



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
FEBRUARY 19, 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 10:03 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, Treasurer Pete Batschelet and Member Dennis Massion were in attendance at the fire station. Member Israel Torres attended telephonically. We had a quorum of the board. Chief Dave Rodriguez and Admin. Assistant Julie Mattila were in attendance. Resident medic Jim Stout represented the public.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed all to the meeting. He noted we will not have a STRAP session today but will have an update on the publication plan of the STRAP document.
- 5 Call to the Public/Audience Comments. There were no comments.
- 6 Review and Approve the Minutes for the January 15, 2022, 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 January 2022. Treasurer Batschelet reviewed the General Fund financial report for the previous month and provided a brief summary report. We are 58.3% through the year. It was noted the figures presented were distorted by a one-time pension fund deposit of \$338,465.51 into a special fund, the effects of which have been cleared as of this report. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 67.9% while YTD expenses are at 58.4%. The end of the month cash balance was \$476,390.05. The projected year end cash balance is \$326,630.05. Note: the summary presented reflects the final payment for the Front Loader, a deposit on the new Water Tender and the deposit of the insurance proceeds pursuant to the water damage claim to the Annex. We are in good shape financially. 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.



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8 Business.

- a)** Status update re: District’s Insurance Coverage Changes and Updated Premiums. Julie reported we have not yet received the updated premiums requested from Crabdree at last month’s board meeting. She presented last year’s billing, which has yet to be updated, noting that the policy runs from July 1 thru June 30, and that the update is expected soon.

This policy consists of the following coverage parts:		Premium
Property	\$	5,123.00
Crime	\$	516.00
Portable Equipment	\$	659.00
Auto	\$	8,651.00
General Liability	\$	1,800.00
Management Liability	\$	1,571.00
Excess Liability	\$	7,305.00
Taxes / Fees / Surcharges:		\$ 5.00
Estimated Total Premium:		\$ 25,630.00

Chairman Cummiskey stated the importance of getting up to date information as we will begin our budgeting process for the next fiscal year very soon. He also asked how these billing categories map to our Chart of Accounts, since that is how we budget our insurance expenses: 5101, Accident and Sickness; 5102, Automobile; 5103, Commercial Package; and 5104, Umbrella. Julie took the action to report back at the next board meeting. Treasurer Batschelet reported we have ~\$36K allocated in the STRAP Updated budget for Insurance for the next fiscal year. As was noted in last month’s meeting, Chief took an action to contact Crabdree and advise them the Fire Board is unhappy with their lack of responsiveness. Chairman Cummiskey asked again that they be made aware of the issue.

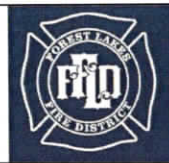
- b)** Status update re: Repairs to the Annex and timeline for lease to Sheriff’s Office. Chief reported that there is electrical, drywall, paint, and flooring work yet to be completed. Move-in date for Robert remains TBD. Chief plans to submit an additional insurance claim of about \$2,500 to cover additional work performed. Chairman Cummiskey asked Julie to reclassify the Repair and Maintenance work on the Annex to Capital (Betterment versus Repair.)
- c)** Discussion and possible action re: Water Tender Replacement. Chief reported good progress has been made. We have paid a \$20K deposit to allow the build process to start. The chassis is in, and we are awaiting delivery of the new tank. We are anticipating a contract with a Guaranteed Maximum Price of \$55K. Dave will meet with the contractor next week at which time the contract details should be finalized. At some point, T1212 will be delivered to the valley and a loaner will be made available to FLFD until our new unit is ready. Build time is expected to be less than 90 days. Member Massion made a motion to authorize a total out of pocket maximum cost of \$50K to complete the transaction. Treasurer Batschelet seconded, and the motion passed unanimously.

On a separate, but related issue, Chairman Cummiskey gave Chief an action item to explore FLFD securing a Sales Tax Exemption Certificate. As a government entity, we should not have to pay sales tax.

- d)** Discussion and possible action re: 2022 Funds request to the Auxiliary. Chief has identified an item for the Auxiliary to target for their contribution to the district this year. With the acquisition of our new water tender, Dave is asking for the Auxiliary to consider donating funds to acquire a Bumper Mounted Turret Nozzle that can be controlled remotely from the cab of the tender,



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thereby improving the functionality of the new water tender, and making it more attractive to the Forest Service to rent for fighting forest fires. The necessary bumper mounting pad and structural reinforcement will be included with the new water tender so the installation of the turret nozzle can be self-performed. As is our practice, Chairman Cumiskey must be authorized by the board to solicit the donation from the Auxiliary. Treasurer Batschelet made a motion to authorize Chairman Cumiskey to request a donation in the amount of \$15K from the Auxiliary to procure the Bumper Mounted Turret Nozzle. Member Massion seconded, and the motion passed unanimously.

