Chairman Cummiskey requested that future board financial packets eliminate the following Coconino County Monthly Treasurer Reports: Fund Balance Detail Report, Fund Balance Summary Report, Voided Warrants by Warrant Range, Tax Distribution Report and Outstanding Warrants by Warrant Range. The information is included elsewhere and provides no additional value add for the board members. Chairman Cummiskey 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



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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. For the record, at the request of the visiting Auxiliary Board members, Jan and Scott, who had a scheduling conflict, we handled agenda item 8l) first. It is, however, reported on in the original agenda order.
- a) Status update re: District's Insurance Coverages. Chief reported we have received a response from Brenda Herrick (see attached) regarding our questions about insurance coverage. Several items were noted that need to be addressed: remove the 1472 Merzville property coverage; update the Loss Payees to reflect the payoff of the LPAs for the 2007 Toyota and Heart Monitors and the imminent payoff of the Caterpillar loader; and the coverage for 1508 Merzville (fire station) seems low. Chief was asked to request a spreadsheet that addresses all insurance items with the associated premiums, deductibles and discounts (if any). Chief took an action to investigate the coverage for the fire station and to report back at the next meeting. Consensus is a more realistic number would be between \$1.2M and \$2.0M. For the auto coverage, provide a separate trade study of cost of coverage versus deductible.



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- b) Status update re: Repairs to the Annex and timeline for lease to Sheriff's Office. Chief reported we are at a standstill. The roofing package has been delivered. We have solicited bids from 4 commercial licensed contractors, with no response. Ours is a relatively small job, and contractors are busy. Our preference is to use commercial contractors. If we can't get a response by the end of the year, we may have to consider non-licensed contractors, or some version of self-performed labor, or piggyback on work being done in the community. There may be some ODS with the desired skill sets to perform the work. We have a signed commitment with the Sheriff's Office to lease the annex space. So far, this has not been an issue.
- c) Status update re: Trans West Pipeline Settlement and compensation to FLFD. Chief will set up a meeting with Clerk Hennessey and the County Treasurer to discuss the issue. Our records indicate a shortfall in FDAT revenues of \$43,924 that should be reimbursable to FLFD depending on the language in the settlement agreement.
- d) Status update re: Tax Receivables – Are they delayed? Chief and Julie took an action to contact the county to see if tax receivables will be delayed by 30 days. Chairman Cummiskey asked that our upcoming building payment be delayed as long as possible (postmark November 1st ?) in the event our tax receivables are delayed.
- e) Status update re: GWS Permit Move to FLFD. There has been no action. This agenda item will be deleted from future agendas.
- f) Status update re: Grant activities. The Hazardous Fuels grant continues to go well. We remain vigilant to new opportunities. Chief will follow up with John Nelson to see if there are any small grants for PPE (FEMA).
- g) Status update re: Pension Board activities. Chief reported a very productive meeting was held last week with Nationwide to discuss the transition from Innis to Nationwide. A follow-up meeting will be scheduled to finalize the details of the transfer, including a milestone schedule. A termination letter to Innis will be drafted. This is a great move for FLFD.
- h) Status update re: Governmental Advocacy Committee. Governmental Advocacy Committee Chairman Torres reported the PFFA filed the "Fire District Safety Act", a ballot initiative that if



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passed by the voters in November 2022, would impose a temporary additional transaction privilege tax (commonly referred to as the sales tax) and use tax increments of one-tenth of one percent (or one tenth of \$0.01) for a period of 20 years, and distribute the additional revenue generated between fire districts in Arizona. The sales tax increment is estimated to generate \$150 million annually in revenue, which would be allocated on a pro-rata basis amongst the state's 144 fire districts. Signatures are being collected. He will continue to follow the progress of the ballot initiative. Congressional redistricting activities are underway and will impact FLFD at the national and state levels. Chairman Torres will continue to report on developments. Rumor has it that the leader of Qanon will run for congress in our district on the Republican ticket against Democrat Tom O'Halloran.

