

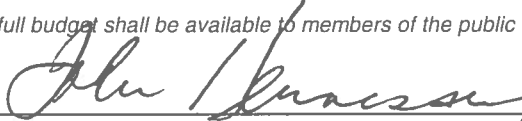
FOREST LAKES FIRE DISTRICT

FY2016/2017 AND PROJECTED FY 2017/2018 APPROVED NTE OPERATING BUDGETS

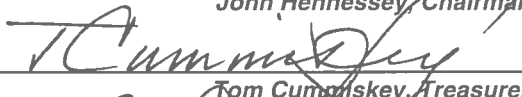
	GENERAL FUND	FY16/17	FY17/18
EXPENSES			
PERSONNEL SALARIES	\$	463,522	\$ 464,496
EMPLOYEE BENEFITS	\$	45,197	\$ 45,298
INSURANCE	\$	27,631	\$ 28,462
FIRE DEPARTMENT ADMINISTRATION	\$	98,212	\$ 104,493
FUEL, OIL, LUBE, R&M	\$	40,302	\$ 41,930
FIRE & EMS OPERATIONS	\$	63,843	\$ 66,350
BUILDING & GROUNDS R & M	\$	11,435	\$ 11,897
UTILITIES	\$	23,797	\$ 24,758
CAPITAL EXPENDITURES	\$	130,000	\$ 109,800
DEBT SERVICE	\$	16,978	\$ 16,978
CONTINGENCY (Unplanned Spend)	\$	79,092	\$ 80,466
	SUBTOTAL \$	1,000,008	\$ 994,927
REVENUES			
PROPERTY TAXES	\$	529,989	\$ 554,000
FIRE DISTRICT ASSISTANCE TAX	\$	90,000	\$ 94,000
ENTERPRISE ACCOUNT (NON-TAX)	\$	229,500	\$ 144,500
DISTRICT FUNDS	\$	150,519	\$ 202,427
	SUBTOTAL \$	1,000,008	\$ 994,927
	TAX RATE	\$3.2500	\$3.2500

Pursuant to **A.R.S. §48-807** notice is hereby given to the members of the Forest Lakes Fire District Board and General Public that the Forest Lakes Fire Board has approved the **2016-2017 & 2017-2018 Proposed Not to Exceed Operating Budgets** during a regular meeting held on **June 18th, 2016** at the Forest Lakes Fire Station; 1522 Merzville Road, Forest Lakes, AZ 85931


Copies of the full budget shall be available to members of the public upon written request to the district office.




 John Hennessey, Chairman



 Tom Cummings, Treasurer



 John Nelson, Clerk



 Jon Waggoner, Member

 Quentin Tobly, Member

The Forest Lakes Fire District Governing Board does hereby certify that all requirements in **A.R.S. §48-8-5.02** have been complied with and the **FLFD FY2016-2017 & Proposed 2017-2018 Not to Exceed Operating Budgets** were voted on and approved unanimously on Saturday, June 18th 2016.

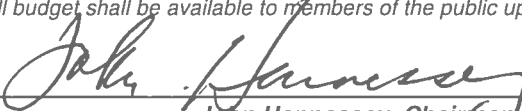
FOREST LAKES FIRE DISTRICT

FY2016/2017 AND Projected FY 2017/2018 APPROVED CAPITAL FUND BUDGET


	CAPITAL FUND	FY16/17	FY17/18
EXPENSES			
<i>Professional Fees</i>	\$	50,000	\$ 25,000
<i>Pre-Construction Costs</i>	\$	50,000	\$ 25,000
<i>Construction Costs</i>	\$	-	\$ 750,000
<i>Furniture and Equipment</i>	\$	-	\$ 50,000
<i>Other Related Costs</i>	\$	-	\$ -
<i>Contingency</i>	\$	50,000	\$ 50,000
	SUBTOTAL	\$ 150,000	\$ 900,000
REVENUES			
<i>Donations - Legacy</i>	\$	150,000	\$ 50,000
<i>Grant Income</i>	\$	-	\$ 250,000
<i>Loan Proceeds</i>	\$	-	\$ 440,000
<i>Donations - Other</i>	\$	-	\$ 10,000
<i>Transfers</i>	\$	-	\$ 150,000
	SUBTOTAL	\$ 150,000	\$ 900,000

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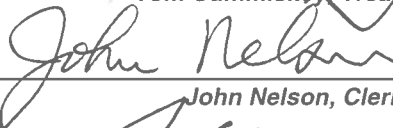
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MEETING MINUTES OF JUNE 18, 2016 REGULAR MEETING OF THE FOREST LAKES FIRE DISTRICT BOARD



