



**MEETING MINUTES  
MARCH 18, 2017 REGULAR SESSION  
FOREST LAKES FIRE DISTRICT BOARD**



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman John Nelson at 10:02 am.
- 2 Chairman Nelson led the assembly in the pledge of allegiance.
- 3 Roll Call of Fire Board Members. In addition to Chairman Nelson, Clerk Hennessey, Treasurer Cummiskey, Member Massion and Member Tolby were in attendance.
- 4 Chairman's Welcome and Activity Report. Chairman Nelson welcomed all in attendance. He gave brief summary remarks regarding past activities for the month in which he participated: Smart Systems update, attendance at the March 7, 2017 building committee meeting and attendance in Flagstaff for the March 1<sup>st</sup> semi-annual meeting on Flagstaff dispatch services. We continue to be well pleased with Smart Systems. Chairman Nelson stated he was pleased to meet all the participants in the new building effort. And technical discussions continue for our switchover to Flagstaff dispatch.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the February 11, 2017 Regular Board Meeting. Treasurer Cummiskey made a motion to approve the minutes as presented. Member Tolby seconded, and it passed unanimously.
- 7 Review and Approve the Minutes for the February 11, 2017 Work Session. Treasurer Cummiskey made a motion to approve the minutes as presented. Member Tolby seconded, and it passed unanimously.
- 8 Review and Approve the Financial Statements for February, 2017. Treasurer Cummiskey exhibited the General Fund financial reports for the previous month, and provided a brief summary report. Revenue is slightly unfavorable to budget (due to the normal gap in tax receipts) and expenses are favorable to the budget. There were no unusual expenditures for this period. The end of month cash balance was \$474,082, and the projected balance at the end of the fiscal year is \$558,203. Treasurer Cummiskey then presented a similar report on the Capital Fund. The month end balance was \$185,809, including \$2,400 in deposits for the month. Monthly warrants were for anticipated expenditures. Treasurer Cummiskey made a motion to approve the financial reports as presented. Member Tolby seconded the motion and it 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.
- 9 **BUSINESS**
  - a) Motion and possible action for board approval to request a general rate adjustment with AZ Department of Health Services. Chief Rodriquez summarized the status of the on-going efforts to request the subject rate increase for ambulance transport from \$1, 200 to \$1,800. Our consultant is working the process, and Chief has a letter from DHS with twelve questions that need to be addressed. In the related discussion, the following points were made: DHS sets the rates; the ambulance service has to pay for itself, with no more than a 6% profit; our rates are slightly higher than Heber-Overgaard; residents are billed for transport but they have no out of pocket expenses-- residents' insurance is billed for transport, the district makes up any shortfall; and we have had no rate increase in 9 years. Treasurer Cummiskey made a motion to approve the rate increase request. Member Tolby seconded, and it passed unanimously.
  - b) Status update re: Building Committee activities. Building Committee Chairman John Hennessey provide a summary of the committee's activities:

Overall. It was confirmed that the shed (half gable) roof design is acceptable. Lot 299 as a detention pond candidate remains open as well as the option of requesting a variance from the county to eliminate the need for the water detention requirement. Re: agenda Item 9e). FLFD will contract directly with Dan Smith for the septic system design. Must decide by 03/24 how to structure the terms and conditions for the Lease Purchase Agreement (LPA) with Zion Bank. Re: agenda Item 9f). We have switched from a pre-engineered metal building (PEMB) approach to a masonry building. FL resident Glenn Hottman, owner of G&G Masonry, will donate almost all materials to construct a masonry building. Cost picture much more favorable for masonry vs PEMB (with donation by G&G.) Masonry reduces schedule risk as well as improving the overall durability versus a metal structure. G&G will use masonry from their inventory. Masonry will be split face block, but may not match, thereby necessitating a paint covering (will match CUP.) Foundation will need to be strengthened. We will need roof trusses. Baseline roof covering is standing seam metal roof (Cadillac option.) We will consider two roofing options as cost reductions: a) asphalt and b) a conventional metal roof (with exposed fasteners.) Asphalt roofing has the additional benefit of minimizing the snow removal concerns. Truss roof mitigates concerns about roof overhangs and snow loading against the building walls. Masonry with truss roof simplifies hanging bay doors, air scrubbers, adding roof overhangs above the man doors, ... Change to masonry will not affect our LPA.

