



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
July 15th, 2023**



- 1 Call to Order. The meeting was called to order at 10:06am.
- 2 Pledge of Allegiance.
- 3 Roll Call of Fire Board Members. In addition to Chairman John Hennessey, Clerk Julie Swanson, Member Israel Torres, and Member Dennis Massion were in attendance at the fire station. Treasurer Batschelet was absent. Also in attendance was Chief Dave Rodriquez at the fire station.
- 4 Chairman's Welcome and Activity Report.

Welcome to our July 2023 board meeting, the first one of the new 2023-2024 fiscal year.

In keeping with the advantages of exploiting new technology, we will explore the pros and cons of providing virtual meeting access to the public for board meetings using MS Teams. The board used this tool for some of the winter board meetings this past winter to allow us to more easily and safely satisfy our statutory requirement to meet monthly.

The focus of today's meeting will be mostly financial/administrative: introducing a minor adjustment to the FY23-24 operating budget and approving the companion Auditor General budget form.

- 5 Call To the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the June 17th, 2023, Regular Board Meeting. Member Massion made a motion to approve the minutes as presented. Member Torres seconded, and the motion passed unanimously.
- 7 Review and Approve the Financial Statements for June 2023. Chairman Hennessey provided the General Fund financial report for last month's financials, which also represents the year-end financial assessment.



**Forest Lakes Fire District
June 2023
General Fund Financial Packet Cover Sheet**



June 2023 = 100%

Monthly Revenue: \$ 38,522.10 YTD Revenue \$ 1,120,547.51 = **82.4%**

Monthly Expenses: \$ 117,831.82 YTD Expenses 1,317,557.13 = **96.8%**

Monthly Net Gain/Loss: \$ -79,309.72 YTD Net Gain/Loss: \$ -197,009.62

End of Month Cash Balance: \$ 306,949.85 Total Budget: \$ 1,360,582.00



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
July 15th, 2023**



\$426,238.06

1st Qtr.	Jul-22	Aug-22	Sep-22
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
Income	\$9,974.46	\$79,222.69	\$29,838.91
Expense	\$147,230.09	\$117,253.29	\$85,524.28
Income%	0.86%	6.85%	2.58%
Expense%	12.72%	10.13%	7.39%
Cash Balance	\$284,623.06	\$246,592.46	\$190,907.09
2nd Qtr.	Oct-22	Nov-22	Dec-22
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
Income	\$282,387.77	\$187,768.84	\$144,559.73
Expense	\$98,178.23	\$152,810.20	\$92,868.07
Income%	24.40%	16.23%	12.49%
Expense%	8.48%	13.20%	8.02%
Cash Balance	\$375,116.63	\$410,075.27	\$461,766.93
3rd Qtr.	Jan-23	Feb-23	Mar-23
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
Income	\$74,286.50	\$23,896.44	\$46,626.77
Expense	\$92,308.01	\$80,206.78	\$76,311.40
Income%	6.42%	2.06%	4.03%
Expense%	7.98%	6.93%	6.59%
Cash Balance	\$443,745.42	\$387,435.08	\$357,750.45
4th Qtr.	Apr-23	May-23	Jun-23
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
Income	\$144,934.19	\$51,725.86	\$38,522.10
Expense	\$88,648.62	\$79,502.31	\$117,831.82
Income%	12.52%	4.47%	3.33%
Expense%	7.66%	6.87%	10.18%
Cash Balance	\$414,036.02	\$386,259.57	\$306,949.85
Approved Budget		Projected EOY CB:	\$306,949.85
\$1,346,134.00		Difference:	\$0.00
A v P REV	96.24%		
A v P EXP	106.17%		

For the month, our revenue was \$38,522, our expenses were \$117,832 and EOM cash balance was \$306,950, which is also our EOY cash balance. The low revenue number reflects that we are in the income trough, with taxes being down. The expenses were high, reflecting three pay periods, roof repairs to the station and some pension transfers.



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
July 15th, 2023**



Overall, I am pleased to report we finished the year under budget despite some significant headwinds, including inflationary pressures, more severe winter conditions than anticipated, adding a replacement water tender and a new heart monitor, absorbing unusual vehicle repair and maintenance costs and usage of contingency funding. Thank you Chief, Pete, and Julie M. for providing the detailed financial transactions which form the basis of the report and allow us to maintain awareness of our financial position.

A motion to approve the financial statement as presented was made by Member Massion and seconded by Member Torres. Is there any further discussion? There being none. Let the record reflect the motion was approved unanimously.

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.

