



**FOREST LAKES FIRE DISTRICT BOARD
REGULAR SESSION MEETING MINUTES
OCTOBER 19, 2024-FOR POSTING**



- 1 CALL TO ORDER at 10:05 am. (Julie Swanson)
- 2 PLEDGE OF ALLEGIANCE.
- 3 ROLL CALL OF FIRE BOARD MEMBERS. (Sue Conrad, Dennis Massion, Israel Torres, Julie Swanson and Pete Batschelet)

Sue Conrad was not in attendance. Israel Torres attended by phone at 10:13 am.
- 4 CHAIRMAN'S WELCOME AND ACTIVITY REPORT
 - a) Today's board meeting is the last in-person meeting for the summer. Starting in November, board meetings will be held at 10 am via TEAMS on the Thursday prior to the 3rd Saturday of the month.
 - b) Brief Recap, STRAP Update, Session 1, Which Was Held Thursday September 26th. The first meeting was a success.
 - c) STRAP Update, Session 2, Will Be Held Following Today's Board Meeting After a Brief Delay for Lunch. It will be Held Via Microsoft Teams.

- 5 CALL TO THE PUBLIC/AUDIENCE COMMENTS. No public in attendance.
- 6 REVIEW AND APPROVE THE MINUTES FOR THE September 21, 2024 REGULAR BOARD MEETING. (Julie)

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

- 7 REVIEW AND APPROVE THE FINANCIAL STATEMENTS FOR AUGUST 2024. (Pete)

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.
- 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 Dennis Massion, motion passed unanimously.



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



August 2024 =16.66%

Monthly Revenue: \$ 42,583.55

YTD Revenue \$ 59,992.50 = 4.0%

Monthly Expenses: \$ 79,563.12

YTD Expenses \$ 185,459.86 = 12.4%

Monthly Net Gain/Loss: \$ -36,979.57

YTD Net Gain/Loss: \$ -125,467.36

End of Month Cash Balance: \$ 126,050.80

Total Budget: \$ 1,495,442.00

Forest Lakes Fire District FY 23-24 Cash Flow Projections

	A	B	C	D	E
1		\$253,721.94			
2			Jul-24	Aug-24	Sep-24
3		1st Qtr	Actual	Actual	Projected
4		Income	\$17,408.95	\$42,576.06	\$80,899.00
5		Expense	\$108,342.04	\$79,314.11	\$94,511.00
6		Income%	1.27%	3.11%	5.90%
7		Expense%	7.91%	5.79%	6.90%
8		Cash Balance	\$162,788.85	\$126,050.80	\$112,438.80
9					
10			Oct-24	Nov-24	Dec-24
11		2nd Qtr	Projected	Projected	Projected
12		Income	\$246,527.00	\$177,216.19	\$51,140.36
13		Expense	\$106,500.00	\$177,762.00	\$95,511.00
14		Income%	17.99%	12.93%	3.73%
15		Expense%	7.77%	12.97%	6.97%
16		Cash Balance	\$252,465.80	\$251,919.99	\$207,549.35
17					
18			Jan-25	Feb-25	Mar-25
19		3rd Qtr	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	\$151,689.71	\$90,642.07	\$206,505.74
25					
26			Apr-25	May-25	Jun-25
27		4th Qtr	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	\$284,021.93	\$227,955.62	\$205,718.31
33		Approved Budget		Projected EOY CB:	\$205,718.31
34		\$1,370,368		Difference:	\$ (48,004)
35		A v P REV	93.09%		
36		A v P EXP	96.59%		

- 8 REVIEW AND APPROVE THE FINANCIAL STATEMENTS FOR SEPTEMBER 2024.
(Pete)

Pete Batschelet made a motion to approve the July financials, seconded by Dennis Massion, motion passed unanimously.



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



September 2024 =25%

Monthly Revenue: \$ 59,489.74

YTD Revenue \$ 119,482.24 = 8.0%

Monthly Expenses: \$ 143,653.96

YTD Expenses \$ 329,113.82 = 22.0%

Monthly Net Gain/Loss: \$ -84,164.22

YTD Net Gain/Loss: \$ -209,631.58

End of Month Cash Balance: \$ 41,344.87

Total Budget: \$ 1,495,442.00

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			Projected	Projected	Projected
12		Income	\$246,527.00	\$177,216.19	\$51,140.36
13		Expense	\$106,500.00	\$177,762.00	\$95,511.00
14		Income%	17.99%	12.93%	3.73%
15		Expense%	7.77%	12.97%	6.97%
16		Cash Balance	\$181,371.87	\$180,826.06	\$136,455.42
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	\$80,595.78	\$19,548.14	\$135,411.81
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	\$212,928.00	\$156,861.69	\$134,624.38
33		Approved Budget	Projected EOY CB:		\$134,624.38
34		\$1,370,368	Difference:		\$ (119,098)
35		A v P REV	91.52%		
36		A v P EXP	100.22%		



