

## NOTICE OF BOARD MEETING

### HEBER-OVERGAARD FIRE DISTRICT BOARD OF DIRECTORS

Pursuant to A.R.S. 38-431.02(C). Notice is hereby given to the members of the Heber-Overgaard Fire District and the general public that the Heber-Overgaard Fire District will hold a meeting open to the public on December 15, 2025 at 6pm in the Heber-Overgaard Fire Station, Overgaard, Navajo County, Arizona. The Board may vote to go into executive session, which will not be open to the public to discuss certain matters.

Pursuant to the Americans with Disabilities Act (ADA), the Heber-Overgaard Fire District endeavors to ensure the accessibility of its meetings to all persons with disabilities. If you need an accommodation for a meeting, please contact the Fire District's Administration at 928-535-4346 at least 48 hours prior to the meeting so that an accommodation can be arranged.

#### Pledge

1. CALL TO ORDER and ROLL CALL OF BOARD MEMBERS:
2. APPROVAL OF MINUTES:
  - A. Regular Session minutes of November 17, 2025
3. REPORTS AND CORRESPONDENCE:
  - A. November 2025 Fire Chief's Report
  - B. November 2025 Fire & EMS Reports
  - C. Chief's Power Point presentation
  - D. Battalion Chief presentation
4. FINANCIAL REPORTING: November 2025 Financial and Ambulance Financial Statements.
5. EXECUTIVE SESSION FOR DISCUSSION ON THE FIRE CHIEF'S ANNUAL REVIEW: Time:  
Return to regular session: Time
  - A. Discussion and possible action regarding agenda item 5.
6. NEW BUSINESS:
  - A. Discussion on possibly changing the January board meeting night due to it being Martin Luther King Jr Day holiday.
  - B. Discussion on who will create a new monthly list of Bill.com approvers for 2026.
7. CALL TO THE PUBLIC:

8. ADJOURNMENT:

SOME BOARD MEMBERS AND/OR DISTRICT ATTORNEY MAY APPEAR TELEPHONICALLY ON ABOVE AGENDA ITEMS OR EXECUTIVE SESSIONS. A COPY OF THE AGENDA BACKGROUND MATERIAL PROVIDED TO BOARD MEMBERS (WITH THE EXCEPTION OF MATERIAL RELATING TO POSSIBLE EXECUTIVE SESSIONS) IS AVAILABLE FOR PUBLIC INSPECTION AT THE FIRE DEPARTMENT FROM 8:00 A.M. TO 4:00 P.M. DAILY. ARS 38-431.03 (D) FOR LEGAL ADVICE ON ANY OF THE ABOVE AGENDA ITEMS OR ANY MATTER OF PROCEDURE.

**UNDER A.R.S. SECTION 38-431.03 (A). THE BOARD RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION ON ABOVE AGENDA ITEMS WHEN NEEDED.**

**Executive Sessions are Confidential.**

Call to the Public A.R.S 38-431.01. (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.

POSTED AT THE HEBER/OVERGAARD FIRE STATION, ON DATE: *12-11-25*

**HEBER-OVERGAARD FIRE DISTRICT BOARD  
BOARD MEETING MINUTES  
December 15, 2025**

The meeting was called to order by Roger Owens at 18:00.

Attendees:

Roger Owens, Chairman  
Mike Brewer, Board Member  
Alan Gillis, Board Clerk

Gary Martin, Board Member  
Mark Dahl, Board Member  
Jason Payne – Fire Chief

1. CALL TO ORDER and ROLL CALL OF BOARD MEMBERS:
2. APPROVAL OF MINUTES:
  - A. Regular Session minutes of November 17, 2025

**MOTION made by Mark Dahl to accept the Regular Session Board Meeting minutes of November 17, 2025 as presented. Mike Brewer SECONDED the MOTION. All In Favor.**

3. REPORTS AND CORRESPONDENCE:
  - A. November 2025 Fire & EMS Reports
  - B. November 2025 Fire Chief's Report
  - C. Chief's Power Point presentation
  - D. Battalion Chief presentation

**MOTION made by Alan Gillis to accept the Reports and Correspondence. Mark Dahl SECONDED the MOTION. All in Favor.**

4. FINANCIAL REPORTING: November 2025 Financial and Ambulance Financial Statements.

**MOTION made by Alan Gillis to accept the November 2025 Financial and Ambulance Financial Statements as presented. Mark Dahl SECONDED the MOTION. All in favor. 18:10**

5. EXECUTIVE SESSION FOR DISCUSSION ON THE FIRE CHIEF'S ANNUAL REVIEW: 18:10

**MOTION made by Mike Brewer to go into executive session per A.R.S. Section 38-431.03. Gary Martin SECONDED the MOTION. All In Favor.**

BACK IN SESSION: 18:59

- A. Discussion and possible action regarding agenda item 5

**MOTION made by Mike Brewer to approve the Fire Chief's annual review and include a 5% increase to his salary affective January 1<sup>st</sup> 2026. Mark Dahl SECONDED the MOTION. All In Favor.**

6. NEW BUSINESS:
  - A. Discussion on possibly moving the board meeting night due to it being Martin Luther King Jr Day Holiday: The tentative Board meeting date is January 20<sup>th</sup> 2026

B. Discussion on who will create a new monthly list of Bill.com approvers for 2026: Alan Gillis will get in contact with administration.

