



# HELLSGATE FIRE DISTRICT

BOARD OF DIRECTORS

NOTICE OF REGULAR MEETING

January 17, 2024

*Pursuant to ARS §38-431.02, notice is hereby given to members of the HFD Governing Board and to the public that the Governing Board will meet in Public Session on **Wednesday, January 17, 2024 at 5:30 PM** in the Training Room of Station 21, 80 S. Walters Lane, Star Valley, AZ 85541. Members of the Fire Board and legal counsel may attend either in person or by telephone conference call.*

**To join the meeting via zoom: Meeting ID 864 986 5085. Link: <https://zoom.us/j/8649865085>  
Phone: +1 669 444 9171 US +1 253 215 8782 (Tacoma) +1 346 248 7799 (Houston)**

**During this meeting, Board Members may ask questions about, discuss, consider, approve, and/or take possible action on any listed Agenda item and any variable related thereto unless specifically otherwise indicated (such as under Public Forum). HFD may vote to go into Executive Session, which will not be open to the public, on any agenda item pursuant to ARS §38-431.03(A)(3) for legal advice with the Fire District Attorney on the matter(s) set forth in the agenda. All Agenda items are set for possible action.**

*Public Input: Citizens may make oral comments on specific Agenda items or any topic relevant to District business during the public forum. Citizens may submit written comments of any length to the Fire Board. Notice: Public comment is encouraged, but it is important that everyone demonstrate the appropriate decorum, courtesy and respect during the meeting. Please treat your fellow citizens with courtesy. Outbursts, interruptions, and personal attacks will not be tolerated.*

## ~ AGENDA ~

### 1. CALL TO ORDER

- A. ROLL CALL OF BOARD MEMBERS
- B. PLEDGE OF ALLEGIANCE

### 2. REPORTS & CORRESPONDENCE

In accordance with ARS §38-431.02(K), the Board shall not propose, discuss, deliberate, or take legal action on any matter unless that specific matter is properly identified on the agenda. Therefore, action taken as a result of a report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date in the following summaries.

- A. **CHIEFS REPORT:** Chief Morris to discuss recent activities including a statistic report, staffing report, wildland report, grant report, vehicle maintenance report, legislative report, response report, facilities report, special project report(s)
- B. **AWARDS & RECOGNITION:** Years of service and birthday notifications
- C. **CORRESPONDENCE:** Letter of Declaration, Upcoming Election Schedule

### 3. FINANCIAL REPORTS

- A. **DECEMBER 2024:** Business Manager Lecher to review December financial reports



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January 17, 2024

## 4. PUBLIC FORUM

*Speakers are limited to a three-minute oral presentation and may submit written comments of any length for Board files. Board Members may not discuss items that are not specifically identified on the Agenda. Therefore, pursuant to ARS §38-43101(H), Board action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.*

## 5. REGULAR BUSINESS

### A. CONSENT AGENDA

All matters under the Consent Agenda are considered by the board to be routine (i.e. minutes and/or signatory authority or bank accounts) and will be enacted by a single motion approving the Consent Agenda. If discussion is desired on any particular consent item, a board member may ask that item be removed from the Consent Agenda to be considered separately.

1. Regular Minutes of December 20, 2023

### B. STRATEGIC PLANNING

1. Discussion/Possible Action: Update reporting from the strategic planning committee

### C. SURPLUS EQUIPMENT

1. Discussion/Possible Action: Finalize equipment that may be surplus for resolution.

### D. DISTRICT ATTORNEY OF RECORD

1. Discussion/Possible Action: District Attorney of Record

### E. CHIEF SERVICES

1. Discussion/Possible Action: Identify how the process will proceed for chief services after July 1, 2024 including committee selection.

## 6. PUBLIC FORUM

*Speakers are limited to a three-minute oral presentation and may submit written comments of any length for Board files. Board Members may not discuss items that are not specifically identified on the Agenda. Therefore, pursuant to ARS §38-43101(H), Board action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.*



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## 7. ADJOURNMENT

Angie Lecher, On behalf and with Permission of Board Clerk, Deb Bain  
Deb Bain, Clerk of the Board

*HFD Training Room is accessible to the handicapped. In compliance with Americans with Disabilities Act, those with special needs, such as large print or other reasonable accommodations, may request them by calling (928)474-3835 at least 24 hours before the meeting.*

*A copy of the supplemental agenda materials provided to the Board Members (with exception of materials relating to executive sessions) is available for public inspection at the Districts Administrative Office at least 24 hours prior to the meeting. Call (928)474-3835 to set an appointment to accommodate inspection.*

Posted by: Angie Lecher

Date: 1/8/2024

Time: 3:30 PM



**HELLSGATE FIRE DISTRICT  
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board  
FROM: Morey Morris, Fire Chief  
DATE: January 17, 2024  
SUBJECT: Reports and Correspondence  
ITEM #: 2. A, B & C

REQUIRED ACTION:       Discussion Only       Formal Motion       Resolution  
RECOMMENDED ACTION:    Approve       Conditional Approval       Deny  
PRESENTED BY:       Administration       Fire Chief       Staff  
REVIEWED BY:       Legal       Outside Consult

**BACKGROUND**

In compliance with ARS. §38-431.02(K) Board shall not propose, discuss, deliberate, or take legal action on any matter unless that specific matter is properly identified on the agenda. Therefore, action taken as a result of a report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date in the following summaries:

- A. Chief's Report: Chief Morris to discuss recent activities including a statistic report, staffing report, wildland report, grant report, vehicle maintenance report, legislative report, response report, facilities report, special project report(s)

\*If board members wish to discuss or take action on something brought up during the Chiefs Report they should direct staff to place the item on the next agenda. No motion is needed to give that direction.

