

Mormon Lake Fire District Board Meeting

December 17, 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, December 17, 2024 at 10:00AM** at the Fire Station, 1067 Mormon Lake Road, Mormon Lake, Arizona.

This meeting will also be streaming live via Zoom, Link found on the Mormon Lake Fire District website,

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; 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. November 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. Oath of Office New Board Member
 - B. Board Chair and Clerk Elections
 - C. Letters for Annexation
 - D.
- 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
OCTOBER 15, 2024, Regular Meeting Minutes**

1. Call to order By Chairperson Lewis at 10:03am

2. Roll Call – Chairperson Lewis via Zoom, Clerk Haupricht absent, Member Verdino via Zoom, Member Nahass via Zoom, Member Morgenthal via Zoom, Chief Western present, Community Members Hughes present and Bowdler present via Zoom.

3. Call to the Public - NO PUBLIC COMMENT

4. Approval of Minutes

A. October 15, 2024, Meeting Minutes- *Motion to approve by Member Verdino, Seconded by Member Morgenthal; All members present voted AYE; Motion Passed.*

5. Finance

A. Financial Report- *Chief Western presented the financial report from the accounting office. Motion to approve by Member Nahass, Seconded by Member Morgenthal; All members present voted AYE; Motion Passed.*

6. Reports & Correspondence

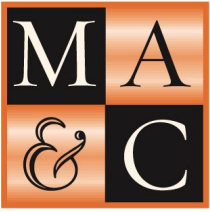
A. Department Report and Correspondence- *Presented by Chief Western*

7. Topics of Discussion and Possible Action

8. Fire Board Comments – *No further comments.*

9. Adjournment *Member Morgenthal made a motion to adjourn the meeting, Seconded by Chairperson Lewis. All Members present voted AYE; Motion passed.*

10. Meeting Adjourned at 10:15am



MUNICIPAL ACCOUNTS
& CONSULTING, L.P.