7. CALL TO THE PUBLIC: No public comment.

8. ADJOURNMENT:

**MOTION made by Gary Martin to Adjourn. Mark Dahl SECONDED the MOTION. All In Favor. 19:07**

Respectfully Submitted,  
Olivia Valencia

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R. Owens                      M. Brewer                      M. Dahl                      G. Martin                      A. Gillis



**Fire Chief Jason S. Payne**

## November 2025 Fire Chief Report

### Wildland and Winter Weather Update

- No prescribed burns this month in our area
- No out of state resources requested

### Apparatus Update

- Rescue 71 In service
- Rescue 72 In Service
- Attack-71 in service
- E72 in service as reserve engine
- E73 In Service and ready for deployment
- Tender 71 and 72 in service
- Brush 71
- Brush 72 is out service
- BC-71 in service
- Support 71 in service
- F-71 Tahoe is in service

### Bullet points

- New Bay doors have been completed.
- Battalion Chief applications are out, and testing will be December 15-16.
- Fire Prevention several new businesses inspections
- Getting ready for Winterfest, Thanksgiving, and Christmas events.
- End of Year Grant reports, and all 2025 reports are all complete
- Pinedale/Clay Springs contract negotiated bringing to the board.
- Old brush truck packets are in and committee will be formed.



**Fire Chief Jason S. Payne**

*Below are regularly scheduled monthly meetings*

- Bi-Monthly Battalion Chiefs meeting
- Bi-Monthly Captains meeting
- Auto-Aid Group Meetings with all departments (Monthly)
- Attended multiple HOA meetings (Monthly)
- Chamber of Commerce meetings (Monthly)
- NAFCA meeting (Monthly)
- Community CPR Class (Monthly)
- HOCRN Meetings (Monthly)
- Crisis Response Team meeting (Monthly)
- Annual Reviews (Monthly)
- Show Low dispatcher meeting (Monthly)
- Summit Base Hospital Run Review (Monthly)
- Monthly year end grant funding reports due



**Fire Chief Jason S. Payne**

<b>EMS – Billing Summary</b>	<b>NOV</b>
ALS Transports	36
BLS Transports	1
Deceased	0
Helicopter	3
Patient Refusals	11

**Total Billing Summary 51**

<b>FIRE – Run Summary</b>	
Fire	1
Rescue & EMS	52
Hazardous Condition	0
Service Call	21
Good Intent Call	4
False Alarm & False Call	1
Weather & Nat Disaster	0
Special Incident - Wildland	1

**Total FIRE Calls 80**

<b>ACTIVITY –Summary</b>	
Community Events	1
Burn Permit	7
Firewise Inspection	0
Public Assist	0
Residential Lockbox Install	1
Lift Assist	10
Vehicle Lockout	11
Public Education	1

**Total ACTIVITY Calls 31**



**Fire Chief Jason S. Payne**

<b>EMS – Billing Summary</b>	<b>(YTD-2025)</b>	
ALS Transports	509	62.00%
BLS Transports	24	2.92%
Deceased	10	1.22%
Helicopter	12	1.46%
Patient Refusals	266	32.40%
<b>Total Billing Summary</b>	<b>821</b>	

<b>FIRE/EMS – Run Summary</b>	<b>(YTD-2025)</b>	
Fire	30	2.50%
Rescue & EMS	842	70.23%
Hazardous Condition	21	1.75%
Service Call	201	16.76%
Good Intent Call	50	4.17%
False Alarm & False Call	43	3.59%
Weather & Nat Disaster	0	0.00%
Special Incident - Wildland	12	1.00%
<b>Total FIRE/EMS Calls</b>	<b>1199</b>	

<b>ACTIVITY –Summary</b>	<b>(YTD-2025)</b>	
Community Events	37	
Burn Permit	84	
Firewise Inspection	14	
Fire Prevention	36	
Residential Lockbox Install	16	
Lift Assist	74	
Vehicle Lockout	59	
Public Education	43	
<b>Total ACTIVITY Calls</b>	<b>374</b>	