



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
September 23rd , 2023**



- 1 Call to Order by Julie Swanson at 10:06am.
- 2 Pledge of Allegiance.
- 3 Roll Call of Fire Board Members. In addition to, Clerk Julie Swanson, Treasurer Pete Batschelet, Member Dennis Massion, and Israel Torres were in attendance at the fire station. Chairman Hennessey was absent. Also in attendance were Chief Dave Rodriquez and Admin Julie Mattila, and new Admin Haley Robinson at the fire station. Chief Rodriquez introduced a possible new board member Arney Kessler.

Chief introduced Paul Lovejoy who is the public information officer for the Valentine Fire. Paul gave us a briefing on the progress of the Valentine fire he does a 240-mile informational trap line. He explained on the informational flyers that he drops off there is a QR code on the bottom that you can use to access information on the Tonto National Forest website. As of this meeting we were at 6500 acres, 75% completed and there were 201 personnel.

- 4 Chairman's Welcome and Activity Report.

STRAP Session 1, originally planned for today, is hereby postponed to a later date. Question is whether or not we want to do two meetings in a row or split them up and do one Saturday in October and one in November. Treasurer Batschelet suggested that they meet before October meeting and hold over after the October Meeting to have the first STRAP meeting.

- 5 Review and Approve the Minutes for the August 19th, 2023, Regular Board Meeting. Member Torres made a motion to approve the minutes as presented. Member Massion seconded, and the motion passed unanimously.
- 6 Review and Approve the Financial Statements for August 2023. Treasurer Batschelet reviewed the General Fund financial report for the previous month and provided a brief summary report. We are 16.6% through the year. In relation to our published Not-To-Exceed (NTE) budget, Monthly Revenue was \$29,723.79. Monthly Expenses were \$116,830.26 for a Monthly Net Loss of \$86,859.71. YTD revenue is at 4.1% while YTD expenses are at 16.2%. The end of the month cash balance was \$129,559.12. Cash Flow Projections: Our approved budget is \$1,300,872.00. Treasurer Batschelet spoke about the short fall of revenue due to lack of EMS incidents. He reminded that tax revenue will be coming in next month which will offset the lack of EMS revenue. Chief spoke about wildfire revenues that will be coming in that was not projected as income. It will be in excess of 20,000. Chief also spoke about inflationary costs that are hitting us. Treasurer Batschelet made a motion to approve the financial report Member Massion seconded, and the motion passed unanimously.



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



August 2023 = 16.6%

Monthly Revenue: \$ 29,723.79 YTD Revenue \$ 53,167.72 = 4.1%

Monthly Expenses: \$ 116,830.26 YTD Expenses \$ 227,450.87 = 16.2%

Monthly Net Gain/Loss: \$ -86,859.71 YTD Net Gain/Loss: \$ -174,283.15

End of Month Cash Balance: \$ 129,559.12 Total Budget: \$ 1,430,765.00



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Forest Lakes Fire District
FY 23-24 Cash Flow Projections

	A	B	C	D	E
1					
2		\$306,949.85			
3		1st Qtr	Jul-23	Aug-23	Sep-23
4			<i>Actual</i>	<i>Actual</i>	<i>Projected</i>
5		Income	\$23,195.67	\$29,723.79	\$81,129.00
6		Expense	\$103,407.86	\$116,830.26	\$108,915.00
7		Income%	1.78%	2.28%	6.24%
8		Expense%	7.95%	8.98%	8.37%
9		Cash Balance	\$216,665.59	\$129,559.12	\$101,773.12
10					
11		2nd Qtr	Oct-23	Nov-23	Dec-23
12			<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
13		Income	\$225,427.00	\$153,653.00	\$48,043.00
14		Expense	\$102,153.00	\$147,586.00	\$108,915.00
15		Income%	17.33%	11.81%	3.69%
16		Expense%	7.85%	11.35%	8.37%
17		Cash Balance	\$225,047.12	\$231,114.12	\$170,242.12
18					
19		3rd Qtr	Jan-24	Feb-24	Mar-24
20			<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
21		Income	\$48,043.00	\$49,044.00	\$201,591.00
22		Expense	\$102,153.00	\$98,664.00	\$108,915.00
23		Income%	3.69%	3.77%	15.50%
24		Expense%	7.85%	7.58%	8.37%
25		Cash Balance	\$116,132.12	\$66,512.12	\$159,188.12
26					
27		4th Qtr	Apr-24	May-24	Jun-24
28			<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
29		Income	\$166,655.00	\$77,379.00	\$77,379.00
30		Expense	\$102,153.00	\$113,915.00	\$93,664.00
31		Income%	12.81%	5.95%	5.95%
32		Expense%	7.85%	8.76%	7.20%
33		Cash Balance	\$223,690.12	\$187,154.12	\$170,869.12
34		Approved Budget		Projected EOY CB:	\$170,869.12
35		\$ 1,300,872.00		Difference:	(\$136,080.73)
36		A v P REV	90.81%		
37		A v P EXP	100.49%		



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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.

8 Business.

- a. Discussion re: Update on Selection of Auditor for the Annual Audit.
Chief reached out to ATLAS CPA'S and Advisors PLLC we used them in the past they sent us a letter of engagement. The Board will discuss this next month and decide which direction they are going to take.
- b. Discussion re: 2023 STRAP Update Sessions Which Have Been Postponed To a Later Date.
Begin TBD. We can have a special session, double up with Sessions 1 and 2 back-to-back in October or extend the completion date. MS Teams is an alternative if there is a schedule conflict? An email will be sent out to coordinate dates and times for Finance committee meeting and STRAP sessions.
- c. Status Update for Master Planning Committee Activities re: Alternative Approach for the Front-End Loader (FEL) Shelter. We are looking into an alternative plan for a metal building kit or a pole barn. Chief will be looking to see what costs alternatives are.
- d. Status Update re: Grant Activities Chief spoke about the hazardous fuels Grant is going very well we are starting to get interest from property owners on the south side. John Nelson, who is our grant administrator met with state forestry this last week to close out last year's grant.
- e. Status Update re: Governmental Advocacy Committee member Torres spoke about meeting with John Nelson regarding our social media platforms he will be giving a presentation at the October board meeting regarding how we communicate with property owners in Forest Lakes.
- f. Status Update re: EMS Receivables and Call Volume Report. Chief reported that we have responded to a number of fatal accidents with motor vehicles and off road. Unfortunately, fatalities we cannot bill for these incidents due to lack of transport.
- g. Discussion and Possible Action re: ODS Mileage Reimbursement/Average Price Check.



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Chief Rodriguez would like to have an override and keep the rate at \$0.655 in lieu of a raise for on-duty staff.

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.: \$5.00

9 FIRE CHIEF'S REPORT. Chief spoke about admin Julie Mattila's performance review and that she is leaving the company. He introduced the new Admin Haley Robinson who will be starting Monday. Chief spoke about the auxiliary reaching their financial goal to purchase two ventilators for the fire distract their goal was 15,800.

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. Member Massion asked if there is any information on the AFDA conference that is held in January. Julie informed us the information doesn't come out until mid-October.

12 Adjournment. Meeting was adjourned at 11:07am.

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.