Cost picture. Masonry building over budget by roughly \$200K. Estimate assumes the admin wing would be shelled in only (unfinished, uninhabited, locked and not used.) Allows further cost reduction possibilities. May be able to eliminate its admin parking area. Cost reductions will be pursued for asphalt roofing and a conventional metal roofing. Caliente does not expect the estimate to come down by a full \$200K. Finance Committee Chairman Cummiskey stated that if we could get another \$50K out of the estimate he felt we could use FLFD reserve funds to cover the balance. That would put the hard costs at \$950K and soft costs at \$150K. Caliente will provide updates to the cost analysis at the next meeting. We also have the option of eliminating the admin wing altogether. This is not the preferred approach at this time.



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Contract. Pre-construction contract will be the basic building block for all contract issues. Re: agenda Item 9c). Will issue addendums to address the masonry shell as well as several others as the plan develops.

Master Schedule. Based on the PEMB approach--will need to be modified for the masonry approach. Critical path elements identified--tied to the building permit process. For the schedule presented: earthwork would begin in July; building will be dried-in by 11/3/17; and current completion date is estimated at January 10, 2018.

- c) Motion and possible action to approve a preconstruction contract with Caliente Construction. John Hennessey advised we are in possession of the preconstruction and related masonry contract documents from Caliente. The preconstruction contract is in the amount of \$3,250 plus expenses. This is a 50% reduction from Caliente's normal fee. The masonry contract is in the amount of \$71,404. This includes the significant donation from G&G Masonry. Per John's initial review, the contracts are similar in scope to those previously signed with FCI. In addition to further review by the committee, we will ask for legal and insurance agent reviews. The contracts will be signed by Chief Rodriguez, with John Hennessey attesting, for FLFD. John Hennessey made a motion to conditionally approve Chief Rodriguez/John Hennessey signing the contracts in the amounts specified subject to the satisfactory completion of the additional reviews. Treasurer Cummiskey seconded the motion, and it passed unanimously.
- d) Motion and possible action to declare the white garage as surplus in advance of sale or demolition. Chief Rodriguez stated the white garage has no value, that demolition is the preferred option and that a demolition permit has been secured. John Hennessey made a motion that the white garage be declared surplus and demolished. Treasurer Cummiskey seconded, and it passed unanimously. Note: Chief will manage the demolition process.
- e) Discussion regarding overall site planning, drainage, winter operations, vehicle access, and utilization of Lot 299. Chairman Nelson gave a summary of the board's current stated guidance to the building committee that Lot 299 remain unencumbered if at all possible so as to provide the board with flexibility for future use. That guidance has led to the current building placement, the use of detention ponds to handle surface water flows and drainage culverts. Chief Rodriguez gave an update on how winter operations are impacted by the current building plans based on the recent 4-foot snowfall. He also showed how surface water flows from adjacent properties are being discharged onto the fire district property, thereby complicating our building effort. There will be a meeting on Thursday March 23<sup>rd</sup> with the county to highlight some of these issues in order to help secure a variance w.r.t. detention ponds. The best outcome for us would be if the county waived the water detention requirement. If not, then Lot 299 will have to come into play. This issue will be addressed further by the building committee. While no firm decision was made on Lot 299, the consensus seems to be that some or all of it might be needed for the building program. This might also allow the entire building to be shifted to the south, making winter time operations between the new and old stations more favorable.
- f) Motion and possible action to approve a lease/purchase plan for the new fire station, specifying time periods for possible interest rate adjustments. Zion Bank needs our commitment by March 24. Treasurer Cummiskey presented a summary of the options available for the lease purchase agreement with Zion Bank for financing the new station. His recommendation is that we enter into a ten year fixed plan, at a 3.07% interest rate, with repricing at ten years. This will result in an annual debt service of \$42,000 versus the \$39,000 in the STRAP. Treasurer Cummiskey made a motion to enter into the ten year lease purchase agreement with Zion Bank. Member Tolby seconded, and it passed unanimously.
- g) Status update re: Finance Committee activities, including Legacy Committee community based fund raising efforts and grant activities. Treasurer Cummiskey presented budget summaries related ODS payroll increases. We currently have a \$2.50/hr increase for both FF and PM in the budget (new rates are \$12.50/hr and \$17.50/hr.) Chief is requesting an additional \$2.50/hr to make us competitive with neighboring districts. Chief has an action item to model this increase and to identify offsetting revenue increases or cost reduction to maintain our balanced budget projections. There will be a finance committee meeting in two weeks to review the results. The Legacy total now stands at \$216,000 versus the \$230,000 previously reported due to notification of pledges that will no longer be honored. Legacy activity will be restarting shortly with the objective of an additional \$85,000 by the end of December. This will be a three-phased approach: 1) new residents; 2) businesses; and 3) a general mailing.
- h) Review of draft 2017/2018 budget. Treasurer Cummiskey reviewed the draft budget for 2017/2018 and 2018/2019. Roxie will post the draft on the web site. Baseline numbers are directly from the recently completed STRAP update.
- i) Motion and possible action re: revisions to Pay Scale, Policy 0021. At Chief Rodriguez's direction, Roxie had previously circulated a draft of the subject policy for review. There were three new sections that addressed Forest Service related job descriptions and pay rates that need to be approved so that we can bill the Forest Service for services rendered. It was agreed the document, in general, was not in a condition to be approved. Chief requested that we approve the three new sections referred to above. Treasurer Cummiskey made a motion to that effect. Clerk Hennessey seconded, and the motion passed unanimously. Chief pointed out the new rates do not impact our budget—they simply allow us to recover costs associated with Forest Service activities. Full review and approval of Policy 0021 was tabled to a later date. The portions of Policy 0021 approved are included here, for the record.