8 Business.

- a. Discussion and Possible Action re: Resolution of Governing Body Approving the Operating Budget for FY2023-24.
 - i. Discussion and Possible Action re: Approve Revised FY2023-24 Operating Budget and FY2024-25 Forecast for Submittal to County Board of Supervisors.
 - ii. Discussion and Possible Action re: Approve Auditor General FY2023-24 Budget Submittal to the County Treasurer.

By way of background, and for the record, the board approved a version of the FY2023-24 Operating Budget and FY2024-25 Forecast for Submittal to County Board of Supervisors at last month's meeting that was in full compliance with the statutory posting process, thereby satisfying that requirement.

Subsequently, during the process of completing the Auditor General Budget form, we discovered a minor increase was possible to revenues, with a corresponding increase to a vehicle maintenance and repair line item, to maintain a balanced budget. That change, which was considered de minimus, or inconsequential, was incorporated and is included in a revised County Budget submittal this month. Both budgets use the same source data, so integrity of the submittals and statutory compliance are deemed non-issues.

Each budget is shown for the record. The new County Budget as presented shows a budget level of \$1,430,765 vs. \$1,417,743 (June 17th) and the Auditor General budget level as presented shows a level of \$1,737,715, which includes a cash reserve of \$306,950.

A motion to approve the County Budget and Auditor General Budget as presented, certifying this is a true and accurate representation of the revenues and expenditures necessary to support district



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
July 15th, 2023**



operations for the 2023-2024 Fiscal Year was made by Member Torres and seconded by Member Massion. Let the record reflect the budget was approved unanimously.

With these board actions, the budget process is considered complete for FY2023-2024. All required documents with required signatures, along with a copy of the meeting minutes, are to be sent to the Clerk, Coconino County Board of Supervisors, and the Treasurer, Coconino County.

- b. Discussion re: Update on June 30th Quarterly Financial Review with Angela Bertram. Chief Rodriquez stated that after a discussion with Angela, it is not in her scope of practice to provide a quarterly financial review. Her scope of work involves any questions and any items between the county and QuickBooks to resolve any issues with the data entry.
- c. Status Update re: Grant Activities. Chief Rodriquez reported that there is a 40-acre grant and we have completed 1 acre of that grant. The focus is on the south side and anyone on the south side would be given priority for the grant due to the threat if a fire comes on the south side of the hwy.
- d. Discussion re: Use of Microsoft Teams as an Option for Regular and Special Board Meetings.

In keeping with the advantages of exploiting new technology, we will explore the pros and cons of providing virtual meeting access to the public for board meetings using MS Teams. The board used this tool for some of the winter board meetings this past winter to allow us to more easily and safely satisfy our statutory requirement to meet monthly.

The same logic could be applied to the members of the public.

The floor is open for discussion, including our communication specialist, John Nelson, who has a unique perspective on the subject.

Summary. It is suggested we conduct a trial Teams approach to the board meeting using selected members of the public with various levels of proficiency with internet access at a future meeting. This could also represent a training session to evaluate future plans. I would recommend our Communications Specialist, John Nelson, be authorized to lead this effort.

Member Massion asked what the financial ramification would be having MS Teams available to the public. Also, he asked if we could have John Nelson join us for the next board meeting to answer questions regarding this topic.

- e. Status update re: Chief's Performance Review

Chief Rodriquez, the Chief Operations Officer, is under a two-year employment contract, effective July 1, 2022, which coincides with the district's fiscal year and includes salary adjustments as approved in the new budget. Included in the contract language is the requirement he be given an annual performance review by the Board Chairman, with input from the board members.

Period of performance is July 1, 2022, through June 30, 2023.

For the record, Tom Cummiskey was board chair from July 1, 2022, through November 30, 2022, and John Hennessey was board chair since December 1, 2022. Input will be included from both, with the review delivered by Chairman Hennessey.

Review to include performance to contract and performance to goals and objectives, both from a personal perspective and a district perspective, including direct reports and staff, fire board and chief policy, and a self-evaluation from Chief Rodriquez.

In order to supplement the review, Chief Rodriquez is requested to provide an After-Action Report of the July 2nd calls, which highlight his Incident Command skills, the unique challenges faced by the district, how well the combination staffing model works and how the Mutual Aid system in place expands our capabilities.

Progress against areas of improvement identified in prior reviews.



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
July 15th, 2023**



Board member input is requested by COB July 21st.

Review to be accomplished prior to the August Board meeting, with report out at the said meeting.

Chairman Hennessey requested concurrence to the proposed approach for the performance review, which was granted by affirmation.

