



**NOTICE OF A SPECIAL MEETING OF THE
FOREST LAKES FIRE DISTRICT BOARD
OF DIRECTORS
DECEMBER 2, 2024**



The Board of the Forest Lakes Fire District will meet in special session on Monday December 2, 2024 at 10:00 am. It is anticipated all board members will attend via Microsoft TEAMS, with Chief Rodriquez and Admin Asst. Wanda Bennett dialing in from the main equipment bay of the fire station. Members of the public may attend by joining Chief and Wanda at the fire station. The only agenda item is administrative in nature, as required Bylaws, addressing the election of board officers and designation of committee chairs following change in board composition.

AS PER USUAL PRACTICE, IMMEDIATE PAST BOARD CHAIR JULIE SWANSON WILL BE ACTING CHAIR UNTIL THE NEW CHAIR IS ELECTED, PER AGENDA ITEM 5a), AT WHICH TIME THE NEWLY ELECTED CHAIR WILL ASSUME DUTIES OF BOARD CHAIR.

- 1 CALL TO ORDER. (Acting Chair Julie Swanson)
- 2 PLEDGE OF ALLEGIANCE. (Dispensed with due to telephonic attendance.)
- 3 ROLL CALL OF FIRE BOARD MEMBERS. (Acting Chair Julie Swanson) Julie Swanson, Israel Torres, Pete Batschelet, Dennis Massion and Sue Conrad.
- 4 ACTING CHAIR'S WELCOME AND ELECTION BACKGROUND INFORMATION.

Board members Israel Torres and Sue Conrad were deemed elected by the Coconino County Board of Supervisors at their August board meeting. Oaths of office were administered by past board Chair Julie Swanson at the November 14, 2024 board meeting. Their terms of office begin December 1, 2024 and end November 30, 2028. Julie Swanson, Pete Btaschelet and Dennis Massion, whose terms of office end November 30, 2026, complete the five-member board.

Israel and Sue have provided certificates of compliance stating they completed open meeting law training as required by statute.

- 5 BUSINESS
 - a) Motion and possible action re: Election of Chair, Clerk and Treasurer. Designation of new officers is required whenever there is a change in board composition. Once the new Chair is elected, he/she assumes control of the balance of the meeting agenda.
 - b) Motion and possible action re: Appointment of committee chairs for standing Finance and Budget and Strategic Planning Committees; and special subcommittees for Governmental Advocacy, Policies/Procedures and Bylaws, and Master Planning. Appointment of new committee chairs is required whenever there is a change in Board composition.
- 6 FIRE BOARD COMMENTS.
- 7 ADJOURNMENT.