



## THE FOREST LAKES FIRE DISTRICT REGULAR SESSION MEETING MINUTES DECEMBER 19, 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 was not in attendance. Chief Rodriquez and Wanda Bernett were both in attendance.  
  
Declaration of quorum.  
  
Any members of the public. -No public
- 4 CHAIRMAN'S WELCOME AND ACTIVITY REPORT
  - a) Today's board meeting is the second 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) Brief Recap, STRAP Update, Session 3, which was held Thursday November 14th.
  - c) There will be no STRAP Update, Session 4. The last STRAP session is usually brief anyway, with Pete's review of the 5 Year Plan being the key element. With the 5 Year Plan from Session #3 nearly publication ready, any fine tuning can be handled by email. It can also be handled as a Finance Committee meeting.
  - d) A special meeting was held December 2<sup>nd</sup> to elect new table officers and committee chairs. Report to follow under new business.
- 5 CALL TO THE PUBLIC/AUDIENCE COMMENTS. No public
- 6 REVIEW AND APPROVE THE MINUTES FOR THE NOVEMBER 14, 2024 REGULAR BOARD MEETING. -Israel Torres made the motion, seconded by Sue Conrad, motion passed.
- 7 REVIEW AND APPROVE THE MINUTES FOR THE DECEMBER 2, 2024 SPECIAL BOARD MEETING. -Sue Conrad made the motion, seconded by Pete Batschelet, motion passed.
- 8 REVIEW AND APPROVE THE FINANCIAL STATEMENTS FOR NOVEMBER 2024. (Pete)



### Forest Lakes Fire District November 2024 General Fund Financial Packet Cover Sheet



November 2024 =41.67%

Monthly Revenue: \$ 393,764.88

YTD Revenue \$ 800,631.76 = 53.5%

Monthly Expenses: \$ 162,092.12

YTD Expenses \$ 568,042.84 = 38.0%

Monthly Net Gain/Loss: \$ 231,672.76

YTD Net Gain/Loss: \$ 232,588.92

End of Month Cash Balance: \$ 488,171.76

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
	\$253,721.94			
1st Qtr	Jul-24	Aug-24	Sep-24	
	Actual	Actual	Actual	
	Income	\$17,408.95	\$42,576.06	\$59,488.24
	Expense	\$108,342.04	\$79,314.11	\$144,194.17
	Income%	1.27%	3.11%	4.34%
	Expense%	7.91%	5.79%	10.52%
	Cash Balance	\$162,788.85	\$126,050.80	\$41,344.87
2nd Qtr	Oct-24	Nov-24	Dec-24	
	Actual	Actual	Projected	
	Income	\$287,384.64	\$393,764.88	\$51,140.36
	Expense	\$77,658.03	\$162,092.12	\$95,511.00
	Income%	20.97%	28.73%	3.73%
	Expense%	5.67%	11.83%	6.97%
	Cash Balance	\$270,651.86	\$488,171.76	\$443,801.12
3rd Qtr	Jan-25	Feb-25	Mar-25	
	Projected	Projected	Projected	
	Income	\$51,140.36	\$52,140.36	\$227,027.67
	Expense	\$107,000.00	\$113,188.00	\$111,164.00
	Income%	3.73%	3.80%	16.57%
	Expense%	7.81%	8.26%	8.11%
	Cash Balance	\$387,941.48	\$326,893.84	\$442,757.51
4th Qtr	Apr-25	May-25	Jun-25	
	Projected	Projected	Projected	
	Income	\$184,016.19	\$72,773.69	\$72,773.69
	Expense	\$106,500.00	\$128,840.00	\$95,011.00
	Income%	13.43%	5.31%	5.31%
	Expense%	7.77%	9.40%	6.93%
	Cash Balance	\$520,273.70	\$464,207.39	\$441,970.08
	Approved Budget	Projected EOY CB:		
	\$1,370,368	Difference:		
	A v P REV	110.31%		
	A v P EXP	96.97%		
		\$ 188,248		

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:

- The District has reconciled all balance sheet accounts for the preceding fiscal month, and the Board has reviewed them.
- 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.
- 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.
- 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.



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- 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.

