# **Mormon Lake Fire District Board Meeting**

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

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

## <u>Agenda</u>

According to A.R.S. 538-431.02, notice is hereby given to the members of the Fire Board and the public that the Board will hold a meeting open to the public on Tuesday, July 09, 2024, AT 10:00 AM at the Fire Station, 1067 Mormon Lake Road, Mormon Lake, Arizona.

This meeting will also be streaming live via Zoom.

Concerning 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. 538-431.03(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 in person or by telephone, video, or internet conferencing.

The Board may discuss, consider, approve, or act 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** Per 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. After 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, ask staff to review a matter or ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on the issues raised during an open call to the public unless the matters are properly noticed for discussion and legal action.
- 4. Approval of Minutes
  - A. June 18, 2024 Meeting Minutes
- 5. Finance
  - A. Financial Report
- 6. Reports and Correspondence
  - A. Department Report and Correspondence
- 7. Topics of Discussion and Possible Action- Possible Executive Session
  - A. Account Funds Transfer
- 8. Fire Board Comments—Board members' 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 Americans with Disabilities Act, don't hesitate to get in touch with Chief Western at (928) 354-2231 if you need special assistance to participate in a meeting. Notifying the district 48 hours before the meeting will enable the district to make reasonable arrangements to ensure accessibility to the meeting.

# Mormon Lake Fire District Board Meeting June 18, 2024 Regular Meeting Minutes

## 1. Call to order By Chairperson Lewis at 10:01am

- 2. Roll Call Chairperson Lewis via zoom, Clerk Haupricht via zoom, Member Verdino absent, Member Nahass, Member Morgenthal; Chief Western All Present.
- 3. Call to the Public NO Comments
- 4. Approval of Minutes
  - A. May 14, 2024 Meeting Minutes- Motion to approve by Member Nahass, Seconded by Member Morgenthal; All members present voted AYE; Motion Passed;

## 5. Finance

A. Financial Report- Chief Western presented the financial report and noted capital items being paid, and some invoices will be included with next month's report. Motion to accept by Clerk Haupricht, Seconded by Chairperson Lewis; All members present voted AYE; Motion Passed;

## 6. Reports & Correspondence

A. Department Report and Correspondence- *Presented by Chief Western Highlighting* several things in the report; Motion to approve by Member Nahass, Seconded by Member Morgenthal; All members present voted AYE; Motion Passed;

## 7. Topics of Discussion and Possible Action

- A. Hiring Personnel- Discussion regarding the hiring of the fire chief's son as a volunteer, board stated that he would not have any access to financials, or other sensitive information, more so than any other volunteer and any issues that may arise the chief can handle responsibly. Motion made by Member Nahass to hire chiefs son; Seconded by Clerk Haupricht; All members presented voted AYE; Motion Passed'
- B. Workers Compensation Company- Chief Western presented a proposal from SECURIS to become our Workers Compensation Company. They insure the majority of the fire districts in the state of Arizona. Motion made to utilize SECURIS as our workers compensation company made by Chairperson Lewis; Seconded by Member Nahass; All members present voted AYE; Motion Passed;
- C. Budget Approval—The public is not available to comment on the budget. Clerk Haupricht made the motion for final budget approval, which was seconded by Chairperson Lewis. All members present voted AYE, and the motion passed.
- D. Board Meeting Day- Option of moving the board meeting to the third Tuesday of each month beginning in August 2024. Motion to accept made by Chairperson Lewis; Seconded by Clerk Haupricht; All Members Present Voted AYE; Motion Passed;

## 8. Fire Board Comments – None

- **9.** Adjournment Member Haupricht motioned to adjourn the meeting, Seconded by Member Morgenthal. All Members presented voted AYE; Motion Passed.
- 10. Meeting Adjourned at 10:34am