- B. Awards & Recognition: Years of service and birthday notifications

- C. Correspondence: Letter of Declaration, Upcoming Election Schedule

**RECOMMENDED MOTION**

**No motion for this agenda item**



# CHIEF'S REPORT

January 17, 2024

# Correspondence



- Hireversaries: Garrett Stallings-1/3;
- Birthdays: Morey Morris-1/21



# Statistic Report

- Total Calls For the Month of November: 50  
**YTD(12/31/23): 573**  
Mutual/Auto Aid Calls      Received: 0      Given: 5  
EMS: 40   Fire: 4   HazMat: 0   WL: 0   Spc Duty: 6   Still: 0  
Tonto Village- 3
- Building Plans Reviewed for December: 3
  - 1 Porch Addition
  - 2 GaragesTotal for year- 34
- Water Usage for November : 0 gallons  
**YTD(12/31/23): 0 gallons**





# Staffing Report

- Full Time Suppression Personnel: 4
- Full Time Administration Personnel: 1 (no changes)
- Part Time Administrative Personnel: 1 (no changes)
- Reserve Personnel: 20 (1 volunteer, 19 Reserve); does not count seasonal personnel



# Wildland Report

- None



# Vehicle Maintenance Report

- Replacement for BR213
  - Chassis was ordered with San Tan Ford and build date will be the 1<sup>st</sup> week of Jan. 2024; delivery within 4 weeks
  - Working with local diesel shop to pull box (pump, tank, hose, etc) from current B213 and put new chassis under the pump box
  - Local Shop to purchase older F550 Chassis
- WT22 (Shop 891) had a braking issue which was repaired by A to Z Mechanical Solutions
  - Will need more work
    - Replace all shoes and drums
    - Install park brake on forward drive axle
    - Estimate for work- \$3,828.38



# Vehicle Maintenance Report

- BR226 and BR216 (Shops #061 and 062)
  - Performance test completed on both vehicles
  - Shop 061 (BR226) has the worst compression test
  - Shop 061 has oil leaks
  - Recommend selling Shop 061 (see item 5.C on agenda)



# Vehicle Loaning

- Payson Fire Dept has moved WT11 to Fire Trucks Unlimited (FTU) in Henderson NV
- FTU has begun refurbishment of that truck
- Payson has requested our assistance
  - Our solution is to offer WT22
  - Will work out an IGA between HFD and Town of Payson



# Grant Report

- Awarded AFG Grant for PPE, in the amount of \$22,186.14 with \$1,109.31 District Participation
- AZ DFFM SB 1720- Applying for a new Type 6
- 2024- will look at re-applying for Prop 202 Grants with Indian Communities and with SAFER/AFG



# Legislative Update Report

- Session began on Monday Jan 8, 2024
- No new bills that will directly affect Fire Districts
- No new money will become available



# Facilities

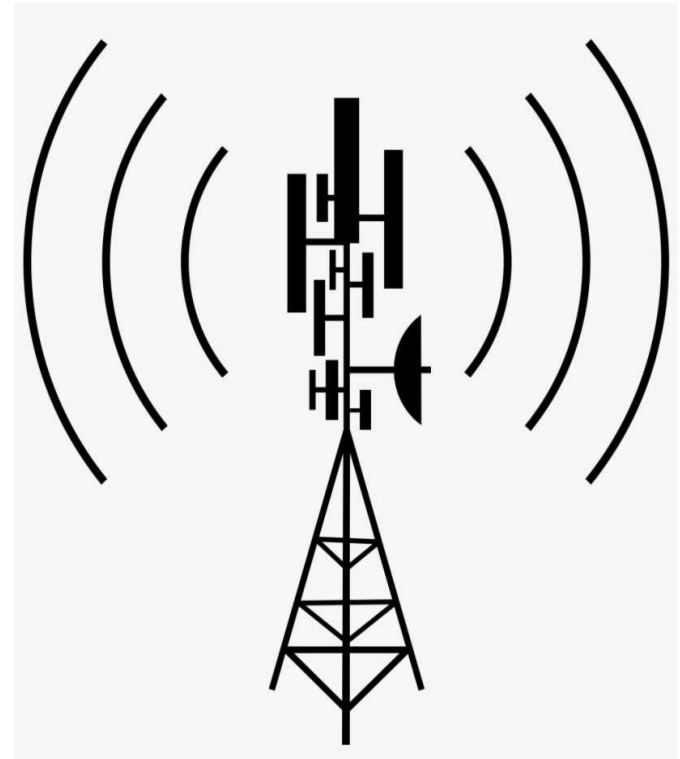
- SRPMIC funding should be in our accounts around the 10<sup>th</sup> of Jan, 2024
- Will remodel the Conference Room
- Place Gutters and Snow Stops at FS21 and FS22
- Redo interior and Exterior lighting
- Revamp the UTV
- Redo the parking lot at FS21
- New WiFi package
- New Dispatch Alerting System
- New Note Books (Ipad)
- New Windows
- New Nozzles
- New Chairs, other





# Cell Tower Report

- All work is completed
- Updated information from Verizon that fiber will be run in Feb. of 2024





# FS23

- Will continue to receive monthly lease payments from Payson Water



## Hellsgate Fire District

80 S. Walters Lane  
Star Valley, AZ 85541  
(928)474-3835

Serving Arizona Rim Country Since 2008



Date: January 17, 2023

Yisel Castillo, Vice President  
JPMorgan Chase Bank, N.A.  
Government Banking  
4300 E Camelback Road, Suite 400  
Phoenix, AZ 85018

Re: Letter of Declaration for Hellsgate Fire District, for calendar year 2024

Dear Ms. Castillo:

The above-referenced district (“District”) in Gila County (“County”) has approved obtaining a revolving line of credit (“Line of Credit”) for the District from JPMorgan Chase Bank, N.A. (“Bank”) pursuant to Arizona Revised Statutes Section 11-604.01 *et. seq.* and requests the County Treasurer to enter into an agreement with the Bank to provide the Line of Credit to the District.

In accordance with the Internal Revenue Code of 1986, as amended from time to time (“Code”), the District hereby certifies that it is reasonably anticipated that the aggregate amount of “tax-exempt obligations” (as defined in Code Section 265(b)(3)) which will be issued by the District during the above-referenced calendar year will not exceed \$10,000,000.00 and hereby designates all borrowings under the Line of Credit as “qualified tax-exempt obligations” (as defined in Code Section 265(b)(3)(B)).

In the event the anticipated amount for such year changes to the extent that the above certification changes, the District agrees to deliver to the Bank a supplement to this letter notifying the Bank of such change.

To the best of the undersigned’s knowledge, information and belief, the expectations set forth in this Declaration are reasonable and there are no other facts, estimates or circumstances that would materially change the expectations expressed herein.

**Hellsgate Fire District**

80 S. Walters Lane  
Star Valley, AZ 85541  
(928)474-3835

Serving Arizona Rim Country Since 2008

Sincerely,



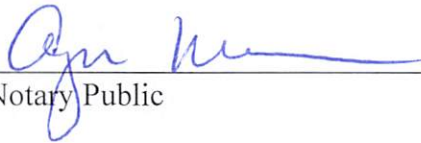
Scott Plummer  
Chair  
Hellsgate Fire District

STATE OF ARIZONA )

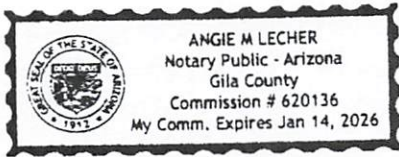
COUNTY OF GILA )

) ss.

