



**FOREST LAKES FIRE DISTRICT BOARD  
REGULAR SESSION MEETING MINUTES  
March 19, 2026 – FOR POSTING**



- 1 CALL TO ORDER at 10:08am. (Julie Swanson)
- 2 PLEDGE OF ALLEGIANCE will be omitted due to remote nature of meeting.
- 3 ROLL CALL OF FIRE BOARD MEMBERS. (Sue Conrad, Dennis Massion, Israel Torres, Julie Swanson and Pete Batschelet) Sue Conrad, Julie Swanson and Pete Batschelet in attendance via TEAMS. Dennis Massion in attendance via telephone. Also in attendance were Chief Rodriquez and Wanda Bernett.
- 4 CHAIRMAN’S WELCOME AND ACTIVITY REPORT (Julie) Shout out to Wanda Bernett whose 2<sup>nd</sup> anniversary was yesterday. We are glad to have her on our team!
- 5 CALL TO THE PUBLIC/AUDIENCE COMMENTS. No public
- 6 REVIEW AND APPROVE THE MINUTES FOR THE FEBRUARY 16, 2026 REGULAR BOARD MEETING. (Julie) Motion to approve minutes made by Pete Batschelet and seconded by Sue Conrad, motion carried.
- 7 REVIEW AND APPROVE THE FINANCIAL STATEMENTS FOR FEBRUARY 2026. (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.



**Forest Lakes Fire District  
February 2026  
General Fund Financial Packet Cover Sheet**



**February 2026 =66.67%**

<b>Monthly Revenue: \$ 46,254.42</b>	<b>YTD Revenue \$ 1,038,311.47 = 68.3%</b>
<b>Monthly Expenses: \$ 63,961.06</b>	<b>YTD Expenses \$ 781,680.92 = 51.4%</b>
<b>Monthly Net Gain/Loss: \$ -17,706.64</b>	<b>YTD Net Gain/Loss: \$ 256,630.55</b>
<b>End of Month Cash Balance: \$ 602,272.64</b>	<b>Total Budget: \$ 1,520,446.00</b>



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**FOREST LAKES FIRE DISTRICT  
FY 25-26 CASH FLOW PROJECTIONS**

	A	B	C	D	E
2		<b>\$402,651.00</b>			
3		<b>1st Qtr</b>	<b>Jul-25</b>	<b>Aug-25</b>	<b>Sep-25</b>
4			<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
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		<b>2nd Qtr</b>	<b>Oct-25</b>	<b>Nov-25</b>	<b>Dec-25</b>
12			<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
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		<b>3rd Qtr</b>	<b>Jan-26</b>	<b>Feb-26</b>	<b>Mar-26</b>
20			<b>Actual</b>	<b>Actual</b>	<b>Projected</b>
21		Income	\$46,709.36	\$46,254.42	\$63,890.00
22		Expense	\$77,786.47	\$63,961.06	\$90,821.00
23		Income%	3.37%	3.33%	4.61%
24		Expense%	5.61%	4.61%	6.55%
25		Cash Balance	\$619,979.28	\$602,272.64	\$575,341.64
26					
27		<b>4th Qtr</b>	<b>Apr-26</b>	<b>May-26</b>	<b>Jun-26</b>
28			<b>Projected</b>	<b>Projected</b>	<b>Projected</b>
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	\$645,232.64	\$599,146.64	\$574,551.64
34		Approved Budget		Projected EOY CB:	\$524,551.64
35		\$1,387,124	Difference:		\$ 121,901
36		<b>A v P REV</b>	100.00%		
37		<b>0 A v P EXP</b>	100.00%		



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Pete reviewed the financials and made a motion to approve financials. It was seconded by Dennis Massion, motion carried.

**8 BUSINESS.**

- a. Finance committee update: Meeting was held March 3<sup>rd</sup>. Pete will report on the outcome. The budget is balanced.
- b. Finance Committee Update, Including the FY24/25 Budget Preparation Process. (Pete) Pete will present to board next month.
- c. STRAP Document and One Page Summary for Publication-almost finished and ready for publication next month .(Julie)
- d. Status Update re: Grant Activities. (John Nelson, if present) Last month John stated that he and Michelle Stout are currently looking for grant opportunities, especially for acquiring new apparatus. He will apprise us of any new information.-John Nelson not in attendance.
- e. Status Update re: Governmental Advocacy Committee. (Israel) Israel not in attendance.
- f. Dennis has reviewed and simplified our district's leave policies and will present them. Dennis will get the 3 revised procedures to Wanda this month so they can be presented at next month's meeting.

**9 FIRE CHIEF'S REPORT. (Chief Rodriquez)**

- a. Call volume. Normal
- b. Receivable collections are on track

c. Other information of interest : Chief and John N. are meeting with Coco. County. Re updating our computer. The county is updating their CAD system and hope to have this completed by the 1<sup>st</sup> of the year. After they complete their update we will have the capability to get laptops with GPS/CAD capabilities for the vehicles.

Chief also mentioned that the wildfire season has accelerated and we are looking at forest restrictions in April and possible closure by the end of April. We are preparing to have additional staff on duty.

FLOA is hosting a Firewise meeting at the fire station on April 11<sup>th</sup>.

**10 CALL TO THE PUBLIC/AUDIENCE COMMENTS- no public**

**11 FIRE BOARD COMMENTS**

Dennis mentioned with the interest in drones for the department that we have 2 possible operators, John Nelson and Dino Cerchie. Chief Rodriquez stated he would have a report next month.

Reminder: next month's meeting will be held at the Fire Station April 18, 2026 at 10:00am.

**12 ADJOURNMENT at 10:27 am.**