**Fire Investigator: On Duty Staff, 24 Hour Member**

**Requirements:** Fire Department Member. Must have at minimum a High School Diploma, GED or higher education. Must be at least 18 years old. Must possess a valid Arizona driver's license. Must be able to work in hazards conditions. Must be able to lift or move up to 100lbs. Must have firefighter or law enforcement experience. Must have attended an approved Fire/Arson/POST training program. Must maintain the minimum professional qualifications as outlined in NFPA 1033. Must maintain appropriate Fire Investigator certifications. (Based on experience) Must maintain working knowledge of NFPA 921 and NFPA 1033. Complete continuing education as need to maintain an up to date knowledge on the basic methodology of fire investigations, scene analysis and causes determination. Respond to all fire scenes (when requested).

Conduct an Origin and Cause Investigation on, Structure Fires, Vehicle Fires, Wildland Fires, Special Duty Fires or any other fire at the request of Local Law Enforcement, other Government Agency or any agency approved by the Fire Chief. Use the basic methodology and



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scientific method as outlined in NFPA 921 when conducting an investigation. Collect, package, secure, and impound all evidence collected at the fire scene, while following the rules of evidence collection and chain of custody procedures outlined by NFPA 921 or other publications. Conduct and complete any and all follow-up investigation or interviews for the case. Complete an investigate report on all investigations. Work with the fire district and Fire chief on ways to improve the investigative program, investigative equipment and outreach safety information, to keep the residences, building, and community safe from the threat of fire. Provide continuing education information to the workforce, to include, the firefighters, Paid-on-call (POC), dispatchers and Fire Chief on updated investigative information and safety techniques. Complete other duties assigned by the Fire Chief.

**Job Description:** The fire investigator is responsible for conducting a complete and thorough investigation on any fire, when requested, within the boundaries of Forest Lakes Fire District (FLFD), or at the request of any other agency, with the approval of or at the request of the Fire Chief.