- f. Status Update re: Governmental Advocacy Committee. Member Torres reported that we are at day 200. The longest session ever. The legislators are on recess until July 31st. Not sure if they are going to adjourn or continue on. Most laws don't take effect until 90 days after the session so there are a lot of laws that were passed and they are just waiting. There have been a record number of Vetoes this year. This governor has more vetoes than any other governor which is a good dividing element puts a healthy pressure on. One of the committees' goals is to create stability awareness for our fire districts and all of our neighbors. Member Torres spoke to Representative Cook to see if he was interested in coming and touring our fire station and our community. He is very interested. Member Torres will coordinate with Chief Rodriquez to set up a time for the tour of our community. There was a discussion regarding our social media information and revisiting what we could do better and what is working.

- g. Status Update re: EMS Receivables and Call Volume Report. Chief Rodriquez reported there were 30 calls for the month. 3 incidents where the water tender was involved. The Bush fire, there was a fire on the hwy 377 and the third was the Smith fire on the 99 road. The new water tender has been out more than the 30-year-old water tender.

Income from our EMS operations forms a significant part of our operating revenues. Last year was exceptionally good, this year not so much. Our upcoming STRAP Update process, which begins in September, will, of necessity, require us to develop plans on how to maintain our service delivery model in light of fiscal pressures not always in our control. This is an issue being faced by fire districts across the state.

- h. Discussion and Possible Action re: ODS Mileage Reimbursement/Average Price Check. Chief Rodriquez would like to have an override and keep the rate at \$0.655 in lieu of a raise for on-duty staff. The board will do a temporary override for this month and do a further exploration of this issue next month. The board took a vote and was unanimously accepted.

Cost of Fuel \$4.00 and above:	\$0.655/mile for on duty staff one way
Cost of Fuel \$3.50 - \$3.99:	\$0.50/mile for on duty staff one way
Cost of Fuel \$3.00 - \$3.49:	\$0.25/mile for on duty staff one way
Cost of Fuel \$3.00 and below:	\$0

Average from Julie M.: \$3.77.

9 Fire Chief's Report.

- a. Open House: Chief Rodriquez reported that it was successful. It started out slowly but finished strong. We were able to get a helicopter out there.
- b. July ICS: Dick Zimmerman reported on this topic. There have been 2 Ice Cream Socials so far this year. The 1st one Memorial weekend raised \$6245. The second one over 4th of July weekend raised \$4545.
- c. Other: Dick Zimmerman reported. The Open House brought in \$1130. The 4th of July parade brought in \$2865, the 2 FLOA Markets where T-shirts were sold brought in \$2007 and the second \$2594. The goal \$17,000 that Chief had asked for equipment purchase and they are within \$5000 of achieving that goal and there are 3 remaining events. An August Market at FLOA, another pancake breakfast and another ICS. There is a new member of the Auxiliary.



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
July 15th, 2023**



At the request of Chief Rodriguez, Dick Zimmerman reported on a meeting he attended re: the National Special Districts Coalition, which Member Torres has been pursuing with AFDA. Dick's perception is that the focus on the coalition's focus is on water districts, not fire districts, since they make up the bulk of the representation of the group. There is a fee involved, and Dick was unsure of the benefit to FLFD to join. Israel and Dick agreed to take this off-line and report out at a future board meeting.

10 Call To the Public/Audience Comments. There were no comments from the public.

11 Fire Board Comments. Board members may identify issues they would like placed on a future agenda but may not propose action or express their opinions on such items.

- Dennis

Cindy Schaider memo re: Forest Service sets a poor example for residents who have participated in the Hazardous Fuels Grant lot cleanup activity, at their own expense. Reference is made to the lot across from the Community Center, which seems to be neglected, and may represent a fire hazard. Chief Rodriguez commented: That was a timber sale that the forest service sold to the gentleman but he was not paid for it he was going to take the lumber to process it but he has fallen off the wayside. The Forest Service is looking at an alternative but the piles have been sitting there for so long that there is no value in it. Chief will reach out to the Forest Service to see what can be done.

Also, requested that there be a proposal to have electronic signs placed on the side of the road to alert people in the community as to the fire restrictions in the area. He would also like to purchase and post signs on the 2 entrances to the south side of the community that alert property owners of the grant to help with firewise tree clearing of their lots.

- John

2023 Annual STRAP Update Process.

Begins September 16th following the board meeting after a brief lunch break.

Continues October 21st and November 18th, with final touchup December 16th, if needed.

Process kicks off with Dave's State of the Department message.

12 Adjournment. Meeting was adjourned at 11:31am.

Notes:

In order to promote openness and transparency, all materials presented at the board meeting are available to be viewed on the FLFD Web Site: flfdaz.com and following the web site prompts; or by going directly to the URL, flfdaz.com/board-meeting-minutes.