



**FOREST LAKES FIRE DISTRICT  
REGULAR SESSION MEETING MINUTES  
FEBRUARY 13, 2025-FOR POSTING**



- 1 CALL TO ORDER at 10:03am. (Julie Swanson)
- 2 PLEDGE OF ALLEGIANCE. (omitted due to virtual format).
- 3 ROLL CALL OF FIRE BOARD MEMBERS. ( Dennis Massion, Israel Torres, Julie Swanson, Sue Conrad and Pete Batschelet) -Dennis Massion and Israel Torres tried but were not in attendance due to technical difficulties. Chief Rodriquez and Wanda Bernett also in attendance.  
  
Declaration of quorum.  
  
Any members of the public. -None
- 4 CHAIR’S WELCOME AND ACTIVITY REPORT (Julie)
- 5 COMMENTS. No public
- 6 REVIEW AND APPROVE THE MINUTES FOR THE January 21, 2025, REGULAR BOARD MEETING. Sue Conrad made a motion, seconded by Pete Batschelet to approve minutes, motion approved.
- 7 REVIEW AND APPROVE THE FINANCIAL STATEMENTS FOR January 2025.(Pete)



**Forest Lakes Fire District  
January 2025  
General Fund Financial Packet Cover Sheet**



**January 2025 =58.33%**

<b>Monthly Revenue: \$ 66,168.72</b>	<b>YTD Revenue \$ 990,624.94 = 66.2%</b>
<b>Monthly Expenses: \$ 91,601.94</b>	<b>YTD Expenses \$ 729,743.78 = 48.8%</b>
<b>Monthly Net Gain/Loss: \$ -25,433.22</b>	<b>YTD Net Gain/Loss: \$ 260,881.16</b>
<b>End of Month Cash Balance: \$ 509,577.67</b>	<b>Total Budget: \$ 1,495,442.00</b>



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## Forest Lakes Fire District FY 23-24 Cash Flow Projections

	A	B	C	D	E
1		\$253,721.94			
2		<b>1st Qtr</b>	<b>Jul-24</b>	<b>Aug-24</b>	<b>Sep-24</b>
3			<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
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		<b>2nd Qtr</b>	<b>Oct-24</b>	<b>Nov-24</b>	<b>Dec-24</b>
11			<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
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		<b>3rd Qtr</b>	<b>Jan-25</b>	<b>Feb-25</b>	<b>Mar-25</b>
19			<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
20		Income	\$51,140.36	\$52,140.36	\$227,027.67
21		Expense	\$107,000.00	\$113,188.00	\$111,164.00
22		Income%	3.73%	3.80%	16.57%
23		Expense%	7.81%	8.26%	8.11%
24		Cash Balance	\$479,151.25	\$418,103.61	\$533,967.28
25					
26		<b>4th Qtr</b>	<b>Apr-25</b>	<b>May-25</b>	<b>Jun-25</b>
27			<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
28		Income	\$184,016.19	\$72,773.69	\$72,773.69
29		Expense	\$106,500.00	\$128,840.00	\$95,011.00
30		Income%	13.43%	5.31%	5.31%
31		Expense%	7.77%	9.40%	6.93%
32		Cash Balance	\$611,483.47	\$555,417.16	\$533,179.85
33		Approved Budget		Projected EOY CB:	\$533,179.85
34		\$1,370,368		Difference:	\$ 279,458
35		<b>A v P REV</b>	115.61%		
36		<b>A v P EXP</b>	95.35%		

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 Batschelet made motion seconded by Sue Conrad to approve January financials, motion carried.

**8 BUSINESS.**

a) Discussion re: AFDA Conference

- I. HR Manual-It was determined that several policies are posted on the website, so it will be up to Chief Rodriquez and Dennis Massion to review the existing policies.
- II. Records Retention-In the shed some boxes are currently marked and others are not. This is an ongoing project.

b) Finance Committee Update re: Plan for preparation and Board Approval of FY 2025/2026 Budget and FY 2026/2027 Forecast (Pete)

Pete believes we are on task with the budget and will review prior to next board meeting.

c) Discussion re: STRAP Update Publication (Julie)

Initial indicates who is in charge of each task. Everyone is responsible for making sure their tasks are updated and completed as necessary.

**2024 STRAP Update TOC With Assignments (4/24/25 Publication Date)**

<b>I. Executive Summary (2/28/25)</b> .....	<b>JS/JH</b>
<b>II. Introduction (2/28/25)</b> .....	<b>JS/JH</b>
<b>Standing Committees Portion of Intro (2/9/25)</b> .....	<b>ALL</b>
<b>III. Facilities/Master Plan (2/9/25)</b> .....	<b>SC/DR</b>
<b>IV. Equipment (2/9/25)</b> .....	<b>DR/WB</b>
<b>V. Services and Service Area (2/21/25)</b> .....	<b>DR/WB</b>
<b>VI. Guiding Operational Principles (2/21/25)</b> .....	<b>JS/JH</b>
<b>VII. Goals (2/21/25)</b> .....	<b>JS/JH</b>
<b>Appendix A, Organization Chart (2/21/25)</b> .....	<b>WB</b>
<b>Appendix B, Five-Year Budget Projection (2/28/25)</b> .....	<b>PB</b>
<b>Appendix C, Definitions (2/28/25)</b> .....	<b>JS/JH</b>
<b>Appendix D, SWOT Analysis</b> .....	<b>JS/JH</b>

d) Status Update on Governmental Advocacy Committee. (Israel)

Nothing to report this month



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- 9 FIRE CHIEF'S REPORT. (Chief Rodriguez)-Chief Rodriguez states there has not been any snow, but thankfully the fire danger is not at the critical stage. Our receivables are tracking as expected with the construction stopped for the season. The remainder of the work on outfitting the Raptor will be completed in house saving the department money.
- 10 CALL TO THE PUBLIC/AUDIENCE COMMENTS. No 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.  
[NOTE to those in attendance: The Board cannot discuss or take legal action on any issue raised or proposed for a future meeting due to restrictions of the Open Meeting Law.]
- Pete mentioned is in possession of John Hennessey's files for the last 2 years. He plans on creating a spreadsheet so there is a flowsheet of Board procedures.
- 12 ADJOURNMENT at 10:24 am.