



**FOREST LAKES FIRE DISTRICT
REGULAR SESSION MEETIN MINUTES
December 18, 2025- FOR POSTING**



- 1 CALL TO ORDER at 10:04 am. (Julie Swanson)
 - 2 PLEDGE OF ALLEGIANCE. Omitted due to remote meeting.
 - 3 ROLL CALL OF FIRE BOARD MEMBERS. (Dennis Massion, Israel Torres, Pete Batschelet, Sue Conrad, Julie Swanson) Dennis Massion not in attendance. Israel Torres, Pete Batschelet, Sue Conrad, Julie Swanson all in attendance via TEAMS. Also in attendance were Chief Rodriquez and Wanda Burnett.
 - 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 NOVEMBER 20, 2025 REGULAR BOARD MEETING.(Julie) Sue Conrad made motion, seconded by Julie Swanson to approve last months minutes. Motion carried.
 - 7 REVIEW AND APPROVE THE FINANCIAL STATEMENTS FOR NOVEMBER 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 Israel Torres, motion carried.



**Forest Lakes Fire District
November 2025
General Fund Financial Packet Cover Sheet**



November 2025 =42%

Monthly Revenue: \$ 321,500.56

YTD Revenue \$ 814,696.65 = 53.6%

Monthly Expenses: \$ 91,797.10

YTD Expenses \$ 567,195.03 = 37.3%

Monthly Net Gain/Loss: \$ 229,703.46

YTD Net Gain/Loss: \$ 247,501.62

End of Month Cash Balance: \$ 645,544.84

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	Projected
13		Income	\$365,579.26	\$321,500.56	\$94,942.00
14		Expense	\$193,896.37	\$91,797.10	\$90,821.00
15		Income%	26.36%	23.18%	6.84%
16		Expense%	13.98%	6.62%	6.55%
17		Cash Balance	\$415,842.06	\$645,544.84	\$649,665.84
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	\$582,119.84	\$554,890.84	\$527,959.84
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	\$597,850.84	\$551,764.84	\$527,169.84
34		Approved Budget	Projected EOY CB:		\$427,169.84
35		\$1,387,124	Difference:		\$ 24,519
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) On December 8th there was a finance committee meeting in the valley. Initially there was a \$45,00 shortfall in balancing the budget for year one. By the end of the meeting, year one has been balanced. There will need to be another meeting to work on year two.

b. Motion and Possible Action re: Approval of the Revised Compensation Plan for Chief Rodriguez as Introduced at the December Finance Committee meeting:

a) Revise Current Contract to Increase Annual Compensation from \$97,800 Effective January 1, 2026; and increase to \$115,000 effective July 1, 2026. (Julie/Pete)

Julie Swanson made the motion seconded by Sue Conrad to increase Chief Rodriguez annual compensation to \$115,000 effective January 1, 2026. Motion carried.

c. Motion and Possible Action: Wanda and Chief have researched alternate health insurance plans;

d. A Health Reimbursement Account may be the most effective plan available to meet Wanda's needs and to be fiscally viable. Both our CPA and the payroll company view it as favorable. FLFD would issue a check to the employee to reimburse the cost of the premium, and it is our understanding that that amount would not be taxable. (Chief/Wanda)

There was discussion to make sure that plan participants are reimbursed for insurance costs at least until next month's meeting. Chief Rodriguez stated he had the authority to direct Wanda to cut a check to herself, as he would be acting as the employer.

e. STRAP plan status, particularly Dennis re: sick/vacation/ holiday leave policies.(Dennis)

Dennis was not in attendance.

f. Viability of establishing a second bank account (within the County parameters) for the new Financial Statement line item, account 1020- Future Down Payment for lease/purchase.(Julie/Wanda)

Pete Batschelet made a motion to create an interest-bearing Capital Fund account in the amount of \$50,000 for future lease down payment. Motion was seconded by Israel Torres, motion carried.

g. Those of us who are attending the AFDA Conference in Laughlin are registered. Reminder: the January 2026 monthly board will be postponed until January 22, 2026 due to the conference falling on a regular meeting Thursday.

9 CHIEF'S REPORT

Call volume is low. Attack 1211 has a new compartment door currently being made and should be completed in January.

10 FIRE BOARD COMMENTS. None

11 ADJOURNMENT at 10:32 am.