

Mormon Lake Fire District Board Meeting

April 09, 2024 @ 10:00 AM at the Mormon Lake Fire Station

Posted at the Post Office, Fire Station, and Website
At Least 24 Hours prior to the Fire Board Meeting

Agenda

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Fire Board and the general public that the Board will hold a meeting open to the public **Tuesday, April 09, 2024 at 10:00AM** at the Fire Station, 1067 Mormon Lake Road, Mormon Lake, Arizona.

This meeting will also be streaming live via Zoom Meetings

<https://us06web.zoom.us/j/84868377076?pwd=Dmd8xH0qZL8WEpHA0zXA5pAaBs5LkK.1>

With regard to any item listed in this Agenda below, the Board may, by motion, recess into executive session for discussion or consultation for legal advice with the attorney or attorneys of the public body in accordance with A.R.S. §38-431.03(A) (3).

The Board may change the order of the agenda at the time of convening the meeting or at any time during the meeting. The Presiding Officer may call on members of the public to speak on any item posted on the agenda. One or more members of the Board may attend either in person or by telephone, video or internet conferencing.

The Board may discuss, consider, approve, or take action on the following matters:

1. **Call to order**
2. **Roll Call** – Chairperson Lewis, Clerk Haupricht. Member Verdino, Member Nahass, Member Morgenthal; Chief Western
3. **Call to the Public** - *In accordance with A.R.S. 38-431.0 1(H), A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*
4. **Approval of Minutes**
 - A. March 19, 2024, Meeting Minutes
5. **Finance**
 - A. Financial Report
6. **Reports & Correspondence**
 - A. Department Report and Correspondence
7. **Topics of Discussion and Possible Action**
 - A. Type 3 Wildland Interface Engine
 - B. Fire Chiefs Contract
 - C. Budget
 - D. Identify potential items for next month's agenda. *Budget*
8. **Fire Board Comments** - *Board member's comments are meant to inform and clarify, and no legal action will be taken. Only Board members may speak.*
9. **Adjournment**

In compliance with the American with Disabilities Act, if you need special assistance to participate in a meeting, please contact Chief Western at (928) 354-2231. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

Mormon Lake Fire District Board Meeting

March 19, 2024 Regular Meeting Minutes

1. **Call to order By Chairperson Lewis at 10:00am**
2. **Roll Call** – Chairperson Lewis via Teams, Clerk Haupricht, Member Verdino absent, Member Nahass via Teams, Member Morgenthal via Teams, Chief Western present, Lisa Parke via Teams
3. **Call to the Public** - *NO PUBLIC COMMENT*
4. **Approval of Minutes**
 - A. February 20, 2024, Meeting Minutes- *Motion to approve by Clerk Haupricht, Seconded by Member Nahass; All member present voted AYE; Motion Passed.*
5. **Finance**
 - A. Financial Report- *Motion to approve by Clerk Haupricht, Seconded by Member Morgenthal; All members present voted AYE; Motion Passed.*
6. **Reports & Correspondence**
 - A. Department Report and Correspondence- *Presented by Chief Western Highlighting the award of wildland equipment; Motion to approve purchase wildland equipment made by Chairperson Lewis, Seconded by Clerk Haupricht; All members present voted AYE; Motion Passed; Motion to approve the Department Report made by Clerk Haupricht, Seconded by member Nahass; All members present voted AYE; Motion Passed.*
7. **Topics of Discussion and Possible Action**
 - A. Annual Review- *Review was presented by Lisa Parks from Walker and Armstrong. She highlighted several things, stating that our district is doing well financially, and we are sustainable for the future.*
 - B. Budget- *Chief Western provided the budget form to the board for information purposes only. Next month we need to develop the budget and vote on it for public posting in May 2024.*
 - C. Identify potential items for next month’s agenda. *Chairperson Lewis stated next month we need to update the Chief’s contract. Budget will also be on next month’s agenda.*
8. **Fire Board Comments** – *No further comments.*
9. **Adjournment** *Clerk Haupricht made a motion to adjourn the meeting, Seconded by Chairperson Lewis. All Members present voted AYE; Motion passed.*
10. **Meeting Adjourned at 10:52am**



Mormon Lake Fire District

1067 Mormon Lake Rd. Mormon Lake, AZ 86038

Phone: 928-354-2231 mormonlakefire.com

Diane Lewis – Chairperson
Jeff Haupricht– Clerk
Ralph Verdino–Board Member
Patrick Nahass–Board Member
Mike Morgenthal–Board Member
Shawn Western – Fire Chief

DEPARTMENT REPORT MARCH 2024

MEETINGS:

- Meeting with Accounting Firm
- Base Station Meeting
- Meeting with New Reporting Software Company

TRAININGS:

- Onboard Training with new Reporting Software

CALL VOLUME:

- Special Duty: 0
- Cancel: 0
- Fires: 0
- Wildland: 0
- MVA: 1
- EMS: 0
- Year-to-date: 6

VEHICLES:

- Command 61: Front bumper bracket broken
- Rescue 61: In Service No Issues
- Brush 61: Light issues fixed.
- Brush 64:
- Engine 61: No issues
- Tender 61: No issues
- Tender 62: No issues
- Rescue 66: No issues

MISCELLANEOUS:

- CPR/ First Aid Training May 11th

PERSONNEL:

- Active Full-Time Residents: 4
- Active Summer Residents: 4
- Active Reserves: 3
- Active Chaplain: 1

GRANT REQUESTS:

- DFFM GRANT- EQUIPMENT- \$20,000 50% Match **AWARDED**
- DFFM GRANT- SB1720- Brush Truck- \$528,000; 20% Match

