



FOREST LAKES FIRE DISTRICT REGULAR SESSION MEETING MINUTES JANUARY 22, 2026-for posting



- 1 CALL TO ORDER at 10:00 am. (Julie Swanson)
- 2 PLEDGE OF ALLEGIANCE. (omitted due to remote nature of meeting)
- 3 ROLL CALL OF FIRE BOARD MEMBERS. (Dennis Massion, Israel Torres, Julie Swanson, Sue Conrad and Pete Batschelet) Israel Torres not in attendance. Chief Rodriquez, Wanda Bernett and John Nelson were in attendance.,
- 4 CHAIRMAN’S WELCOME AND ACTIVITY REPORT (Julie)
- 5 CALL TO THE PUBLIC/AUDIENCE COMMENTS. John Nelson was in attendance.
- 6 REVIEW AND APPROVE THE MINUTES FOR DECEMBER 18, 2025 REGULAR BOARD MEETING.(Julie) Denniss Massion made motion, seconded by Sue Conrad to approve last month’s minutes. Motion carried
- 7 REVIEW AND APPROVE THE FINANCIAL STATEMENTS FOR DECEMBER 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 December 2025 General Fund Financial Packet Cover Sheet



December 2025 =50%

Monthly Revenue: \$ 130,651.04

YTD Revenue \$ 945,347.69 = 62.2%

Monthly Expenses: \$ 72,738.36

YTD Expenses \$ 639,933.39 = 42.1%

Monthly Net Gain/Loss: \$ 57,912.68

YTD Net Gain/Loss: \$ 305,414.30

End of Month Cash Balance: \$ 651,056.39

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	Actual	Actual
13		Income	\$365,579.26	\$321,500.56	\$130,651.04
14		Expense	\$193,896.37	\$91,797.10	\$72,738.36
15		Income%	26.36%	23.18%	9.42%
16		Expense%	13.98%	6.62%	5.24%
17		Cash Balance	\$415,842.06	\$645,544.84	\$651,056.39
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	\$583,510.39	\$556,281.39	\$529,350.39
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	\$599,241.39	\$553,155.39	\$528,560.39
34		Approved Budget	Projected EOY CB:		\$428,560.39
35		\$1,387,124	Difference:		\$ 25,909
36		A v P REV	100.00%		
37		0 A v P EXP	100.00%		



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8 BUSINESS.

- a. Possible comments from Pete re: status of STRAP / Finance committee.

Pete suggested we all get our part of the STRAP to Julie and possibly John Hennessey could help her with it. He also said another finance meeting will be needed to complete the second-year budget. He felt it could be done via TEAMS, and we do not need to meet physically.

- b. Takeaways from the AFDA conference last week. (Dennis, Sue, Wanda, Julie)

Bonds would be a possibility for new equipment, but after discussion a last resort.

- c. John Nelson will enlighten us on the new rule on Accessibility of Web Content and Mobile Apps. New federal and state AFDA guidelines go into effect as of April 26, 2027. Our GoDaddy platform has much built into the site to make the changes easy. Since our website is fairly simple it should be a simple process to comply. It was recommended that we remove nearly everything that is not text. Use one liner descriptions for the photos kept and add an accessibility page directing users that need accommodation to contact the web master or the office administrator. John also feels we should create a policy/guideline that explains how and why we do things on the website for future for the future.

- d. Status on updating policies for sick leave, vacation, holidays. (Dennis-if able to join meeting.) Dennis met with other departments at the AFDA conference and they told him they would share their policies. After he is able to review those policies he will have a recommendation to change ours.

9 CHIEF'S REPORT

- a. Call volume, etc. About normal for this time of year.
- b. Receivable collections. Receivables are up, partly from collections and partly from back taxes.
- c. Repairs to Attack 1211. Door is not repaired; they are looking at a total replacement due the significantly stressed aluminum.
- d. Dave & Wanda's medical insurance. ICHR is on the table; this is "reimbursement of individual health insurance premiums without tax implications." Need more information as to if a company needs to administer or how it will work for the district. Dave and Wanda are encouraged to consult their accountant or tax preparer for any tax implications on their end.

- 10 CALL TO THE PUBLIC/AUDIENCE COMMENTS. John Nelson gave grant update. This is a 2 year grant and we are ½ way through. 41 acres were awarded and 25 have been completed. A formal report was sent to State Forestry, and 8 properties were replaced and approved.

- 11 FIRE BOARD COMMENTS. Pete shared that there may be a possibility of a \$500K building being donated to the district.

- 12 ADJOURNMENT at 11:04 am.