Mormon Lake Fire District

November 2024 - Bookkeeper's Report

Mormon Lake Fund		Mormon Lake Fund Fiscal Year 2024-25														
Budgeted FY 24-25		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Difference	
REVENUES																
Unrestricted Fund Balance (GENERAL)	130,000													0.00	0.0%	130,000.00
Restricted Fund Balance (CAPITAL)	145,000													0.00	0.0%	145,000.00
Property Taxes (3.25 MIL)	292,000	1,847.02	2,941.40	2,483.91	88,051.12	83,895.24								179,218.69	61.4%	112,781.31
Fire District Assistance Tax	58,400	217.59	133.39	990.71		28,615.89								29,957.58	51.3%	28,442.42
Interest	4,800		306.32	1,089.49	2,143.53	412.12								3,951.46	82.3%	848.54
Miscellaneous Income	5,000													0.00	0.0%	5,000.00
EMS State Billing	7,500													0.00	0.0%	7,500.00
Donations/ Other Income	5,000													0.00	0.0%	5,000.00
State and Other Grants	400,500		402,260.88											402,260.88	100.4%	-1,760.88
Total revenue	1,048,200.00	2,064.61	405,641.99	4,564.11	90,194.65	112,923.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	615,388.61	58.7%	432,811.39
EXPENDITURES																
Salaries and Wages		12,167.32	11,880.73	11,490.85	17,168.66	14,965.77										
Chiefs Salary	73,600	6,123.20	6,123.20	6,123.20	9,656.91	6,123.20								34,149.71	46.4%	39,450.29
Volunteer/Reserve Salary	96,000	6,044.12	5,757.53	5,367.65	7,511.75	8,842.57								33,523.62	34.9%	62,476.38
Health Insurance	12,000													0.00	0.0%	12,000.00
Pension and Other Retirement Benefits	7,960	3,980.00												3,980.00	50.0%	3,980.00
Employee Benefits	32,460	8,134.56	1,200.00	2,400.00		1,200.00								12,934.56	39.8%	19,525.44
Employee Tax Liabilities	13,000	934.81	1,338.57	2,103.04	1,655.12	1,763.72								7,795.26	60.0%	5,204.74
Personnel Expenses Total	235,020.00	25,216.69	14,419.30	15,993.89	18,823.78	17,929.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92,383.15	39.3%	142,636.85
Fuel and Oils	10,000	693.36	1,635.32	361.23	435.90	969.81								4,095.62	41.0%	5,904.38
Tools and Minor Equipment	10,000			370.37		300.00								670.37	6.7%	9,329.63
Contracted Services	8,340					1,053.15								1,053.15	12.6%	7,286.85
Supplies	8,000	215.00	268.80	55.56	47.04	232.04								818.44	10.2%	7,181.56
Vehicle Repair	12,000	158.53	1,256.72											1,415.25	11.8%	10,584.75
Training and Prevention	10,000	350.00	3,521.55	406.15	1,671.59	700.00								6,649.29	66.5%	3,350.71
Maintenance and Repair Operating	5,100	427.00	355.36	119.00		100.00								1,001.36	19.6%	4,098.64
Communications	1,000	150.00				490.00								640.00	64.0%	360.00
Contingencies and Emergencies	1,600			400.59	22.00									422.59	26.4%	1,177.41
Operating Expenses Total	66,040.00	1,993.89	7,037.75	1,712.90	2,176.53	3,845.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,766.07	25.4%	49,273.93
Administrative Equipment	1,800	442.55												442.55	24.6%	1,357.45
Insurance	18,000													0.00	0.0%	18,000.00
Utilities	18,400	753.18	189.56	6,168.30	1,144.77	886.76								9,142.57	49.7%	9,257.43
Professional Services	26,000	5,187.12	585.01		708.62	1,879.38								8,360.13	32.2%	17,639.87
Subscriptions, dues, fees	6,230		791.08	4,365.95	1,269.09	512.48								6,938.60	111.4%	-708.60
General Administrative Expenses	1,700	1,239.36	152.64		345.56	666.21								2,403.77	141.4%	-703.77
Reconciliation Discrepancies		1,454.54	-1,454.54		-2,311.31									-2,311.31		
Administrative Total	72,130.00	9,076.75	263.75	10,534.25	1,156.73	3,944.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,976.31	34.6%	47,153.69
Total Operating Expenditures	373,190	36,287	21,721	28,241	22,157	25,719	0	0	0	0	0	0	0	134,126	35.94%	239,064.47
Total Revenue - Total Expense	675,010	-34,223	383,921	-23,677	68,038	87,204	0	0	0	0	0	0	0	481,263.08		
Capital Expenditures																
Vehicles	528,000			143,090.00										143,090.00	27.1%	384,910.00
Station Equipment	0				350.00									350.00	0.0%	-350.00
Turnout Gear	0				5268.03									5,268.03	0.0%	-5,268.03
Operations Equipment	0			32,668.62										32,668.62	0.0%	-32,668.62
Total Capital expenses	528,000.00	0.00	0.00	175,758.62	5,618.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181,376.65	34.4%	346,623.35
999.300 Transfer from General Fund																0.00
Total Capital Revenue	-383,000.00	0.00	0.00	175,758.62	5,618.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181,376.65	-47.4%	-564,376.65
ENDING FUND BALANCE	\$0.00													\$0.00	Ending Balance	

Mormon Lake Fire District Cash Flow Projections

Estimates	Beginning Cash Balance	Projections			Ending Cash Balance
		Revenues	Expenditures	Variance	
Month					
July	\$327,235	335,004.72	127,369.75	\$207,635	\$534,869
August	\$534,869	3,878.34	13,098.97	-\$9,221	\$525,649
September	\$525,649	13,416.96	22,428.72	-\$9,012	\$516,637
October	\$516,637	192,239.88	24,369.31	\$167,871	\$684,508
November	\$684,508	192,763.98	16,383.04	\$176,381	\$860,889
December	\$860,889	41,613.54	44,223.02	-\$2,609	\$858,279
January	\$858,279	32,703.84	21,980.89	\$10,723	\$869,002
February	\$869,002	17,819.40	15,002.24	\$2,817	\$871,819
March	\$871,819	62,892.00	16,121.81	\$46,770	\$918,589
April	\$918,589	101,885.04	16,606.96	\$85,278	\$1,003,868
May	\$1,003,868	33,752.04	21,197.19	\$12,555	\$1,016,422
June	\$1,016,422	20,230.26	34,333.48	-\$14,103	\$1,002,319