	Actual fiscal year 2023	Actual (estimated) fiscal year 2024	Budget fiscal year 2025	Estimated fiscal year 2026	Estimated fiscal year 2027
Financial resources available at July 1					
1. Beginning fund balance/(deficit)—unrestricted unencumbered	\$ 197,236	\$ 130,000	\$ 130,000	107,842.08	98,651.48
2. Beginning fund balance—restricted	\$ 69,562	\$ 223,242	\$ 145,000	279,760.94	360,738.46
Revenues					
3. Secondary property tax revenue	243,991.00	\$ 273,913	\$ 292,000	319,545.47	345,167.54
4. Fire district assistance tax	\$ 44,270	\$ 54,783	\$ 58,400	67,262.16	74,586.12
5. Wildland				-	-
6. Operating revenues				-	-
7. Grants	\$ 500	\$ 500	\$ 500	500.00	500.00
8. Bonds				-	-
9. Interest	\$ 2,426	\$ 2,650	\$ 4,800	6,968.77	11,370.06
10. Donations	\$ 44,111	\$ 5,000	\$ 5,000	2,783.38	2,166.41
11. Miscellaneous	\$ 226	\$ 5,000	\$ 5,000	57,809.73	363,101.41
12. Other (specify) <u>EMS Billing (State)</u>	\$ 1,500	\$ 15,000	\$ 7,500	39,375.00	113,203.13
Other (specify) _____				-	-
Other (specify) _____				-	-
Other (specify) _____				-	-
Other (specify) _____				-	-
13. Total financial resources available	\$ 603,822	\$ 710,088	\$ 648,200	\$ 881,848	\$ 1,369,485
Expenses					
14. Personnel:					
15. Estimated number of full-time employees (FTE) in 2025:			1		
16. Salaries & wages	\$ 83,509	\$ 140,100	\$ 169,600	244,921.68	325,094.05
17. Health insurance	\$ 11,790	\$ 12,000	\$ 14,000	15,291.35	17,270.86
18. Pension & other retirement benefits	\$ 4,840	\$ 5,888	\$ 7,960	10,222.36	13,473.67
19. Other (specify) <u>Employee Benefits</u>	\$ 2,448	\$ 34,000	\$ 32,460	240,911.54	1,008,998.16
Other (specify) <u>FICA/ Medicare</u>	\$ 6,388	\$ 16,000	\$ 13,000	21,561.78	26,640.63
Other (specify) _____				-	-
20. Total personnel expenses	108,975.00	207,988.00	237,020.00	532,908.70	1,391,477.37
Operating:					
21. Fuel	\$ 6,532	\$ 8,500	\$ 10,000	12,388.78	14,961.62
22. Tools & minor equipment	\$ 1,443	\$ 17,500	\$ 10,000	63,494.70	219,720.21
23. Contracted services	\$ 1,050	\$ 1,100	\$ 8,340	35,984.75	214,046.97
24. Supplies	\$ 5,119	\$ 16,500	\$ 8,000	14,832.54	17,346.03
25. Vehicle repair	\$ 6,841	\$ 15,000	\$ 10,000	14,296.64	14,985.25
26. Training & prevention	\$ 12,788	\$ 15,000	\$ 10,000	9,198.21	7,296.42
27. Maintenance & repair—operating	\$ 4,681	\$ 9,500	\$ 5,100	6,544.12	5,955.16
28. Communications	\$ 960	\$ 1,500	\$ 1,000	1,114.58	992.68
29. Contingencies & emergencies	\$ 2,714	\$ 3,000	\$ 1,600	1,310.97	886.67
30. Other (specify) <u>Reserve Carryover</u>	\$ 130,000	\$ 130,000	\$ 130,000	130,000.00	130,000.00
Other (specify) _____	\$ -			-	-
Other (specify) _____				-	-
31. Total operating expenses	172,128.00	217,600.00	194,040.00	289,165.30	626,191.00
Capital:					
32. Land, building, & construction				-	-
33. Vehicles	\$ 34,829			-	-
34. Lease payments				-	-
35. Machinery & equipment		\$ 78,000	\$ 15,000	-	-
36. Maintenance & repair—capital				-	-
37. Reserve for future years—carryforward	\$ 223,242	\$ 145,000	\$ 130,000	100,494.62	83,892.27
38. Debt service—principal				-	-
39. Debt service—interest				-	-
40. Other (specify) _____				-	-
Other (specify) _____				-	-
Other (specify) _____				-	-
41. Total capital expenses	258,071.00	223,000.00	145,000.00	100,494.62	83,892.27
Administrative:					
43. Administrative equipment	\$ 5,639	\$ 1,800	\$ 1,800	1,187.28	985.21
44. Insurance	\$ 13,743	\$ 14,000	\$ 18,000	20,739.73	25,280.92
45. Utilities	\$ 15,546	\$ 19,650	\$ 18,400	20,243.47	20,613.68
46. Professional services	\$ 17,037	\$ 22,000	\$ 26,000	32,150.63	38,876.23
47. Subscriptions, dues, fees	\$ 955	\$ 1,049	\$ 6,230	21,921.56	103,663.76
48. General administrative expenses	\$ 2,685	\$ 3,000	\$ 1,700	1,431.39	1,008.17
49. Other (specify) _____				-	-
Other (specify) _____				-	-
Other (specify) _____				-	-
50. Total administrative expenses	55,605.00	61,499.00	72,130.00	97,674.07	190,427.97
51. Total expenses	\$ 594,779	\$ 710,087	\$ 648,190	\$ 1,020,243	\$ 2,291,989