NFPA 921 & 1033

(NFPA 1033-Standards for Professional Qualification for Fire Investigator)

(NFPA 921-Guide For Fire & Explosion Investigations)

**Base Hourly Rate: \$29.60**

**Green Fuels Grant Manager - Seasonal**

**Requirements:** Fire Department Member. Must have at minimum a High School Diploma, GED or higher education. Must be at least 18 years old. Must possess a valid Arizona driver's license. Must be able to work in hazards conditions. Must be able to lift or move up to 50lbs. Adhere to Forest Lakes Fire District Standard Operating Guidelines. Coordinate wildfire fuels reduction projects on private lands with land owners in accordance with standards and laws, monitor past fuels reduction projects on private lands, compliance inspections, provide outreach and education and will provide related grant-writing and administration functions. Creating and maintaining electronic media regarding wildfire mitigation and prevention for the general public. Work with individual property owners to assess wildfire hazard risks, providing wildfire mitigation. Analyze data, and support wildfire prevention activities. Communicate with public, local groups and local, state and federal agencies if needed. Assist with writing and administering grants for fuels reduction. Maintain all essential program records. Prepare program statistical information and other documentation as required by the department. Develop and present community education and program operational materials. Provide regular program status reports to the Fire Chief, elected officials and the general public as required.

**Job Description:**

Must have the ability to teach and instruct members of the general public on wildfire prevention and mitigation topics. Some knowledge of wildfire prevention required. Ability to work closely with other fire department personnel; determining, inspecting, marking of trees on lots in accordance with the "fire wise program". Ability to understand and follow oral and written instructions. Ability to work effectively with the public, other employees and agencies. Must have strong communication skills, especially in public settings. Ability to meet the physical demands of the position as established by the Department. Previous experience in wildfire prevention, fuels management, and acceptable computer/software skills, including basic knowledge of Geographic Information System (GIS) software. Must be capable of hiking steep slopes and have the physical strength and ability sufficient to perform the work. Coordinates and manages all grant processes (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with the district, state, federal and other funder guidelines. Collaborates with a variety of parties (e.g. district personnel, community organizations, residents, businesses, etc.) for the purpose of securing funding to maintain and enhance services and/or programs. Develops forms and processes for the purpose of implementing a consistent grant application methodology. Develops grant applications and related documents (e.g. required reports, budgets, specific inquiries, etc.) for the purpose of submitting highly effective grant applications to the appropriate funding agency. Monitors proposals and funding application requirements (e.g. presentation (number of copies and binding), content, delivery method and labeling, deadlines, eligibility for grant, etc.) for the purpose of utilizing time and resources to maximize successful awarding of grant funds. Monitors the financial management of grants (e.g. budget preparation, budget adjustments, expenditures, etc.) for the purpose of complying with all programs and funding guidelines of awarding organizations. Presents concepts, status, and information to a variety of groups (e.g. funding requests, grant applications, identifying underfunded services, etc.) for the purpose of gaining the required administrative and board approvals, providing progress reports to administration and funding sources and/or advising other staff of potential funding sources. Researches grant opportunities for the purpose of developing additional funding resources for both current and proposed services, programs and administrative operations as well as serving as a clearinghouse for potential grant funding opportunities. Any other duties as assigned.

**Base Hourly Rate: \$20.00**

**Hazardous Fuels Inspector**

**Requirements:**

Fire Department Member. Must have at minimum a High School Diploma, GED or higher education. Must be at least 18 years old. Must possess a valid Arizona driver's license. Must be able to work in hazards conditions. Must be able to lift or move up to 50lbs. Adhere to Forest Lakes Fire District Standard Operating Guidelines. Coordinate wildfire fuels reduction projects on private lands with land owners in accordance with standards and laws, monitor past fuels reduction projects on private lands, compliance inspections, provide outreach and education. Recommend treatment prescriptions. Coordinate environmental clearances. Develop and mark treatment schedules. Coordinate with bordering landowners and agencies. Work with communities to reduce the risk from wildfire through implementation of Firewise education and practices.

