



**FOREST LAKES FIRE DISTRICT BOARD
REGULAR SESSION MEETING MINUTES
JULY 20, 2024-FOR POSTING**



1 Call To Order at 10:02 am. (John Hennessey)

John announced that Judy Begay, Chair, Coconino County Board of Supervisors is unable to attend due to illness.

2 Pledge Of Allegiance.

3 Roll Call of Fire Board Members. (John Hennessey, Dennis Massion, Israel Torres, Julie Swanson and Pete Batschelet)

All members in attendance, with Israel Torres attending by phone.

4 Chairman's Welcome and Activity Report. (John)

Welcome to the July meeting of the Forest Lakes Fire Board, on the summer schedule, which is back to the third Saturday of the month at 10 am at the fire station.

Clerk Swanson and Wanda will be responsible for publishing today's meeting minutes.

Thanks to the Auxiliary for sponsoring the July 4th Ice Cream Social and all the board members and residents who volunteered to assist, including providing baked goods, cashiering services, setup and teardown, selling apparel, serving ice cream and slicing bananas, ... And we look forward to the Labor Day Ice Cream Social. The auxiliary has pledged a donation to the district for a heart monitor. The auxiliary has been a substantial assist to our budgeting with donations of over \$180,000 over the years.

John Hennessey acknowledged John and Judy Nelson and introduced Sue Conrad who were in attendance in the audience. Sue introduced herself and will be the new board member beginning December 1, 2024.

5 Call To the Public/Audience Comments.

There were no public comments.

6 Review And Approve the Minutes for the June 15, 2024 Regular Board Meeting. (John)

Dennis Massion made the motion and Pete Batschelet seconded; motion was passed unanimously.

7 Review And Approve the Financial Statements for May and June 2024. (Pete)

Treasurer Bachelet gave a brief status update, that included both May and June. The May data was reviewed at last month's meeting but was not approved. The June report will also serve as our year-end report.

Pete Batschelet reviewed the financials for June, which are also the year end. Pete noted that tax revenues are up but EMS receivables are down due to call volume decrease, which does lower corresponding expenses.

Pete made the motion to approve the May and June financials, which was seconded by Julie Swanson; motion passed unanimously.



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



May 2024 =91.67%

Monthly Revenue: \$ 42,863.17	YTD Revenue \$ 1,166,728.27 = 90.5%
Monthly Expenses: \$ 153,614.55	YTD Expenses \$ 1,179,385.29 = 84.2%
Monthly Net Gain/Loss: \$ 110,751.38	YTD Net Gain/Loss: \$ 12,657.02
End of Month Cash Balance: \$ 323,003.31	Total Budget: \$ 1,430,765.00

Forest Lakes Fire District FY 23-24 Cash Flow Projections

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\$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>Actual</i>	
Income	\$96,999.20	\$32,009.25	\$40,825.76	
Expense	\$74,395.07	\$67,045.19	\$67,191.06	
Income%	7.46%	2.46%	3.14%	
Expense%	5.72%	5.15%	5.17%	
Cash Balance	\$422,160.91	\$387,124.97	\$360,759.67	
4th Qtr				
	Apr-24	May-24	Jun-24	
	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>	
Income	\$155,527.17	\$42,863.17	\$77,379.00	
Expense	\$108,067.51	\$128,079.19	\$93,664.00	
Income%	11.96%	3.29%	5.95%	
Expense%	8.31%	9.85%	7.20%	
Cash Balance	\$408,219.33	\$323,003.31	\$306,718.31	
Approved Budget		Projected EOY CB:	\$306,718.31	
\$ 1,300,872.00		Difference:	(\$231.54)	
A v P REV		95.68%		
A v P EXP		93.92%		



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



June 2024 =100%

Monthly Revenue: \$ 30,311.06	YTD Revenue \$ 1,197,039.33 = 83.6%
Monthly Expenses: \$ 99,771.91	YTD Expenses \$ 1,279,157.20 = 89.4%
Monthly Net Gain/Loss: \$ 69,460.85	YTD Net Gain/Loss: \$ 82,117.87
End of Month Cash Balance: \$ 253,721.94	Total Budget: \$ 1,430,765.00