- 1) The meeting was held in the main equipment bay of the Forest Lakes Fire Station, and was called to order by Chairman Hennessey at 10:00am.
- 2) Chairman Hennessey led the assembly in the Pledge of Allegiance.
- 3) Roll Call of Fire Board Members: Chairman Hennessey, Clerk Nelson, Treasurer Cummiskey, Member Waggoner and Member Tolby were all present.
- 4) At this point Chairman Hennessey suspended the agenda and introduced a special presentation by Chief Rodriquez. The Chief recounted a recent medical call for a "full code" victim, Mr. Richard Barrington, who was present in the meeting. His life was saved through citizen CPR and the action of FLFD emergency medical personnel. Special recognition was given to Ed Yack, the citizen who performed the CPR, On Duty Staff members Chris Lecher and Mark Essary, Paid On Call staff member Lou St. Germaine, and Sheriff's Deputy Robert McKeever.
- 5) The agenda then continued with Call to the public / audience comments. Citizen Paul Studer recommended that all past and present Paid on Call personnel be recognized with some kind of plaque or sign in the new fire station. Chairman Hennessey commented that the list of these personnel already exists, and Mr. Studer's request will be taken under consideration.
- 6) Review and Approve the Minutes for the May 21, 2016 Regular Board Meeting. Treasurer Cummiskey made a motion to approve the meeting minutes as presented. Member Waggoner seconded the motion and it passed unanimously.
- 7) Review and approve the financial statements for May 2016. Treasurer Cummiskey exhibited the General Fund financial reports for the previous month, and provided a brief summary report. He reported that we are basically on plan for revenues and expenses for this point in the fiscal year. Enterprise revenues are running slightly under projections, but expenses are also under budget due to strong fiscal controls. The cash balance was \$425,317 at the end of the month. The projected fiscal year end balance is \$375,889, which is an improvement over the \$365,000 year end balance that was projected last January. Treasurer Cummiskey then presented a similar report on the Capital Fund. The month end balance was \$102,304, with no activity during the past month. Treasurer Cummiskey made a motion to approve the financial reports as presented. Member Waggoner 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:
 - The District has reconciled all balance sheet accounts for the preceding fiscal month, and the Board has reviewed them.
 - 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.
 - 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.
 - 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.
 - 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) Motion and possible action re: approval of the proposed FY2016-2017 annual operating plan and budget, originally presented for board review at the April 16, 2016 regular board meeting and for public comment at the May 21, 2016 regular board meeting. The final budget includes projections for FY2017-2018. (Tom Cummiskey). Treasurer Cummiskey reported that the proposed budget has been posted on the website for the past 30 days, and no comments have been received. He made a motion to approve the final budget and submit it to the County. Member Waggoner seconded the motion and it passed unanimously.
 - b) Status update re: Building Committee activities. (Jon Waggoner). Building Committee Chairman Waggoner reported that the geotechnical survey is expected to be completed within the next week, and the results will be informative relative to future site prep costs. Resubmission for the required Conditional Use Permit is being



MEETING MINUTES OF JUNE 18, 2016 REGULAR MEETING OF THE FOREST LAKES FIRE DISTRICT BOARD



coordinated with HDA architects. A citizen participation meeting is scheduled for July 29 at the fire station. An email thank you was sent to the 115 residents who have donated to the Legacy campaign. \$140,000 in cash and pledges has been raised so far toward the \$250,000 goal. A mail solicitation will soon go out to those who have not yet donated. The architect has committed to provide an updated schedule of performance in the next week or two. "Momentum is strong."

- c) Status update re: Legacy Capital Campaign Building Committee community based fund raising efforts and grant activities. (Susie Bragg/Chief Rodriguez). Chief Rodriguez reported that coordination of the Legacy campaign is transitioning to Member Waggoner. Member Waggoner commented that he has already identified three new volunteers to assist with fundraising.
- d) Discussion re: ISO status implications with new Mini-Pumper. (Chief Rodriguez). Chief Rodriguez reported that our total combined pumper capacity was 3000 gpm at the time of the ISO review. We have since replaced Engine 1212 (1500 gpm) with the new minipumper (1000 gpm). The Linden truck is capable of 500 gpm, so our total pumping capacity stays the same if we keep that vehicle. If we sell the Linden truck, the possible impact on our ISO rating is unknown. Chief Rodriguez stated that the Linden truck was purchased prior to the grant award for the minipumper, and his original intention was to keep it. *[Subsequent clarification by Clerk Nelson: The minipumper grant award was in July 2105. The minutes of the September, 2015 regular board meeting include authorization of the Linden truck purchase as well as the declaration of Attack 1211 and Engine 1212 as surplus to be sold. Engine 1212 was out of service for repairs at the time.]* There have not yet been any opportunities for this Type 6 vehicle to be called into service for wildland firefighting. There was a general discussion of vehicles, capabilities, needs, and perceived communication gaps. Chairman Hennessey summarized by stating that we are currently compliant with our improved ISO rating of 4, Chief Rodriguez will contact ISO to determine the potential impact of a reduction in total pumping capacity, and further discussion of vehicle count and capabilities will be deferred to the upcoming strategic planning meetings.
- e) Status update re: recommended updates to the Forest Lakes Defined Contribution Pension Fund by fund manager Larry Innes, including progress by Kay Greene regarding the audit adjustment. (Chief Rodriguez/Tom Cummiskey). Treasurer Cummiskey reported that he has not yet met with Kay Greene. Chief Rodriguez reported that they are continuing to clean up the database, removing personnel no longer associated with FLFD. The timing of the Innes audit is tied to activity of the State Fire Marshall's office.
- f) Motion and possible action re: changing the regular board meeting schedule so meetings occur on the second Saturday of the month year round. The meeting time and location would be unchanged. (John Hennessey). After a general discussion of potential advantages and disadvantages of a schedule change, the consensus was to take no action. Meeting schedules will remain unchanged.
- g) Status update re: grant activities. (John Nelson). Clerk Nelson had nothing new to report. Chief Rodriguez reported that no word on the other pending grant proposal prepared by Richard Zimmerman is expected until fall.
- h) Discussion re: early notification of upcoming board member elections. The terms for Quentin Tolby and John Hennessey expire November 30, 2016. Nominating petitions can be filed from July 11 through August 10. Note: Both Quentin Tolby and John Hennessey have announced their intentions to pursue re-election. (John Hennessey). Clerk Nelson reported that he will file the necessary paperwork with the County to prepare for a November election in case there should be additional candidates.