-Treasurer Batschelet spoke on the healthy place we are currently at with the budget. He expects additional funds with the second tax dump in March. EMS receivables are on track. We are currently over budget with Grant Receivables in a positive way. This is due to the Firehouse Subs grant money that was received for the purchase of the battery-operated extrication tool. This will be paid out soon, when the invoice comes in.

Pete Batschelet made the motion, seconded by Sue Conrad, to accept the November financials , motion passed unanimously.

### 9 BUSINESS.

- a. Status Update, Board Organization, As of December 2<sup>nd</sup> (Julie)

#### Table Officers

Board Chair	Julie Swanson
Board Clerk	Israel Torres
Board Treasurer	Pete Batschelet
Board Member	Dennis Massion
Board Member	Sue Conrad

#### Committee Chairs

STRAP Committee	Julie Swanson
Finance Committee	Pete Batschelet
Governmental Advocacy Committee	Israel Torres
Policies, Procedures and Bylaws Committee	Dennis Massion
Master Plan Committee	Sue Conrad

- b. Discussion re: Possible Arizona Department of Insurance and Financial Institutions (DIFI) Homeowner's Insurance Presentation (Israel)

Israel has drafted a letter to Ms. Barbara Richardson, Director, Arizona Department of Insurance and Financial Institutions (DIFI), suitable for Chief Rodriguez to send to the Director of Insurance requesting a presentation, if approved by the board, regarding strategies that homeowners in our district can employ to work with their insurers in the prevention of property loss, particularly in light of the wildfire risks that impact our community. In the letter Israel suggests the following areas be addressed:

*How homeowners in high-risk fire areas, like Forest Lakes, can work with insurers to implement risk-reduction measures and gain recognition for their efforts.*

*How DIFI can facilitate collaboration between insurers and fire districts to establish insurance products or discounts for policyholders who actively participate in risk mitigation programs.*

*Potential cost-saving strategies for homeowners that align with both wildfire prevention and insurance cost reductions.*

*Best practices for creating incentives that encourage policyholders to take preventive actions that help reduce wildfire risk.*



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-There was much discussion about sending the letter to the Department of Insurance. Being as most residents will not return until the spring, it was decided to wait at least a month before sending out a letter. This will be addressed at the next meeting.

- c. Status Update re: Finance Committee. (Pete)
- d. Status Update re: Grant Activities. (Dave/John Nelson) -Per Chief Rodriquez, the fuel grants are complete at this time. We are still trying to obtain grants for a new ambulance and a new engine. We will continue to submit on every available grant we are aware of and qualify for. We have received the battery-operated extrication equipment from the Firehouse Subs grant.
- e. Status Update re: Governmental Advocacy Committee. (Israel) -The legislation is still out of session and will resume in January.
- f. Status Update re: Annual Audit Preparation Process (Dave/Wanda) -The draft audit has been sent to us by the auditor. Wanda will try to set up the presentation with the auditor for the January or February board meeting (via TEAMS).

For planning purposes, the date for the presentation of the audit results to the board should be determined at this time. The presentation can be via MS Teams.

- g. Discussion re: January 2025 AFDA Conference in Laughlin. (Wanda/Dave/Julie)

Attendees at the 2025 Conference will be Chair Swanson, Member Conrad, Chief Rodriquez and Admin. Asst. Bennett.

Reservation have been made and classed scheduled for all attendees.

- 10 FIRE CHIEF'S REPORT. (Chief Rodriquez) -Chief Rodriquez gave an update on the Horton Fire. This fire is in a popular area of a hiking trail. The fire is currently over 300 acres. It is possibly (not determined) human caused. This fire burning in December is acting like a June fire. If we do not receive some moisture, we will be facing a tough fire season this summer. EMS call volume is about normal for this time of the year.
- 11 CALL TO THE PUBLIC/AUDIENCE COMMENTS. No public
- 12 FIRE BOARD COMMENTS. -Due to the AFDA Conference, it was proposed to move the January Board Meeting back one week. After checking all members' calendars, it was determined the meeting will be held January 21 at 10 am via TEAMS.
- 13 ADJOURNMENT at 10:26 am.