



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
DECEMBER 19, 2020**



For the record, as a general rule, the Fire Station remains closed to the public. Access can be achieved on a case by case basis. The board meeting was held in a virtual format using Webex conferencing software. Chief Rodriquez was at the fire station for members of the public to attend if they chose to do so. Chief Rodriquez will monitor the COVID-19 situation closely and determine if, and when, the Fire Station can be reopened to the public.

- 1 The meeting was called to order by Acting Chairman Tom Cummiskey at 10:25 am. For the record, the late start was due to technical difficulties related to using Webex.
- 2 Due to the virtual meeting format, Acting Chairman Cummiskey dispensed with the pledge of allegiance.
- 3 Roll Call of Fire Board Members. In addition to Acting Chairman Cummiskey, Member John Hennessey, Member Pete Batschelet and Member Israel Torres were in attendance. Member Dennis Massion was absent. We had a quorum. For the record, Chief Rodriquez was in attendance at the fire station and Member Batschelet used both Webex and our audio conferencing software to attend. Acting Chairman Cummiskey verified that everyone could hear and understand the proceedings.
- 4 Chairman's Welcome and Activity Report. Acting Chairman Cummiskey related we all look forward to the release of the vaccines for COVID-19. We have an abbreviated agenda for today, followed by the 2020 STRAP Update Session 4.
- 5 Call to the Public/Audience Comments. There were no members of the public in attendance.
- 6 Review and Approve the Minutes for the November 21, 2020 Regular Board Meeting. Member Torres made a motion to approve the minutes as presented. Member Hennessey seconded, and the motion passed unanimously.
- 7 Review and Approve the Financial Statements for November 2020. Due to problems for Acting Treasurer Batschelet with his Webex connection, Acting Chairman Cummiskey reviewed the General Fund financial report for the previous month, and provided a brief summary report. We are 41.66% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 52.3% while YTD expenses are at 37.7%. The end of the month cash balance was \$419,639. The Projected Year End Cash Balance is \$337,727. The Red and White ambulance repair for \$16,594 is reflected in the numbers. There were no other items of note to report. Acting 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 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) Discussion and possible action: Elect table officers. Acting Chairman Cummiskey noted that, per statute, board officers (Chairman, Clerk and Treasurer) must be elected whenever there is a change in board composition, as is the case with the recent elections of board members. Member Torres made a motion to have Member Cummiskey continue in his role as Chairman. Member Hennessey seconded. There were no comments and the motion passed unanimously. Chairman Cummiskey made a motion to have Member Hennessey continue in his role as Clerk. Member Torres seconded. There were no comments and the motion passed unanimously. Chairman Cummiskey made a motion to have Member Batschelet continue in his role as Treasurer. Member Torres seconded. There were no comments and the motion passed



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- unanimously. Chairman Cummiskey thanked all the board members for their participation and expressed appreciation for their continued confidence in his leadership.
- b) Discussion and possible action: Change monthly meeting date. This discussion was tabled until our January meeting to give Member Torres time to check out the legislative calendar to see what time and dates would work best for him. As of now, the January Board meeting will be held at the regular time and date.
 - c) Status update re: Finance Committee Activities. The Finance Committee met yesterday and conducted a detailed review of the 5 Year Financial Plan, resulting in definitive recommendations for board consideration, which will be addressed in today's STRAP Update meeting, which will follow the board meeting. We will also address our updated goals.
 - d) Status update re: APS Microgrid System. Chief Rodriguez reported he has been notified by an email from APS that they are going forward with the Microgrid system located on Forest Service property west of the subdivision, with an operational date in 2023. Member Torres expressed his disappointment with APS, specifically how they handled the potential involvement with the fire district and the subsequent delay in putting the Microgrid into operation, especially in light of the recent power outage. There will be many disappointed residents. He asked Chief to draft a letter to APS expressing our disappointment and to explore how the project could be expedited. We also discussed ideas for how to bring the community up to date on the Microgrid project.
 - e) Status update re: Grant activities. Chief reported John Nelson has created a web site for residents to follow the Hazardous Fuels Grant: forestlakesaz.com/firewise.
 - f) Status update re: ASRS Participation. Chief reported he and Megan will be meeting with ASRS representatives in the near future regarding startup actions for implementation, which is planned to start July 1, 2021.
 - g) Status update re: Pension Board activities. Chairman Cummiskey reported that we expect to get a year-end statement from Innes and Associates detailing our total year performance. Once that report is received, the Pension Board will convene to review it and develop any needed direction to Innes for portfolio performance improvement. Once that meeting is held, we will report back to the Fire Board. Depending on receipt of the report and availability of the Pension Board members, the report back to the Fire Board may not happen until February, but will be earlier if possible.
 - h) Status update re: Governmental Advocacy Committee. Governmental Advocacy Committee Chairman Torres took the action to draft a letter of congratulations to our various political representatives in order to get our name in front of them. He is to craft it such that there is no conflict with any of the lobbying activities being considered or in play with AFDA.
 - i) Status update re: Master Planning Committee Activities. Chairman Cummiskey noted our financials look good and we can proceed with capital expenditures regarding Master Plan improvements. Since the planned improvements are in the budget, no separate board approval is needed. Master Plan Committee Chairman Hennessey stated that based on the previously discussed list of project priorities we will proceed with the new border fence. This will use about half the \$25K budget. We will make a decision then on whether to proceed with replacement of the garage doors on the Annex or to address the grading and drainage along the southern border of the property. We will coordinate with the board before we expend the balance of the capital funds for the Annex and the rest of the property.
 - j) Discussion and possible action: Provide funding target(s) to the Auxiliary. Chairman Cummiskey stated we traditionally provide a list of items for consideration by the Auxiliary for possible funding. This allows the Auxiliary to communicate to the community what their projects are and to solicit community support. Chief took an action to provide an updated list at next month's meeting. Clerk Hennessey took an action to send the most recent priority list to Chief Rodriguez.
- 9 Fire Chief's Report. Call volume is good. Revenues are down this month. Fire danger is down. Our Firewise initiatives continue. Residents have done a good job of clearing their lots this past year. The GWTS can be opened on a case-by-case basis to accommodate additional lot clearing activities. In the interest of financial due diligence, Chief Rodriguez stated he had pursued our options regarding the Front End Loader (FEL) end-of-lease payment due Feb 2022. Our current budget calls for a balloon payment on that date, at which time the FEL would be paid off, ending our six year agreement with Empire Machinery. Our options would be to return the loader, thereby avoiding the balloon payment, or refinance the balloon payment for up to 36 months, at



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4.5% interest. There will be follow on discussion at the upcoming STRAP meeting on the subject. Megan's 18 month old son Conner continues his recovery from facial lacerations due to a dog bite. They had a good report from this past Thursday's doctor visit. She is working from home this week and next so she can provide more timely care for Conner as he recuperates. Thanks to Debbie Skeldon who is providing backup at the fire station for Megan. The Board asked Chief to convey to Megan that we are thinking about her and Conner. Megan has just completed her one year anniversary with the fire district. Chief is pleased with her performance, which will be documented in her upcoming written review. Chairman Cummiskey mentioned that because we seem to be having so many problems with Webex, it would be good if Dave would consider having Megan available during our meeting times to resolve those meetings in real time rather than having the Board struggle with the technology. Dave said he would think about it.

- 10 Call to the Public/Audience Comments. There were none.
- 11 Fire Board Comments. There were none.
- 12 Adjournment. There being no further business before the board the meeting was adjourned at 11:30 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.

Approved by the Forest Lakes Fire District Board on: January 16, 2021 .



John Hennessey, Clerk