# June 2024 - Bookkeeper's Report

240 S. MONTEZUMA, SUITE 202B • PRESCOTT, ARIZONA 86303 • PHONE 928-800-5364

Cash Flow Projections						
			Projections			
Estimates	Beginning Cash Balance	Revenues	Expenditures	Variance	Ending Cash Balance	
Month						
July	\$344,347	794.18	26,661.25	-\$25,867	\$318,479	
August	\$318,479	531.52	39,566.59	-\$39,035	\$279,444	
September	\$279,444	38,089.93	17,483.89	\$20,606	\$300,050	
October	\$300,050	88,096.85	12,251.68	\$75,845	\$375,896	
November	\$375,896	75,090.80	12,935.93	\$62,155	\$438,051	
December	\$438,051	44,936.60	37,993.96	\$6,943	\$444,993	
January	\$444,993	8,223.76	16,617.03	-\$8,393	\$436,600	
February	\$436,600	10,184.99	32,089.13	-\$21,904	\$414,696	
March	\$414,696	9,394.61	16,755.73	-\$7,361	\$407,335	
April	\$407,335	59,680.19	27,350.12	\$32,330	\$439,665	
Мау	\$439,665	13,896.52	22,559.63	-\$8,663	\$431,002	
June	\$431,002	9,922.28	18,657.08	-\$8,735	\$422,267	

			Actual		
Actual	Beginning Cash Balance	Revenues	Expenditures	Variance	Ending Cash Balance
Month					
July	\$344,346.56	\$803.77	\$20,460.00	-\$19,656.23	\$324,690.33
August	\$324,690.33	\$1,857.77	\$18,581.00	-\$16,723.23	\$307,967.10
September	\$307,967.10	\$6,444.60	\$25,304.00	-\$18,859.40	\$289,107.70
October	\$289,107.70	\$92,277.82	\$25,926.00	\$66,351.82	\$355,459.52
November	\$355,459.52	\$92,542.22	\$21,640.00	\$70,902.22	\$426,361.74
December	\$426,361.74	\$19,990.89	\$45,604.00	-\$25,613.11	\$400,748.63
January	\$400,748.63	\$15,708.94	\$29,481.00	-\$13,772.06	\$386,976.57
February	\$386,976.57	\$8,576.10	\$21,273.00	-\$12,696.90	\$374,279.67
March	\$374,279.67	\$30,172.36	\$22,852.00	\$7,320.36	\$381,600.03
April	\$381,600.03	\$48,923.56	\$18,065.38	\$30,858.18	\$412,458.21
Мау	\$412,458.21	\$16,190.82	\$29,271.94	-\$13,081.12	\$399,377.09
June	\$399,377.09	\$9,689.68	\$58,117.26	-\$48,427.58	\$350,949.51

Note: Per ARS § 48-807 (0) This is a report of the combined cash balances of *all* District Funds including the *General Fund and Capital Fund*.

This spreadsheet shows what QuickBooks is showing as a balance including all checks written (and presumably cashed).



