



**FOREST LAKES FIRE BOARD  
REGULAR SESSION MEETING MINUTES  
November 18, 2023**



1 Call to Order.

Chairman John Hennessey called the meeting to order at 10:09 am.

2 Pledge of Allegiance.

Chairman Hennessey led those assembled in reciting the pledge of allegiance.

3 Roll Call of Fire Board Members.

In addition to Chairman Hennessey, Clerk Julie Swanson, Treasurer Pete Batschelet, Members Dennis Massion, and Israel Torres (via phone) were in attendance at the fire station. Also in attendance were Chief Dave Rodriquez and Admin Haley Robinson. There were no members of the public in attendance.

4 Chairman's Welcome and Activity Report.

There will be a STRAP session after today's board meeting, following which we will be back on schedule for a December completion date for the meetings.

Meetings for the winter months will be held via Microsoft Teams to the extent possible with Chief Rodriquez and Admin Assistant Haley Robinson attending in the fire station for members of the public to attend.

5 Call To the Public/Audience Comments. There were none.

6 Review And Approve the Minutes for the October 21, 2023, Regular Board Meeting.

Member Massion made a motion to approve the minutes as presented. Treasurer Batschelet seconded, and the motion was approved unanimously.

7 Review and Approve the Financial Statements for September 2023.

Treasurer Batschelet made a motion to approve the subject financial statements, Member Massion seconded and the motion was approved unanimously.

8. Review and Approve the Financial Statements for October 2023.



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



**October 2023 =33.33%**

**Monthly Revenue: \$ 338,013.42      YTD Revenue \$ 457,463.18 = 35.5%**

**Monthly Expenses: \$ 152,314.15      YTD Expenses \$ 477,837.75 = 34.1%**

**Monthly Net Gain/Loss: \$ 185,699.27      YTD Net Gain/Loss: \$ -19,904.97**



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**End of Month Cash Balance: \$ 300,465.90 Total Budget: \$ 1,430,765.00**

<b>\$306,949.85</b>			
<b>1st Qtr</b>	<b>Jul-23</b>	<b>Aug-23</b>	<b>Sep-23</b>
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
Income	\$23,195.67	\$29,723.79	\$66,751.64
Expense	\$103,407.86	\$116,830.26	\$81,544.13
Income%	1.78%	2.28%	5.13%
Expense%	7.95%	8.98%	6.27%
Cash Balance	\$216,665.59	\$129,559.12	\$114,766.63
<b>2nd Qtr</b>	<b>Oct-23</b>	<b>Nov-23</b>	<b>Dec-23</b>
	<i>Actual</i>	<i>Projected</i>	<i>Projected</i>
Income	\$338,013.42	\$153,653.00	\$48,043.00
Expense	\$152,314.15	\$147,586.00	\$108,915.00
Income%	25.98%	11.81%	3.69%
Expense%	11.71%	11.35%	8.37%
Cash Balance	\$300,465.90	\$306,532.90	\$245,660.90
<b>3rd Qtr</b>	<b>Jan-24</b>	<b>Feb-24</b>	<b>Mar-24</b>
	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
Income	\$48,043.00	\$49,044.00	\$201,591.00
Expense	\$102,153.00	\$98,664.00	\$108,915.00
Income%	3.69%	3.77%	15.50%
Expense%	7.85%	7.58%	8.37%
Cash Balance	\$191,550.90	\$141,930.90	\$234,606.90
<b>4th Qtr</b>	<b>Apr-24</b>	<b>May-24</b>	<b>Jun-24</b>
	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
Income	\$166,655.00	\$77,379.00	\$77,379.00
Expense	\$102,153.00	\$113,915.00	\$93,664.00
Income%	12.81%	5.95%	5.95%
Expense%	7.85%	8.76%	7.20%
Cash Balance	\$299,108.90	\$262,572.90	\$246,287.90
Approved Budget	Projected EOY CB:		\$246,287.90
#####	Difference:		(\$60,661.95)

**A v P REV** 98.35%  
**A v P EXP** 102.24%

Treasurer Batschelet reviewed the General Fund financial report for the previous month and provided a brief summary report. We are 33.33% through the year. In relation to our published Not-To-Exceed (NTE) budget, Monthly Revenue was \$338,0132.42. Monthly Expenses were \$152,314.15 for a Monthly Net Gain of \$185,699.27. YTD revenue is at 35.5% while YTD expenses are at 34.1%. The end of the month cash balance was \$300,465.90. Regarding Cash Flow Projections, our approved operating budget is \$1,300,872.



