



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
MARCH 21, 2024
DRAFT**



1 Call to Order.

Chairman John Hennessey called the meeting to order at 9:33 am via Microsoft Teams. All members were copied on the meeting agenda prepared by Chairman Hennessey and distributed prior to the meeting.

2 Pledge of Allegiance.

Omitted due to the virtual meeting format.

3 Roll Call of Fire Board Members.

In addition to Chairman Hennessey, Treasurer Pete Batschelet, Clerk Julie Swanson, Member Dennis Massion and Member Israel Torres were in attendance via Teams. We had a quorum. Also in attendance via Teams was Chief Dave Rodriguez, Wanda Bernett, who was physically present at the fire station, John Nelson, Communications Specialist, who provided technical support for Teams and Fermin Ramirez, ATLAS CPAs and Advisors. There were no members of the public in attendance. Chairman Hennessey confirmed that all were able to hear and understand the proceedings.

4 Chairman's Welcome and Activity Report.

Chairman Hennessey welcomed all to the March meeting. The meeting was held in a virtual format using MS Teams due to threat of inclement weather conditions and concern for the safety of board members. He thanked our Communications Specialist, and Webmaster, John Nelson for providing the technical support to facilitate the meeting. Members of the public were notified in the posted agenda that they were able to access the meeting in person at the fire station.

He welcomed to our new Admin Assistant Wanda Bernett, whose first day was March 18th.

He noted that he and Clerk Swanson will be responsible for publishing today's meeting minutes. This responsibility will be transitioned to Wanda for future meetings.

He noted we will have the annual audit report as part of the business agenda.

5 Call To the Public/Audience Comments. There were n members of the public in attendance.

6 Review And Approve the Minutes for the February 15, 2024, Regular Board Meeting.

The subject meeting minutes were distributed without comment. Member Massion made a motion to approve the minutes as presented. Member Torres seconded, and the motion was approved unanimously.

7 Review and approve the financial statements for February 2024.

Treasurer Batschelet gave a brief summary of the cover sheet and cash flow projections. He concluded by stating that he likes where we are financially and where we are headed.



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Forest Lakes Fire District February 2024 General Fund Financial Packet Cover Sheet



February 2024 =66.6%

Monthly Revenue: \$ 32,009.25 YTD Revenue \$ 928,004.82 = 72.0%
 Monthly Expenses: \$ 67,045.19 YTD Expenses \$ 879,130.04 = 62.8%
 Monthly Net Gain/Loss: \$ -40,312.40 YTD Net Gain/Loss: \$ 48,874.78
 End of Month Cash Balance: \$ 387,124.97 Total Budget: \$ 1,430,765.00

Forest Lakes Fire District FY 23-24 Cash Flow Projections

B	C	D	E
\$306,949.85			
1st Qtr	Jul-23	Aug-23	Sep-23
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
Income	\$23,195.67	\$29,723.79	\$66,751.64
Expense	\$103,407.86	\$116,830.26	\$81,544.13
Income%	1.78%	2.28%	5.13%
Expense%	7.95%	8.98%	6.27%
Cash Balance	\$216,665.59	\$129,559.12	\$114,766.63
2nd Qtr	Oct-23	Nov-23	Dec-23
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
Income	\$338,013.42	\$256,184.31	\$85,185.63
Expense	\$152,314.15	\$120,956.91	\$108,228.41
Income%	25.98%	19.69%	6.55%
Expense%	11.71%	9.30%	8.32%
Cash Balance	\$300,465.90	\$422,599.56	\$399,556.78
3rd Qtr	Jan-24	Feb-24	Mar-24
	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>
Income	\$96,999.20	\$32,009.25	\$201,591.00
Expense	\$74,395.07	\$67,045.19	\$108,915.00
Income%	7.46%	2.46%	15.50%
Expense%	5.72%	5.15%	8.37%
Cash Balance	\$422,160.91	\$387,124.97	\$479,800.97
4th Qtr	Apr-24	May-24	Jun-24
	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
Income	\$166,655.00	\$77,379.00	\$77,379.00
Expense	\$102,153.00	\$113,915.00	\$93,664.00
Income%	12.81%	5.95%	5.95%
Expense%	7.85%	8.76%	7.20%
Cash Balance	\$544,302.97	\$507,766.97	\$491,481.97
Approved Budget	Projected EOY CB:		\$491,481.97
\$ 1,300,872.00	Difference:		\$184,532.12
A v P REV	111.55%		
A v P EXP	95.58%		

Treasurer Batschelet made a motion to approve the subject financial statements. Member Torres seconded, and the motion was approved unanimously.



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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.

8 Business.

- a. Motion and Possible Action re: Annual Audit Review.

Fermin Ramirez, Sr Audit Manager, ATLAS CPAs and Advisors, PLLC, presented the draft audit report to the Board. The audit report was distributed to the board and staff prior to the meeting and will be saved to the web site for the record.

Fermin thanked the board for the opportunity to renew his firm's relationship with the district.

There were two questions from Treasurer Batschelet re: depreciation, which Fermin addressed to Pete's satisfaction.

It was stated the audit went very smooth and the district was issued a clean opinion with no issues.

Clerk Swanson made a motion to approve the report as presented. Member Massion seconded, and the motion was unanimously approved.

Fermin commented that the approved report will be released early next week. It will be saved to the web site for the record. He excused himself from the meeting at 10am.

