



FOREST LAKES FIRE DISTRICT BOARD REGULAR SESSION MEETING MINUTES AUGUST 17, 2024-FOR POSTING



- 1 Call To Order AT 1002 AM. (John Hennessey)
- 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

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

Welcome to the August meeting of the Forest Lakes Fire Board.

Welcome to our honored guest Adam Hess, Coconino County's District 3 Supervisor who is joining us for today's meeting. He will be given an opportunity to address the group following the meeting adjournment. (The agenda may be adjusted to accommodate his travel needs.) Unfortunately, Judy Begay, Chair of the Coconino County Board of Supervisors is unable to attend.

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

Thanks to the Auxiliary for sponsoring the Labor Day Ice Cream Social and all the board members and residents who will volunteer to assist, including providing baked goods, cashiering services, setup and teardown, selling apparel, serving ice cream and slicing bananas, ...

- 5 Call To the Public/Audience Comments.

There were no public comments.

- 6 Review And Approve the Minutes for the July 20, 2024 Regular Board Meeting. (John)

Dennis Massion made the motion and Israel Torres seconded; motion was passed unanimously.

- 7 Review And Approve the Financial Statements for July 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.



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



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



July 2024 =8.33%

Monthly Revenue: \$ 17,408.95

YTD Revenue \$ 17,408.95 = 1.2%

Monthly Expenses: \$ 105,896.74

YTD Expenses \$ 105,896.74 = 7.1%

Monthly Net Gain/Loss: \$ -88,487.79

YTD Net Gain/Loss: \$ -88,487.79

End of Month Cash Balance: \$ 162,788.85

Total Budget: \$ 1,495,442.00

Forest Lakes Fire District FY 23-24 Cash Flow Projections

| | A | B | C | D | E |
|----|---|-----------------|-------------------|--------------|--------------|
| 1 | | | | | |
| 2 | | \$253,721.94 | | | |
| 3 | | 1st Qtr | Jul-24 | Aug-24 | Sep-24 |
| 4 | | | Actual | Projected | Projected |
| 5 | | Income | \$17,408.95 | \$81,899.00 | \$80,899.00 |
| 6 | | Expense | \$108,342.04 | \$128,340.00 | \$94,511.00 |
| 7 | | Income% | 1.27% | 5.98% | 5.90% |
| 8 | | Expense% | 7.91% | 9.37% | 6.90% |
| 9 | | Cash Balance | \$162,788.85 | \$116,347.85 | \$102,735.85 |
| 10 | | | | | |
| 11 | | 2nd Qtr | Oct-24 | Nov-24 | Dec-24 |
| 12 | | | Projected | Projected | Projected |
| 13 | | Income | \$246,527.00 | \$177,216.19 | \$51,140.36 |
| 14 | | Expense | \$106,500.00 | \$177,762.00 | \$95,511.00 |
| 15 | | Income% | 17.99% | 12.93% | 3.73% |
| 16 | | Expense% | 7.77% | 12.97% | 6.97% |
| 17 | | Cash Balance | \$242,762.85 | \$242,217.04 | \$197,846.40 |
| 18 | | | | | |
| 19 | | 3rd Qtr | Jan-25 | Feb-25 | Mar-25 |
| 20 | | | Projected | Projected | Projected |
| 21 | | Income | \$51,140.36 | \$52,140.36 | \$227,027.67 |
| 22 | | Expense | \$107,000.00 | \$113,188.00 | \$111,164.00 |
| 23 | | Income% | 3.73% | 3.80% | 16.57% |
| 24 | | Expense% | 7.81% | 8.26% | 8.11% |
| 25 | | Cash Balance | \$141,986.76 | \$80,939.12 | \$196,802.79 |
| 26 | | | | | |
| 27 | | 4th Qtr | Apr-25 | May-25 | Jun-25 |
| 28 | | | Projected | Projected | Projected |
| 29 | | Income | \$184,016.19 | \$72,773.69 | \$72,773.69 |
| 30 | | Expense | \$106,500.00 | \$128,840.00 | \$95,011.00 |
| 31 | | Income% | 13.43% | 5.31% | 5.31% |
| 32 | | Expense% | 7.77% | 9.40% | 6.93% |
| 33 | | Cash Balance | \$274,318.98 | \$218,252.67 | \$196,015.36 |
| 34 | | Approved Budget | Projected EOY CB: | | \$196,015.36 |
| 35 | | \$1,370,368 | Difference: | | \$ (57,707) |
| 36 | | A v P REV | 95.96% | | |
| 37 | | A v P EXP | 100.17% | | |



