



**FOREST LAKES FIRE BOARD  
REGULAR SESSION MEETING MINUTES  
August 20, 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 10:04 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. Member Israel Torres attended telephonically. Member Dennis Massion was absent. Also in attendance were Chief Dave Rodriguez and Communications Specialist/Public Information Officer John Nelson. Attending from the public were Jan Cummiskey, Dick Zimmerman, and Scott Keele. For the record, we had a quorum of the board.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed all to the meeting. He acknowledged the contributions from the Auxiliary to the fire district, announced at the prior Auxiliary Board Meeting, of \$180,000 over the last 10 years. He also noted the outstanding work done by John Nelson in his role as Communications Specialist/Public Information Officer.
- 5 Call to the Public/Audience Comments. John Nelson reported on the very positive feedback from the community on a recent posting by ODS member Nick DeGroot regarding the lifesaving use of our new heart monitor, provided by the Auxiliary, for a coronary event. There were thousands of Likes on Facebook for the posting.
- 6 Review and Approve the Minutes for the July 16, 2022, 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 July 2022. Treasurer Batschelet reviewed the General Fund financial report for the previous month and provided a brief summary report. We are 8.3% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 1.3% while YTD expenses are at 13.8%. The end of the month cash balance was \$284,623.06. We completed the payment for the new water tender, incurred expenses of an extra pay period and are in early phases of the beginning of the year tax trough. With those considerations in mind, we are in good shape financially. Treasurer Batschelet made a motion to approve the financial report 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) Status update re: Budget Submission to Coconino County. The Arizona Auditor General Official Fire District Budget Form #2023, a new requirement championed by ATRA, for this year, was delivered on July 27, 2022, to the County Treasurer, Sarah Benatar, ahead of the due date of August 1, 2022, after much effort by the Admin staff and the Finance Committee. There was no training provided, and it was only with the assistance of Treasurer Benatar that we were able to complete the form. Chairman Cummiskey



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provided a lengthy 2 page talking points document to Sarah for her use in follow-up discussions/post-mortem reviews of lessons learned with the Auditor General highlighting the difficulty and frustration we experienced in completing the form.

- b) Status update re: Succession Planning for Communications Specialist. As identified in the Chairman's welcome, Tom noted the outstanding work done by John Nelson in his role as Communications Specialist/Public Information Officer. We will address succession planning with respect to John's role in this regard in the upcoming STRAP Update sessions. John also is our primary emergency radio communications specialist, a volunteer position. We have an amateur radio base station in the Annex which John is well versed in operating. When other communication avenues are down, John is able to maintain communication with Flagstaff and other base stations throughout the state. As a result of the discussion, John took two actions: 1) post an instruction sheet next to the base station radios so others can use the equipment; and 2) identify another ham radio operator as a back-up to John in his role as emergency radio communications operator.
- c) Status update re: Water Tender Post-Mortem and Next Steps. Chief provided summary/lessons learned/go-forward recommendations re: the replacement for T1211:
- i) Need for replacement water tender determined from recent STRAP update process
  - ii) Investigated grant funding, deemed not feasible
  - iii) Identified firm out of valley (DB Trucks) for replacement unit at an attractive price
  - iv) Replacement unit to be a rebuilt unit, late model chassis, built to CA standards
  - v) T1211 to be traded in, stripped down by DB Trucks for re-use/resale, \$8K trade-in allowance
  - vi) Handshake agreement, to be replaced by contract
  - vii) Did not follow Policy 0018, Procurement Policy.
  - viii) We paid for the unit prior to delivery and final inspection. Should have had progress payments, with final payment due upon approval/final inspection, no sooner.
  - ix) Chief rejected the unit upon delivery as not being satisfactory. Unit returned to DB Trucks.
  - x) DB Trucks has verbally promised to make us whole re: monetary reimbursement. Chief had previously agreed to wait until they sold the unit, we rejected to reimburse us. Board sentiment is that this agreement is not satisfactory.
  - xi) Chief Rodriguez took an action to go back to DB Trucks, early next week, along with Treasurer Batschelet, to re-negotiate terms of the settlement agreement that are more favorable, and acceptable, to FLFD. Full payment within 15 days was mentioned, no longer than 30 days, as being reasonable and acceptable.
  - xii) Member Torres, an attorney, voiced the sentiment that "Cash is King." Get our cash back, sooner rather than later.
  - xiii) There was some reluctance on Chief's part to get the attorneys involved. Israel did not support this notion.
  - xiv) Israel has requested he be kept informed of progress.
  - xv) Chief has met with Bill Whittington in this regard. Bill has drafted a letter to DB Trucks that can be sent as soon as the board approves.
  - xvi) We are in a holding pattern. Procurement of a replacement unit is being explored based on funding/affordability/availability.
  - xvii) To summarize, for future procurements:
    - (1) Must follow requirements of Policy 18 including documentation for sole source.
    - (2) Must include written documentation including Request for Quote, written proposal from vendor, very specific PO generated on our part.
    - (3) Payment scheme should include down payment, progress payments(s) and final payment only on inspection and acceptance of product.
    - (4) Involvement of Board Treasurer as a "second set of eyes."
    - (5) Include interim inspections during the build process.





