



**MEETING MINUTES**  
**FEBRUARY 11, 2017 WORK SESSION**  
**FOREST LAKES FIRE DISTRICT BOARD**



- 1 The meeting was called to order by Chairman John Nelson in the main equipment bay of the fire station at 12:30pm. In attendance were Board members Nelson, Hennessey, Cummiskey, Tolby, and Massion, Chief Rodriquez and Administrator Roxie Allen.
- 2 **Developing a clear vision for 2019: buildings, staffing, community, etc.** Chairman Nelson called for comments on a shared vision for 2 years from now, noting that the Vision sets the direction for the Plan. Comments were generally aligned with the direction established in the 5-year Strategic Plan. 2019 should see a new fire station, a more suitable engine in place of E1211, improved revenues, and a solid financial footing. Staffing may be the greatest uncertainty. Chief Rodriquez indicated that staffing may need to be leaner, or may need to include some full time On Duty Staff (ODS). Hourly rates for part time staff will probably need to be increased in order to attract adequate participation. We will also need to account for the next step up in the minimum wage in 2018.
- 3 **Building committee topics, including financing plans.** There was not much to discuss regarding building committee activities beyond what had already been reported in the preceding regular board meeting. Treasurer Cummiskey reported on the alternative terms and interest rates provided by Lee Davis at the National Bank of Arizona. He and Chief were surprised to learn that a fixed-rate 20-year lease purchase agreement would not be available. He took an action to get more details on adjustable rate terms and caps so that a final decision can be made by March 24.
- 4 **Approach for requests/guidance to FLFD Auxiliary.** Chairman Nelson commented that communication with the Auxiliary regarding FLFD needs and expectations is still not smooth. Everyone recognizes that the Auxiliary is an independent organization and that their Board is still at odds internally about priorities and procedures. One suggestion was to develop a list of Board-approved items, including a line item for support of new station, but this was not seen as a good approach. It was pointed out that we now have a line item in the budget for small equipment purchases, so there should no longer be frequent small requests to the Auxiliary for assistance on those items. It was also indicated that we do not need a standing agenda topic to approve requests to the Auxiliary. Chairman Nelson took the action to communicate with the Auxiliary regarding our expectations with respect to future donations, especially to support final outfitting of the new station, and to ask them for feedback on those expectations and on their current plans.
- 5 **Potential benefits of selling ambulance service memberships (similar to medivac companies).** The consensus was that there are several reasons (e.g., political impact, cost of administration) not to pursue this approach. No further discussion is planned.
- 6 **Potential benefit of re-competing IT services.** The consensus was to not complicate the move of our IT infrastructure to the new station. There was also general agreement that Smart Systems is meeting our needs very well. The Strategic Plan includes an IT refresh in 2020, and that might be a good time to consider putting those services out for bid.
- 7 **Plan for development of a Staffing Recovery Plan (previously discussed as Succession Planning).** Chief Rodriquez and Chairman Nelson took the action to document the planned steps for responding to a sudden vacancy in either the Chief or the Administrator positions. This would be especially important if both positions became vacant in the same time frame.
- 8 **Prop 206 and FLSA requirements for FLFD (minimum wage, paid sick time).** This will be an ongoing concern for the Leadership Team. Chief Rodriquez took the action to check with AFDA and with other rural fire districts to learn more about impacts and required actions.
- 9 **Preparation for a town hall meeting in the Spring.** The discussion concluded that June 10 could be a good date, not interfering with other events and not occurring before Memorial Day weekend. Date and location need to be finalized soon. This will be an FLFD event, not involving other community organizations. A POC recognition component was discussed, but would probably be more appropriate as part of the new station dedication event.
- 10 **Replacement strategy for the white garage, fuel storage.** Temporary storage measures are planned for the time between abandoning the current structures and fully utilizing the new fire station. This topic will be revisited in the future as required. It is anticipated that the Board will have an agenda topic in March to declare the existing white garage as surplus so that it can be removed.
- 11 **Potential of replacing Engine 1211 with a more suitable vehicle.** Chief Rodriquez is investigating cost information. We anticipate that the new station will be available prior to procuring a vehicle that won't fit in the current station.
- 12 **Importance of ISO rating?** Our ISO rating may be a factor in deciding to change engine types/capacities. It is not clear that our recently improved ISO rating has been of any benefit to the community. Chief Rodriquez took an action to review the ISO documentation and to also contact our attorney regarding requirements to report pumping capacity changes to ISO.
- 13 **Review Action Items.** Action items were captured and will be reflected in the Leadership Team's Action Item List.
- 14 **Topics for next planning meeting.** No new topics were identified for future planning meetings.
- 15 The meeting was adjourned shortly before 3pm .

Submitted by John Nelson



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Approved by the Board on \_\_\_\_\_

Signed: \_\_\_\_\_  
John Hennessey, Clerk

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