



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
OCTOBER 17, 2020**



For the record, the Fire Station remains closed to the public. The board meeting was held in compliance with current COVID-19 guidelines, including social distancing. Chief Rodriguez will monitor the situation closely and determine if, and when, the Fire Station can be reopened to the public.

- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman Tom Cummiskey at 10:03 am.
- 2 Chairman Cummiskey led the assembly in the pledge of allegiance.
- 3 Roll Call of Fire Board Members. In addition to Chairman Cummiskey, Clerk John Hennessey, Treasurer Pete Batschelet and Member Dennis Massion were in attendance. Member Israel Torres was absent. We had a quorum.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey announced he has been very busy the last several weeks, having attended a Pension Board meeting during which the Bylaws were discussed and amended, the investment approach was discussed and Ameritrade documents were reviewed. See agenda item 8c) for additional comments. He also was assembling board member comments for Chief's Annual Performance review and making final adjustments to Chief's employment contract. The Auxiliary has updated its running total of donations to the fire district. The total is now \$173,000.
- 5 Call to the Public/Audience Comments. There were none.
- 6 Review and Approve the Minutes for the September 19, 2020 Regular Board Meeting. Member Massion made a motion to approve the minutes as presented. Treasurer Batschelet seconded, and the motion passed unanimously.
- 7 Review and Approve the Financial Statements for September 2020. Treasurer Batschelet reviewed the General Fund financial report for the previous month, and provided a brief summary report. We are 25.00% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 10.9% while YTD expenses are at 21.7%. The end of the month cash balance was \$109,122, which is below our board guideline of \$175,000. The Projected Year End Cash Balance, a more meaningful measure versus our guideline, is \$199,486. Treasurer Batschelet noted there were about \$20K in unusual expenditures related to expense line items 4015/5219, Misc Receivables/Contrib Expended (STRYKER Grant); 5407, Small Tools Equip and Expenses (FEL); and 5409, Expendables (COVID-19 PPE). Treasurer Batschelet made a motion to approve the financial reports 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) Status update: re: APS Microgrid System. Chief reported he has been notified by APS they are conducting some additional due diligence on an alternate site identified for the microgrid – the site is on the Apache-Sitgreaves National Forest adjacent to their transmission line on FR 237. Through some recent engineering studies, APS has determined increased operational efficiencies exist at that location when compared to the location at the fire department. We should know their decision in the next week or two.
 - b) Status update re: Grant activities. Chief reported there are some administrative issues being worked on the Hazardous Fuels Grant. The grant has been approved, but the funds have not been released. Twenty homeowners have been contacted to confirm their interest. Some fifty or more have to be contacted to meet requirements. Work under the grant will begin in the spring. Eleven mobile radios plus a few spares



