



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
JUNE 18, 2022**



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 10:00 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 and Member Dennis Massion were in attendance at the fire station. Treasurer Pete Batschelet and Member Israel Torres were absent. Note: see comments re: Israel's attendance in agenda item 8g). Also in attendance were Chief Dave Rodriguez, Admin Asst Julie Mattila and Communications Specialist/Public Information Officer John Nelson. Attending from the public were Pat Hennessey, Jan Cummiskey, Tom Swanson, Julie Swanson, Tom O'Brien, Rita O'Brien, Dick Zimmerman and Joe Ruet. For the record, we had a quorum of the board.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed all to the meeting, noting this is the largest participation from the public in recent months. He said he expects District 4 County Supervisor Judy Begay and District 4 Director Cheryl Barlow to join us at some point and to stay for lunch following the meeting. He welcomed Tom and Julie Swanson, noting that Julie is interested in pursuing one of the three open positions on the board at the November election. He noted our fiscal year ends this month, so next month's board meeting will include a year-end review.
- 5 Call to the Public/Audience Comments. There were no comments.
- 6 Review and Approve the Minutes for the May 21, 2022 Regular Board Meeting. Clerk Hennessey 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 May 2022. In the absence of Treasurer Batschelet, Chairman Cummiskey reviewed the General Fund financial report for the previous month, and provided a brief summary report. We are 91.7% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 89.7% while YTD expenses are at 83.5%. The end of the month cash balance was \$457,641.24. The projected year end cash balance is \$383,709.24. If our budget is adjusted for zero contingency expenditures, which is our typical experience, our revenues would be at 99.6% and expenses would be 91.0%, both very favorable to plan. We expect to complete the payment for the new water tender next month, and are still receiving some tax payments, though small, as we are in the tax trough. We are in good shape financially. Chairman Cummiskey made a motion to approve the financial report 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) Discussion and possible action re: Final review of 2022-23 budget and submission to Coconino County. In Treasurer Batschelet's absence, Chairman Cummiskey presented the final review of the 2022-23 budget and 2023-24 projection.



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FY2022/2023 AND PROJECTED FY 2023/24 APPROVED NTE OPERATING BUDGET

	GENERAL FUND	FY 22/23	FY 23/24
EXPENSES			
PERSONNEL SALARIES	\$	632,867	\$ 653,494
EMPLOYEE BENEFITS	\$	82,152	\$ 85,004
INSURANCE	\$	32,036	\$ 33,157
FIRE DEPARTMENT ADMINISTRATION	\$	171,900	\$ 225,572
FUEL, OIL, LUBE, R&M	\$	58,075	\$ 53,816
FIRE & EMS OPERATIONS	\$	50,000	\$ 50,715
BUILDING & GROUNDS R & M	\$	8,450	\$ 8,704
UTILITIES	\$	38,050	\$ 39,001
CAPITAL EXPENDITURES	\$	43,475	\$ 75,087
DEBT SERVICE	\$	48,922	\$ 48,922
CONTINGENCY (Unplanned Spend)	\$	107,353	\$ 114,946
SUBTOTAL	\$	1,273,280	\$ 1,388,418
REVENUES			
PROPERTY TAXES	\$	740,110	\$ 795,559
FIRE DISTRICT ASSISTANCE TAX	\$	133,220	\$ 143,201
ENTERPRISE ACCOUNT (NON-TAX)	\$	292,070	\$ 334,672
DISTRICT FUNDS	\$	107,880	\$ 114,986
SUBTOTAL	\$	1,273,280	\$ 1,388,418
TAX RATE		\$3.3750	\$3.5000

By way of background, Chairman Cummiskey reported the subject budget supporting details were reviewed by the board at the April board meeting in great detail, and approved for presentation to the public at the May board meeting. During the May board meeting, the board approved posting the May budget details for the statutorily required 30 days so as to allow public input. Having confirmed there were no comments from the public, Chairman Cummiskey made a motion to approve the operating budgets as presented. Member Massion seconded the motion, and it passed unanimously. Once signed by the board, Julie took the action to forward the summary budgets to the county (Clerk of the Board of Supervisors and the County Treasurer) by the end of the month and to prepare QuickBooks for the upcoming fiscal year. Julie and Chief Rodriquez took the action to prepare and submit the Auditor General Budget Form spreadsheet as required by August 1, 2022.

- b) Status update re: Repairs to the Annex and timeline for lease to Sheriff's Office. Chief reported the lease agreement is in place, with Deputy McKeever having occupied the Annex for about two weeks. Billing takes place at the end of the month.
- c) Status update re: Water Tender Replacement. Chief confirmed entry into service is about two weeks out, following completion of some wiring harness updates and application of graphics.
- d) Status update re: Grant activities. John Nelson reported there are about 50 people in the queue for the current Hazardous Fuel Grant. We expect to hear back in the December for the follow-on Hazardous Fuels Grant application. Priority will be given to those resident applicants on the south side. Chief reported the Forest Service clearing work on the southern boundary (public property) is some 18 months out. Dick Zimmerman is working on a grant for a Jaws of Life battery powered device.
- e) Status update re: Communications Specialist Activities. Communications Specialist Nelson provided a status update on his communications activities (see attachment).