SUBSCRIBED AND SWORN to me, a Notary Public, this 17<sup>th</sup> day of January 2024 by Scott Plummer.

  
\_\_\_\_\_  
Notary Public

My Commission expires:



## Hellsgate Fire District 2024 Election Timeline

Resolution Calling Election (at least 150 days before election) 16-226.A <b>Deadline: 6-8-24</b>	Meeting Date:	05-15-24
Notify the Board of Supervisors that an election has been called	Email:	05-16-24
Publish Notice of Call of Election (1x a week for 2 wks within 6wks preceding 90 days before the election) ARS 16-227.A <b>Between June 26 and August 7</b>	Publish Dates:	07-05-24 & 07-19-24
	To paper by:	06-27-24
Call County to find out candidates who have filed, if = to number of seats <b>After write-in deadline</b>	Call on:	08-19-24
Publish Notice of Election (Notice 1x a week in 6wks preceding 20 days before election) ARS 16-228.A, B and C, <b>Between September 5 and October 16</b> (Different deadline if mail ballot election)	Publish Dates:	09-13-24 & 09-27-24
	To paper by:	09-03-24
Send Affidavit of Compliance to Board of Supervisors signed by Clerk of the Board (no later than 5 days before election), ARS 16-229 <b>Deadline October 31.</b>	Send Date	10-17-24
<b>Election Day</b>		<b>11-05-24</b>
Obtain Certificates of Election from Clerk of Board of Supervisors <b>Before December 1</b>	No later than:	12-01-24
Resolution Canvassing Election (Within 6 and 20 days following election) ARS 16-642.A. Include length of terms. <b>Between November 11 and November 25</b>	Meeting Date:	11-20-24*
Administer Oath of Office <b>Must be done before taking office December 1</b>	Meeting Date	11-20-24*
Certified copy of canvass sent to Board of Supervisors, ARS 16-642.B <b>1<sup>st</sup> meeting after election</b>	Send Date:	11-21-24
Elected board members take office		12-01-24
Chairman and Clerk selected <b>First meeting in December</b>	Meeting Date	12-18-24

\*Assumes the Nov. Regular meeting will be held 11/20/24

**Dates** Only do if more candidates than seats available

The election will be for three seats, Scott Plummer, Deb Bain, and Nick Fitch. The term of office is 4 years. Persons on the permanent early voting list will automatically receive a ballot by mail approximately 26 days prior to the election. Early ballots must be received by the county no later than election day. For information on the early voting list, registering to vote, ballot drop off locations, voting centers, etc. go to

<https://www.gilacountyaz.gov/government/elections>

First day candidates may file:	06-08-24 (150 days prior to election, ARS 16-311)
Deadline for candidates to file, 5pm on:	07-05-24 (120 days prior to election, ARS 16-311)
Deadline for write in candidates to file:	08-17-24 (Different Nomination Paper, contact County)
Last day to register to vote:	10-07-24 (approx. 29 days preceding election, County to provide)
Early voting begins:	10-09-24
Last day to request early ballot by mail:	10-25-24
Last day to mail back your ballot:	11-01-24

Minimum # of signatures: 5  
Maximum # of signature: 250

Interested persons may obtain candidate packets and campaign finance forms from the Gila County Elections Office in Globe or on-line at <https://www.gilacountyaz.gov/government/elections> select "Election Services," then "Election Services - Special District" then "**Special District Candidate Packet**" on the page. Candidates must file papers directly with Gila County Elections either in person at their Globe office, or via mail.

**Campaign Finance:** Candidates who raise or spend, in aggregate, more than \$1,200 [A.R.S. §§ 16-905(B) and 16-931] must form a candidate committee. See [https://www.gilacountyaz.gov/government/elections/campaign\\_finance](https://www.gilacountyaz.gov/government/elections/campaign_finance) for forms.

### Contact Information:

Gila County, Department of Elections 5515 S. Apache Avenue, Suite 900 Globe, AZ 85501 (928) 402-8709 Email: <a href="mailto:emariscal@gilacountyaz.gov">emariscal@gilacountyaz.gov</a>
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**HELLSGATE FIRE DISTRICT  
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Angie Lecher, Business Manager

DATE: January 17, 2024

SUBJECT: Financial Reports

ITEM #: 3. A.

REQUIRED ACTION:         Discussion Only         Formal Motion         Resolution

RECOMMENDED ACTION:    Approve         Conditional Approval         Deny

PRESENTED BY:         Administration         Fire Chief         Staff

REVIEWED BY:         Legal         Outside Consult

**BACKGROUND**

In compliance with ARS §48-807 the Governing Boards of Fire Districts are required to review and approve reconciled balance sheet accounts on a monthly basis.

**A. Review and Approval of Financial Reports for December 2023**

- Cover Sheet covering highlights for the month
- Reconciliation Reports for all accounts
  - Warrants
  - Payroll
  - Capital
  - Enterprise
  - Benefit
  - Contingency
- Profit & Loss Monthly
- Profit & Loss Year to Date
- Wildland Report

**RECOMMENDED MOTION**

**Motion to approve the December Financial Reports**



## HELLSGATE FIRE DISTRICT

80 S. Walters Lane  
Star Valley, AZ 85541



### Monthly Financial Report – December 2023

Attached are the following for your information and review:

1. Income Statement of Revenues and Expenditures for December 2023 including budget to actual and year-to-date balances.
2. Balance Sheet as of December 31, 2023
3. Wildland Report as of December 31, 2023
4. Reconciliation Reports for all accounts as of December 2023.

#### Key Points:

- Account Balances:
  - Warrant Account – Start: \$859,062.95    End: \$929,936.33
  - NBAZ Payroll - Start: \$77,508.36        End: \$134,303.43
  - Benefits - Start: \$52,864.24            End: \$52,881.14
  - Capital – Start: \$128,115.74            End: \$128,156.72
  - Enterprise – Start: \$380.00             End: \$380.00
  - PSPRS Cont. – Start: \$218,476.05       End: \$218,546.26
- FDAT funds have not been received.
- Wildland billing and collection is complete for 2023.
- Full-time employee losses will have impact to PSPRS rates, medical coverage rates and other factors that will need to be addressed in the next 6 months.
- The calendar year is complete and annual report requirements are underway.
- Six-month analysis indicates we have remained on track this year for expenditures.
- Board members should be considering how they wish to handle the position of chief for the district. Last time a committee was formed that included two board members, the current chief, business manager, and the labor representative. The agendas, minutes and documents handled through the committee are in the board Dropbox for review.
- Budget preparations have begun. Awaiting annual renewal rates and labor requests to determine final numbers.



