



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
APRIL 18, 2020**



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman Tom Cummiskey at 10:00 am.
- 2 Chairman Cummiskey led the assembly in the pledge of allegiance.
- 3 Roll Call of Fire Board Members. In addition to Chairman Cummiskey, Clerk John Hennessey, Treasurer Joe Ruet, Member Dennis Massion and Member Israel Torres were present. Clerk Hennessey and Member Torres attended telephonically. We had a quorum. For the record, it was confirmed that Clerk Hennessey and Member Torres were able to hear and understand the meeting discussion and had access to all files to be presented. There were no members of the general public in attendance.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed all those in attendance. Extra precautions have been implemented for this meeting due to COVID-19 concerns. The five members of the leadership team in attendance are practicing CDC recommended guidelines for social distancing. Chairman Cummiskey summarized that we are in a holding pattern with respect to COVID-19 guidelines/mandates, but there appear to be some glimmers of hope.
- 5 Call to the Public/Audience Comments. There were none.
- 6 Review and Approve the Minutes for the March 21, 2020 Regular Board Meeting. Treasurer Ruet made a motion to approve the minutes as presented. Member Massion seconded, and the motion passed unanimously.
- 7 Review and Approve the Financial Statements for March 2020. Treasurer Ruet reviewed the General Fund financial reports for the previous month, and provided a brief summary report. We are 75.0% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 56.4% while YTD expenses are at 75.8%. Treasurer Ruet pointed out this percentage is high due to the payment we made for our new ambulance—with this adjustment, our percentage would be 70.2%. The end of the month cash balance was \$189,180. The Year-to-Date net gain/loss in our cash position is -\$258,234. The projected year-end cash balance is \$190,744, which exceeds our board guideline of \$175,000. Treasurer Ruet stated the projected year-end cash balance may be somewhat optimistic depending on actual April tax receipts. Chairman Cummiskey noted we are no longer in the tax trough. Treasurer Ruet made a motion to approve the financial reports as presented. Member Massion 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 re Finance Committee Activities. Treasurer Ruet reviewed the results of yesterday's Finance Committee meeting. During the first half of the meeting, the team reviewed the budget template, previously provided, that was developed by Joe Ruet & Tom Cummiskey, thereby conducting a second pass review of the current STRAP 5 Year proposed FY2020-2021



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and 2021-2022 budgets. Several adjustments were made, and will be addressed in detail in agenda item 8b). In the second half of the meeting the committee reviewed the proposed FY20-21 budget and identified the following expense areas that could potentially be reduced in the event of necessity due to financial constraints related to COVID-19, lower EMS receivables and delinquent tax revenues: 1) Delay spending money from account 8003, Annex Refurbishment, until November 2020, taking a conservative approach to wait and see if tax revenues are low due to delinquency; 2) Potentially reduce personnel salary expenses in the following accounts: [5001, Chief District Salary; 5002, Administrative Assistant Payroll; 5005, On Duty Staff FF I&II Payroll; and 5007, ODS Paramedic Payroll]; 3) Look for savings in account 5302, Lube Repair & Maintenance, due to adding the new ambulance to the fleet, which comes with a warranty; 4) Directing AeroMed not to excuse any bills for EMS services (On a related note, Aeromed indicated we may be getting federal monies to help offset our reduced number of transports. Aeromed is looking into that for us; 5) Contact Caterpillar and NBA to determine the process for delaying certain debt service payments, if necessary. This was seen as a last resort, although we agreed we should look into it sooner than later; 6) Limit our service delivery area to eliminate trips far off the 260. Dave indicated he would look further into this; 7) Charge residents for transports, something we have not done in the past, but only to the extent that their insurance would pay for it. This is also considered a last resort and not something we would prefer to do. Per a question from Member Massion regarding potential savings from this change, Clerk Hennessey reported that EMS revenues historically are split 1/3 highway, 1/3 forest and 1/3 subdivision.

- b) Discussion and possible action re: Board Review of FY20/21 Budget and FY21/22 Forecast. Treasurer Ruet reviewed the budget spreadsheet, previously distributed to the board, which contained the details of the subject budget and forecast. 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 budget is balanced, with expenses equal to revenues. It is noted, for the record, that the description for account 4018, District Funds, is used interchangeably with the description Contingency Funds, which are set at 10% for the proposed budget. It was also noted that values for accounts 4001 through 4019 for the approved budget as presented for 2019/2020 need to be corrected. Since these are historical data, they have no impact on the proposed budget. For the record, Treasurer Ruet agreed to make the historical data changes. With this understanding, Member Massion made a motion to approve the FY20/21 Budget and FY21/22 Forecast for presentation to the public at the May board meeting. Treasurer Ruet seconded the motion, and it passed unanimously. Treasurer Ruet then presented a draft of the May presentation to the public, which includes only high level, summary numbers. The final presentation will be posted on the web site prior to the meeting.
- c) Status update re: New and Old Ambulances. Coconino County District 4 Supervisor Jim Parks and Arizona House of Representatives District 6 representative Bob Thorpe drove from Flagstaff to Forest Lakes on Friday April 17th to take possession of our old Blue and White ambulance, declared surplus by the board at last month's meeting. The ambulance transaction was a donation from the District to Tuba City EMS that was orchestrated by Supervisor Parks. Both Representative Thorpe and Supervisor Parks were elated with our donation and sense of community spirit. The new ambulance is in service, having received a gratis inspection approval by DHS. Formal approval and inspection for both the new Blue and White ambulance and the older Red and White ambulance will occur next week.
- d) Status update re: Grant activities. Chief reported we have received a Community Block Grant from Coconino County in the amount of \$5,000 for Medical supplies, including PPE and decontamination equipment. Both John Nelson and Dick Zimmerman are pursuing grant opportunities. There is no update on the Hazards Fuels Management grant.



