



FOREST LAKES FIRE DISTRICT BOARD REGULAR SESSION MEETING MINUTES NOVEMBER 14, 2024-FOR POSTING



- 1 CALL TO ORDER at 10:00 am. (Julie Swanson)
- 2 PLEDGE OF ALLEGIANCE. Omitted due to virtual format.
- 3 ROLL CALL OF FIRE BOARD MEMBERS. (Sue Conrad, Dennis Massion, Israel Torres, Julie Swanson and Pete Batschelet)

Dennis Massion not in attendance. Israel Torres joined at 10:05 am.

Members of the public in attendance were John Hennessey and John Nelson.
- 4 CHAIRMAN’S WELCOME AND ACTIVITY REPORT
 - a) Today’s board meeting is the first for the winter schedule, for which the meetings will be held at 10 am via TEAMS on the Thursday prior to the 3rd Saturday of the month. This schedule is in effect through April 2025, unless otherwise notified.
 - b) For the record, Sue Conrad is now a full voting member of the board, having served her 30-day suspense period following her appointment to the board.
 - c) Brief Recap, STRAP Update, Session 2, Which Was Held Saturday October 19th. Meeting was successful.
 - d) STRAP Update, Session 3, Was Held Immediately Following Today’s Board Meeting. It will be Held Via Microsoft Teams.
- 5 CALL TO THE PUBLIC/AUDIENCE COMMENTS.

No comments.
- 6 REVIEW AND APPROVE THE MINUTES FOR THE OCTOBER 19, 2024 REGULAR BOARD MEETING. (Julie)

Julie Swanson made the motion and Pete Batschelet seconded; the motion passed unanimously.
- 7 REVIEW AND APPROVE THE FINANCIAL STATEMENTS FOR OCTOBER 2024. (Pete)



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



October 2024 =33%

Monthly Revenue: \$ 287,384.64

YTD Revenue \$ 406,866.88 = 27.2%

Monthly Expenses: \$ 77,658.03

YTD Expenses \$ 405,950.72 = 27.1%

Monthly Net Gain/Loss: \$ 209,726.61

YTD Net Gain/Loss: \$ 916.16

End of Month Cash Balance: \$ 270,651.86

Total Budget: \$ 1,495,442.00



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Forest Lakes Fire District FY 23-24 Cash Flow Projections

	A	B	C	D	E
1		\$253,721.94			
2		1st Qtr	Jul-24	Aug-24	Sep-24
3			Actual	Actual	Actual
4		Income	\$17,408.95	\$42,576.06	\$59,488.24
5		Expense	\$108,342.04	\$79,314.11	\$144,194.17
6		Income%	1.27%	3.11%	4.34%
7		Expense%	7.91%	5.79%	10.52%
8		Cash Balance	\$162,788.85	\$126,050.80	\$41,344.87
9					
10		2nd Qtr	Oct-24	Nov-24	Dec-24
11			Actual	Projected	Projected
12		Income	\$287,384.64	\$177,216.19	\$51,140.36
13		Expense	\$77,658.03	\$177,762.00	\$95,511.00
14		Income%	20.97%	12.93%	3.73%
15		Expense%	5.67%	12.97%	6.97%
16		Cash Balance	\$270,651.86	\$270,106.05	\$225,735.41
17					
18		3rd Qtr	Jan-25	Feb-25	Mar-25
19			Projected	Projected	Projected
20		Income	\$51,140.36	\$52,140.36	\$227,027.67
21		Expense	\$107,000.00	\$113,188.00	\$111,164.00
22		Income%	3.73%	3.80%	16.57%
23		Expense%	7.81%	8.26%	8.11%
24		Cash Balance	\$169,875.77	\$108,828.13	\$224,691.80
25					
26		4th Qtr	Apr-25	May-25	Jun-25
27			Projected	Projected	Projected
28		Income	\$184,016.19	\$72,773.69	\$72,773.69
29		Expense	\$106,500.00	\$128,840.00	\$95,011.00
30		Income%	13.43%	5.31%	5.31%
31		Expense%	7.77%	9.40%	6.93%
32		Cash Balance	\$302,207.99	\$246,141.68	\$223,904.37
33		Approved Budget	Projected EOY CB:		\$223,904.37
34		\$1,370,368	Difference:		\$ (29,818)
35		A v P REV	94.51%		
36		A v P EXP	98.11%		

Treasurer Bachelet gave a brief status update.

