



## MEETING MINUTES FOR A SPECIAL MEETING OF THE FOREST LAKES FIRE DISTRICT DECEMBER 18, 2021



- 1 Call to Order/Roll Call. The 2021 Strategic Plan (STRAP) Update Session 3 meeting was called to order by STRAP Chairman Tom Cummiskey at 12:35 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 and Admin Assistant Julie Mattila. Chief Rodriguez was absent due to flu related illness. There were no members of the public in attendance.
- 2 Capital Plan Discussion. There was limited discussion due to Chief's absence. Chief had related to Chairman Cummiskey his only priority at this time was a replacement for T1211. There will be follow-up discussions at STRAP Session 4 on January 15<sup>th</sup>.
- 3 HR Issues. Discussion related to the possible buyout for Chief's ASRS participation was deferred until STRAP Session 4 due to Chief's absence.
- 4 Service Delivery Model. Discussion related to the Service Delivery Model was deferred due to Chief's absence. It was noted that Chief has the authority to move people around as he sees fit without concern about overspending individual budget expense line items. The key element here, as it has been for the last several STRAP updates, is a plan to deal with lack of POC participation. A new wrinkle has been added - ODS may be harder to recruit since they are already overworked at their home departments due to COVID.
- 5 Succession Planning. Chief's continued employment for the next 5 to 6 years looks good, especially if we can come to a resolution of his ASRS buyout, since his retirement would coincide with his vesting in ASRS at 10 years participation. Chief has an action item to report back on the ASRS options available, with associated costs. Chief Marty deMasi is Chief's interim backup. Julie just joined the leadership team, so it might be a little early to discuss long term plans with her. Board member terms are for four years. Members Cummiskey, Massion and Batschelet have terms that expire November 30, 2022. Members Torres and Hennessey have terms that expire November 30, 2024. Chairman Cummiskey announced he does not intend to run for re-election. At the end of his current tenure, he will have served for a total of twelve years. Member Massion stated his preference is to not undertake another term. He is looking for a replacement and, if he finds one, he will step down. If he doesn't find one, he may continue until he does find one. Chief has previously stated he knows of a potential board member candidate. We will begin the process of announcing the need for board member candidates who would like to give back to the community and serve on the fire board. Candidates for the fire board must declare their intention in the May-June timeframe for the November 2022 general election.
- 6 Financial Planning Update and Template Review. Treasurer Batschelet led us in a detailed review of the 5-year financial plan. Inputs were made real time to the spreadsheet. Some final details will await Chief's input at STRAP Session 4 on January 15, 2022. Prior to that meeting Treasurer Batschelet and Chief have the action to go over the spreadsheet and make sure the formulas are correct and that we have a good take on the budget for years 1 and 2 of this update. It was noted the Mill rate included in Year 1 is 3.375, for Year 2 is 3.50 and is held flat thereafter. Inflation has been adjusted to a higher level than in prior years. The amended spreadsheet is attached for the record.



Copy of December  
2021 STRAP Meeting

- 7 Goals to include in 5-year Plan. We reviewed the One Page Summary from last year. All members took an action to review the One Page Summary and be prepared provide feedback at the January 15<sup>th</sup> meeting. From a revenue standpoint, we need to include pursuit of T-Mobile and AT&T as lessees on the cell tower. The summary is attached here for the record.



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FLFD 2020 STRAP  
UPDATE ONE PAGE !

8 Adjournment. There being no further business before the board the meeting was adjourned at 1:15 pm.

Note: The tentative agenda for STRAP Session 4 includes the following:

- Final 5-year financial plan, revenue model
- 1-page summary
- Wrap up and publication plan