- i)** Status update re: Policies due for 3-year update. Policies, Procedures and Bylaws Chairman Massion presented a list of policies his committee will address in the near future: Policy 16, Vacation Accrual and Use (Last Update, 2014); Policy 21, Pay Scale (Last Update, 1/19); Policy 20, Warrant Signature (Last Update, 2/19); Policy 19, Capital Equipment and Projects (Last Update, 3/19); Policy 18, Procurement (Last Update, 3/19); Policy 13, Personnel Records (Last Update 5/19); and Policy 10, Infection Control (Last Update, 6/19). Note: FLFD has Policy 15 Sick Leave, (Last Updated 7/19); Policy 17a, Medical Leave (Last Updated 11/20); and Policy 17b, Worker's Comp (Last Update 11/20), which along with Policy 16, could fall under a single policy, Paid Time Off. Chairman Massion stated our current policy structure is dictated by statutes. Members Massion and Torres will research this requirement to see if it is still binding. Admin Assistant Julie took an action to standardize the format for listing of policies on the web site.
- j)** Discussion and possible action re: Mil rate increase and what we would use it for. Chairman Cummiskey stated this issue will be addressed as part of the upcoming STRAP sessions. Relevant discussion points:
- i)** Need to establish the process and timing for advising the county on our desired Mil rate. Chief to contact the county to establish requirements.
 - ii)** Our internal target date to establish the Mil rate is the November board meeting.
 - iii)** For purposes of the discussion, a change in Mil rate from \$3.25 to \$3.50 will increase property taxes on average by about \$60/year/property owner. Note: the intermediate increase to \$3.375 would be half that amount.
 - iv)** Statutorily, the intermediate increase will take effect in July 2022, for FY 2022-2023. The second increase will take place July 2023.
 - v)** Member Massion expressed concern that some members of the community may find the increase a hardship.
 - vi)** How do we sell the increase to the community? Do we need a robust community outreach program?
Note: for completeness, the above comments should be consolidated with those of agenda item 8g) from the August 21, 2021 board meeting minutes, which addressed the same topic.
- k)** Status update re: Master Planning Committee Activities. Chief reported the following tasks are on hold pending completion of the annex storm related damage (see agenda item 8b):
- i)** Electrical power to the Tuff sheds and blue garage.
 - ii)** Address grading and drainage at the southern property boundary.
 - iii)** Repair fence at the SW corner of the property.
 - iv)** Provide a cover for the FEL.
 - v)** Replace annex garage doors.
 - vi)** Repair bay doors on the fire station.



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- l) Discussion and possible action re: Heart Monitor Purchase. The Auxiliary presented checks in the amount of \$23,620 to Chief Rodriguez to help offset the cost of a new Heart Monitor, which is estimated to cost in the neighborhood of \$35,000. The Auxiliary's contributions represent community donations, including a generous donation from FLOA, as well as the proceeds of various Auxiliary sponsored activities (Ice Cream Socials, T-Shirt sales, ...) Chief thanked the Auxiliary on behalf of the fire district and noted the outstanding community support. Member Massion made a motion to authorize Chief Rodriguez to expend up to \$12,000 in fire district funds to complete the purchase of the new Heart Monitor and to return the Heart Monitor we had on loan. Member Torres seconded, and the motion passed unanimously.
 - m) Discussion and possible action re: Board meeting schedule for the Winter. It was agreed we would continue to meet on the third Saturday of the month. No motion was required.
 - n) Status update re: Dave's annual performance review. Board members to provide input to Chairman Cummiskey for Chief's Annual Performance review by November 1st, including an overall assessment, a list of strengths and accomplishments and suggested areas for improvement. Chairman Cummiskey will compile these comments, along with Chief's self-assessment, into Chief's Annual Performance Review, which he will deliver one-on-one to Chief by the next board meeting. The review will be made available to all board members.
 - o) Status update re: Planning for the upcoming STRAP plan meetings. Chairman Cummiskey stated the STRAP update sessions this year will be held as part of the Finance Committee activities. The update will be completed over the winter and meetings will be held in the valley, with the first session to be held prior to the next Board meeting. The second meeting would be held following the November board meeting. Treasurer Batschelet, as Chairman of the Finance Committee, will take the lead to set the date for the first meeting.
- 9 Fire Chief's Report. The AFDA conference this year will be held in Tucson on Friday and Saturday, January 21st and 22nd. Board members are encouraged to attend and to bring their spouses/significant others. Team building is an important part of the conference, as is the opportunity to complete statutorily required training. Conference registration and additional details are forthcoming. Call volume is decreasing as winter approaches. Chief is meeting with Deputy McKeever and a group of property owners to see what can be done to decrease traffic and increase safety. In reference to a question to Chief on the breakdown of Chart of Accounts 4015, Miscellaneous Receivables/ Contributions, Chairman Cummiskey assigned Chief an action item to do a trial balance year-end projection of this account, and to present the results at the November meeting. POC member Jim Weigold has been cleared for full duty. We currently have Lou St. Germain and Jim on year-round duty as POC members, with LJ Waggoner and Joe Ruet on seasonal status. Lou has advised he will be retiring in the fall of 2022.
- 10 Call to the Public/Audience Comments. There were no comments from the public.
- 11 Fire Board Comments. There were no comments from the board.
- 12 Adjournment. There being no further business before the board, the meeting was adjourned at 11:52 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.