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.



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- 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.

Pete made a motion to approve the August financials, seconded by Julie Swanson, motion passed unanimously.

A thank you was given to Wanda (Admin Assistant) for juggling the bills last month before the tax dump into our account.

8 BUSINESS.

- a. Motion and Possible Action re: Approve Committee Charters (Julie)
Drafts of current committee charters were distributed for chairperson reviews. Motions will be sought to approve the charters as presented or modified. If necessary, this agenda item may be tabled for a future meeting.
 - a. STRAP Committee
 - b. Finance Committee
 - c. Governmental Advocacy Committee
 - d. Policies, Procedures and Bylaws Committee
 - e. Master Plan Committee
- b. Status update re: Finance Committee. (Pete)
Finance Committee Chairman Batschelet has called a finance committee meeting for November 21st. Currently there is an outline for the budget, but it needs to be balanced. The goal is to have a balanced budget at the November 21st meeting.
- c. Status Update re: Grant Activities. (Dave/John Nelson)

Per John Nelson email:

I received notice today that the 2024 FEMA Assistance to Firefighters Grant (AFG) window will open on November 12. The application deadline is 12/20. The upcoming STRAP session would be an excellent opportunity for the leadership team to decide exactly what we want to request so we can get started immediately. This is especially important if we decide to pursue a vehicle. FLFD's cost share on a new FEMA grant would be 5%.

These grant proposals take quite a bit of effort and the gathering of background information so we all need to get on board quickly. I am willing to prepare and submit the grant at no cost to the District.

There will be a discussion during the STRAP meeting of using the FEMA grant for a possible vehicle and there is also a micro grant of up to \$75,000 we can apply for.



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- d. Status Update re: Governmental Advocacy Committee. (Israel)
The election was just last week. With the House and Senate on the local level, there is a slight lead of republicans over democrats. Most committee chairs have not been named yet. It has not been determined if there will be anyone for or against fire districts.
- e. Status Update re: Annual Audit Preparation Process (Dave/Wanda)
The required documents have been sent to Andrew Went at Atlas for the annual audit.
- f. Discussion re: January 2025 AFDA Conference in Laughlin. (Wanda/Dave/Julie)
Nothing new to report. The agenda has not been posted yet.
- g. Action re: Oaths of Office for New/Ongoing Board Members. (Julie)

Oaths of office for Israel Torres and Sue Conrad will be administered for their new terms of office which begin December 1, 2024 and end November 30, 2028. Each will also present a Certificate of Compliance stating they have/will have completed the required Open Meeting Law (OML) training prior to taking office. For the record, they were both declared elected by the County Board of Supervisors at their August 2024 meeting.

December 1st is a Sunday, so there will be a TEAMS meeting on December 2nd to swear in the new officers and elect new table officers.

- h. Action re: Special Board Meeting to Elect New Table Officers. (Julie)
New table officers must be elected following any change in board composition, which includes newly elected board members.

9 FIRE CHIEF'S REPORT. (Chief Rodriguez)

The highway construction has slowed down due to the snow.
State Forestry has been performing live burns in the area.

10 CALL TO THE PUBLIC/AUDIENCE COMMENTS.

John Nelson stated he spoke with his insurance company (State Farm) and they stated even if we were to have the community certified as FIREWISE, there would be no change in premiums.
GWTS will be open for the weekend and after by appointment only.

11 FIRE BOARD COMMENTS.

No comments

12 ADJOURNMENT at 10:24 am.