



FOREST LAKES FIRE DISTRICT REGULAR SESSION MEETING MINUTES April 26, 2025 – FOR POSTING



- 1 CALL TO ORDER at 10:00 am (Julie Swanson)
- 2 PLEDGE OF ALLEGIANCE.
- 3 ROLL CALL OF FIRE BOARD MEMBERS. (Julie Swanson, Dennis Massion, Israel Torres, Sue Conrad and Pete Batschelet) All board members are present as well as Chief Dave Rodriquez and Admin Assistant Wanda Bernett.
- 4 CHAIRMAN’S WELCOME AND ACTIVITY REPORT. (Julie)
- 5 CALL TO THE PUBLIC/AUDIENCE COMMENTS. No public
- 6 REVIEW AND APPROVE THE MINUTES FOR THE MARCH 13, 2025 REGULAR BOARD MEETING. . Motion made by Israel Torres and seconded by Dennis Massion to approve the March minutes. Motion carried.
- 7 REVIEW AND APPROVE THE FINANCIAL STATEMENTS FOR MARCH 2025. (Pete)

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.

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



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



March 2025 =75.0%

Monthly Revenue: \$ 53,828.01

Monthly Expenses: \$ 55,003.80

Monthly Net Gain/Loss: \$ -1175.79

End of Month Cash Balance: \$ 445,934.01

YTD Revenue \$ 1,071,008.64 = 71.6%

YTD Expenses \$ 874,090.97 = 58.5%

YTD Net Gain/Loss: \$ 196,917.68

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		2nd Qtr	Oct-24	Nov-24	Dec-24
10			Actual	Actual	Actual
11		Income	\$287,384.64	\$393,764.88	\$123,824.46
12		Expense	\$77,658.03	\$162,092.12	\$73,346.43
13		Income%	20.97%	28.73%	9.04%
14		Expense%	5.67%	11.83%	5.35%
15		Cash Balance	\$270,651.86	\$488,171.76	\$535,010.89
16		3rd Qtr	Jan-25	Feb-25	Mar-25
17			Actual	Actual	Actual
18		Income	\$66,168.72	\$26,555.70	\$53,828.01
19		Expense	\$91,601.94	\$89,023.55	\$55,003.80
20		Income%	4.83%	1.94%	3.93%
21		Expense%	6.68%	6.50%	4.01%
22		Cash Balance	\$509,577.67	\$447,109.80	\$445,934.01
23		4th Qtr	Apr-25	May-25	Jun-25
24			Projected	Projected	Projected
25		Income	\$184,016.19	\$72,773.69	\$72,773.69
26		Expense	\$106,500.00	\$128,840.00	\$95,011.00
27		Income%	13.43%	5.31%	5.31%
28		Expense%	7.77%	9.40%	6.93%
29		Cash Balance	\$523,450.20	\$467,383.89	\$445,146.58
30		Approved Budget	Projected EOY CB:		\$445,146.58
31		\$1,370,368	Difference:		\$ 191,425
32		A v P REV	102.20%		
33		A v P EXP	88.37%		



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8 BUSINESS.

- a. Motion and Possible Action re: Approval of the Intergovernmental Agreement for Dispatch Services Between City of Flagstaff and Forest Lakes Fire District (Julie/Dave). IGA was reviewed and approved by all.
- b. Motion and Possible Action re: Approval of the FY25/26 Budget and the FY26/27 Forecast for Posting. Motion made by Dennis Massion and seconded by Sue Conrad to approve the budget for posting to the public. Motion carried.
- c. Motion and Possible Action re: Approval of 2024 STRAP Update for Publication -All members have read the document and agree that we can publish it.
- d. Status Update re: Governmental Advocacy Committee. (Israel) -There are 2 bills currently being viewed in the state that would help fire districts, they are moving along nicely.
- e. Status Update re: Policies, Procedures and Bylaws. (Dennis).Dennis wants to review the 3 oldest policies and procedures and will make necessary updates for review by the board.
- f. Status Update: Master Plan Committee. (Sue)-None, committee on hold.

9 FIRE CHIEF'S REPORT. (Chief Rodriguez)

The department hosted the annual pre-season kickoff meeting with the Forestry Department, BIA and law enforcement. It is possible that we will be in Stage 2 fire restrictions by Memorial Day. The moisture levels just before this last storm were similar to levels prior to the Rodio-Chediski Fire. With the wind, we will be there again shortly. We are all ready with the re-imbusement program with the Forestry department if we are called to assist with a wildfire.

The furnace on the admin side is out and we will be getting 3 quotes to have it replaced. The catch basins are full and need to have a Hydrovac come in and remove the debris. The approximate cost for this is \$5k, the last time this was done was 5-6 years ago.

10 CALL TO THE PUBLIC/AUDIENCE COMMENTS. -No public

11 FIRE BOARD COMMENTS. The next Board meeting is in person at the fire station and scheduled for May 17, 2025, at 10:00 am.

12 ADJOURNMENT at 10:57 am.