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Chief reported that Dick Zimmerman had done some searching for a replacement unit commercially available. One unit is shown in the attached URL: <https://www.fentonfire.com/equipment/2009-international-2000-gallon-fire-tender-t1294/>

**2009 INTERNATIONAL FIRE TENDER  
750/2000 (T1294)**

**General**  
2009 International 4400 Durastar  
2000 gallon Fire tender  
International power  
Allison automatic  
A/C  
Very good rubber  
Power windows and door locks  
A lot of storage  
Front and rear sprays  
Draft capability  
Tank is lined  
Lots of work lights

**Tank**  
750 GPM Pump  
2000 Gallon Tank  
Pump & Roll  
Lots of 1-1/2" and 2-1/2" fire ports  
1" electric hose reel  
Front and rear sprays  
3000 gallon port-a-tank

**INVENTORY # T1294  
PRICE: \$119,000.00  
AVAILABILITY: AVAILABLE**

**REQUEST MORE INFO**

The quoted price is higher than we had planned to expend. There was a question if we need to modify the budget or use contingency money to make up the difference. This will be addressed in an upcoming regular or special board meeting and/or upcoming STRAP Update sessions. On a side note, Dick said there are not many units available for units such as this.

Clerk Hennessey took an action to go back through past board meeting minutes to verify what level of funding was authorized by the board to complete the purchase of the new water tender.

- d) Status update re: Grant activities. Dick Zimmerman and Chief reported as follows. Dick is pursuing the following areas: 1) 100 Club; 2) Firehouse Subs; 3) and Governor's Office for Highway Safety. With regard to a grant for a water tender, these usually go through the Forest Service/Dept. of Agriculture which require you prove poverty, which means we do not qualify. John Nelson stated the window for FEMA grants opens in the next several months for grant applications. We could apply for one for a water tender, but we are looking at a 3-year end-to-end process. Our needs would be sooner than that. Chairman Cumiskey asked about pursuing private, charitable foundations for grant funds, but Dick responded these usually target social services, and are not compatible with our needs. Chief reported our current Hazardous Fuels Grant is nearing completion. We are pursuing a new Hazardous Fuels grant to treat 30 more acres in 2023-2024. We have not advertised that we would like to target the south side. We currently do not have 30 south side residents signed up. Upon grant award we will craft a targeted communication directed at the south side residents. Chief reported insurance companies have begun inspecting properties to requirements that exceed our Firewise standards, which are incompatible with our needs. The limiting factor in completing Hazardous Fuels Grants remains availability of qualified contractors.
- e) Status update re: Governmental Advocacy Committee. Governmental Advocacy Committee Chairman Torres reported Prop 310 will appear on the November 2022 ballot. If passed it will allocate \$150m to the rural fire districts of Arizona. He is working with AFDA to establish our point of contact for publicizing the benefits of the proposition. Early voting begins on October 12<sup>th</sup>. so it is imperative campaigning start early for the passage of Prop 310. It will be a tough sell since the bulk of the residents are in Maricopa County and do not necessarily see the benefits to them for supporting rural fire districts. Chief Rodriguez and John Nelson, Communications Specialist, took actions to get the word out to FL residents through the FLOA Blast and social media.
- f) Status update re: Master Planning Committee Activities.
  - i) FEL Garage



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- (1) No longer pursuing Mo Morey to design the structure
- (2) Initial contact made with Heber based contractor Chet Hunt (contractor for new garage on Merzville near Elk Drive)
- (3) Must adhere to procurement policy 018. May be able to argue Competition Impracticable argument to go sole source.
- (4) Exploratory meeting 8/17, prospective contractor did not attend. Follow-up needed. Preliminary specification explored.
- (5) Gable roof, metal covering
- (6) 20 ft by 32 ft footprint
- (7) Faceted, concrete block stem wall construction, grouted solid, using left over block from fire station construction, standard frame construction to finish walls to desired height.
- (8) Requested name of designer so we can get building permit process started
- (9) Conditional Use Permit (CUP) Citizen Participation Plan (CPP)
  - (a) Public hearing, citizens within 500 feet (example from CPP for the main station construction, not displayed, but included for the record, needs to be updated.)