- b. Motion and Possible Action re: Approval of Changes to ODS Compensation per Recommendation of the Finance Committee.

The Finance Committee met March 20th with the objective to develop and recommend a revised compensation policy for the ODS. Finance Committee Chairman Batschelet reported the committee needs additional time to develop its recommendation. The agenda item was tabled until the April meeting.

- c. Motion and Possible Action re: ODS Mileage Reimbursement Reference Price Check Methodology.



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This agenda item refers to the board approved policy of August 20, 2022, which remains in effect due to tabling of agenda item 8b.

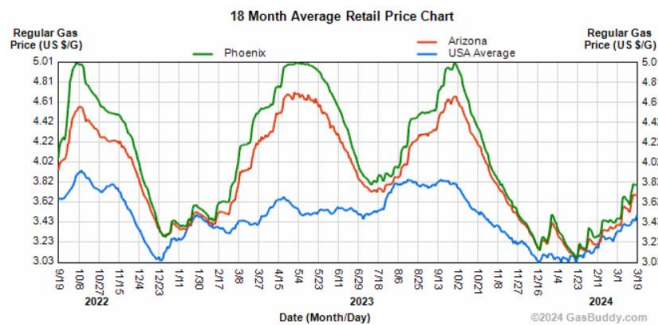
- a. Establish a Consistent Methodology for Setting the Reference Price per Gallon for ODS Reimbursement Using the August 20, 2022 Board Approved Rate Table (Attached.)
Note: 2024 IRS mileage rate is 67.0 cents per mile.

This remains a work in progress, and will be resolved once agenda item 8b is completed.

Average Cost of Fuel per Gallon in Maricopa County	ODS Mileage Rebate, Cents per Mile, One Way Travel
\$4.00 and above	62.5
\$3.50 to \$3.99	50.0
\$3.00 to \$3.49	25
\$3.00 and below	0

- b. Establish Reimbursement Rate for the Next Month.

Per the process in place for last few meetings, we have resorted to using data from an internet-based service, Gas Buddy. The most current data is shown for the record:



Using the Phoenix data, current gas prices are in the \$3.80 per gallon range, which indicates a \$0.50 per mile reimbursement. FLFD staff was directed to use this rate until the next board meeting.

- d. Finance Committee Update, Including the FY24/25 Budget Preparation Process.

As noted, the Finance Committee met yesterday with the additional objective of addressing any changes to the balanced budget for FY24/25 based on the December 2023 STRAP plan. Adjustments to the balanced budget result from changes to operations since that time, including final tax levy data and ODS compensation. Due to time constraints, the revisions to the FY24/25 balanced budget were not addressed. The Finance Committee will meet over the coming weeks with the objective of presenting a balanced budget to the board at the April meeting, seeking a board motion to approve publication of the budget. The board will present the budget to the



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public at the May meeting, following which the public may make comments. Final board approval will occur at the June meeting.

- e. Status Update 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 for the FEL.

There is no official word from DFFM on the subject grant. FLFD award prospects continue to look good, with announcement likely in the next 3 to 6 weeks. If awarded, we will create a separate fund account to manage the project to avoid comingling with other funds. We have explored potential contractors for issuance of Statements of Qualification per our Procurement Policy.

The first step after contract award will be to develop an approved project plan.

- f. Motion and Possible Action to Approve 2023 STRAP Document and One Page Summary for Publication.

STRAP Chairman Hennessey thanked all the members of the leadership team and support staff for their diligence in supporting the creation of the 2023 annual update document. The subject documents have been distributed with one comment, which will be addressed in the next annual update.

Member Massion made a motion to approve the documents as presented for publication. Treasurer Batschelet seconded, and the motion passed unanimously. The approved documents will be published early next week.

- g. Status Update re: Grant Activities.

Grant writing specialist John Nelson reported we are halfway through the Hazardous Fuels Grant cycle. We are current on both accounts payable and accounts receivable. Work continues on the Community Wildfire Protection Plan grant as well as a new grant opportunity identified by past Chairman Tom Cumiskey. We have submitted a grant for a replacement for B12. The probability of success for this grant is low, but a FEMA grant may be in the offing.

- h. Status Update re: Governmental Advocacy Committee.

Governmental Advisory Committee Chairman Torres reported HB2418, which would create a fire district advisory board is dead in committee. AFDA did not support the bill. He will continue to monitor it in case it pops up later.

He suggested we invite Supervisor Begay for a site visit.

- i. Status Update re: EMS Receivables and Call Volume Report.

Chief reported we are about 6 calls ahead of last year at this time.



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9 Fire Chief's Report.

Chief will explore additional grant opportunities with John Nelson involving tribal money from Gila River Community. We will be working with the Coconino County Sheriff's office to sign a new lease for the space in the Annex. Chief gave a brief background summary for Wanda Burnett, our new admin assistant, stating she will be a great addition to the team.

10 Call To the Public/Audience Comments. There were no members of the public.

11 Fire Board Comments. Chairman Hennessey noted we will begin our in-person, face-to-face board meetings in May, which will once again be held on the third Saturday of the month at 10:00 am in the fire station.

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

Note: In order to promote openness and transparency, all materials presented at the board meeting are available to be viewed on the FLFD Web Site: flfdaz.com, and following the web site prompts; or by going directly to the URL, flfdaz.com/board-meeting-minutes.