FY 23-24 Cash Flow Projections

	A	B	C	D	E
1					
2		\$306,949.85			
3			Jul-23	Aug-23	Sep-23
4		1st Qtr	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
5		Income	\$23,195.67	\$29,723.79	\$66,751.64
6		Expense	\$103,407.86	\$116,830.26	\$81,544.13
7		Income%	1.78%	2.28%	5.13%
8		Expense%	7.95%	8.98%	6.27%
9		Cash Balance	\$216,665.59	\$129,559.12	\$114,766.63
10					
11			Oct-23	Nov-23	Dec-23
12		2nd Qtr	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
13		Income	\$338,013.42	\$256,184.31	\$85,185.63
14		Expense	\$152,314.15	\$120,956.91	\$108,228.41
15		Income%	25.98%	19.69%	6.55%
16		Expense%	11.71%	9.30%	8.32%
17		Cash Balance	\$300,465.90	\$422,599.56	\$399,556.78
18					
19			Jan-24	Feb-24	Mar-24
20		3rd Qtr	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
21		Income	\$96,999.20	\$32,009.25	\$40,825.76
22		Expense	\$74,395.07	\$67,045.19	\$67,191.06
23		Income%	7.46%	2.46%	3.14%
24		Expense%	5.72%	5.15%	5.17%
25		Cash Balance	\$422,160.91	\$387,124.97	\$360,759.67
26					
27			Apr-24	May-24	Jun-24
28		4th Qtr	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
29		Income	\$155,527.17	\$42,863.17	\$30,311.06
30		Expense	\$108,067.51	\$128,079.19	\$99,592.43
31		Income%	11.96%	3.29%	2.33%
32		Expense%	8.31%	9.85%	7.66%
33		Cash Balance	\$408,219.33	\$323,003.31	\$253,721.94
34		Approved Budget		Projected EOY CB:	\$253,721.94
35		\$ 1,300,872.00		Difference:	(\$53,227.91)
36		A v P REV	92.06%		
37		A v P EXP	94.37%		



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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. Discussion and Possible Action re: Approve Auditor General FY2024-25 Budget Submittal to County Treasurer by August 1st. (Pete)

By way of background, per statute, the Auditor General requires the district budget be submitted by August 1st to the Coconino County Treasurer in a format specified by the Auditor General's office. Per FLFD standard practice, we submit a budget to the County Treasurer and Clerk of the Board of Supervisors by June 30th using a Chart of Accounts which is tailored to FLFD, and which has many years of historical support data. This allows us to begin entering financial data into our accounting system at the beginning of our fiscal year, which runs from July 1st through June 30th. The source data is the same for both methods. We have chosen to complete the AG form by use of a mapping process that translates FLFD Chart of Accounts data into the AG form. The source data has been approved by board action at the June meeting, with the only difference being the format. That mapping process has been applied to the source data, producing the AG formatted data, for which we seek a motion to approve submittal to the County Treasurer. The complete file was provided to all board members prior to the meeting. Shown here is the approval page, which requires the Board Chair and Board Clerk's signatures.



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Fire districts must prepare and post annual budgets as prescribed by Arizona Revised Statutes (A.R.S.) §48-805.02. **Before completing the budget**, download the newest version of the fire district budget form from the link on the Instructions tab. Then move from one cell to the next using the Tab key and click the **blue highlighted cells for instructions** as needed, or click the General instructions button below to read the full instructions.

[General instructions](#)

1. Enter fire district name

2. Select the county of the fire district

3. Select the budget year

Forest Lakes Fire District

Coconino

2025



We, the undersigned, hereby certify that the Fire District has not incurred any debt or liability in excess of taxes levied and to be collected and the monies actually available and unencumbered at this time in the district general fund, except for those liabilities as prescribed in A.R.S. §§48-805(B)(2) and (3), 48-806, and 48-807. Additionally, we hereby certify that the Fire District has complied with A.R.S. §48-805.02(F).

4. District chairperson:

District clerk:

Date:

SIGNED

SIGNED

Motion was made by Dennis Massion and seconded by Pete Batschelet; motion passed unanimously.

- b. Discussion and Possible Action re: Resolution of Governing Body Approving the Operating Budget for FY2024-25. (John)

As noted, the Operating Budget for FY2024-2025 (aka County Budget) was approved by board motion at last month's meeting. The following resolution style verbiage will be added to be consistent with last year's submittal:

A motion is sought to approve the County Budget and Auditor General Budget as presented, certifying they are a true and accurate representation of the revenues and expenditures necessary to support district operations for the 2024-2025 Fiscal Year.

Motion made by Dennis Massion and seconded by Julie Swanson; motion was passed unanimously.

- c. Status Update re: Gila County Mutual Aid Agreement. (Dave)

Dave Rodriquez reports that the mutual aid agreement has been approved, signed and submitted. It will aid cost recovery but will be cost neutral not generating income.