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
OCTOBER 17, 2020**



- have been received and are being installed by our ODS at a significant cost savings to the district. Work on the Firehouse Subs grant for a utility type All Terrain Vehicle capable of operating deep into the forest, transporting patients and conducting limited firefighting operations is still in the planning stages.
- c) Status update re: Pension Board activities. Chairman Cummiskey reported he and Chief attended a recent Pension Board meeting during which the list of participants was scrubbed, with 50 being removed, resulting in significant administrative cost savings. There are 40 active participants remaining. The board reviewed an investment return analysis that will result in changes to the investment portfolio. Bylaws were reviewed and amended for possible approval by the fire board. See agenda item 8d). Both Chairman Cummiskey and Chief Rodriguez expressed satisfaction for the progress being made by the Pension Board.
 - d) Discussion and possible action: Review and possible approval of the Pension Board's Bylaws. Chairman Cummiskey summarized the amended Bylaws approved by the Pension Board for presentation to the fire board for approval. The amended Bylaws had been previously distributed the fire board. Changes to the 2009 document include routine housekeeping plus some procedural issues related to board composition and appointment, an annual notification letter to plan participants and handling participant termination/reapplication details. Member Massion made a motion to approve the Bylaws as presented. Treasurer Batschelet seconded, and the motion passed unanimously.
 - e) Discussion and possible action re: Approve Audit Engagement Letter and Contract. Chief recommended we continue with Kay Green as our auditor. She is now affiliated with SCAA. The proposed audit engagement letter with a three-year duration was previously distributed to all board members prior to the meeting. The fee for the fiscal period ending June 30, 2020 is \$8,000, increasing by \$100 per annum. Chairman Cummiskey stated everything is in order from a CPA perspective. Treasurer Batschelet made a motion to approve the engagement letter as presented. Member Massion seconded, and the motion passed unanimously. It was noted, per good business practice, that we should recompet the audit contract following the end of the three-year engagement.
 - f) Discussion and possible action: Review and approval of Policy 17 (Medical Leave). Policies, Procedures and Bylaws Committee Chairman Massion reported that an update to Policy 0017 was distributed to all board members prior to the meeting. Subsequently, Chairman Massion discovered that we need to include provisions for the mandated Family and Medical Leave Act (FMLA) in our policy. He also reported we have 3 policies that address medical leave, or time away from work. Chief also noted there are provisions for COVID-19 in process that we will need to address. This agenda item will be tabled until such time as we can develop a consolidated policy, perhaps under the title "Time Away from Work."
 - g) Status update re: Governmental Advocacy Committee. There was no report.
 - h) Status update re: Master Planning Committee Activities. Committee Chairman Hennessey reported the notification from APS regarding the possible placement of the Microgrid system on Forest Service property (see agenda item 8a) will impact the overall master plan. A meeting will be held in the next several weeks by the committee to discuss go-forward options. In the meantime, we should be able to pursue our number one priority task (replace/repair the perimeter fencing) once the board approves release of capital funding for the project (anticipated in November or December.) Chairman Cummiskey commented he looks forward to when the old Annex office space is renovated.
 - i) Discussion and possible action: Approve Dave's contract renewal. Chairman Cummiskey discussed the Chief's new two year contract, previously distributed to the board for review prior to the meeting. It is basically a refresh to the prior contract, with date changes and a few minor modifications. Chief acknowledged his satisfaction with the proposed contract. Member Massion made a motion to approve the contract as presented. Treasurer Batschelet seconded, and the motion passed unanimously. Chief reported he is still having fun and enjoys working in an organization that produces a high level of service.
 - j) Status update: Input for Dave's annual performance review. Chairman Cummiskey reported he has received input from all board members regarding Chief's review. All that remains is for Dave to do his self-evaluation. It is expected the review will be about the same as last year, with no surprises. Tom will report out at next month's meeting.
- 9 Fire Chief's Report. Chief reported he and Megan have been working with Copper Point to complete a required audit for Worker's Comp for the last reporting period, which ended June 30, 2020. Chief has received a letter from the Coconino County attorney advising that his office is prepared to offer legal services to the fire district per an established fee schedule. Per the board's direction, Chief will advise the county attorney that we will



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
OCTOBER 17, 2020**



decline the offer and stay with Bill Whittington as our attorney of record. Smart Systems is pursuing a joint effort with FLDWID to convert our phone system from Frontier to Fiber-Optic. There may be a cost advantage in addition to improved performance. This will be an agenda topic for next month's meeting. The Red and White ambulance is in the shop for major engine repair. Expected cost is \$8K to \$10K. This summer has been a busy period for the district. There were 36 helicopter transports and 14 deaths. There was a 300% increase in national forest activity. The GWS remains open on Friday and Saturday in October. It will be open on Saturday in November, weather permitting. Chief is recommending the district investigate participation in the Arizona State Retirement System (ASRS). There will be an agenda item for next month to address potential application to ASRS.

- 10 Call to the Public/Audience Comments. There were none.
- 11 Fire Board Comments. Chairman Cummiskey commented he appreciated the cooperation and response by the board to support the Chief's performance evaluation and his new contract.
- 12 Adjournment. There being no further business before the board the meeting was adjourned at 11:22 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: November 21, 2020.



John Hennessey, Clerk