



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
JANUARY 18, 2024
DRAFT**



1 Call to Order.

The meeting was called to order at 10:00 am via Microsoft (MS) Teams by Clerk Julie Swanson, acting Chair for the meeting due to the absence of Chairman Hennessey.

2 Pledge of Allegiance.

Omitted due to the virtual meeting format.

3 Roll Call of Fire Board Members.

In addition to Acting Chair Swanson, also present were board members Pete Batschelet and Israel Torres, as well as Chief Rodriguez and Communications Specialist John Nelson. Chief Rodriguez was available at the Fire Station for members of the public who wished to attend.

There was a quorum of the board.

There were no members of the public in attendance.

4 Chairman's Welcome and Activity Report.

Acting Chair Swanson welcomed all to the meeting.

5 Call To the Public/Audience Comments. There were none.

6 Review And Approve the Minutes for the December 15, 2023 Regular Board Meeting.

Member Torres made a motion to approve the minutes as presented. Treasurer Batschelet seconded, and the motion was approved unanimously.

7 Review and Approve the Financial Statements for December 2023.

Treasurer Batschelet reviewed the December Financial documents. He mentioned that there were remaining bills to be paid and monies that had not yet been deposited. He indicated that he was confident that Admin Asst Julie Mattila would complete these tasks early next week. Member Torres moved to approve the financial statements. Clerk Swanson 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.



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- 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.

8 Business.

- a. Motion and Possible Action re: Pursuit of a Grant Opportunity from the Arizona Department of Forestry and Fire Management (DFFM) to Construct a Multi-Purpose Support Building, Including Housing the FEL.
 - i. Pursuit Team Established (John Nelson)
 - ii. Pursuit Team Status Update (John Nelson)
 - iii. Motion to Approve DFFM Proposal Submittal (Dennis/Julie)

The Grant Opportunity is foremost on the agenda of Chief Rodriguez and John Nelson. Chief stated that we do not yet have a proposal ready cost estimate from Caliente Construction due to illness of the employee tasked with preparing the estimate.

An MS Teams meeting will be held tomorrow, Friday Jan. 19, 2024 to further update the proposal status.

A trip to the building site will take place at a later date.

As all are aware, time is of the essence as the deadline for submittal for a grant is February 2, 2024.

- b. Status Update re: Annual Audit Submittal. (Dave)

The annual audit is in process. Chief Rodriguez and Julie Mattila are providing the audit team with requested documents and files.

- c. Motion and Possible Action: Approve Health Benefits Plan for Chief and Admin Assistant (Julie)
- d. Motion and Possible Action to Approve Changes in Pay Policy 0021, Including ODS Compensation, With an Effective Date of December 16, 2023. (Dennis)
- e. Discussion re: Attendance at the January 2024 AFDA Conference in Laughlin. (All)
 - i. Overall Takeaways
 - ii. Statutory Guidance, If Any



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The consensus of opinion was that there was a lot of good information presented.

- f. Status Update re: Grant Activities. (John Nelson)
- g. Status Update re: Governmental Advocacy Committee. (Israel)

Member Torres believes that the legislative session will be a short one; seven bills that may affect FLFD are being tracked. He is of the opinion that HB2290 is bad for us as it regards ambulance service.

At this point it was determined Chief Rodriguez had lost internet service at the fire station. An effort was made to allow him to communicate by phone with John Nelson, who then broadcast to the other members using MS Teams audio. The connection was deemed unsatisfactory. By mutual consent it was determined to table the rest of the agenda items until February's board meeting.

- 9 Adjournment. There being no further business before the board, the meeting was adjourned at 10:35 am.