# Fund Balance Detail Report

Norman Lake Fire D Account	istrict Fund Range: 301000-301099	Date Range: 6/1/2024 - 6/30/202 Beginning Balance	4 Debits	Credits	Ending Balance
01000-11000 - Cash	with Treasurer	\$176,854.50			\$168,676.71
Cash with Trea	surer Totals		\$8,322.48	(\$16,500.27)	
01000-29000 - Fund	Balance	(\$288,837.89)			(\$288,837.89)
01000-29050 - Warra	ants-Outstanding	(\$6,604.75)			(\$6,643.50)
Warrants-Outst	tanding Totals		\$7,134.12	(\$7,172.87)	
01000-31012 - OLD	FDAT SOURCE CODE	-			-
01000-33001 - Depo	sits-Misc	(\$4,744.74)			(\$4,745.45)
06/25/2024	TR#24-0003 MLFD			(\$0.71)	
Deposits-Misc	Totals		\$0.00	(\$0.71)	
01000-33002 - Inves	stment Interest	(\$2,754.36)			(\$4,030.47)
06/04/2024	journal fund interest allocation - 05/01/202			(\$732.36)	(+ ) )
06/28/2024	journal fund interest allocation - 06/01/20	24 to 06/28/2024		(\$543.75)	
Investment Inte	erest Totals		\$0.00	(\$1,276.11)	
01000-33101 - Line	of Credit-Advance	-			-
01000-33303 - Prope	erty Tax-Current	(\$258,419.79)			(\$264,687.36)
06/03/2024	distribution			(\$708.75)	
06/04/2024	distribution			(\$160.46)	
06/05/2024	distribution			(\$148.85)	
06/06/2024	distribution			(\$495.03)	
06/17/2024	distribution			(\$272.56)	
06/18/2024	distribution			(\$286.74)	
06/20/2024	distribution			(\$382.79)	
06/21/2024	distribution			(\$377.26)	
06/26/2024	distribution			(\$3,435.13)	
Property Tax-0	Current Totals		\$0.00	(\$6,267.57)	
01000-33304 - Prope	erty Tax-Delinquent	(\$6,686.77)			(\$6,686.77)
01000-33307 - Trans	swestern Judgement	-			-
01000-33333 - Disbu	ursements-FDAT	(\$48,581.59)			(\$49,359.68)
06/28/2024	fund collection			(\$5.10)	
06/28/2024	fund collection			(\$764.82)	
06/28/2024	fund collection			(\$8.17)	
Disbursements	s-FDAT Totals		\$0.00	(\$778.09)	



# Fund Balance Detail Report

Morman Lake Fire D Account	istrict Fund Range: 301000-301099	Date Range: 6/1/2024 - 6/30/202 Beginning Balance	4 Debits	Credits	Ending Balance
301000-70000 - Expe	nse Transfer	\$160,000.00			\$160,000.00
301000-70001 - Wire		\$128,627.15			\$137,993.30
06/11/2024	JE 28338 / Mormon Lake FD - Payroll / j		\$4,106.53		
06/26/2024	JE 28462 / MLFD PAYROLL / ecottrell		\$1,003.46		
06/27/2024	JE 28480 / MLFD PAYROLL / ecottrell		\$4,256.16		
Wire Out Total	s		\$9,366.15	\$0.00	
301000-78001 - Warr	ants-Redeemed	\$145,732.91			\$152,867.03
06/11/2024	Warrant 00824600169	. ,	\$2,247.00		
06/14/2024	Warrant 00824600168		\$2,180.09		
06/17/2024	Warrant 00824600166		\$944.40		
06/20/2024	Warrant 00824600164		\$576.73		
06/24/2024	Warrant 00824600165		\$1,185.90		
Warrants-Red	eemed Totals		\$7,134.12	\$0.00	
301000-78002 - Disbu	ursements-Miscellaneous	-			
301000-78007 - Tax A	Abatements	-			
301000-78100 - Line	of Credit-Interest Payment	-			
301000-78101 - Line	of Credit-Principal Payment	-			
301000-78475 - Trust	ee Fee	-			
301000-79999 - Warr	ant Clearing	\$5,415.33			\$5,454.08
Warrant Cleari			\$7,172.87	(\$7,134.12)	
301050-11000 - Cash	with Treasurer	\$197,923.29			\$177,683.33
Cash with Trea	surer Totals		\$10,829.79	(\$31,069.75)	
301050-29000 - Fund	Balance	(\$54,319.25)			(\$54,319.25
301050-29050 - Warr	ants Outstanding	(\$5,075.27)			(\$5,075.27
Warrants Outst	anding Totals		\$40,531.63	(\$40,531.63)	
301050-33001 - Depo	sits/Misc	(\$168,500.50)			(\$168,500.50
301050-33002 - Inves	tment Interest	(\$3,801.10)			(\$5,169.01
06/04/2024	journal fund interest allocation - 05/01/202	24 to 05/31/2024		(\$780.82)	
06/28/2024	journal fund interest allocation - 06/01/202	24 to 06/28/2024		(\$587.09)	
Investment Int	erest Totals		\$0.00	(\$ <mark>1,367.91)</mark>	
301050-33307 - Trans	swestern Judgement	-			
301050-70000 - Expe	-	-			
301050-70001 - Wire		-			