- d. Status Update re: Master Plan Committee Design and Construction Utilizing a Bunger Steel Alternate Concept for Housing the FEL. (John/Dave)

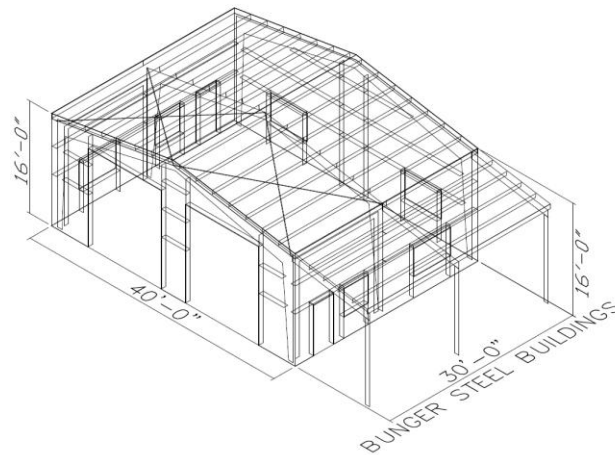
- Master Plan Committee membership: John Hennessey (Chair), Chief Rodriquez, Scooter Bennett, Denny Walter, Pete Batschelet, Julie Swanson.
- Contact made with Coconino County Community Development (Zach Schwartz).
 - May be able to piggyback on the Conditional Use Permit (CUP) for the main station.
 - Plan approval remains backlogged at the County
 - Follow-up needed to confirm details
 - Needs site plan
 - Building rendering
 - Previous CUP information
- Pete has contacted Bunger Steel, with following information



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- Prototype structure identified, with (ROM) costs
- Time frame is roughly 6-9 months.
- 10 weeks for approved drawing.
- 8-10 weeks to Fabricate Building at the same time concrete work will take place.
- 4-5 weeks roughly to Erect building.
- Permits are usually good for up to a year.
- Affordability needs to be addressed
- Value Engineering will be used to evaluate trade studies to optimize costs
- Requirements specification needs to be developed
- May need to be addressed with 2024 STRAP Update process, which begins in September



Chief Rodriguez requested a meeting with the committee to discuss possible alternatives plans.

- e. Status Update re: New B-12 Procurement and Entry into Service. (Dave)
A new bumper has been ordered and an appointment has been made for the end of September to have the lights and sirens installed.
The wiring problem on the red truck was found and repaired. This truck will be kept for a backup and utility chase vehicle.
- f. Status Update re: Upcoming Special District Candidate Election. (John)
- Confirmed with Elections Department we have two candidates for two open positions for the November 5th general election. (Israel Torres, Sue Conrad)
 - August 9th, County Board of Supervisors special meeting, will canvass elections, confirm two candidates for two openings.
 - August County Board of Supervisors regular meeting
 - Declare candidates elected, effective December 1, 2024; cancel election for November 5th.
 - November FLFB Regular Meeting, Administer Oaths of Office to Israel and Sue.
 - December 1st, or soon thereafter, special board meeting to elect new board officers (Chair, Clerk, Treasurer)



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- g. Status Update re: Grant Activities. (Dave)
Chief Rodriguez stated that with the assistance of Dick Zimmerman we have applied for a grant with Firehouse Subs for a “battery powered extrication tool”.
John Nelson reported 30 of the 40 lot thinning parcels have been completed. He is also working on adding an additional 30 lots with new funding.
- h. Status Update re: Governmental Advocacy Committee. (Israel)
Israel reports that the legislature is currently out of session. He issued his thanks to John Nelson for his work on the grants, website and social media.
- i. Status Update re: EMS Receivables and Call Volume Report. (Dave)
Chief Rodriguez reports that call volumes are down as compared to the past. There have been some significant calls allowing us to bill auto insurance companies. The Forest Service has provided quick response to lightning strikes.
- j. Report Out re: Open House (Dave/Wanda)
Wanda reports that the open house was a success and a good time was had by all.
- k. Status Update re: Quarterly Financial Review with Angela Bertram. (Dave/Wanda)
Per prior board action, engage Angela Bertram (Rath) to do a quarterly financial review (not audit).
- 9 Fire Chief’s Report. (Chief Rodriguez)
Chief Rodriguez reports the district has engaged with a new IT provider. Their fees are substantially less than our current provider. We will be able to replace desktops and laptops this year and still pay less the previous provider.
- 10 Call To the Public/Audience Comments.
No public comments.
- 11 Fire Board Comments.
There was a discussion of the rising costs of homeowners insurance amongst the board members.
John Hennessey will need to resign as a board member when his home sells. Sue Conrad is willing to serve as an interim board member when this happens.
We will be inviting Judy Begay back next month, since she was unable to make it today.
- 12 Adjournment.
There being for further business before the board, the meeting was adjourned at 11:25 am