Actual	Beginning Cash Balance	Actual			Ending Cash Balance
		Revenues	Expenditures	Variance	
Month					
July	\$350,949.51	\$2,064.61	\$36,287.33	-\$34,222.72	\$316,726.79
August	\$316,726.79	\$407,096.53	\$23,175.34	\$383,921.19	\$700,647.98
September	\$700,647.98	\$4,564.11	\$203,999.66	-\$199,435.55	\$501,212.43
October	\$501,212.43	\$90,194.65	\$27,775.07	\$62,419.58	\$563,632.01
November	\$563,632.01	\$112,923.25	\$25,719.32	\$87,203.93	\$650,835.94
December	\$650,835.94			\$0.00	\$650,835.94
January	\$650,835.94			\$0.00	\$650,835.94
February	\$650,835.94			\$0.00	\$650,835.94
March	\$650,835.94			\$0.00	\$650,835.94
April	\$650,835.94			\$0.00	\$650,835.94
May	\$650,835.94			\$0.00	\$650,835.94
June	\$650,835.94			\$0.00	\$650,835.94

Note: Per ARS § 48-807 (O) 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

Morman Lake Fire District Fund Range: 301000-301099 Date Range: 11/1/2024 - 11/30/2024

Account	Beginning Balance	Debits	Credits	Ending Balance
301000-11000 - Cash with Treasurer	\$123,090.25			\$219,502.81
Cash with Treasurer Totals		\$125,521.57	(\$29,109.01)	
301000-29000 - Fund Balance	(\$162,033.21)			(\$162,033.21)
301000-29050 - Warrants-Outstanding	(\$6,532.67)			(\$7,673.06)
Warrants-Outstanding Totals		\$1,908.62	(\$3,049.01)	
301000-31012 - OLD FDAT SOURCE CODE	-			-
301000-33001 - Deposits-Misc	(\$1,224.52)			(\$1,224.52)
301000-33002 - Investment Interest	(\$566.58)			(\$631.84)
11/08/2024 journal fund interest allocation - 10/01/2024 to 10/31/2024			(\$65.26)	
Investment Interest Totals		\$0.00	(\$65.26)	
301000-33101 - Line of Credit-Advance	-			-
301000-33303 - Property Tax-Current	(\$93,682.40)			(\$177,302.73)
11/01/2024 distribution			(\$1,795.97)	
11/04/2024 distribution			(\$28,694.64)	
11/05/2024 distribution			(\$29,503.51)	
11/06/2024 distribution			(\$889.02)	
11/07/2024 distribution			(\$1,180.60)	
11/08/2024 distribution			(\$1,708.08)	
11/12/2024 distribution			(\$2,484.49)	
11/13/2024 distribution			(\$2,449.08)	
11/14/2024 distribution			(\$4,997.04)	
11/15/2024 distribution			(\$2,662.18)	
11/18/2024 distribution			(\$591.76)	
11/19/2024 distribution			(\$1,352.29)	
11/20/2024 distribution			(\$719.11)	
11/21/2024 distribution			(\$1,374.79)	
11/22/2024 distribution			(\$1,057.97)	
11/25/2024 distribution			(\$178.02)	
11/26/2024 distribution			(\$1,981.78)	
Property Tax-Current Totals		\$0.00	(\$83,620.33)	
301000-33304 - Property Tax-Delinquent	(\$1,641.05)			(\$1,915.96)
11/13/2024 distribution			(\$274.91)	
Property Tax-Delinquent Totals		\$0.00	(\$274.91)	

Fund Balance Detail Report

Morman Lake Fire District Fund Range: 301000-301099 Date Range: 11/1/2024 - 11/30/2024