# HELLSGATE FIRE DISTRICT

80 S. Walters Lane  
Star Valley, AZ 85541



Please contact the Business Manager at (928)474-3835 or [alecher@hellsgatefire.org](mailto:alecher@hellsgatefire.org) for any questions or concerns regarding this report.

This report and the attached detail reports have been reviewed and approved by the Fire Board.

Board Clerk

Date



# HELLSGATE FIRE DISTRICT FISCAL YEAR 2024 BUDGET REPORTS

## December 2023

	FY 2024		Month Total		Period Difference
<b>REVENUES</b>					
<b>TAX REVENUES</b>					
4010 Property Tax Revenue	\$ 89,321	\$	98,633.90	\$	(9,313)
4020 FDAT Revenue	\$ 7,694	\$	-	\$	7,694
Total	\$ 97,015	\$	98,633.90	\$	(1,619)
<b>NON-TAX LEVY REVENUES</b>					
4100 Fee Schedule Revenue	\$ 458	\$	453.78	\$	5
4110 Call Revenue	\$ 1,250	\$	623.25	\$	627
4120 Lease Revenue	\$ 2,000	\$	1,573.00	\$	427
4130 Interest	\$ 667	\$	347.47	\$	319
4140 Wildland Revenue	\$ 19,378	\$	57,701.65	\$	(38,324)
4150 Grants & Donations	\$ 5,067	\$	76,915.00	\$	(71,848)
4160 Sale of Assets	\$ 417	\$	-	\$	417
4170 Housing Contract	\$ -	\$	-	\$	-
4030 Smart & Safe AZ	\$ 1,167	\$	-	\$	1,167
Total	\$ 30,403	\$	137,614.15	\$	(107,212)
<b>REVENUE TOTAL</b>	<b>\$ 127,418</b>	<b>\$</b>	<b>236,248.05</b>	<b>\$</b>	<b>(108,830)</b>
<b>EXPENSES</b>					
<b>WAGES</b>					
5010 Salaries	\$ 50,156	\$	39,127.70	\$	11,028
5020 Overtime	\$ 5,417	\$	9,411.27	\$	(3,995)
5030 Reserve	\$ 7,917	\$	13,331.37	\$	(5,415)
5040 Wildland	\$ 14,167	\$	(362.48)	\$	14,529
Total	\$ 77,656	\$	61,507.86	\$	16,148
<b>EMPLOYER TAXES</b>					
5100 Medicare/SS	\$ 921	\$	793.65	\$	127
5110 Unemployment	\$ 208	\$	-	\$	208
Total	\$ 1,129	\$	793.65	\$	335
<b>EMPLOYEE BENEFITS</b>					
5120 Health/Dental/Vision	\$ 6,990	\$	3,859.90	\$	3,130
5130 Workers Compensation	\$ 5,238	\$	-	\$	5,238
5200 PSPRS Retirement	\$ 6,000	\$	4,399.37	\$	1,601
5210 ASRS Retirement	\$ 936	\$	1,137.94	\$	(202)
5220 457 b/401 a Retirement	\$ 1,635	\$	1,950.56	\$	(315)
5230 Wildland ER Expenses	\$ 3,336	\$	-	\$	3,336
5240 Uniform/Phone Allowance	\$ 925	\$	46.16	\$	879
5250 Employee Recruit/Retain	\$ 71	\$	-	\$	71
5260 Physicals	\$ 792	\$	-	\$	792
5270 PSPRS COP Liability	\$ 9,622	\$	-	\$	9,622
5300 PSPRS UAAL	\$ 8,333	\$	-	\$	8,333

	Total	\$	43,878	\$	11,393.93	\$	32,484
BUILDINGS & LAND							
6010	Utilities	\$	1,713	\$	1,112.05	\$	600
6020	Station & Janitorial Supplies	\$	167	\$	206.11	\$	(39)
6030	Building Repair & Maintenance	\$	208	\$	197.76	\$	11
	Total	\$	2,088	\$	1,515.92	\$	572
VEHICLES & EQUIPMENT							
6100	Vehicle Fuel	\$	1,333	\$	-	\$	1,333
6110	Vehicle Maintenance	\$	2,458	\$	946.18	\$	1,512
6120	Personal Protective Equipment	\$	125	\$	10.94	\$	114
6130	Small Tools & Equipment	\$	592	\$	2,037.57	\$	(1,446)
6140	EMS Equipment & Supplies	\$	375	\$	263.89	\$	111
6150	Inspection/Prevention/Rehab	\$	125	\$	-	\$	125
6160	Wildland Expenses	\$	1,458	\$	-	\$	1,458
	Total	\$	6,467	\$	3,258.58	\$	3,208
COMMUNICATIONS/IT							
6200	Communications	\$	83	\$	-	\$	83
6210	IT Services R&M	\$	625	\$	613.00	\$	12
6220	Computer Equipment & Supplies	\$	71	\$	353.00	\$	(282)
6230	Computer Software	\$	1,558	\$	5,072.08	\$	(3,514)
6240	Dispatch Contract	\$	1,875	\$	-	\$	1,875
	Total	\$	4,213	\$	6,038.08	\$	(1,826)
MEETINGS, TRAVEL & TRAINING							
6300	Training Supplies	\$	42	\$	-	\$	42
6310	Training, State Courses & Instruct	\$	171	\$	-	\$	171
6320	Training, Local	\$	250	\$	-	\$	250
6330	Training, EMT/Paramedic	\$	167	\$	-	\$	167
6340	Leadership Development	\$	417	\$	681.01	\$	(264)
6350	State Fire School	\$	83	\$	-	\$	83
6360	Travel Expenses	\$	42	\$	-	\$	42
	Total	\$	1,171	\$	681.01	\$	490
MANAGERIAL EXPENSES							
7000	Finance/Audit	\$	875	\$	-	\$	875
7010	Legal Expenses	\$	833	\$	1,075.00	\$	(242)
7020	Bank and Service Fees	\$	83	\$	49.00	\$	34
7030	Liability Insurance	\$	1,909	\$	5,721.00	\$	(3,812)
7040	Accident & Sickness Insurance	\$	274	\$	-	\$	274
7050	Life/STD/LTD Insurance	\$	318	\$	218.22	\$	100
7060	Office Supplies	\$	83	\$	123.86	\$	(41)
7070	Dues/Fees/Subscriptions	\$	125	\$	-	\$	125
7080	Misc. Expenses	\$	292	\$	110.91	\$	181
	Total	\$	4,793	\$	7,297.99	\$	(2,505)
OTHER							
8000	Debt Service	\$	4,304	\$	-	\$	4,304