- e) Status update re: Grant activities. Chief reported the Hazardous Fuels Grant is a little over halfway completed and is expected to finish by December 2022. Chief and John Nelson, Grant Administrator, met in preparation for a routine, upcoming audit of the grant. We will reapply for a new grant in the July-December time frame. Dick Zimmerman will pursue a grant for a new battery powered extrication tool when the grant window opens later this year. The unit will replace our existing extrication tool which is nearing the end of its useful life.
- f) Status update re: Pension Board activities. Chief reported that thanks to Julie's diligent efforts our Pension Plan has been completely transferred to Nationwide as the plan administrator. Participants now have complete access to their investments and are reported to be satisfied with the transition. The previously reported issue regarding \$25K which could not be accounted for has been resolved satisfactorily. It was used to help fund part of the 457 plan. The Pension Board will meet soon and is expected to transition to an annual meeting.
- g) Status update re: Inclusion of tax levy information from the County into the STRAP document. Treasurer Batschelet reported the 2022 Tax Levy Worksheet was received and shows the 3.375 Mill Rate included in our STRAP 5 Year Plan. It also shows a slightly higher Tax Levy than planned. Pete has made changes to the STRAP 5 Year Budget, accordingly, adding additional expenditures in Fuels and Maintenance to balance the budget.
- h) Status update re: Governmental Advocacy Committee. Chairman Torres reported the Sales Tax Ballot Initiative to add a one-tenth of 1 percent transaction privilege tax to enhance public safety is languishing in the legislature. We may have missed the window to lobby the legislature to solicit support. Israel and Chief will contact John Flynn to seek guidance on where we go from here. It was noted that ballot initiative signatures were collected at the recent AFDA conference and by union volunteers at the recent Phoenix Open Golf Tournament.
- i) Status update re: Master Planning Committee Activities. Chief reported we still on hold for getting power to the blue garage until the ground dries out more. We have decided to self-perform the Annex door refinishing once the weather conditions are more favorable.
- j) Status update re: Heart Monitor Purchase. Chief reported we have been notified by Stryker our new heart monitor is being delayed due to supply chain issues. It was noted we have not yet paid for the unit.
- k) Status update re: APS Microgrid Project. Chief reported he has been in touch with the Forest Service and that permit approval has yet to be granted to APS.
- l) Discussion and possible actions re: AFDA Conference Debrief and possible actions including exploration of Certificates of Participation, Public Information Officer, contact with local legislators re: Sales Tax Ballot Initiative and statutory training issues. Note: The Sales Tax Ballot Initiative was addressed under agenda item 8h). Chairman Cumiskey reported he attended a session that deals with fire districts being able to support capital projects using a Certificate of Participation (COP) to fund debt service. Representatives of fire districts at the session stated they were very pleased with the process, which, in our case, might be used to refinance our fire station as well as perhaps to fund the acquisition of an engine replacement. A COP is essentially a mini bond. In its most recent embodiment, it has been used by fire districts to fully fund their pension



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obligations. Longevity is negotiable and does not require resident approval. The discussion then moved to resurrecting our Public Information Officer (PIO) position, once held by resident Rick Crabbs. There are many reasons to support having an active PIO to disseminate accurate and timely information to the public, many of which were explored during the discussion. (See information flow graphic in Chief's Report.) Member Massion, Chairman of the Policies, Procedures and Bylaws Committee noted we have a policy that addresses the PIO position. It may be need updating to address how to manage, implement and control subject matter as well as establishing communication protocols, including social media. It was noted some departments have a full time PIO position and that there are ancillary benefits to be gained by building trust with the public through dissemination of timely and accurate information. It is important that we get it right. We can also encourage bi-directional information exchange. It was recommended that the COP initiative/ feasibility study would best be addressed by Chairman Cummiskey and Treasurer Batschelet, and that the PIO position study be led by Chief Rodriguez. A motion was made by Member Massion, and seconded by Treasurer Batschelet, that the board approve exploration of both the COP and PIO investigations. The motion passed unanimously.

On the issue of statutory compliance, Clerk Hennessey recommended all board members add the following to all their emails:

To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Members of the Board. Members of the Board may reply to this message, but they should not send a copy of their reply to other Members of the Board.

