

Forest Lakes Fire District Finance & Budget Committee Meeting Minutes

March 10, 2020

On March 10, 2020, The Forest Lakes Fire District's Finance and Budget Committee meeting was held at 1526 West Wagner Drive, Gilbert, AZ.

Chairman Ruet called the meeting to order at 10:00 AM. In attendance were committee members Joe Ruet, Tom Cummiskey, John Hennessey, Dave Rodriquez and Megan Rutherford.

The team reviewed the budget template, previously provided, that was developed by Joe Ruet & Tom Cummiskey, conducting a first pass review of the current STRAP 5 Year proposed FY2020-2021 and 2021-2022 budgets.

A line by line review was conducted with the following changes made to the STRAP plan estimates:

- 1) \$5,000 was deducted from account 4012, Fire Receivables, for both 2020-21 and 2021-22. This estimate was based on last year's actual revenues.
- 2) \$2,000 was deducted from account 4013, GWTS Income, for both 2020-21 and 2021-22. This estimate was based on last year's green waste dump fee revenues.
- 3) \$10,650 was deducted from account 4018, District Funds, for 2020-21. \$16,450 was deducted for 2021-22.
- 4) \$2,500 was deducted from account 5002, Administrative Assistant Payroll, for 2020-21. This was based on actual payroll expense.
- 5) \$3,000 was deducted from account 5003, Part Time Office Help Payroll, for both 2020-21 and 2021-22. This estimate was based on last year's actual expenses.
- 6) \$10,000 was deducted from account 5005, On Duty Staff FF I & II Payroll, for both 2020-21 and 2021-22. This is an estimate based on last year's payroll expenses.
- 7) \$853 was deducted from account 5007, On Duty Staff Paramedic Payroll, for 2020-21 and \$1,385 was deducted for 2021-2022. This was done to balance the budget.
- 8) \$3,000 was added to account 5053, Worker Compensation, for both 2020-21 and 2021-22. This estimate is in anticipation of increased premiums due to recent legislation that provides coverage to employees suffering the effects of exposure to hazardous materials and certain types of cancer. This estimate increased our budget about 25% above current premiums.
- 9) \$1,000 was deducted from 5104 Umbrella Insurance, for both 2020-21 and 2021-22. This is an estimate based on last year's actual insurance premiums.
- 10) \$200 was added to account 5202, Benefits & Awards, for both 2020-21 and 2021-22. This is an estimate to include a prestation honoring all past & present members of the FLFD Auxilliary.
- 11) \$1,000 was deducted from account 5203, Office Staff Training, for both 2020-21 and 2021-22. This estimate was based on last year's actual expenses.

- 12) \$500 was deducted from account 5205, Outside Duplication and Publishing, for both 2020-21 and 2021-22. This estimate was based on last year's actual expenses.
- 13) \$150 was added to account 5209, Notary, for 2020-21. This is based on approximate notary certification expense.
- 14) \$500 was deducted from account 5215 Postage & Shipping, for both 2020-21 and 2021-22. This estimate was based on last year's actual expenses.
- 15) \$3,000 was added to account 5215, Board Expenses and Training, for 2020-21 to include AFTA training for the newest board member and board member's mileage. \$2,000 was added for 2021-22 board member's mileage.
- 16) \$2,500 was added to account 5218, Grant Reimbursement for 2020-21. \$1,050 was added for 2021-22. This is for the Fuels Management Grant.
- 17) \$1,000 was deducted from account 5301, Fuel-oil, for both 2020-21 and 2021-22. This was done to balance the budget.
- 18) \$1,000 was deducted from account 5302, Lube Repair & Maintenance, for both 2020-21 and 2021-22. This was done to balance the budget.
- 19) \$1,100 was deducted from account 5401, POC Tuition / Training-Outside Source, for 2020-21. POC certifications occur every other year.
- 20) \$1,000 was deducted from account 5407, EMS/Fire Small Tools-New/Replacement Equipment & Expenditures, for both 2020-21 and 2021-22.
- 21) \$500 was deducted from account 5408, Expired Drugs, for both 2020-21 and 2021-22.
- 22) \$500 was deducted from account 5414, Radio Equipment & Equipment R & M, for both 2020-21 and 2021-22.
- 23) \$1,000 was deducted from account 5701, Electric Utilities, for both 2020-21 and 2021-22. This is an estimate based on last year's utility expenses.
- 24) The Contingency Fund for 2020-21 was adjusted to \$94,250 for 2020-21 and \$75,450 for 2021-22.

The new proposed budget for 2020-21 is \$1,190,145. The new forecast budget for 2021-22 is \$1,092,627

There being no further business the Finance Committee adjourned at 12:12 PM.

Respectfully submitted,

Joe Ruet, Finance Committee Chair