8010 Contingency	\$	-	\$	-	\$	-
8020 Grant Expense	\$	5,000	\$	9,724.23	\$	(4,724)
Total	\$	9,304	\$	9,724.23	\$	(420)

FUNDING TO/FROM RESERVES

9000 Capital Outlay	\$	-	\$	-	\$	-
Enterprise Funds	\$	(13,280)	\$	-	\$	(13,280)
PSPRS UAAL Funds	\$	(8,333)	\$	-	\$	(8,333)
Total	\$	(21,614)	\$	-	\$	(21,614)

<b>EXPENSE TOTAL</b>	<b>\$</b>	<b>129,084</b>	<b>\$</b>	<b>102,211.25</b>	<b>\$</b>	<b>26,873</b>
<b>+/- Monthly Net Income</b>			<b>\$</b>	<b>134,036.80</b>		

**HELLSGATE FIRE DISTRICT FISCAL YEAR 2024 BUDGET REPORTS**

**JULY 2023-DECEMBER 2023**

		<b>FY 2024</b>	<b>YTD TOTAL</b>	<b>REMAINING</b>	<b>% of TOTAL</b>	<b>PROJECTION</b>	<b>REMAINDER</b>
CARRY OVER FUNDS	\$	20,000					
<b>REVENUES</b>							
<b>TAX REVENUES</b>							
4010 Property Tax Revenue	\$	1,071,854	\$ 684,334.61	\$ 387,519	63.8%	\$ 821,234	
4020 FDAT Revenue	\$	92,326	\$ -	\$ 92,326	0.0%	\$ -	
Total	\$	1,164,180	\$ 684,334.61	\$ 479,845	58.8%	\$ 821,234	
<b>NON-TAX LEVY REVENUES</b>							
4100 Fee Schedule Revenue	\$	5,500	\$ 9,735.68	\$ (4,236)	177.0%	\$ 11,683	
4110 Call Revenue	\$	15,000	\$ 7,016.13	\$ 7,984	46.8%	\$ 8,420	
4120 Lease Revenue	\$	24,000	\$ 6,204.99	\$ 17,795	25.9%	\$ 7,446	
4130 Interest	\$	8,000	\$ 8,320.86	\$ (321)	104.0%	\$ 9,985	
4140 Wildland Revenue	\$	232,531	\$ 226,004.26	\$ 6,527	97.2%	\$ 271,216	
4150 Grants & Donations	\$	60,800	\$ 134,697.24	\$ (73,897)	221.5%	\$ 161,643	
4160 Sale of Assets	\$	5,000	\$ 101.54	\$ 4,898	2.0%	\$ 122	
4170 Housing Contract	\$	-	\$ -	\$ -	0.0%	\$ -	
4030 Smart & Safe AZ	\$	14,000	\$ -	\$ 14,000	0.0%	\$ -	
Total	\$	364,831	\$ 392,080.70	\$ (27,250)	107.5%	\$ 470,516	
<b>REVENUE TOTAL</b>	<b>\$</b>	<b>1,549,011</b>	<b>\$ 1,076,415.31</b>	<b>\$ 472,596</b>	<b>69.5%</b>	<b>\$ 1,291,750</b>	<b>\$ 257,261</b>
<b>EXPENSES</b>							
<b>WAGES</b>							
5010 Salaries	\$	601,870	\$ 270,900.12	\$ 330,970	45.0%	\$ 325,093	
5020 Overtime	\$	65,000	\$ 33,549.05	\$ 31,451	51.6%	\$ 40,260	
5030 Reserve	\$	95,000	\$ 64,910.00	\$ 30,090	68.3%	\$ 77,895	
5040 Wildland	\$	170,000	\$ 88,401.07	\$ 81,599	52.0%	\$ 106,086	
Total	\$	931,870	\$ 457,760.24	\$ 474,110	49.1%	\$ 549,334	
<b>EMPLOYER TAXES</b>							
5100 Medicare/SS	\$	11,047	\$ 8,666.99	\$ 2,380	78.5%	\$ 10,401	
5110 Unemployment	\$	2,500	\$ -	\$ 2,500	0.0%	\$ -	
Total	\$	13,547	\$ 8,666.99	\$ 4,880	64.0%	\$ 10,401	
<b>EMPLOYEE BENEFITS</b>							
5120 Health/Dental/Vision	\$	83,878	\$ 37,968.87	\$ 45,909	45.3%	\$ 45,564	
5130 Workers Compensation	\$	62,858	\$ 40,184.00	\$ 22,674	63.9%	\$ 48,223	
5200 PSPRS Retirement	\$	71,999	\$ 44,858.51	\$ 27,140	62.3%	\$ 53,832	

5210 ASRS Retirement	\$	11,237	\$	5,932.88	\$	5,304	52.8%	\$	7,120
5220 457 b/401 a Retirement	\$	19,622	\$	10,877.62	\$	8,744	55.4%	\$	13,054
5230 Wildland ER Expenses	\$	40,031	\$	-	\$	40,031	0.0%	\$	-
5240 Uniform/Phone Allowance	\$	11,100	\$	12,300.04	\$	(1,200)	110.8%	\$	14,761
5250 Employee Recruit/Retain	\$	850	\$	-	\$	850	0.0%	\$	-
5260 Physicals	\$	9,500	\$	2,076.91	\$	7,423	21.9%	\$	2,492
5270 PSPRS COP Liability	\$	115,465	\$	-	\$	115,465	0.0%	\$	-
5300 PSPRS UAAL	\$	100,000	\$	-	\$	100,000	0.0%	\$	-
Total	\$	526,540	\$	154,198.83	\$	372,341	29.3%	\$	185,046

#### BUILDINGS & LAND

6010 Utilities	\$	20,550	\$	9,263.15	\$	11,287	45.1%	\$	11,116
6020 Station & Janitorial Supplies	\$	2,000	\$	304.89	\$	1,695	15.2%	\$	366
6030 Building Repair & Maintenance	\$	2,500	\$	597.21	\$	1,903	23.9%	\$	717
Total	\$	25,050	\$	10,165.25	\$	14,885	40.6%	\$	12,199