**Job Description:**



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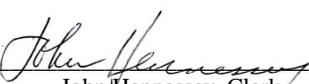
Currently accepted methods, practices and techniques used in forestry, wildfire management, hazardous fuel treatment, prescribed fire, natural resource management and related applicable environmental science. Good knowledge of ecological systems. Forestry and natural resource measurement skills. Operational skills utilizing a wide variety of tools and equipment such as inventory and marking tools, ATV's and multi-channel radios. Collaborate with natural resource stakeholders to leverage work. Develop and maintain strong working relationships with personnel and outside cooperators. Plan and stay organized. Firewise Assessor or equivalent level. Must have the ability to teach and instruct members of the general public on wildfire prevention and mitigation topics. Knowledge of wildfire prevention required. Ability to work closely with other fire department personnel; determining, inspecting, marking of trees on lots in accordance with the "fire wise program". Ability to understand and follow oral and written instructions. Ability to work effectively with the public, other employees and agencies. Must have strong communication skills, especially in public settings. Ability to meet the physical demands of the position as established by the Department. Previous experience in wildfire prevention, fuels management, and acceptable computer/software skills, including basic knowledge of Geographic Information System (GIS) software. Must be capable of hiking steep slopes and have the physical strength and ability sufficient to perform the work. Coordinates and manages all grant processes (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with the district, state, federal and other funder guidelines. Collaborates with a variety of parties (e.g. district personnel, community organizations, residents, businesses, etc.) for the purpose of securing funding to maintain and enhance services and/or programs. Develops forms and processes for the purpose of implementing a consistent grant application methodology. Develops grant applications and related documents (e.g. required reports, budgets, specific inquiries, etc.) for the purpose of submitting highly effective grant applications to the appropriate funding agency. Monitors proposals and funding application requirements (e.g. presentation (number of copies and binding), content, delivery method and labeling, deadlines, eligibility for grant, etc.) for the purpose of utilizing time and resources to maximize successful awarding of grant funds. Monitors the financial management of grants (e.g. budget preparation, budget adjustments, expenditures, etc.) for the purpose of complying with all programs and funding guidelines of awarding organizations. Presents concepts, status, and information to a variety of groups (e.g. funding requests, grant applications, identifying underfunded services, etc.) for the purpose of gaining the required administrative and board approvals, providing progress reports to administration and funding sources and/or advising other staff of potential funding sources. Researches grant opportunities for the purpose of developing additional funding resources for both current and proposed services, programs and administrative operations as well as serving as a clearinghouse for potential grant funding opportunities. Any other duties as assigned.

**Base Hourly Rate: \$20.00**

- j) Status update re: Grant activities. Susie Bragg has submitted for an additional \$140,000 Hazardous Fuels Grant. Twenty-four people had signed up showing interest. If awarded it will be a 10% match. We don't expect to hear back from FEMA for the SCBA grant until late summer. See 9k) for information re: the Governor's Office of Highway Safety grant.
  - k) Motion and possible action for board approval of Resolution 2017-001 to submit a grant proposal to the Governor's Office of Highway Safety. If awarded this will allow us to better communicate with DPS. There is no amount stipulated. Member Massion made a motion to approve resolution 2017-001. It was seconded by Treasurer Cummiskey and passed unanimously.
  - l) Chairman Nelson reminded everyone that the April regular board meeting will be held on April 22 to avoid meeting on Easter weekend. It was noted that both FLOA and Auxiliary have rescheduled as well.
- 10 Fire Chief's Report.
- a) Fred Dimas demonstrated our latest portable extrication device from Holmatro. It will be deployed in AT1211.
  - b) IPADs have been ordered for our EPCR program.
  - c) We have received a preliminary estimate of the value of E1211 (\$80,000.)
  - d) One of our snowmobiles was in for service for a faulty transmission (~\$1,200 repair bill.) Our snowmobiles were deployed during the recent 4-foot snowfall.
- 11 Call to the Public/Audience Comments. There were no comments from the public.
- 12 Fire Board Comments. There were no fire board comments.
- 13 There being no further business before the board, the meeting was adjourned at 11:43 am.

Approval for Meeting Minutes

Approved by the Forest Lakes Fire District Board on: April 22, 2017.

  
John Hennessey, Clerk