



## MEETING MINUTES FOR A SPECIAL MEETING OF THE FOREST LAKES FIRE DISTRICT JANUARY 15, 2022



- 1 Call to Order/Roll Call. The 2021 Strategic Plan (STRAP) Update Session 4 meeting was called to order by STRAP Chairman Tom Cummiskey at 12:40 pm. The meeting was held in the main equipment bay of the fire station. Also in attendance were Board Members John Hennessey, Dennis Massion, Israel Torres and Pete Batschelet; Chief Dave Rodriguez; and Admin Assistant Julie Mattila. We had a quorum. There were no members of the public in attendance.
- 2 Capital Plan Discussion. Chief added the following items for inclusion in the capital plan:
  - a) Cover for the Front Loader.
    - i) Utilize the block left over from the fire station construction.
    - ii) Utilize the services of Mo the Draftsman to develop plans suitable for application for a permit with the county.
    - iii) Construction completion in FY 23-24.
  - b) Heart Monitor Replacement Schedule.
    - i) Schedule for heart monitor replacements to keep our equipment up to date to be included in the capital plan update.
- 3 HR Issues.
  - a) ASRS issues for Chief were addressed in the regular board meeting.
  - b) Considerations discussed re: Julie.
    - i) Similar issues apply.
    - ii) Is there a better solution in her situation? 457 Plan perhaps?
    - iii) What is her retirement window?
    - iv) Decided to maintain Status Quo pending further refinement and discussion.
- 4 Service Delivery Model.
  - a) POC may go away sooner rather than later.
  - b) Consider a contract basis similar to ODS.
  - c) Chief took an action to draft a sample contract and service delivery model suitable for POC replacements.
  - d) It was noted that currently we have no problem with ODS filling time slots needed. That could change with wildland fires and COVID issues.
- 5 Final 5 Year Financial Plan Review and Approval. Finance Committee Chairman Batschelet led us in a final review of the 5 Year Financial Plan. He made final changes to the document distributed prior to the meeting. The resulting spreadsheet is attached for the record. It was agreed it will form the basis for further FY22-23 budget and FY23-24 forecast discussions in the April/May time frame, culminating with board approval in June before being transmitted to the County Board of Supervisors by June 30<sup>th</sup>.



January STRAP Board  
Meeting Approval (3).

- a) Adjustments to the file previously distributed include the following:
  - i) Add Hazardous Material Grant of \$100K in FY23-24.
  - ii) Include on-going facility improvements, with various scopes, in FY23-24 thru FY26-27.
  - iii) Add an ASRS Contribution of \$49,358 in FY23-24 to address Chief's buyout assistance.
- 6 One-page Summary. Chairman Cummiskey will author the One-Page Summary. First pass due at the February Board meeting. The 2020 summary is included for reference.



FLFD 2020 STRAP  
UPDATE ONE PAGE SI



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- 7 Wrap Up and Publication Plan. The TOC with assignments was previously distributed. The initial passes are due at the February board meeting. See attached. The 2020 STRAP Update is also included for ready reference.



2021 STRAP Update  
TOC With Assignment



2020 FLFD STRAP  
Update Document FIN

- 8 Adjournment. There being no further business before the STRAP Team, the meeting was adjourned at 1:45 pm.

DRAFT