



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
NOVEMBER 20, 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 10:04 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 Treasurer Pete Batschelet were in attendance at the fire station. Members Israel Torres and Dennis Massion were absent. We had a quorum of the board. For the record, Chief Dave Rodriguez and Admin. Assistant Julie Mattila were 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. He reported there was a meeting with our insurance provider, Crabdree Insurance, in Payson this past Thursday to review our insurance coverage. There will be more details in agenda item 8a).
- 5 Call to the Public/Audience Comments. There were no members of the public present.
- 6 Review and Approve the Minutes for the October 16, 2021, Regular Board Meeting. Treasurer Batschelet made a motion to approve the minutes as presented. Clerk Hennessey seconded, and the motion passed unanimously.
- 7 Review and Approve the Financial Statements for October 2021. Treasurer Batschelet reviewed the General Fund financial report for the previous month and provided a brief summary report. We are 33.33% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 43.5% while YTD expenses are at 32.4%. The end of the month cash balance was \$480,517.10. The projected year end cash balance is \$358,425.10, which is comfortably above our board mandated minimum of \$175,000. This provides us some flexibility for budgetary adjustments for the outyears. He noted the significant revenue increase was due to tax collections as we exited the tax trough. Treasurer Batschelet made a motion to approve the financial reports as presented. Clerk Hennessey 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.



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8 Business

- a) Status update re: District’s Insurance Coverages. Chairman Cummiskey reported that he, Chief and Julie met with Crabdree representatives this past Thursday to discuss our insurance coverage. There are several items which Crabdree will address: remove the Justice rental property from our coverage; increase the coverage for the fire station from \$879K to \$1.0M (current total coverage is \$1.3M for the station plus the annex); add the three Tuff sheds, plus one additional; add the blue garage; show the FEL as fully paid off in Feb 2022; remove Zion Bank as loan holder for Battalion 12 and Heart Monitors; and provide a quote to reduce our umbrella coverage from the current \$10M/\$20M to \$5M/\$10M.
- b) Status update re: Account 4015 (Misc. Receivables/Donations), Detail of ytd activity. This agenda item was tabled to next month’s meeting. Julie took an action, in preparation for the meeting, to add more descriptive notes and perhaps add a few accounts to our Chart of Accounts so that QuickBooks can easily generate the desired reports in support of the planned discussion. For example, Julie prepared a summary for account 4015 to demonstrate what was currently available from QuickBooks:

4010 - ENTERPRISE ACCT-NON TAX INCOME					
4015 Misc Recvbls/Contributions					
Deposit	07/06/2021	Deposit	1020 Cash-Operating	1,076.12	
Deposit	07/26/2021	Donation	1020 Cash-Operating	5,000.00	
Deposit	07/27/2021	Deposit	1020 Cash-Operating	1,000.00	
Bill	08/16/2021	Bank of America	2001 Accounts Payable	25.98	
Deposit	08/24/2021	Deposit	1020 Cash-Operating	1,000.00	
Deposit	08/30/2021	donation	1020 Cash-Operating	200.00	
Deposit	09/13/2021	Poker ride money	1020 Cash-Operating	380.23	
Deposit	09/21/2021	VIFS Claims Mang	1020 Cash-Operating	31,576.53	
Deposit	09/22/2021	DW Tower	1020 Cash-Operating	1,030.00	
Deposit	10/04/2021	Poker Ride	1020 Cash-Operating	4,000.00	
Deposit	10/19/2021	Donation from Sarah Venable	1020 Cash-Operating	325.00	
Deposit	10/19/2021	Deposit	1020 Cash-Operating	23,620.00	
Deposit	10/21/2021	Deposit	1020 Cash-Operating	1,030.00	
					70,263.86
Total 4015 Misc Recvbls/Contributions					70,263.86
Total 4010 - ENTERPRISE ACCT-NON TAX INCOME					70,263.86
TOTAL					70,263.86

The single entry of \$23,620, for example, should, at a minimum, show \$22,000 as an Auxiliary contribution for the new Heart Monitor with \$1,620 from a community donor for the same purpose. It was suggested that Angela Bertram can assist in this task.

- c) Status update re: Repairs to the Annex and timeline for lease to Sheriff’s Office. Chief reported he is waiting on one additional bid from Acorn Construction, which may end up increasing the amount of the insurance claim. The roofing package is here but he can’t get a commitment from a roofing contractor. We are waiting to have the roof repair completed before doing work on the interior. He hopes to have a contractor in place by the end of January/early February. As a fallback plan, we may end up self-performing the interior work. The Sheriff’s office is being very accommodating regarding the lease arrangement, which we discovered requires a signature by our attorney, Bill Whittington.
- d) Status update re: Trans West Pipeline Settlement and compensation to FLFD. Chairman Cummiskey stated, for the record, we pursued this issue with the county, including FDAT considerations, and that the total compensation of \$600 we have received thus far fulfills the county’s obligation to us. This issue is considered closed.
- e) Discussion and possible action re: Approval of Credit Line Renewal Letter. Chairman Cummiskey presented an annual approval Form of Declaration from JP Morgan Chase Bank requesting us to renew our Line of Credit with the county. This approval is routine for the fire district. Chairman Cummiskey made a motion to approve the request. Treasurer Batschelet



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seconded and the motion passed unanimously. Clerk Hennessey signed the form as the district's representative. See attached.



