



FOREST LAKES FIRE DISTRICT  
REGULAR SESSION MEETING MINUTES  
November 20, 2025-FOR POSTING



- 1 CALL TO ORDER at 10:01 am. (Julie Swanson)
- 2 PLEDGE OF ALLEGIANCE. Omitted as we did not meet in person.
- 3 ROLL CALL OF FIRE BOARD MEMBERS. (Julie Swanson, Israel Torres, Sue Conrad and Pete Batschelet) Dennis Massion is travelling. Julie Swanson, Sue Conrad and Pete Batschelet were in attendance via TEAMS. Also in attendance were Chief Rodriguez and Wanda Bennett.
- 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 OCTOBER 25, 2025 REGULAR BOARD MEETING. (Julie)  
Motion to approve minutes made by Sue Conrad and seconded by Pete Batschelet, motion carried.
- 7 REVIEW AND APPROVE THE FINANCIAL STATEMENTS FOR OCTOBER 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 to approve financials made by Pete Batschelet and seconded by Sue Conrad, motion carried.



Forest Lakes Fire District  
October 2025

General Fund Financial Packet Cover Sheet



October 2025 =33.33%

**Monthly Revenue: \$ 365,579.26**

**YTD Revenue \$ 493,196.09 = 32.4%**

**Monthly Expenses: \$ 193,896.37**

**YTD Expenses \$ 475,397.93 = 31.3%**

**Monthly Net Gain/Loss: \$ 171,682.89**

**YTD Net Gain/Loss: \$ 17,798.16**

**End of Month Cash Balance: \$ 415,842.06**

**Total Budget: \$ 1,520,446.00**



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FOREST LAKES FIRE DISTRICT  
FY 25-26 CASH FLOW PROJECTIONS

	A	B	C	D	E
2		\$402,651.00			
3		1st Qtr	Jul-25	Aug-25	Sep-25
4			Actual	Actual	Actual
5		Income	\$37,899.34	\$11,781.82	\$77,935.67
6		Expense	\$111,484.87	\$79,723.87	\$91,012.82
7		Income%	2.73%	0.85%	5.62%
8		Expense%	8.04%	5.75%	6.56%
9		Cash Balance	\$322,056.56	\$254,474.51	\$214,734.67
10					
11		2nd Qtr	Oct-25	Nov-25	Dec-25
12			Actual	Projected	Projected
13		Income	\$365,579.26	\$282,453.00	\$94,942.00
14		Expense	\$193,896.37	\$139,743.00	\$90,821.00
15		Income%	26.36%	20.36%	6.84%
16		Expense%	13.98%	10.07%	6.55%
17		Cash Balance	\$415,842.06	\$558,552.06	\$562,673.06
18					
19		3rd Qtr	Jan-25	Feb-25	Mar-25
20			Projected	Projected	Projected
21		Income	\$63,890.00	\$63,890.00	\$63,890.00
22		Expense	\$131,436.00	\$91,119.00	\$90,821.00
23		Income%	4.61%	4.61%	4.61%
24		Expense%	9.48%	6.57%	6.55%
25		Cash Balance	\$495,127.06	\$467,898.06	\$440,967.06
26					
27		4th Qtr	Apr-25	May-25	Jun-25
28			Projected	Projected	Projected
29		Income	\$183,104.00	\$84,156.00	\$79,658.00
30		Expense	\$113,213.00	\$130,242.00	\$104,253.00
31		Income%	13.20%	6.07%	5.74%
32		Expense%	8.16%	9.39%	7.52%
33		Cash Balance	\$510,858.06	\$464,772.06	\$440,177.06
34		Approved Budget		Projected EOY CB:	\$340,177.06
35		\$1,387,124			\$ (62,474)
36		A v P REV	100.00%		
37		0 A v P EXP	100.00%		



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**8 BUSINESS**

- a. Discussion re: Finance Committee Status. (Pete) Pete will get another meeting scheduled.
- b. Discussion re: STRAP plan status. (Pete) Everyone has their assignments.
- c. We have all been tasked with reviewing sections of the STRAP document. Sue reports that the sections on Equip., Services, Service Area & Guiding Operational Principles and the appendix on definitions are still appropriate. We will ask for Dave's confirmation. Chief and Wanda were tasked with updating the Organization Chart.  
Dave and Sue confirmed updates. Chief and Wanda have updated the Organization Chart.
- d. Dennis is involved with reviewing sick/vac./holiday leave policies. We will table his report until next month.
- e. Julie has reviewed the Executive Summary, Introduction and Definitions. There are no substantive changes indicated. She emphasizes that we need to aggressively collect our EMS receivables, and our new policy of billing residents for amounts over and above insurance payments. She would like to point out that Chief's salary is below average compared to our neighboring districts (see attached) which leads us to the next agenda topic.
- f. Motion to discuss and Possible Action re: Market Based Adjustment to Employment Compensation for Chief Rodriguez. (Julie) There was a discussion about chiefs compensation, and everyone agreed that chiefs salary needs adjusted. It will be up to the finance committee to come up with a plan for increasing his salary to be presented at the next board meeting.
- g. Discussion and possible motion to move funds into a lease purchase fund account.  
Motion to move \$50,000 into future lease purchase account made by Pete Batschelet and seconded by Sue Conrad, motion carried.
- h. John Nelson's Firewise Grant report via email is same as last month: 21 acres completed; 12 additional properties w/MOU in place; 21 owners with confirmed interest but no MOU. He has remitted a request to AZDFFM for \$19,880. Wanda advised funds were received today.

**9. FURTHER BUSINESS:**

- i. Discussion re: January 2026 AFDA Conference in Laughlin. Registration Open. (Wanda) Waiting to see who all is attending so reservations can be made.
- j. Status Update re: Annual Audit (Dave/Wanda) Preliminary audit has been returned to us.

**10. FIRE CHIEF'S REPORT. (Chief Rodriguez)**

- a. Call volume etc.
- b. Damage to 1211 Attack Truck: bids to repair, insurance coverage, what is insurance deductible? The cost to repair the damage by the manufacturer is aprox \$4500 without graphics. The cost of repairing at body shop that repairs fire equipment is \$2000-2500 without graphics. Graphics will run an additional \$500. The deductible is \$1000. It was agreed that without knowing what our rate increase would be for filing a claim, it was best to just pay from our general fund account.

**11. CALL THE PUBLIC/AUDIENCE COMMENTS. No public**

**12. FIRE BOARD COMMENTS. None**

**13. ADJOURNMENT at 10:24 am.**