# Fund Balance Detail Report

Morman Lake Fire District Fund Range: 301000-301099 Account	Date Range: 6/1/2024 - 6/30/2024 Beginning Balance	Debits	Credits	Ending Balance
301050-78001 - Warrants Redeemed	\$28,697.56			\$50,305.43
06/14/2024 Warrant 00834800011		\$21,607.87		
06/18/2024 Warrant 00834800012		\$9,461.88		
06/18/2024 Warrant 00834800012 - unredeemed			(\$9,461.88)	
Warrants Redeemed Totals		\$ <mark>31,069.75</mark>	(\$9,461.88)	
301050-78003 - NSF	-			-
301050-79999 - Warrants Clearing	\$5,075.27			\$5,075.27
Warrants Clearing Totals		\$40,531.63	(\$40,531.63)	

### 1020 General (Unrestricted), Period Ending 06/30/2024

#### **RECONCILIATION REPORT**

Reconciled on: 07/08/2024

### Reconciled by: Natalie Galgano

Any changes made to transactions after this date aren't included in this report.

#### Summary

Summary	USD
Statement beginning balance Checks and payments cleared (24) Deposits and other credits cleared (4) Statement ending balance	16,500.27 
Uncleared transactions as of 06/30/2024 Register balance as of 06/30/2024 Cleared transactions after 06/30/2024 Uncleared transactions after 06/30/2024 Register balance as of 07/08/2024	154,594.30 0.00 2,125.86

#### Details

Checks and payments cleared (24)

AMOUNT (USD)	PAYEE	REF NO.	TYPE	DATE
-2,247.00	PS WESTERN, SHAWN	824600169	Bill Payment	06/10/2024
-576.73	APS	824600164	Bill Payment	06/10/2024
-1,185.90	ESO Solutions, Inc.	824600165	Bill Payment	06/10/2024
-944.40	Kairos Health Arizona	824600166	Bill Payment	06/10/2024
-2,180.09	NATIONAL BANK OF AZ	824600168	Bill Payment	06/10/2024
-622.73	William J. Shirley	18075	Payroll Check	06/13/2024
-12.82	Anthony Hughes	18072	Payroll Check	06/13/2024
-217.06	Hunter M. Weiler	18076	Payroll Check	06/13/2024
-2,589.50	Shawn Western	18077	Payroll Check	06/13/2024
-52.44	Jasmine Norton	18073	Payroll Check	06/13/2024
-52.21	Ronnie Norton	18074	Payroll Check	06/13/2024
-90.75	Kyle Goldney	18071	Payroll Check	06/13/2024
-429.42	Joseph Calhoon	18070	Payroll Check	06/13/2024
-39.60	Leonard Biehl	18069	Payroll Check	06/13/2024
-917.26	IRS		Tax Payment	06/17/2024
-86.20	AZ Department of Revenue		Tax Payment	06/17/2024
-25.94	Kyle Goldney	18080	Payroll Check	06/27/2024
-424.71	William J. Shirley	18083	Payroll Check	06/27/2024
-2,589.50	Shawn Western	18085	Payroll Check	06/27/2024
-313,25	Ronnie Norton	18082	Payroll Check	06/27/2024
-12.83	Anthony Hughes	18081	Payroll Check	06/27/2024
-434.11	Hunter M. Weiler	18084	Payroll Check	06/27/2024
-26.41	Leonard Biehl	18078	Payroll Check	06/27/2024
-429.41	Joseph Calhoon	18079	Payroll Check	06/27/2024

Total

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/30/2024	Journal	Taxes		778.09
06/30/2024	Journal	Taxes		6,267.57
06/30/2024	Journal	Interest		1,276.11
06/30/2024	Journal	Dep		0.71