Citizens within 500 ft  
Participation Meeting

- ii) Underground electric to Tuff sheds, blue garage. Materials on hand, awaiting dry conditions.
  - iii) Water diversion along southern boundary (RR tie construction). Materials on hand, awaiting dry conditions.
  - iv) Annex garage door repainting. Chemical stripping will be self-performed. Painting contractor identified.
  - v) Cell Tower water incursion. Letter sent to Coconino County Public Works Department, copy to County Supervisor Begay. No response. Chief took an action to contact Supervisor Begay requesting assistance.
- g) Status update re: Heart Monitor Purchase. Chief reported our new Zoll Heart Monitor, courtesy of the Auxiliary, has arrived and was immediately put to use, servicing three cardiac patients in 24 hours. Chief turned the floor over to ODS PMs Nick DeGroot and Anna Dales, who were on duty for these events. Nick stated he was very thankful to have this type of equipment available. They can have the training, but also need the equipment, noting that FLFD is noteworthy for a rural department to be so equipped.
- h) Discussion and possible action re: ODS Mileage Reimbursement. Chief Rodriguez and Julie took an action from last month's meeting to review one months of history for our ODS travel to FLFD from their homes and provide a recommendation to help offset the increased fuel cost of ODS travel (some from Show Low, Mesa, Chandler, Payson, Gilbert, ...). It will be a temporary adjustment until inflation eases. After discussion, the following motion was made by Chairman Cumiskey, seconded by Member Torres, and approved unanimously.
- i) A tiered fuel surcharge will be implemented, effective immediately, for ODS travel only, based on the model data provided by Julie (see attached), using average fuel charges for Maricopa County, which will be set monthly at regular board meetings, and updated monthly, as follows:

Average Cost of Fuel per Gallon in Maricopa County	ODS Mileage Rebate, Cents per Mile, One Way Travel
\$4.00 and above	62.5
\$3.50 to \$3.99	50.0
\$3.00 to \$3.49	25
\$3.00 and below	0

- (1) Maricopa County Average Fuel prices as of 8/20/22, \$/gallon, based on Internet search
  - (a) Regular, \$4.01





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- (b) Diesel, \$4.91
- (2) Rebate to be by separate check, non-taxable, no impact on W-2
- (3) Model Mileage Rebate



8h1\_mileage work  
sheet 1.pdf

- i) Status update re: Planning for the upcoming STRAP plan meetings. Chairman Cummiskey reviewed the preliminary plan for the upcoming STRAP Update meetings (see attached.)



8i\_2022 STRAP Plan  
for the Plan 20220807

Session 1, September 17<sup>th</sup>, will be highlighted by Chief's "State of the District" message and identification of "Top Priorities." The intent will be to complete the updates ahead of schedule.

Treasurer Batschelet advised he will not be available for Session 1.

- j) Status update re: Special Election Updates. The following email was received from Eslir Musta, Coconino County, regarding the November election status: "We are in the process of canceling the election. We will take the item to the September 13 BOS meeting and cancel the FLFD Board election. Once the BOS takes the action, we will issue the Election Certificates to Mr. Batschelet, Mr. Massion, and Ms. Swanson." For the record, the new board composition as of December 1<sup>st</sup> will be those noted above, who will serve new four-year terms, ending November 30, 2026, plus Israel Torres and John Hennessey, who will serve the remainder of their four-year terms, ending November 30, 2024. The first order of business for the new board will be to elect a Chairman, Clerk and Treasurer.

## 9 Fire Chief's Report.

Chef reported the GWTS is closed until further notice due to the recent heavy rainfall. We are in receipt of a much-needed new office copier. Julie is not here today since she is attending EMT training. He welcomed our newest POC member, Mick Ulinger, who has 27 years' experience with the Phoenix FD. He thanked the Auxiliary for their generosity and support, who reported they have donated \$180,000 to the fire district over the last ten years. He had the new Zoll heart monitor on display along with two of the ODS who employed this new life saving equipment three times in a recent 24-hour period. They also made use of the Stryker Power Load Gurney, paid for by the Auxiliary, a real force multiplier, to load and transport the patients. The Auxiliary will be turning over a check to Chief to pay for the water turret for our new Water Tender. He acknowledged John Nelson, Communications Specialist/Public Information Officer, who was previously recognized for championing our social media presence. He reported he and John Nelson are committed to developing a Community Wildfire Protection Plan to instruct residents how to respond a fire event. Chairman Cummiskey took an action to place this on the agenda for next month's meeting

- 10 Call to the Public/Audience Comments. Auxiliary Board Member Zimmerman acknowledged a generous grant from Safeway in the amount of \$1,500 for energy bars to be used by our fire fighters when on call. This is in addition to a full pallet of bottled water delivered to the fire station earlier. We are also in discussion with them to see if they can help fund part of the cost of the Ice Cream Socials.

## 11 Fire Board Comments.

- a) Member Batschelet volunteered to provide graphics for A-frame displays (aka sandwich boards) to help advertise to the public how to access our new communications tools.



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12 Adjournment. There being no further business before the board, the meeting was adjourned at 11:55 am.

Notes:

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](http://flfdaz.com) and following the web site prompts; or by going directly to the URL, [flfdaz.com/board-meeting-minutes](http://flfdaz.com/board-meeting-minutes).

Approved by the Forest Lakes Fire District on August 24<sup>th</sup>, 2022

John Hennessey

A handwritten signature in black ink that reads "John Hennessey". The signature is written over a horizontal line that extends to the right.