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_8e Public
Information Report - .

As stated, his intent is to be proactive and to coordinate information among the various sources he monitors. He took an action to make it easier for residents to know where to go to access desired information and to have it ready for the upcoming Open House.

- f) Discussion and possible action re: Review and approval of policies 0002 (Fire Board and Chief Policy) and 0016 (Vacation Policy). Policies, Procedures and Bylaws Chairman Massion discussed proposed changes to policies 0002 and 0016, which had been previously distributed to the board. If approved, no policy would be older than 2019 in the update cycle. Policy 0002 has updates to better define the authority and division of responsibilities between the Chief and Fire Board to assure smooth operation of the district. Following discussion of the updates, Chairman Massion made a motion to approve Policy 0002 as presented. Clerk Hennessey seconded, and the motion passed unanimously. Chairman Massion reported changes to Policy 0016 included updates to keep it aligned with changes to the governing state statutes. Upon conclusion of his comments, Chairman Massion made a motion to approve Policy 0016 as presented. Clerk Hennessey seconded, and the motion passed unanimously.
- g) Status update re: Governmental Advocacy Committee (Israel). Chief reported Israel intended to participate in person, but due to his Covid-19 diagnosis, he chose to not participate in person as a precautionary measure. He called in to attend telephonically, but due to department phone issues that could not be resolved during the meeting, he sent Chief Rodriquez a text message with his Governmental Liaison report, which Chief read into the record on Israel's behalf, as follows. AFDA's John Flynn reported federal funds have been released from the American Rescue Plan that can be applied to fire districts. There is no defined process as yet for how to apply for the funds. Passage of the Fire District Safety Act looks promising. If passed by the voters, it would provide significant additional revenues to fire districts.
- h) Status update re: Master Planning Committee Activities. Master Plan Committee Chairman Hennessey reported he and Chief Rodriquez are working on the requirements spec for a winter cover for the Front-End Loader. The FEL is a big piece of equipment. Preliminary sizing calls for a building 20 feet wide by 32 feet long by 20 feet high, with a 12 ft x 12 ft rollup door. This is a near term activity (within next 2 years). In the 5-year time frame of the Master Plan we are investigating housing for Dave's replacement (to coincide with his announced retirement plans) in the SW corner of the property. In between these end points we are considering adding electricity to the blue garage and the 3 sheds as our most near-term project, as well as beautification of the balance of the property, including placement of RR ties along the southern boundary to prevent water incursion to the properties to our south. The timing of some of these efforts could be accelerated so as to combine work elements to save costs.
- i) Status update re: Heart Monitor Purchase. Receipt of the unit still estimated at 60 days out (supply chain issues.)
- j) Status update re: Chief's Performance Review and Contract renewal. Chairman Cummiskey reported he had prepared and delivered Chief's performance review this past week, with input from the board members, which was accelerated slightly to coincide with the district's fiscal year. The review was favorable, with only some administrative issues to be addressed. He and Chief Rodriquez also agreed to the language of Chief's new two-year employment contract, which will be effective July 1st, to also coincide with the district's fiscal year and includes salary adjustments as approved in the new budget (see agenda item 8a). Hard copies awaited signatures from Tom and Dave following the meeting.



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9 Fire Chief's Report.

Chief reported the transfer of ambulance billing to our new provider is almost complete. He reported there has been a recent increase in requests by property owners for assessment to fire-wise standards by their insurance providers. He requested property owners inquire of their insurers what information/assessment is needed from the fire district prior to contacting the fire district. Our Open House is one week from today. Our cell tower owner has advised us of some drainage issues that need to be addressed. They will be brought to the attention of county officials. He then displayed a video showing how the new bumper mounted water turret works. It will make the new water tender much more attractive for leasing by the Forest Service. Stage 3 restrictions have been initiated by the county (see attachment.)



061722 Stage 3 Fire
Restrictions.pdf

Of interest to all residents is that propane goes into the restricted category, which is different than the Forest Service restrictions already in place. This has blind-sided everyone involved. Chief took the action to follow up with the county regarding intent and enforcement.

10 Call to the Public/Audience Comments. There were no comments.

11 Fire Board Comments.

- a) Member Massion brought up an issue to be placed on a future agenda related to how our vacation accrual policy, 0015, compares with FLDWID and other fire districts. It was agreed to address this in the next Finance Committee meeting for recommendations to be made to the board as a future agenda item.
- b) Clerk Hennessey reminded current board members who plan to run for re-election in November that they must also submit a Special District Candidate package, which is available from Julie or on the county elections department web site.

12 Adjournment. There being no further business before the board, the meeting was adjourned at 11:05 am.

Notes:

For the record, District 4 County Supervisor Begay failed to join the meeting prior to adjournment, or for the luncheon which followed.

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.