#### VEHICLES & EQUIPMENT

6100 Vehicle Fuel	\$	16,000	\$	5,983.18	\$	10,017	37.4%	\$	7,180
6110 Vehicle Maintenance	\$	29,500	\$	7,387.60	\$	22,112	25.0%	\$	8,865
6120 Personal Protective Equipment	\$	1,500	\$	10.94	\$	1,489	0.7%	\$	13
6130 Small Tools & Equipment	\$	7,100	\$	2,100.31	\$	5,000	29.6%	\$	2,520
6140 EMS Equipment & Supplies	\$	4,500	\$	1,669.20	\$	2,831	37.1%	\$	2,003
6150 Inspection/Prevention/Rehab	\$	1,500	\$	-	\$	1,500	0.0%	\$	-
6160 Wildland Expenses	\$	17,500	\$	38,756.79	\$	(21,257)	221.5%	\$	46,510
Total	\$	77,600	\$	55,908.02	\$	21,692	72.0%	\$	67,092

#### COMMUNICATIONS/IT

6200 Communications	\$	1,000	\$	972.00	\$	28	97.2%	\$	1,166
6210 IT Services R&M	\$	7,500	\$	3,065.00	\$	4,435	40.9%	\$	3,678
6220 Computer Equipment & Supplies	\$	850	\$	454.64	\$	395	53.5%	\$	546
6230 Computer Software	\$	18,700	\$	8,210.10	\$	10,490	43.9%	\$	9,853
6240 Dispatch Contract	\$	22,500	\$	11,081.55	\$	11,418	49.3%	\$	13,298
Total	\$	50,550	\$	23,783.29	\$	26,767	47.0%	\$	28,541

#### MEETINGS, TRAVEL & TRAINING

6300 Training Supplies	\$	500	\$	-	\$	500	0.0%	\$	-
6310 Training, State Courses & Instruct	\$	2,050	\$	150.00	\$	1,900	7.3%	\$	180
6320 Training, Local	\$	3,000	\$	-	\$	3,000	0.0%	\$	-
6330 Training, EMT/Paramedic	\$	2,000	\$	-	\$	2,000	0.0%	\$	-
6340 Leadership Development	\$	5,000	\$	2,394.00	\$	2,606	47.9%	\$	2,873
6350 State Fire School	\$	1,000	\$	-	\$	1,000	0.0%	\$	-

6360 Travel Expenses	\$	500	\$	-	\$	500	0.0%	\$	-
Total	\$	14,050	\$	2,544.00	\$	11,506	18.1%	\$	3,053

MANAGERIAL EXPENSES

7000 Finance/Audit	\$	10,500	\$	-	\$	10,500	0.0%	\$	-
7010 Legal Expenses	\$	10,000	\$	1,126.25	\$	8,874	11.3%	\$	1,352
7020 Bank and Service Fees	\$	1,000	\$	330.75	\$	669	33.1%	\$	397
7030 Liability Insurance	\$	22,912	\$	11,442.00	\$	11,470	49.9%	\$	13,731
7040 Accident & Sickness Insurance	\$	3,292	\$	-	\$	3,292	0.0%	\$	-
7050 Life/STD/LTD Insurance	\$	3,815	\$	1,682.72	\$	2,132	44.1%	\$	2,019
7060 Office Supplies	\$	1,000	\$	237.35	\$	763	23.7%	\$	285
7070 Dues/Fees/Subscriptions	\$	1,500	\$	338.12	\$	1,162	22.5%	\$	406
7080 Misc. Expenses	\$	3,500	\$	270.82	\$	3,229	7.7%	\$	325
Total	\$	57,519	\$	15,428.01	\$	42,091	26.8%	\$	18,514

OTHER

8000 Debt Service	\$	51,650	\$	-	\$	51,650	0.0%	\$	-
8010 Contingency	\$	-	\$	-	\$	-	0.0%	\$	-
8020 Grant Expense	\$	60,000	\$	9,794.60	\$	50,205	16.3%	\$	11,754
Total	\$	111,650	\$	9,794.60	\$	101,855	8.8%	\$	11,754

FUNDING TO/FROM RESERVES

9000 Capital Outlay	\$	-	\$	-	\$	-	0.0%	\$	-
Enterprise Funds	\$	(159,365)	\$	-	\$	(159,365)	0.0%	\$	-
PSPRS UAAL Funds	\$	(100,000)	\$	-	\$	(100,000)	0.0%	\$	-
Total	\$	(259,365)	\$	-	\$	(259,365)	0.0%	\$	-

**EXPENSE TOTAL \$ 1,549,011 \$ 738,249.23 \$ 810,762 47.7% \$ 885,935 \$ 663,076**

<b>Starting Funds</b>	\$	<b>1,126,492.85</b>	<b>Bond/Capital</b>	\$	<b>140,465</b>
<b>+/- Monthly Income</b>	\$	<b>338,166.08</b>	<b>Contingency</b>	\$	<b>50,000</b>
<b>Ending Funds</b>	\$	<b>1,464,658.93</b>	<b>Carry Over</b>	\$	<b>20,000</b>
			<b>Benefit Account</b>	\$	<b>50,000</b>
			<b>Stabilization Funds</b>	\$	<b>159,365</b>
			<b>PSPRS Cont</b>	\$	<b>216,564</b>
			<b>Enterprise Funds</b>	\$	<b>490,099</b>
			<b>Total</b>	\$	<b>1,126,493</b>