9 REPORTS AND CORRESPONDENCE

- a) Updated EMS/Fire Support Call Volume Report. (Roxie Allen). There were 17 calls in April – 6 medical, 5 fire/smoke and 6 “other”. There were 2 ground transports, no air transports, 1 refusal, and one deceased. There were 27 calls in May – 17 medical, 3 fire/smoke and 7 “other”. There were 3 ground transports, 4 air transports, and 9 refusals.
- b) Administrative Staff Report. (Roxie Allen). Roxie reported that she has been working on grant activities and fire billing in addition to her regular duties.
- c) Technical Services Unit Leader Report (Keith Scholl or designee). Keith had nothing to report.
- d) Dispatch Report (Chief Rodriguez or designee). Chief Rodriguez reported that future Board action will be required when the time comes to move dispatch duties to Flagstaff.



MEETING MINUTES OF JUNE 18, 2016
 REGULAR MEETING OF THE FOREST
 LAKES FIRE DISTRICT BOARD



- e) Auxiliary Report (Chris Bennett). Chris reported that the annual FLFD open house will be held next weekend, and will include a 40th birthday celebration.
- f) Fire Chief's Report for the last 2 months, including the operational status of the Mini-Pumper (AT1211) and the upcoming June Open House. (Chief Rodriquez)
 - The minipumper is going into service today, June 18, now that the warranty work has been completed.
 - Stage 1 fire restrictions are in effect. No open burning. All residents need to remain diligent and remove all potential fuels from the 5-foot "ignition zone" around their homes.
 - We do not have the capability to become an official Firewise community, but related education and emphasis are coming up this summer.

10 CALL TO THE PUBLIC/AUDIENCE COMMENTS. Citizen Paul Studer asked what FLFD can do about property owners that do nothing to remove hazardous fuels from their lots. Chief Rodriquez replied that FLFD has no authority to do anything but educate and encourage. Citizen John Skeldon commented that some residents have had their homeowners insurance canceled, with the stated reason that Forest Lakes is a high fire risk community. Chief Rodriquez commented that the insurance industry is pushing the Firewise concept. Citizen Wayne Rothwell asked if the fuels reduction grant funds (if awarded) can be applied to lots that have been treated previously. Clerk Nelson responded in the negative.

11 VOTE TO GO INTO EXECUTIVE SESSION. Personnel Matters Pursuant to A.R.S. § 38-431.03(A)(1) re: Chief Rodriquez's employment contract. Note: Chief Rodriquez was given the required 24 Hour Notice. (John Hennessey). Treasurer Cummiskey made a motion to enter into executive session. Member Waggoner seconded the motion and it passed unanimously. The Board entered into executive session at 11:05am

12 RECONVENE FROM EXECUTIVE SESSION. Discussion and possible action re: Chief Rodriquez's employment contract. (John Hennessey). Chairman Hennessey called the meeting back to order at 12:21pm. He reported that the Board discussed the Chief's employment contract, including his goals and objectives for the current year. The goals and objectives will be updated, especially with regard to the building program. The current contract requires no changes other than the appropriate dates to be extended for an additional two years. A vote on the contract extension will be on the agenda for the next regular Board meeting.

13 FIRE BOARD COMMENTS. Chairman Hennessey commented that it is time to plan the annual customer satisfaction survey. Clerk Nelson offered to send last year's survey questions to all Board members for review and comment.

14 CHIEF'S REPORT (continued). As a continuation of the Chief's report, On Duty Staff member and experienced fleet mechanic Taber Heisler presented some additional data on vehicle maintenance. He compared quotes from dealers for work that has been performed in house, documenting significant cost savings for our approach. He commented that the nature of fire and medical emergency services is very hard on vehicles, requiring a high level of maintenance and repairs. His opinion is that FLFD is doing the best we can with the hand we are dealt. Treasurer Cummiskey commented that our priorities are personnel safety and prolonged equipment life. Mr. Heisler responded that our current maintenance schedule reflects these priorities.

14 Adjournment. Chairman Hennessey adjourned the meeting at 12:35pm.

Approved by the Board on _____

Signed: _____
 John Nelson, Clerk of the Board