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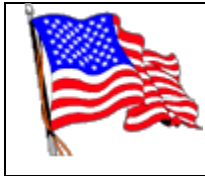
8 BUSINESS.

- a. Status Update re: Auditor General FY2024-25 Budget Submittal to County Treasurer by August 1st. (John)

The subject budget was submitted as required.

- b. Status Update re: Fire Board Succession Planning (John)
 - a. Upcoming Special District Candidate Election. (John)
The Board of Supervisors canvassed the election on Friday August 9th. Results were accepted, and all candidates were deemed elected. Congratulation to Israel Torres and Sue Conrad, whose four-year terms begin December 1st.
 - b. Possible Board Composition Change (John)
As previously announced, Chairman Hennessey, whose four-year term expires November 30th, announced he and Pat have listed their cabin for sale. It is under contract, with Close of Escrow September 5th. He will consult with our Attorney Bill Whittington to establish a smooth transition process once the sale is completed. Until we have direction from our Attorney, Julie Swanson will be the acting board chair.
- c. Status Update re: Master Plan Committee Design and Construction of Housing for the FEL. (John/Dave)
Chairman Hennessey and Chief Rodriguez will have a meeting next week with the committee to establish a go-forward plan.
- d. Status Update re: Grant Activities. (Dave/John Nelson)
A grant has been submitted for new turnout gear, with a value of \$25k.
The fuels grant has 7 of the 40 remaining to be completed. We are hopeful about receiving an additional 30 grants for the community.
- e. Status Update re: Governmental Advocacy Committee. (Israel)
Israel noted that with new technology there are several fire apps out there that the public is tracking. Thanks to the updates to the website, they have been made aware that there have not been any threats to our community.
Last session there were 1663 bills introduced, 332 passed and 259 were signed into law.
This is an election year, if you are tired of the phone calls, vote early and your number will be removed from the calling lists.
- f. Status Update re: EMS Receivables and Call Volume Report. (Dave)
Chief Rodriguez stated that call volume is still low, and we are only able to charge when there is an actual transport to the hospital or landing zone.
- g. Status Update re: Quarterly Financial Review with Angela Rath. (Dave/Wanda)
Wanda reported that the quarterlies were submitted to Angela but have not been returned yet.
- h. STRAP Update Process Begins Next Month (John)

By way of background, FLFD published its first Strategic Plan (STRAP) in December 2010. It has been updated annually ever since. It is the most complete document available for how the district operates. The update process begins in September and ends in December, with a complete standalone document published in March of the following year, which includes a 5 Year Financial Plan developed under the leadership of our Treasurer. An outline of the process is presented as a "Plan for the Plan" to help guide the process.



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2024 STRAP Plan for
the Plan 20240817 Re

9 FIRE CHIEF'S REPORT. (Chief Rodriquez)

Chief Rodriquez stated an email was sent to the Board giving his report.

Dennis Massion asked about the new smoke sensor and asked if it could be turned into a weather station. Chief Rodriquez stated that the work on an Air Quality Station was completed and is up and running. Per Judy Nelson the driving force of the Air Quality Station was from the calls that were coming in asking about the air quality with the fires that were nearby. The station was sponsored and will be maintained by FLOA. The works on the weather Station is ongoing.

10 CALL TO THE PUBLIC/AUDIENCE COMMENTS.

No public comments.

11 FIRE BOARD COMMENTS.

Pete Batschelet thanked John Hennessey for all the work he has done with and for the Fire District.

12 ADJOURNMENT at 10:30 am.

NOTE: Comments from our honored guests will be published under separate cover.