**Hellsgate Fire District**  
**Balance Sheet Prev Year Comparison**  
As of December 31, 2023

	Dec 31, 23	Dec 31, 22	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
BENEFIT 920 ACCOUNT	52,881.14	52,126.55	754.59	1.5%
CAPITAL 845 ACCOUNT	128,156.72	126,327.90	1,828.82	1.5%
ENTERPRISE 876 ACCOUNT	380.00	380.00	0.00	0.0%
PAYROLL CHASE ACCOUNT	0.00	29,425.16	-29,425.16	-100.0%
Payroll NBA	133,783.43	0.00	133,783.43	100.0%
PSPRS 890 CONTINGENCY ACCO...	218,546.26	314,456.01	-95,909.75	-30.5%
WARRANTS 830 ACCOUNT	926,572.72	864,947.07	61,625.65	7.1%
<b>Total Checking/Savings</b>	1,460,320.27	1,387,662.69	72,657.58	5.2%
<b>Total Current Assets</b>	1,460,320.27	1,387,662.69	72,657.58	5.2%
<b>TOTAL ASSETS</b>	<b>1,460,320.27</b>	<b>1,387,662.69</b>	<b>72,657.58</b>	<b>5.2%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
Direct Deposit Liabilities	-1,688.03	0.00	-1,688.03	-100.0%
<b>Payroll Liabilities</b>				
AFLAC	96.18	96.18	0.00	0.0%
Dental	489.14	308.78	180.36	58.4%
IRS	-109.97	-27.53	-82.44	-299.5%
Liberty National	109.64	109.64	0.00	0.0%
Life/AD&D/STD/LTD	-74.32	0.00	-74.32	-100.0%
Medical	-1,533.13	375.67	-1,908.80	-508.1%
Nationwide	-0.03	-0.03	0.00	0.0%
PSPRS	1,382.72	347.14	1,035.58	298.3%
Union Dues	-420.00	-420.00	0.00	0.0%
Vision	-33.47	12.63	-46.10	-365.0%
<b>Payroll Liabilities - Other</b>	33,071.44	21,167.42	11,904.02	56.2%
<b>Total Payroll Liabilities</b>	32,978.20	21,969.90	11,008.30	50.1%
<b>Total Other Current Liabilities</b>	31,290.17	21,969.90	9,320.27	42.4%
<b>Total Current Liabilities</b>	31,290.17	21,969.90	9,320.27	42.4%
<b>Total Liabilities</b>	31,290.17	21,969.90	9,320.27	42.4%
<b>Equity</b>				
Opening Balance Equity	721,735.48	721,735.48	0.00	0.0%
Unrestricted Net Assets	369,128.54	510,871.90	-141,743.36	-27.8%
Net Income	338,166.08	133,085.41	205,080.67	154.1%
<b>Total Equity</b>	1,429,030.10	1,365,692.79	63,337.31	4.6%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,460,320.27</b>	<b>1,387,662.69</b>	<b>72,657.58</b>	<b>5.2%</b>

## 2023 Wildland Billing Hellsgate Fire Department November Report

Bill #	Fire Name	Engine Boss	ENG Type	Truck Charges	Employee Charges	Reimbursed		Total Bill	Expenses		Total Truck Earnings
						Expenses	Nonreimbursed				
23-0001	CA-CDD-OSC Support	Doss	Type 3	\$ 26,712.00	\$ 30,330.59	\$ 10,618.72	\$ 67,661.31	\$ 7,241.20	\$ 19,470.80		
23-0002	2023 OSC Equip Prepo	Doss	Type 3	\$ 1,575.00	\$ 1,598.24	\$ 638.29	\$ 3,811.53	\$ 461.50	\$ 1,113.50		
23-0003	Tanker	None	WT	\$ 875.00	\$ 182.64	\$ -	\$ 1,057.64	\$ 79.17	\$ 795.83		
23-0005	Guzzler	Yungkans	WT	\$ 3,616.00	\$ 1,761.80	\$ -	\$ 5,377.80	\$ 244.98	\$ 3,371.02		
23-0006	Stockton Hill	Yungkans	Type 6	\$ 2,465.00	\$ 2,570.25	\$ -	\$ 5,035.25	\$ 160.13	\$ 2,304.87		
23-0007	May Cross	Yungkans	Type 6	\$ 722.50	\$ 917.68	\$ -	\$ 1,640.18	\$ -	\$ 722.50		
23-0008	DFFM Preposition CY23	Yungkans	Type 6	\$ 15,002.50	\$ 22,110.94	\$ 5,810.23	\$ 42,923.67	\$ 366.24	\$ 14,636.26		
23-0009	DFFM Preposition	Yungkans	Type 6	\$ 6,247.50	\$ 7,752.12	\$ 2,275.38	\$ 16,275.00	\$ 251.49	\$ 5,996.01		
23-0010	Brady	Yungkans	Type 6	\$ 3,357.50	\$ 4,970.14	\$ 45.80	\$ 8,373.44	\$ 166.50	\$ 3,191.00		
23-0011	Valentine	Yungkans	Type 6	\$ 4,292.50	\$ 6,177.49	\$ -	\$ 10,469.99	\$ 147.83	\$ 4,144.67		
23-0012	2023 ONC Staging	Marsh	Type 3	\$ 2,772.00	\$ 2,058.42	\$ 889.09	\$ 5,719.51	\$ 839.53	\$ 1,932.47		
23-0013	2023 PNF	Marsh	Type 3	\$ 26,460.00	\$ 23,370.63	\$ 7,871.02	\$ 57,701.65	\$ 2,748.67	\$ 23,711.33		
							<b>\$ 226,046.97</b>				
<b>Budget Needs:</b>				<b>\$ 159,365.00</b>							
<b>2023 Earnings</b>				<b>\$ 81,390.26</b>							
<b>Still Needed</b>				<b>\$ (77,974.74)</b>							



## 2023 Wildland Season Employee Costs

	Total Paid Out	Budgeted	Billed	Collected for Manager Services
<b>23-0001/0002</b>	\$ 34,819.37	\$ 5,432.23	\$ 31,928.83	\$ 2,541.70
<b>23-0003</b>	\$ 177.39	\$ -	\$ 182.64	\$ 5.25
<b>23-0005</b>	\$ 1,652.07	\$ -	\$ 1,761.80	\$ 109.73
<b>23-0006/0007/0008</b>	\$ 29,524.07	\$ 5,069.99	\$ 25,598.87	\$ 1,144.80
<b>23-0009/0010</b>	\$ 13,863.16	\$ 1,690.00	\$ 12,722.26	\$ 549.10
<b>23-0011</b>	\$ 7,622.14	\$ 1,690.00	\$ 6,177.49	\$ 245.34
<b>23-0012/0013</b>	\$ 28,804.30	\$ 4,661.65	\$ 25,429.05	\$ 1,286.40
			<b>Total</b>	<b>\$ 5,882.32</b>

**HELLSGATE FIRE DISTRICT  
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Governing Board

DATE: January 17, 2024

SUBJECT: Public Forum

ITEM #: 4 & 7

REQUIRED ACTION:       Discussion Only       Formal Motion       Resolution

RECOMMENDED ACTION:       Approve       Conditional Approval       Deny

PRESENTED BY:       Administration       Fire Chief       Staff

REVIEWED BY:       Legal       Outside Consult

**BACKGROUND**

This is the time for the public to comment. Members of the Board may not discuss items that are not on the agenda. The Board is not permitted to discuss or take action on any item raised in the Call to the Public, which are not on the agenda due to restrictions of the Open Meeting Law; however, individual members of the Board are permitted to respond to criticism directed to them. Otherwise, the Board may direct staff to review the matter or that the matter be placed on a future agenda.

