



MEETING MINUTES A SPECIAL MEETING OF THE FOREST LAKES FIRE DISTRICT NOVEMBER 20, 2021



- 1 Call to Order/Roll Call. The 2021 Strategic Plan (STRAP) Update Session 2 meeting was called to order by STRAP Chairman Tom Cummiskey at 11:50 am in the main equipment bay of the Forest Lakes Fire Station. Also in attendance were board members John Hennessey and Pete Batschelet, Chief Rodriquez, and Admin Asst Julie Mattila. Absent were Members Israel Torres and Dennis Massion. There was a quorum of the board. There were no members of the public in attendance.
- 2 Rolling Stock Discussion. Chief Rodriquez presented a review of our rolling stock using last month's presentation as a guide. Significant discussion points include the following:
 - a) The top 3 priority rolling stock items were identified:

#1 Replacement Target, Year 1 2021 STRAP 5 Year Update Plan



T1211

- Acquired: New 01-22-91.
- Model: 91' GMC TopKick
- September 2021Mileage: 13,926
- **30 Years Old**
- Replacement cost \$350,000
- Will pursue a FEMA Grant using Hells Gate successful grant award as a model (90/10)
- District contribution is \$35K

#2 Replacement Target, Year 2 2021 STRAP 5 Year Update Plan



A1212

- Acquired: Used 9-21-15.
- Make: 2001 Ford 550.
- September 2021Mileage: 61,005
- **20 Years Old**
- Replacement cost \$300K
- Will pursue grant or used

#3 Replacement Target, Year 4 2021 STRAP 5 Year Update Plan



B12

- Acquired: Used 12-01-2016.
- Make: 2007 TOYOTA TUNDRA
- September 2021Mileage: 144,589
- **14 Years Old**
- Replacement cost, \$60K
- Will consider grant, new or LPA



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Approved by the Forest Lakes Fire Board on November 24th 2021

John Hennessy

A handwritten signature in cursive script, appearing to read 'John Hennessy', written over a horizontal line.



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- b) Relevant comments, for the record:
- i) E1211, serviceable for the next 4 to 5 years. Replace with a mini pumper at 550 gpm assuming T1211 is replaced.
 - ii) R1211, is almost new
 - iii) R1212, mileage not a concern, going back to the shop for engine work
 - iv) A1211, 1,000 gpm pump, supports our ISO 4 rating
 - v) A1212, 250 gpm pump
 - vi) B12, consider new versus used. There may be a glut of new trucks following the end of the COVID 19 supply chain problems. May consider government pricing.
 - vii) We need to address a winter cover for the FEL.
- 3 Capital Expenditure Plan. Rolling stock portions of CAPEX addressed above. Chief took an action to identify CAPEX needs to support the Master Plan, operational support equipment, IT/Telecon refresh, 911 ruggedized laptops, ..., to be presented at the December 18th STRAP Session 3. These needs will also be used to identify possible funding targets for the Auxiliary.
- 4 Debt Service Plan. After the FEL is paid off in February the only debt service item will be the new fire station. Debt service may end up being our fallback plan for some of our rolling stock.
- 5 Grant Outlook and Strategy. There are two primary areas we are focused on: a 90/10 FEMA grant for T1211 and the continuation of the Hazardous Fuels grant.
- 6 IT/Telecon Updates Plan. We should plan for an IT refresh in years 2 and 3. Our recent incorporation of fiber optic service makes this less urgent. Chief noted our 911 dispatch service out of Flagstaff is pursuing an upgrade in Year 2 that will necessitate the procurement of 3 new ruggedized laptops, which may fall under a communications grant. Otherwise, it may be a good target for the Auxiliary. It was noted our threshold for Capital is \$5K.
- 7 Financial Spreadsheet Review. A good deal of time was spent on the 5-year financial forecast which Treasurer Batschelet walked us through. He had updated the spreadsheet based on the prior Session 1 discussions. He documented the agreements by updating the spreadsheet real time. The results are attached, for the record. Pete took an action to audit the formulas to make sure they are calculating correctly and to add entries that are calculated as opposed to entered.



November 20, 2021
STRAP.xlsx

- Chief took an action to contact DW Towers to see if we can't get additional carriers on our tower (T-Mobile, AT&T, ...) Chief also took an action to report back at the December 18th meeting on the financial implications of buying back enough time with ASRS to allow him to vest at the end of 6 years, when he plans to retire from FLFD. Vesting requires 10 years of participation. This would be treated as a fringe benefit in lieu of a salary increases. Julie took an action to procure quotes from our insurance carrier, account # 5100, for the December 18th meeting. Pete took an action item to look at debt service for the procurement of B12 and/or A1212.
- 8 Plan for remaining meetings. The proposed agenda for Session 3 on December 18th was presented.
- 1 Call to Order/Roll Call
 - 2 Rolling Stock Replacement Projection
 - 3 HR Issues
 - 4 Service Delivery Model
 - 5 Succession Planning
 - 6 Financial Planning Update and Template Review
 - 7 Goals to include in 5-year Plan
 - 8 Adjournment
- 9 Adjournment. There being no further business before the committee, the meeting was adjourned at 1:48 pm.