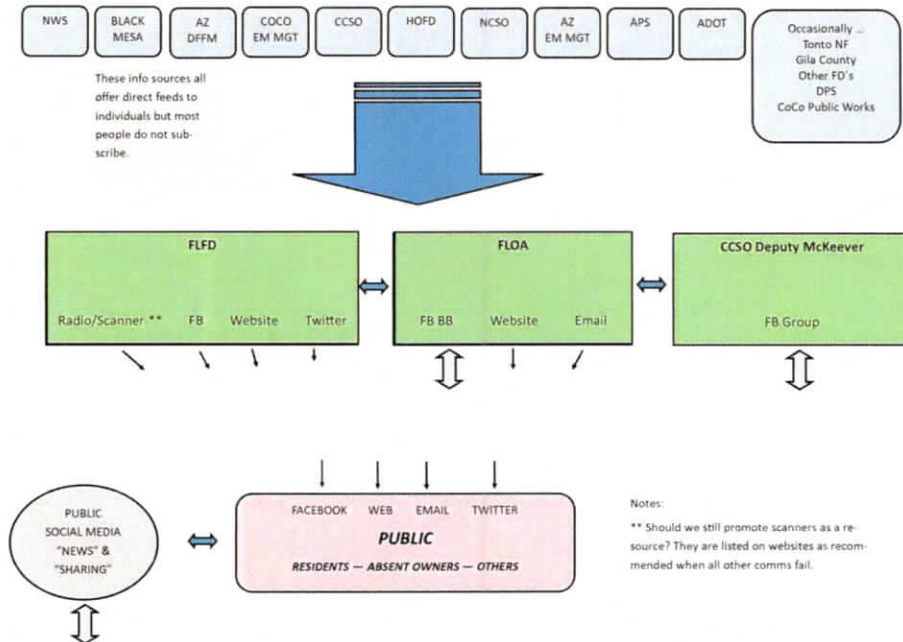
- m) Discussion and possible action re: ASRS Service Years Buyout. Chief reported that his most recent discussions with ASRS responsible parties, facilitated in part by Chairman Cummiskey, revealed that there is no Service Purchase Buyout provision for ASRS participants. Chief has modeled his situation and has determined that continued ASRS participation is favorable for him. Julie has not yet made that determination. Once Julie decides on whether or not to continue with ASRS, we can close out this topic.
 - n) Status update re: STRAP document publication. Clerk Hennessey reviewed the STRAP publication Table of Contents with assignments, previously covered at STRAP Session 4. We are in good shape for publication by March 23, 2022. All submittals are due to him by the end of the month. Clerk Hennessey committed to having the initial draft document available for review by all board members so as to allow one week for comments prior to final approval. There will be an agenda topic for the March board meeting to approve both documents for publication (Full Annual Update plus the One Page Summary.)
- 9 Fire Chief's Report. Chief reported he has been notified that the City of Flagstaff has recently completed a computer aided dispatch update that incorporates GPS capability for emergency calls. Our stated coverage area of 325 sq. mi. may increase to about 350 sq. mi. once the information is fully integrated into our system. The transfer of the GWTS permit to FLFD is nearing completion. Operation of the GWTS continues to be under the auspices of FLFD. Only the name on the permit will change. Permit language has been modified to allow more access in Red Flag conditions. The GWTS will remain closed on Sundays. Ambulance billing is down at this time. We are moving our ambulance billing service from Aero Med Claims to ABB Ambulance Billing. Our annual audit is complete and Kay Green, our auditor, will present her oral report to the board at next month's meeting. On a side note, the Forest Service has been approached by a Forest Lakes resident, who identified themselves as a member of FLOA, requesting that a gate be placed at the Wildcat Rd.



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entrance to the forest, essentially removing access to the Green Waste Transfer site from that part of the subdivision. Chief noted that the Wildcat exit is a critical evacuation route for the subdivision and cannot be blocked as it would represent a fire hazard. Chief presented the following graphic illustrating the information flow relevant to the district, very clearly describing the challenges facing the Public Information Officer position.



- 10 Call to the Public/Audience Comments. There were no comments.
- 11 FIRE BOARD COMMENTS. Member Massion recommended a book he had just finished reading: The Big Burn by Timothy Egan. Chairman Cummiskey noted our next meeting will occur right around the beginning of Spring.
- 12 Adjournment. There being no further business before the board, the meeting was adjourned at 12:04 pm.

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 Board on March 3rd, 2022.

John Hennessey