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9 BUSINESS.

a. Status Update re: Appoint New Committee Chairs (Julie)

The FLFD board has standing committees tasked with supporting the on-going activities of the leadership team. As board sponsored committees they operate as extensions of the board and may hold separate meetings in support of district objectives. Per statute, all meetings are conducted with posted agendas in accordance with Open Meeting Laws. Committee Chairs routinely report their status at regular board meetings.

With the resignation of board member Hennessey and the designation of his replacement, Sue Conrad, our bylaws require the appointment of new committee chairs. For the record, the immediate past committee chairs (prior to September 5, 2024) are as follows: John Hennessey, Chair of the Strategic Planning (STRAP) Committee. John Hennessey, Chair of the Master Plan Committee; Pete Batschelet, Chair of the Finance and Budget Committee; Dennis Massion, Chair of the Policies, Procedures and Bylaws Committee; and Israel Torres, Chair of the Governmental Advocacy Committee.

Note: By virtue of her position as board chair, Chair Swanson is automatically a member of all Standing Committees.

In keeping with our bylaws, new standing committee chairs will now be appointed/reappointed with the recent change in board membership. The standing committees chartered by the board are the STRAP Committee, the Finance Committee, the Governmental Advocacy Committee, the Policies, Procedures and Bylaws Committee and the Master Plan Committee.

Committee Chairs will stay the same with no changes.

- a. STRAP Committee-John Hennessey
- b. Finance Committee-Pete Batschelet
- c. Governmental Advocacy Committee-Israel Torres
- d. Policies, Procedures and Bylaws Committee-Dennis Massion
- e. Master Plan Committee-John Hennessey

Note: Motions to approve standing committee charters will be on the agenda for the November board meeting.

b. Status Update re: Grant Activities. (Dave/John Nelson)

John was not in attendance. His report was given by Chief Rodriquez.

- The current hazardous fuels grant is nearing completion. We have one more property to reimburse and then the final funding request will be sent to State Forestry. I will then prepare and submit our final report.
- As previously reported, we did not receive a hazardous fuels grant for 2025-2026



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- We had submitted a grant proposal to FEMA for a new battalion vehicle. As expected, we did not win this award as this type of vehicle was not on FEMA's high priority list.
 - We received a Firehouse Subs grant for extrication equipment. An announcement will be posted once Firehouse Subs approves draft posting.
- c. Status Update re: Governmental Advocacy Committee. (Israel)
The election is coming up. After the election, Israel wants to work closer with our county staff inviting them out at least once or twice a year so they become more familiar with Forest Lakes and our community.
- d. Status Update re: Annual Audit Preparation Process (Dave/Wanda)
Angela has completed the review and Wanda is gathering the required documents Atlas will need to do the audit. There is a letter of engagement that will need to be signed to retain their services.
- e. Status Update re: Microsoft Teams and Other Social Media. (John Nelson)
Chief Rodriguez gave an update in John's absence.
- Facebook continues to be our primary social media platform, and seems to be reaching the widest community audience.
 - Our website news page also gets wide distribution, with subscribers receiving notification emails every time there is a new posting.
 - We still post to X (Twitter) occasionally when it seems appropriate.
 - We are not currently posting to Instagram or Threads, although we have accounts there.
 - Recommendations for any social media content or mechanism changes are always welcome
- f. Discussion re: January 2025 AFDA Conference in Laughlin. (Wanda/Dave/Julie)
Currently we only have the dates of the conference, more to be determined once information is received.

10 FIRE CHIEF'S REPORT. (Chief Rodriguez)

FLOA and the Quilters Club each donated \$2500 for a heart monitor. We have a current quote for 2 Zoll monitors for \$50k and 0% interest for 3 years. Current prices of competitor monitor is 50k each.

The weather is still nice and the GWTS remains open

Our mechanic has the rolling stock up to par. The Raptor should be outfitted next month.

11 CALL TO THE PUBLIC/AUDIENCE COMMENTS. No public

12 FIRE BOARD COMMENTS. None

13 ADJOURNMENT at 10:44 am.