



# FOREST LAKES FIRE DISTRICT REGULAR SESSION MEETING MINUTES JANUARY 21, 2025-FOR POSTING



- 1 CALL TO ORDER at 10:01am. (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) -All present. Wanda Bernett also in attendance.  
  
Declaration of quorum.  
  
Any members of the public. -None
- 4 CHAIR'S WELCOME AND ACTIVITY REPORT (Julie)
  - a) Today's board meeting is the second for the winter schedule, for which the meetings will be held at 10 am via TEAMS on the Thursday prior to the 3rd Saturday of the month. This schedule is in effect through April 2025, unless otherwise notified.
  - b) Brief Recap, STRAP Update, Session 3, which was held Thursday November 14th.
  - c) There will be no STRAP Update, Session 4. The last STRAP session is usually brief anyway, with Pete's review of the 5 Year Plan being the key element. With the 5 Year Plan from Session #3 nearly publication ready, any fine tuning can be handled by email. It can also be handled as a Finance Committee meeting.
  - d) A special meeting was held December 2<sup>nd</sup> to elect new table officers and committee chairs. Report to follow under new business.
- 5 CALL TO THE PUBLIC/AUDIENCE COMMENTS. No public
- 6 REVIEW AND APPROVE THE MINUTES FOR THE DECEMBER 19, 2024 REGULAR BOARD MEETING. Dennis Massion made motion, seconded by Isreal Torres to approve minutes, motion approved.
- 7 REVIEW AND APPROVE THE FINANCIAL STATEMENTS FOR DECEMBER 2024.(Pete)



## Forest Lakes Fire District December 2024 General Fund Financial Packet Cover Sheet



December 2024 =50.0%

Monthly Revenue: \$ 123,824.46

YTD Revenue \$ 924,456.22 = 61.8%

Monthly Expenses: \$ 73,346.43

YTD Expenses \$ 639,888.44 = 42.8%

Monthly Net Gain/Loss: \$ 50,478.03

YTD Net Gain/Loss: \$ 284,567.78

End of Month Cash Balance: \$ 535,010.89

Total Budget: \$ 1,495,442.00



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## Forest Lakes Fire District FY 23-24 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			Projected	Projected	Projected
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		4th Qtr	Apr-25	May-25	Jun-25
27			Projected	Projected	Projected
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		A v P REV	115.61%		
36		A v P EXP	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:

- The District has reconciled all balance sheet accounts for the preceding fiscal month, and the Board has reviewed them.
- 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.
- 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.
- 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.



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Dennis Massion made motion seconded by Pete Batschelet to approve December financials, motion carried.

## 8 BUSINESS.

- a) Motion and Possible Action re: Approve Annual Audit Based on Presentation of Audit Results by Andrew Went. (Julie)

Per Andrew Went, ATLAS CPAs:

*ATLAS CPAs & Advisors performed the District's audit for the year ended June 30, 2024 and has issued a clean unmodified opinion. We did not have any findings or concerns on the District's audited financial statements for the current fiscal year. Expenditures were within the budget. Audit went very well.*

Motion made by Sue Conrad and seconded by Pete Batschelet to approve audit results, motion carried.

- b) Status Update, Board Organization, As of December 2<sup>nd</sup> (Julie)

### Table Officers

Board Chair	Julie Swanson
Board Clerk	Israel Torres
Board Treasurer	Pete Batschelet
Board Member	Dennis Massion
Board Member	Sue Conrad

### Committee Chairs

STRAP Committee	Julie Swanson
Finance Committee	Pete Batschelet
Governmental Advocacy Committee	Israel Torres
Policies, Procedures and Bylaws Committee	Dennis Massion
Master Plan Committee	Sue Conrad

- c) Discussion re: Possible Presentation Regarding Homeowner's Insurance. (Israel)

Israel has drafted a letter to Ms. Barbara Richardson, Director, Arizona Department of Insurance and Financial Institutions (DIFI), suitable for Chief Rodriguez to send to the Director of Insurance requesting a presentation, if approved by the board, regarding strategies that homeowners in our district can employ to work with their insurers in the prevention of property loss, particularly in light of the wildfire risks that impact our community. In the letter Israel suggests the following areas be addressed:

*How homeowners in high-risk fire areas, like Forest Lakes, can work with insurers to implement risk-reduction measures and gain recognition for their efforts.*

*How DIFI can facilitate collaboration between insurers and fire districts to establish insurance products or discounts for policyholders who actively participate in risk mitigation programs.*

*Potential cost-saving strategies for homeowners that align with both wildfire prevention and insurance cost reductions.*



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*Best practices for creating incentives that encourage policyholders to take preventive actions that help reduce wildfire risk.*

After review of process, it was determined that this is outside the Fire District's venue and may be better addressed by FLOA. This information will be passed to them once they start up their meeting again.

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

The legislature is back in session. Currently there are 2 bills that are being opposed by AFDA and 1 bill that AFDA is supporting. All bills are currently waiting for the first reads and may or may not get any further.

e) Status Update on Finance Committee and STRAP (Pete)

Pete will be sending out possible dates for another meeting of the finance committee.

f) Status Update re: Grant Activities. (Dave/John Nelson)-John and Dave not in attendance.

g) Discussion re: AFDA Conference. Takeaways, comments. (Julie, Sue, Dave, Wanda)

Discussion from class takeaways consisted of records retention, fingerprinting, employee handbook and employee policies and procedures. It was decided to put this on next month's agenda.

9 FIRE CHIEF'S REPORT. (Chief Rodriguez)-Chief Rodriguez not in attendance .

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.]

12 ADJOURNMENT at 10:36 am.