-16,500.27

### Additional Information

Total

Uncleared checks and payments as of 06/30/2024

AMOUNT (USE	PAYEE	REF NO.	TYPE	DATE
-234.3	Safegard Business Systems	824600011	Bill Payment	08/14/2023
-3,110.0	W.W. Williams	824600071	Bill Payment	10/23/2023
-692.6	GOLDEN WEST INDUSTRIA	824600085	Bill Payment	12/15/2023
-234.3	Safegard Business Systems	824600058	Bill Payment	12/28/2023
-38.2	MCI Residential Service	824600148	Bill Payment	04/29/2024
-240.0	Streamline	824600158	Bill Payment	05/10/2024
-38.7	MCI Residential Service	824600167	Bill Payment	06/10/2024
-918.7	Personnel Concepts	824600175	Bill Payment	06/28/2024
-5,180.0	PS WESTERN, SHAWN	824600176	Bill Payment	06/28/2024
-137.7	TDS Telcom	824600177	Bill Payment	06/28/2024
-576.7	APS	824600170	Bill Payment	06/28/2024
-355.0	Emergency Services Marking	824600171	Bill Payment	06/28/2024
-107.0	JHTG INC. DBA ORKIN PEST	824600172	Bill Payment	06/28/2024
-38.7	MCI Residential Service	824600173	Bill Payment	06/28/2024
-2,180.0	NATIONAL BANK OF AZ	824600174	Bill Payment	06/28/2024

-14,082.41

Uncleared checks and payments after 06/30/2024

-925.88
-89.40
-99.56
-1,011.02

### 1010 Capital (Restricted), Period Ending 06/30/2024

#### **RECONCILIATION REPORT**

Reconciled on: 07/08/2024

#### Reconciled by: Natalie Galgano

USD

-320.00

Any changes made to transactions after this date aren't included in this report.

Statement beginning balance Checks and payments cleared (1) Deposits and other credits cleared (1) Statement ending balance	
Uncleared transactions as of 06/30/2024 Register balance as of 06/30/2024 Cleared transactions after 06/30/2024 Uncleared transactions after 06/30/2024 Register balance as of 07/08/2024	

#### Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/10/2024	Bill Payment	834800011	Niles Radio Communication	-21,607.87
Total				-21,607.87
Deposits and other cr	edits cleared (1)			
DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/30/2024	Journal	Interest		1,367.91
Total				1,367.91

#### Additional Information

Uncleared checks and payments as of 06/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/15/2023	Check	183480002	MES	-5,075.27
06/28/2024	Bill Payment	834800016	MES	-9,461.82
Total	-14,537.09			
Uncleared checks and	d payments after 06/30/2024			
Uncleared checks and DATE	d payments after 06/30/2024 TYPE	REF NO.	PAYEE	AMOUNT (USD)

Total



1067 Mormon Lake Rd. Mormon Lake, AZ 86038 Phone: 928-354-2231 mormonlakefire.com

## DEPARTMENT REPORT JUNE 2024

# **MEETINGS:**

- Teams meeting for Fire Restrictions (Weekly)
- Meet with Charity regarding upcoming events

# **TRAINING:**

• Incident Command and Radio Etiquette

# CALL VOLUME:

- Special Duty:
- Fires:
- Wildland: 1
- MVA: 2
- EMS: 9
- TOTAL YTD: 42

# **VEHICLES:**

- Command 61: In Service
- Rescue 61: In Service
- Brush 61: In Service
- Brush 64: In Service
- Engine 61: In Service
- Tender 61: In Service
- Tender 62: In Service
- Rescue 66: In Service

# **MISCELLANEOUS:**

- 4<sup>th</sup> of July Weekend Activities
- Stage 1 Fire Restrictions
- Arizona Fire Chiefs Conference July 15<sup>th</sup> through 19<sup>th</sup>

# **PERSONNEL:**

- Chief: 1
- Active Full-Time Residents: 7
- Active Summer Residents: 4
- Active Reserves: 3
- Active Chaplain: 1

# **GRANT REQUESTS:**

- Wildland Equipment, DFFM, \$20,000 with match Awarded
- Wildland Apparatus, DFFM \$400,000 Awarded

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