



FOREST LAKES FIRE DISTRICT OF REGULAR SESSION MEETING MINUTES MAY 17, 2025-FOR POSTING



- 1 CALL TO ORDER at 10:01am. (Julie Swanson)
- 2 PLEDGE OF ALLEGIANCE.
- 3 ROLL CALL OF FIRE BOARD MEMBERS. Julie Swanson, Sue Conrad and Pete Batschelet attended in person, Israel Torres attended via TEAMS and Dennis Massion attended via telephone. Chief Rodriguez and Admin assistant Wanda Bernett also attended in person.
- 4 CHAIRMAN'S WELCOME AND ACTIVITY REPORT
- 5 CALL TO THE PUBLIC/AUDIENCE COMMENTS. No public
- 6 REVIEW AND APPROVE THE MINUTES FOR THE APRIL 26, 2025 REGULAR BOARD MEETING. (Julie) Sue Conrad made the motion, seconded by Pete Batschelet to approve the April minutes, motion carried.
- 7 REVIEW AND APPROVE THE FINANCIAL STATEMENTS FOR APRIL 2025. (Pete)

Motion made by Pete Batschelet and seconded by Sue Conrad to approve April financials; motion carried

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.

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.



Forest Lakes Fire District April 2025 General Fund Financial Packet Cover Sheet



April 2025 =83.33%

Monthly Revenue: \$ 195,411.37

Monthly Expenses: \$ 86,416.56

Monthly Net Gain/Loss: \$ 108,994.81

End of Month Cash Balance: \$ 528,252.79

YTD Revenue \$ 1,266,420.02 = 84.7%

YTD Expenses \$ 960,507.53 = 64.2%

YTD Net Gain/Loss: \$ 305,912.49

Total Budget: \$ 1,495,442.00



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Forest Lakes Fire District FY 24-25 Cash Flow Projections

	A	B	C	D	E
1		\$253,721.94			
2		1st Qtr	Jul-24	Aug-24	Sep-24
3			Actual	Actual	Actual
4		Income	\$17,408.95	\$42,576.06	\$59,488.24
5		Expense	\$108,342.04	\$79,314.11	\$144,194.17
6		Income%	1.27%	3.11%	4.34%
7		Expense%	7.91%	5.79%	10.52%
8		Cash Balance	\$162,788.85	\$126,050.80	\$41,344.87
9					
10		2nd Qtr	Oct-24	Nov-24	Dec-24
11			Actual	Actual	Actual
12		Income	\$287,384.64	\$393,764.88	\$123,824.46
13		Expense	\$77,658.03	\$162,092.12	\$73,346.43
14		Income%	20.97%	28.73%	9.04%
15		Expense%	5.67%	11.83%	5.35%
16		Cash Balance	\$270,651.86	\$488,171.76	\$535,010.89
17					
18		3rd Qtr	Jan-25	Feb-25	Mar-25
19			Actual	Actual	Actual
20		Income	\$66,168.72	\$26,555.70	\$53,828.01
21		Expense	\$91,601.94	\$89,023.55	\$55,003.80
22		Income%	4.83%	1.94%	3.93%
23		Expense%	6.68%	6.50%	4.01%
24		Cash Balance	\$509,577.67	\$447,109.80	\$445,934.01
25					
26		4th Qtr	Apr-25	May-25	Jun-25
27			Actual	Projected	Projected
28		Income	\$195,411.37	\$72,773.69	\$72,773.69
29		Expense	\$113,092.59	\$128,840.00	\$95,011.00
30		Income%	14.26%	5.31%	5.31%
31		Expense%	8.25%	9.40%	6.93%
32		Cash Balance	\$528,252.79	\$472,186.48	\$449,949.17
33		Approved Budget	Projected EOY CB:		\$449,949.17
34		\$1,370,368	Difference:		\$ 196,227
35		A v P REV	103.03%		
36		A v P EXP	88.85%		



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8 BUSINESS

- a. Discussion and Possible Action re: Ratify The Intergovernmental Agreement for Dispatch Services between the City of Flagstaff and FLFD. (Julie) Motion made by Sue Conrad and seconded by Pete Batschelet, motion carried.
- b. Discussion and Possible Action re: Ratify 2024 STRAP Update and one page summary. (Julie) Motion made by Sue Conrad and seconded by Pete Batschelet, motion carried.
- c. Discussion and Possible Action re: Public Review of FY25-26 Budget and FY26/27 Budget Projection. (Pete) Motion made by Pete Batschelet and seconded by Sue Conrad, motion carried.
- d. Governmental Advocacy Committee- update on the two bills that would affect us. (Israel) Nothing to report as the legislature is in recess until the end of the month.
- e. Review of FL Happenings and Interaction with the Auxiliary. (Dave) The auxiliary currently has only 2 members but doing well. They have the t-shirts designed.
- f. Auxiliary Fundraiser Request Letter. (Dave) Unsure what this is about.
- g. Grant Updates. (John Nelson/Chief) John Nelson was not in attendance, but the grant is underway and going well.
- h. Communications Update. (John Nelson) Not in attendance.
- i. Report / suggestions for updating Employment Manual. (Dennis) Dennis has made revisions to policy #01. He has sent it to his committee and is waiting for input prior to submitting it to the board for approval.

9 FIRE CHIEF'S REPORT. (Chief Rodriquez) Fire conditions are extremely dry. The moisture content has 95% dryness and current fire conditions are coming from the east side of the state. Due to the high fire risk we are trying to have extra staff on duty. Effective July 1st we will start charging residents for billable services not covered by their insurance.

10 CALL TO THE PUBLIC/AUDIENCE COMMENTS No public.

11 FIRE BOARD COMMENTS. None

12 ADJOURNMENT at 10:35am.