Account	Beginning Balance	Debits	Credits	Ending Balance
301000-33307 - Transwestern Judgement	-			-
301000-33333 - Disbursements-FDAT	(\$1,341.69)			(\$29,957.58)
11/06/2024 fund collection			(\$58.94)	
11/06/2024 fund collection			(\$1.20)	
11/06/2024 fund collection			(\$12,885.04)	
11/29/2024 fund collection			(\$58.94)	
11/29/2024 fund collection			(\$12,885.04)	
11/29/2024 fund collection			(\$1.20)	
11/29/2024 fund collection		\$58.94		
11/29/2024 fund collection		\$12,885.04		
11/29/2024 fund collection		\$1.20		
11/29/2024 fund collection			(\$70.58)	
11/29/2024 fund collection			(\$15,580.11)	
11/29/2024 fund collection			(\$4.08)	
11/29/2024 fund collection			(\$15.94)	
Disbursements-FDAT Totals		\$12,945.18	(\$41,561.07)	\$28,615.89
301000-70000 - Expense Transfer	\$35,000.00			\$35,000.00
301000-70001 - Wire Out	\$57,940.65			\$72,195.86
11/13/2024 JE 29682 / Mormon Lake FD - Payroll Taxes / aovermann		\$1,369.30		
11/13/2024 JE 29683 / Mormon Lake FD - Payroll / aovermann		\$6,664.80		
11/25/2024 JE 29766 / Mormon Lake FD - Payroll / aovermann		\$6,221.11		
Wire Out Totals		\$14,255.21	\$0.00	
301000-78001 - Warrants-Redeemed	\$51,102.05			\$53,010.67
11/18/2024 Warrant 00825600042		\$1,200.00		
11/22/2024 Warrant 00825600037		\$708.62		
Warrants-Redeemed Totals		\$1,908.62	\$0.00	
301000-78002 - Disbursements-Miscellaneous	-			-
301000-78007 - Tax Abatements	-			-
301000-78100 - Line of Credit-Interest Payment	-			-
301000-78101 - Line of Credit-Principal Payment	-			-
301000-78475 - Trustee Fee	-			-
301000-79999 - Warrant Clearing	(\$110.83)			\$1,029.56
Warrant Clearing Totals		\$3,049.01	(\$1,908.62)	

Fund Balance Detail Report

Morman Lake Fire District Fund Range: 301000-301099 Date Range: 11/1/2024 - 11/30/2024

Account	Beginning Balance	Debits	Credits	Ending Balance
301050-11000 - Cash with Treasurer	\$427,006.44			\$427,353.30
Cash with Treasurer Totals		\$346.86	\$0.00	
301050-29000 - Fund Balance	(\$172,608.06)			(\$172,608.06)
301050-29050 - Warrants Outstanding	(\$5,075.27)			(\$5,075.27)
301050-33001 - Deposits/Misc	(\$437,260.88)			(\$437,260.88)
301050-33002 - Investment Interest	(\$2,900.70)			(\$3,247.56)
11/08/2024 journal fund interest allocation - 10/01/2024 to 10/31/2024			(\$346.86)	
Investment Interest Totals		\$0.00	(\$346.86)	
301050-33307 - Transwestern Judgement	-			-
301050-70000 - Expense Transfer	-			-
301050-70001 - Wire Out	-			-
301050-78001 - Warrants Redeemed	\$190,838.47			\$190,838.47
301050-78003 - NSF	-			-
301050-79999 - Warrants Clearing	-			-

Mormon Lake Fire District

1020 General (Unrestricted), Period Ending 11/30/2024

RECONCILIATION REPORT

Reconciled on: 12/08/2024

Reconciled by: Elizabeth Riopel

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

Summary

USD

Statement beginning balance.....	123,090.25
Checks and payments cleared (18).....	-16,163.83
Deposits and other credits cleared (4).....	112,576.39
Statement ending balance.....	<u>219,502.81</u>

Uncleared transactions as of 11/30/2024.....	-12,655.70
Register balance as of 11/30/2024.....	<u>206,847.11</u>

Details

Checks and payments cleared (18)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/15/2024	Bill Payment	825600037	Municipal Accounts & Consulti...	-708.62
11/14/2024	Payroll Check	18178	William J. Shirley	-424.71
11/14/2024	Payroll Check	18179	Hunter M. Weiler	-830.38
11/14/2024	Payroll Check	18176	Matthew I Kleman	-590.62
11/14/2024	Payroll Check	18180	Shawn Western	-2,589.50
11/14/2024	Payroll Check	18175	Anthony Hughes	-784.89
11/14/2024	Payroll Check	18177	Ronnie Norton	-623.72
11/14/2024	Payroll Check	18174	Joseph Calhoon	-820.98
11/15/2024	Bill Payment	825600042	PS WESTERN, SHAWN	-1,200.00
11/15/2024	Tax Payment		IRS	-1,234.88
11/15/2024	Tax Payment		AZ Department of Revenue	-134.42
11/27/2024	Payroll Check	18183	Matthew I Kleman	-405.79
11/27/2024	Payroll Check	18187	Shawn Western	-2,589.49
11/27/2024	Payroll Check	18184	Ronnie Norton	-391.57
11/27/2024	Payroll Check	18185	William J. Shirley	-717.15
11/27/2024	Payroll Check	18186	Hunter M. Weiler	-830.38
11/27/2024	Payroll Check	18181	Joseph Calhoon	-456.27
11/27/2024	Payroll Check	18182	Anthony Hughes	-830.46
Total				-16,163.83