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- e) Status update re: Pension Board activities. Chief reported a telecon was held with Larry Innis, Innis Associates, to address FLFD questions about the pension board process. Chief has an action to schedule a Pension Board meeting with Larry Innis, who has reported that the pension fund is healthy.
 - f) Status update re: Cell Tower Construction. Chief reported that work by DW Towers is 85% complete. Next steps include APS pulling power lines, installation of a backup generator and construction of a perimeter fence to secure the building and its contents. Interior work in the building will begin in earnest around May 1st and will be accomplished under the management of Verizon Project Engineering. There is no estimated completion date at this time.
 - g) Status update re: Station signage. Chief reported he has one quote for \$8K, plus travel, for the station signage. He is pursuing a second quote from a contractor from Payson, who is due to be onsite Tuesday. The expectation is that the sign will be in place by the summer months. Note: this item is also addressed as part of the Master Plan, agenda item 8I).
 - h) Status update re: Worker's Comp. Chief reported that the insurance risk pool is the preferred approach for fire districts for Worker's Compensation coverage. Rates are projected to be the same as we had with Copper Point for status quo coverage, which means the estimate for coverage next year would not address the issues in S1160 (Firefighters; Cancer; Presumption; Worker's Compensation). 7710 Insurance Company is no longer a viable option.
 - i) Discussion and possible action re: Review of Board policies needing updates. Policies, Procedures and Bylaws Chairman Massion provided an updated spreadsheet listing all policies with their most current status. There are four policies that need attention, two of which, 0010 and 0013, will be addressed at the May board meeting. Chairman Cummiskey commended Dennis on his efforts to get the policies up to date, acknowledging the time and attention required to do so. Dennis stated it was a team effort, thanking Chief, John Hennessey and Megan.
 - j) Status update re: Auxiliary Recognition effort. Member Massion reported there will be one last iteration on the list of Auxiliary members to be recognized. The list will be published as a FLOA Blast, will be posted on the FLFD website and displayed at the Library and on community bulletin boards. The Auxiliary Board is tasked with selecting the design for the plaque.
 - k) Status update re: Governmental Advocacy Committee. Governmental Advocacy Chairman Torres reported the legislature remains in recess. There is no clear indication if, or when, they will come back. We should know more after May 1st.
 - l) Status update re: Master Planning Committee Activities. Master Plan Committee Chairman Hennessey reported he had sent out a status update prior to the board meeting stating that due to financial uncertainty surrounding COVID-19 we would be tabling plan activities until FY21-22. Chairman Cummiskey stated the Finance Committee had previously recommended we suspend activities until November, at which time we would review our position. Master Plan Committee Chairman Hennessey took an action to make the change to the status update and reissue the report. Chief Rodriguez noted we had added one additional item to the work scope—repair of the perimeter fencing around our property. This was based on comments he had received from our neighbors to the west and south of the station that the fencing, which is fire district property, needed attention.
- 9) Fire Chief's Report. Chief reported we are in good position with respect to Personal Protective Equipment (PPE). We have received a second shipment from the county and have procured a spray rig for decontaminating the back of the ambulances and the station. We are awaiting the decontamination fluid. Chief has offered the use of the equipment to neighboring districts. Call volume is down, as is revenue from calls. The GWS is open and is scheduled to be chipped in two weeks. Residents are asked make sure they don't have rocks in the with the green waste, which can cause significant damage to the equipment. With the addition of the new ambulance, we have two solid rigs. We are under consideration for an automatic EMS transport rate increase of 3 to 6%.



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Aeromed is paying special attention to Medicare/Medicaid claims to make sure we are getting the maximum revenue. Our combination staffing model continues to work well, with no interruptions to ODS staffing. The fire station remains closed to the public. At this point, Dave is not comfortable supporting any social functions. Consequently, there will be no Memorial Day Ice Cream Social at the fire station. He will reassess June 1st. Chairman Cummiskey noted the Auxiliary has already decided not to hold meetings this month or next. Member Massion noted FLOA is on hiatus, with a May 1st decision point on when to resume activities. Chief related he had looked into conducting today's meeting using the Zoom teleconferencing software but was advised against it by Smart Systems. All agreed our conference call approach worked well for today's meeting.

- 10 Call to the Public/Audience Comments. There were none.
- 11 Fire Board Comments. Clerk Hennessey advised we will have two board openings for the November 3, 2020 general election ballot. Both his and Israel's appointments expire on November 30th. Both have announced they will be candidates for new four-year terms of office. The process kicks off next month when the district declares the two openings to the county elections department, with a formal board resolution announcing the openings to be on the agenda for the June board meeting for motion and possible action. Candidate applications will be accepted beginning June 8th and ending July 6th. Chairman Cummiskey noted the Auxiliary will have limited opportunities to support our prior request to collect funds for a chest compression unit due to the likely cancellation of some summer events, the primary source of their funding. As noted above, there will be no Memorial Day Ice Cream Social at the fire station. Other events are TBD. He will formally advise the Auxiliary to forego our request for a chest compression unit. Member Massion noted the summer AFDA Conference has been cancelled. It was noted Member Torres was scheduled to attend and take the required board member training. Chief Rodriguez took an action to contact AFDA to see what the alternatives are.
- 12 Adjournment. There being no further business before the board, the meeting was adjourned at 11:32 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.