20211120 Line of
Credit Submittal Board

- f) Status update re: Grant activities. Chief reported the Hazardous Fuels Grant is nearing 50% completion. The GWTS has remained open beyond the normal November 1st closure date to accommodate grant activities. Hells Gate has received a FEMA grant in the amount of \$350K for a tactical water tender. Their 90/10 grant application was supported by Senator Sinema and the Black Mesa Ranger District. We have a copy of their successful grant application and will pursue a similar award for FLFD, including a request for support from Senator Sinema and the Black Mesa Ranger District. If awarded this will relieve the pressure for procuring a replacement for E1211 and will allow us to maintain our ISO 4 rating.
- g) Status update re: Pension Board activities. Chief reported the planned transition of our pension plan to Nationwide from Innis and Associates/TD Ameritrade has hit a snag. Upon our notification by registered letter to Innis advising them formally of our plans to transition in Feb 2022 to Nationwide, Larry Innis, acting in his role as trustee, liquidated the account with TD Ameritrade and sent us a check for about \$344K despite our request Innis do nothing until the transfer date. Chief has been in touch with TD Ameritrade to restore our portfolio/pension account with them with Chief as sole Trustee pending the transfer to Nationwide and that all ties with Innis be severed. Chief took an action to assure Nationwide, who is in charge of the February transition, will develop a timeline for the transition (who does what and when.) Chief took an action to document our displeasure with Innis by registered letter and email, with an email read receipt, and to contact our attorney, Bill Whittington, should any legal action be warranted.
- h) Status update re: Governmental Advocacy Committee. Governmental Advocacy Committee Chairman Torres provided a report to Chairman Cummiskey (see attached) addressing Senate Bills 1351 and 1659 and indicating there are implications to FLFD for both the Policies, Procedures and Bylaws and Finance Committees. Chairman Cummiskey took an action to notify Policies, Procedures and Bylaws Chairman Massion of issues to be addressed re: S1351 and Julie took an action to contact the county Treasurer re: S1659 to see if there is a recommended tool/format we need to comply with when preparing and reporting our annual budgets. It was mentioned this topic might be addressed in the upcoming ADFa Conference.



letter from Israel
(1).pdf

- i) Discussion and possible action re: Mil rate increase and what we would use it for. Chairman Cummiskey summarized, based on our November 2nd STRAP meeting, that the new Mil rate increases would be used to address labor rate increases for our ODS to make us more competitive with neighboring fire districts, to address ancillary costs associated with planned rolling stock upgrades (licensing and insurance, e.g.) and general inflation. These issues will be addressed in detail in the upcoming STRAP sessions.
- j) Status update re: Master Planning Committee Activities. Chief reported we are considering self-performed work for the annex interior storm related damage. We are also addressing replacing the annex sectional garage doors, adding electric to the existing 3 Tuff Sheds plus stub out for an additional shed as well as the blue garage. He also reported the 4 garage doors for the fire station



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- have been repaired, with some final adjustments yet to be accomplished. Discussions are underway with Caliente, the general contractor, and Miner, the original garage door subcontractor, regarding any consideration for faulty installation of the station's four garage doors.
- k) Discussion and possible action re: Heart Monitor Purchase. Chief reported the new Heart Monitor is on order, with delivery expected in 2 to 4 weeks. Chief took an action to get pictures and send a Blast article to Judy Nelson once the unit is put into service.
 - l) Status update re: Dave's annual performance review. Chairman Cummiskey reported he has received all requested board member inputs and is awaiting Dave's self-assessment. This will be a December 18th board agenda item, at which time Tom will provide an updated status.
- 9 Fire Chief's Report. Chief reported progress has been made with the name change for the GWTS contract with the Forest Service. Since this will require a change to the contract language, we will also include language allowing us to operate the GWTS, weather permitting, versus the current contract which has a fixed operational window, which will address some complaints we have received for having the GWTS open past November 1st. Chief acknowledged assistance from Wilmeng Construction who put him in touch with Red Mountain Garage Doors, who repaired the station doors. Red Mountain noted several deficiencies with the original work. Kay Green has initiated the annual audit process. Chief reported Julie has done an outstanding job in taking over for Megan Rutherford. Megan is available on an as-needed basis to assist Julie.
- 10 Call to the Public/Audience Comments. There were no members of the public present.
- 11 Fire Board Comments. There were no comments from the board.
- 12 Adjournment. There being no further business before the board, the meeting was adjourned at 11:21 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 Board on November 27th, 2021

John Hennessy