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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.

## 9. Business

- a) Discussion re: Finance Committee Status.

Treasurer Batschelet gave a brief summary of the actions he took as a result of work session discussions on November 6<sup>th</sup> so as to bring the 5 Year Forecast more up to date, including modeling some pay adjustments so the board could assess our financial picture more clearly.

Specifically, he made adjustments due to Julie leaving and being replaced by Haley Robinson, whose compensation package is different from Julie's. Chief requested a pay increase next year for the ODS: EMS from \$20 to \$22 and Fire \$17.50 to \$19.50. The ODS increase would address the disparity for ODS. There was some modeling for a pay adjustment for Chief Rodriquez (see agenda item 9b).

Additional adjustments will be made once the costs of Health Care Benefits are finalized.

- b) Motion and Possible Action re: Market Based Adjustment to Employment Compensation for Chief Rodriquez and the ODS

Chief addressed his request for a compensation increase, stating the salary for his position is the lowest on the scale for the mountaintop. To bring someone else in the compensation would need to be much higher. He stated he likes his job, he is a homeowner, and he isn't going anywhere for the foreseeable future. He feels a competitive adjustment of \$5,000 annually beginning January 1<sup>st</sup> and an increase of \$5,000 effective July 1<sup>st</sup> of his new contract would eliminate his concern. He also noted that by delaying his retirement for the duration of the STRAP window he is easing the financial burden on the district related to hiring a new chief.

Discussion ensued regarding the compensation increase for Chief Rodriquez.

*Member Torres spoke on the most important asset to a company is your employees. There have been nothing but positive reviews from member Torres and the community. He said that he sleeps better at night knowing Chief and his staff are there.*



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*Treasurer Batschelet requested for this not to be voted on this moment due to it just being brought up to member's Swanson and Torres.*

*Clerk Swanson said she would like to echo Member Torres's response on Chief agreeing with his statement. She would like this taken care of at the Decembers meeting.*

*Member Masion made a comment on Chief being a valuable resource not only as a Chief but as a member of the community.*

*Chairman Hennessey stated not having to look for a new fire Chief would be taking off a lot of financial pressure off the board.*

A motion was made and seconded, and passed unanimously to authorize Chairman Hennessey draft a contract amendment to adjust Chief's salary beginning January 1<sup>st</sup> by \$5,000 and to propose an increase effective with his new contract for an additional \$5,000, for a total increase from his current salary of \$10,000.

Approval of the amended contract will be an agenda item for the December board meeting.

- c) Discussion re: 2023 STRAP Plan Status Update. (John)

The STRAP meeting will follow the board meeting after a brief recess for a working lunch.

- d) Discussion re: January 2024 AFDA Conference in Laughlin. Registration Open.

The Winter AFDA Conference agenda has posted and we need to get everyone's classes they would like to take to get them scheduled and the rooms booked.

- e) Status Update re: Annual Audit:

With the new audit company Atlas we approved at the last board meeting, we will be preparing for the Audit after the Thanksgiving Holiday.

- f) Status Update re: Grant Activities.

Chairman Hennessey noted we have had quite a few payouts to homeowners for the Hazardous Fuels Grant with no compensation. Chief noted this can be easily resolved.

- g) Status Update re: Government Advocacy

Israel noted the 2nd regular session convenes in 49 days.

- h) Status Update re: EMS Receivables and Call Volume Report.

EMS receivables have slowed with some calls here and there but by and large has slowed down.

- i) Discussion and Possible Action re: ODS Mileage Reimbursement/Average Price Check.



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Discussion on just keeping it at a set price due to gas mileage staying at a constant rate whether it go up a few cents or down. This will be an agenda item for next month.

9 Fire Chief's Report.

Chief spoke on a man-made fire, and then turned the floor over to Chairma Hennessey to address the compensation package djustment.

10 Call to the Public/Audience Comments.

There were no members of the public in attendance.

11 Fire board comments. There were none.

12 There being no further business before the board the meeting was adjourned at 11:36 am.

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](http://flfdaz.com) and following the web site prompts; or by going directly to the URL, [flfdaz.com/board-meeting-minutes](http://flfdaz.com/board-meeting-minutes).