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2024	Journal	Taxes		274.91
11/30/2024	Journal	Taxes		28,615.89
11/30/2024	Journal	Taxes		83,620.33
11/30/2024	Journal	Interest		65.26
Total				112,576.39

Additional Information

Uncleared checks and payments as of 11/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/14/2023	Bill Payment	824600011	Safeguard Business Systems	-234.39
10/23/2023	Bill Payment	824600071	W.W. Williams	-3,110.00
12/15/2023	Bill Payment	824600085	GOLDEN WEST INDUSTRIA...	-692.64
12/28/2023	Bill Payment	824600058	Safeguard Business Systems	-234.39

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/29/2024	Bill Payment	824600148	MCI Residential Service	-38.26
05/10/2024	Bill Payment	824600158	Streamline	-240.00
06/10/2024	Bill Payment	824600167	MCI Residential Service	-38.75
07/29/2024	Tax Payment		AZ DES-Unemployment Tax	-18.12
08/12/2024	Bill Payment	825600053	PS Mathias, Jay	-180.55
09/29/2024	Bill Payment	825600031	MCI Residential Service	-78.77
11/15/2024	Bill Payment	825600044	Ralph Verdino	-300.00
11/15/2024	Bill Payment	825600043	NATIONAL BANK OF AZ	-1,549.01
11/19/2024	Bill Payment	825600046	AT&T Mobility	-131.31
11/19/2024	Bill Payment	825600061	Waste Management	-214.14
11/19/2024	Bill Payment	825600060	TDS Telcom	-122.32
11/19/2024	Bill Payment	825600059	Niles Radio Communication	-1,053.15
11/19/2024	Bill Payment	825600058	NATIONAL BANK OF AZ	-1,531.53
11/19/2024	Bill Payment	825600057	Municipal Accounts & Consulti...	-1,879.38
11/19/2024	Bill Payment	825600056	MCI Residential Service	-98.53
11/19/2024	Bill Payment	825600048	JHTG INC. DBA ORKIN PEST...	-100.00
11/19/2024	Bill Payment	825600047	GUARDIAN MEDICAL TRAN...	-490.00
11/19/2024	Bill Payment	825600045	APS	-320.46
Total				-12,655.70

Mormon Lake Fire District

1010 Capital (Restricted), Period Ending 11/30/2024

RECONCILIATION REPORT

Reconciled on: 12/08/2024

Reconciled by: Elizabeth Riopel

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

Summary

USD

Statement beginning balance.....	427,006.44
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	346.86
Statement ending balance.....	<u>427,353.30</u>

Uncleared transactions as of 11/30/2024.....	-5,075.27
Register balance as of 11/30/2024.....	<u>422,278.03</u>

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2024	Journal	Interest		346.86
Total				346.86

Additional Information

Uncleared checks and payments as of 11/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/15/2023	Check	183480002	MES	-5,075.27
Total				-5,075.27



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 DECEMBER 2024

MEETINGS:

- Phone meeting with the County Permit Department
- Arizona Fire District Association Meeting
- Zoom Meeting with developers for annexation property

TRAINING:

- EMS Training Program complete, 6 trained

CALL VOLUME:

- Special Duty: 0
- Cancel: 0
- Fires: 0
- Wildland: 1
- MVA: 1
- EMS:
- Year-to-date: 88

VEHICLES:

- Command 61: In Service
- Rescue 61: Front end needs repaired
- 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:

- AFDA Winter Conference and Board Training
- Base Meeting 18 December in Prescott.

PERSONNEL:

- Chief: 1
- Active Full-Time Residents: 7
- Active Summer Residents: 4
- Active Reserves: 5
- Active Chaplain: 1

GRANT REQUESTS:

- DFFM GRANT- SB1720- Brush Truck- \$528,000; Ordered