



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
DECEMBER 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 Chairman Tom Cummiskey at 10:12 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, Treasurer Pete Batschelet and Member Dennis Massion attended the fire station at the beginning of the meeting. Member Israel Torres joined the meeting at 10:32 am and is so noted at the appropriate point in the meeting minutes. We had a quorum of the board. For the record, Chief Dave Rodriguez was absent. Admin. Assistant Julie Mattila was in attendance. There were no members of the public present.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey stated that we will have a STRAP Session following the board meeting after a brief break for lunch. Due to commitments of several board members, we will have a hard stop for the STRAP session at 2 pm.
- 5 Call to the Public/Audience Comments. There were no members of the public present.
- 6 Review and Approve the Minutes for the November 20, 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 November 2021. Treasurer Batschelet reviewed the General Fund financial report for the previous month and provided a brief summary report. We are 41.66% through the year. It was noted the figures presented were distorted by a one-time pension fund deposit of \$344,235.40 into a special fund, which is expected to be withdrawn and deposited with Nationwide by the end of January. As a result, our normal summary must be adjusted for this month's report. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 83.7% while YTD expenses are at 38.1%. The end of the month cash balance was \$920,299.52. The projected year end cash balance as presented is \$701,339.52. Note: For the record, the adjusted year end cash balance should be \$357,104.12 once the pension fund deposit is backed out. Treasurer Batschelet made a motion to approve the financial reports as presented. Member Massion seconded, and the motion passed unanimously. It was noted there is some additional reconciliation required with respect to the pension conversion to Nationwide. Since this is a work in progress, Julie and Pete will report on the details in the January financials. Julie took an action before sending the Cash Flow Projections to the county to show the \$344,235.40 as an additional December expense so the last six months would be more representative of what we expect to see next month. Julie also took an action to remove Megan Rutherford's credit card access since she is no longer full time.

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.



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- 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: District's Insurance Coverage Changes and Updated Premiums. Julie reported she has requested the subject information from Crabdree and has not yet received a reply. She took an action to contact them again early next week.
- b) Status update re: Account 4015 (Misc. Receivables/Donations), Detail of ytd activity. As a reminder, the intent of this item is to assure each check deposited has a detailed description associated with it. This agenda item was addressed satisfactorily in last month's meeting and is considered closed.

For the record, Member Israel Torres joined the meeting at this time. We had a full board for all subsequent discussions.

- c) Status update re: Repairs to the Annex and timeline for lease to Sheriff's Office. Per an earlier email, Chief reported the roof repair has been completed. It was more extensive than anticipated since it was discovered after the old metal roof was removed there was no underlayment. We are pursuing self-performing the interior repair since we can't get a contractor to commit to do the work. We are trying to get one more estimate so we can resubmit our claim to the insurance company. Chief was assigned an action item to provide regular status updates to the board until such time as the lease on the annex can be activated and the space turned over to the Sheriff's Office for occupancy.
- d) Discussion and possible action re: Water Tender Replacement. By way of background, as identified in the ongoing STRAP discussions, this is Chief's #1 priority for rolling stock replacement. Chief has been in discussions with a commercial equipment manufacturer who will accept T1211 as a trade-in on a newer piece of equipment with up-to-date pumps, hoses, etc. This will significantly improve our capability and allow us to receive revenue from the Forest Service when the tender is on loan for fighting forest fires. Prior to committing to the trade-in Chief was assigned the action to assure the engine is inspected, transmission inspected, suspension is checked, and tires are serviceable. We want to understand some of these items to make sure we don't have to pay for this new equipment and then have repairs shortly thereafter. Member Torres made a motion to approve an amount not to exceed \$40K to complete the acquisition of a replacement tender (with T1211 in trade.) Member Massion seconded, and the motion passed unanimously.

On a related note, John Nelson has been pursuing a FEMA grant for the new water tender. Should that come to fruition, the commercial equipment manufacturer agreed to buy the unit back for the same amount we paid minus any wear and tear.

Much thanks to Treasurer Batschelet for lining Chief up with the commercial equipment manufacturer who has made the trade-in offer.

- e) Status update re: Grant activities. In Chief's absence, Chairman Cummiskey stated we are pursuing a FEMA grant for a new water tender (lead time about 18 to 24 months); the Hazardous Fuels Grant is about half completed and is currently on hold due to weather. The GWTS has been chipped. Discussions with County Supervisor Begay regarding providing FLFD green waste materials to the reservations are on the back burner. The offer remains open.
- f) Status update re: Pension Board activities. In Chief's absence Julie provided the following summary:
 - i) The move to Nationwide has been accelerated by about 2 months (originally end of February).
 - ii) There is a conference call every Tuesday with Nationwide and the Pension Board to discuss action item progress.
 - iii) We have been working with Paytech on how to automatically handle fund transfers in the new system.



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- iv) Current actions call for Nationwide to send a letter to each participant so they can make a decision on how their funds will be handled. There is a default in case participants do not respond.
 - v) Nationwide funds will transfer bi-monthly instead of quarterly as was the case under Innis.
 - vi) There is a \$25K discrepancy between Nationwide's account reckoning and that of Innis.
 - vii) Julie took an action for Julie to contact our previous provider (before Nationwide) and have them perform a reconciliation regarding the missing \$25K. If they are unwilling to commit to a near term completion of that task, that's when the threat of legal action should be used.
 - g) Status update re: Governmental Advocacy Committee.** Governmental Advocacy Committee Chairman Torres noted that even though Supervisor Begay was not able to attend today's meeting we will keep the communication channels open and look forward to a visit in the spring/early summer. There is a lot of work being accomplished by the Independent Redistricting Commission. They are back to the drawing boards with the final maps. There will be implications for FLFD at the state and federal levels. Redistricting happens every 10 years, coinciding with the national census. There is progress on a ballot initiative to increase the sales tax to help fund fire districts. AFDA is involved, and signatures are being sought. On SB1659, which has been passed, Israel suggests we task AFDA with providing implementation guidance once rule making is complete. Israel took an action to work with Chief to communicate with AFDA regarding:
 - i) Common format
 - ii) Financial impact of the bill
 - iii) How to comply
 - iv) Detailed instruction sheets
 - v) TemplatesOn a related note, Policies Procedures and Bylaws Chairman Massion took an action to review last month's meeting minutes regarding the possible impact to our policies and procedures related to recently approved legislation.
 - h) Status update re: Master Planning Committee Activities.** Master Planning Committee Chairman Hennessey stated that, as reported previously, roofing repair of the annex has been completed. Also, supplying electric service to the Tuff Sheds is underway, but is currently on hold due to weather. The garage door repair on the station doors has been completed satisfactorily. The same contractor will address the annex garage doors next (there will be an update next month.)
 - i) Status update re: Heart Monitor Purchase.** Unit on order, not yet delivered.
 - j) Status update re: Dave's annual performance review.** Chairman Cumiskey thanked all board members for their contributions to Chief's review, which has been delivered. Chief stated he appreciates the support of the board and looks forward to 5 or 6 more years of service.
- 9 Fire Chief's Report. In Chief's absence, there was no report. Chief was assigned an action to provide an update on the APS Microgrid project at next month's meeting.
- 10 Call To the Public/Audience Comments. There were no members of the public present.
- 11 Fire Board Comments. All board members wished Chief a full recovery from his illness with the flu.
- 12 Adjournment. There being no further business before the board, the meeting was adjourned at 11:26 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.