**RECOMMENDED MOTION**

**This item should be a discussion only with board directing administration in further actions.**

**HELLSGATE FIRE DISTRICT  
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Angie Lecher, Business Manager

DATE: January 17, 2024

SUBJECT: Consent Agenda

ITEM #: 5. A.

REQUIRED ACTION:             Discussion Only             Formal Motion             Resolution

RECOMMENDED ACTION:     Approve             Conditional Approval     Deny

PRESENTED BY:             Administration             Fire Chief             Staff

REVIEWED BY:             Legal             Outside Consult

**BACKGROUND**

In compliance with ARS §38-431.01, approval of:

A. DECEMBER 20, 2023 REGULAR SESSION

**RECOMMENDED MOTION**

**Motion to approve the December 20, 2023 Consent Agenda.**

\*Items listed under consent agenda should be approved by a single motion for all items, unless a board member wishes to discuss an item separately.

\*\*Members of the board do not have to be present at the meeting to approve minutes. When you vote to approve minutes, you are expressing your confidence in the veracity of the preparer and the process. You are not making a personal eyewitness statement that you were there.



**HELLSGATE FIRE DISTRICT  
FIRE BOARD REGULAR MEETING  
December 20, 2023**

Station #21 – 80 S. Walters Lane – Star Valley – Training Room

**~MINUTES~**

**1. CALL TO ORDER**

Pursuant to notice, a regular meeting of the Hellsgate Fire District (HFD) was called to order by Vice Chair Scott Plummer at 5:30 PM on Wednesday, December 20, 2023, at the Hellsgate Fire Department Station #21, 80 S. Walters Lane, Star Valley, Arizona. Business Manager Angie Lecher recorded the minutes. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

**A. ROLL CALL**

Board Present: Garah Monnich – Chair (via Zoom); Scott Plummer – Vice Chair; Nick Fitch – Clerk; Lisa Lamoureux – Member; Deb Bain – Member. Staff Present: Fire Chief Morey Morris; and Business Manager Angie Lecher – Recorder. Public Present: Brian Wiggins via zoom: Cris Lecher and Andrew Wendt (left at 5:42 PM).

**B. SALUTE TO THE FLAG OF THE UNITED STATES OF AMERICA**

Pledge of Allegiance led by all in attendance.

\*Item 5.B. Draft Audit was moved to the beginning of the meeting.

**B. DRAFT AUDIT**

1. Andrew Wendt with Atlas discussed the financial audit report with the board. Explaining the new government standards of contract reporting GASB 96. The district only had to report the Sunstate Technologies contract which had little change to the overall financial reporting. No restatements needed to be made. The district financial holdings are still healthy and overall remain positive. Next year another senior auditor will be handling the district as Andrew has taken a higher role within the company. Scott asked if Andrew had any recommendations. Andrew said our controls are as good as they can be for such a small organization with no recommendations of changes needed. Chief Morris asked if the GASB standards had any negative effect to which Andrew explained the new standards are just government activity reporting and did not affect the bottom line of the district. Chief Morris also asked if Andrew knew anything about the federal inflation reduction act and how it might affect the district reports. Andrew was unaware of this act having any impact on the audit report. No other questions were asked.

**MOTION** by Clerk Fitch to approve the fiscal year 2023 audit as provided by Atlas.

**MOTION SECONDED** by Member Lamoureux

**MOTION CARRIED 5/0**

**2. REPORTS & CORRESPONDENCE**

Pursuant to ARS §38-431.02(K), the following reports and correspondence provided to the HFD Board of Directors.



**HELLSGATE FIRE DISTRICT  
FIRE BOARD REGULAR MEETING  
December 20, 2023**

Station #21 – 80 S. Walters Lane – Star Valley – Training Room

**A. CHIEFS REPORT**

Fire Chief Morey Morris discussed the following topics: Calls for the month of November, type, and total for the year. Building plan reviews for November and total for the year. Staffing report, no changes. No wildland update. Major call activity: Tornado that hit portions of Star Valley including pictures of the damage and the response of the department. Maintenance report included an update about the new ford chassis, WT22 brake issues, compression tests to determine which type 6 is the better of the two to keep one and sell one, and E21 mechanical update. Chief Morris will be working on an IGA with Payson Fire for use of WT22 while theirs gets repaired. SAFER grant was denied, we will analyze to see if we can resubmit next year.

**B. AWARDS & RECOGNITION**

Ilyas Sekandari hit 10 years of service December 19 and will be recognized at an upcoming meeting. Board member Garah Monnich has 10 years of service, Nick Fitch has 6 years of service and Lisa Lamoureux has 1 year of service. Ilyas Sekandari and Coby Smith celebrated birthdays in the month of December.

**C. CORRESPONDENCE**

Business Manager Angie Lecher discussed correspondence received from the Town of Star Valley regarding testing of the backflow assembly. Lecher provided email correspondence with Mr. Shaffer discussing the need for the district to have a backflow assembly on the water system. Chief Morris discussed with the town manager Mr. Grier about the correspondence, and he penned a letter to the board explaining annual testing rather than why we are required to have the assembly in the first place. After working with the one company in the area that does testing, the annual testing will be completed at the same time as several other businesses in Star Valley to capture savings moving forward. The department would still like the town to adopt an ordinance that outlines when an assembly must be installed, but the town doesn't appear to have the same opinion on the matter.

**3. FINANCIAL REPORTS**

Business Manager Angie Lecher

**A. NOVEMBER 2023**

Business Manager Lecher presented an overview of the status of the FY2024 Budget, showing most areas are in line with expectations and are still in line with projections for the current fiscal year. Interest collection was high due to covering two months. Wildland in complete and paid for calendar year 2023. The two resigning full-time personnel completed their last shifts in November and are now working with Payson Fire. The annual audit was completed on time and without incident as presented earlier in the meeting. Yearend closing is underway. Next year's budget planning has begun, board members were given a copy of the annual actuarial report from PSPRS in their Dropbox for review. Planning for chief services needs to begin soon so there is no lapse in leadership. AFDA conference is in January in Laughlin, Lecher and Bain will be attending. No questions posed by board members.



**HELLSGATE FIRE DISTRICT  
FIRE BOARD REGULAR MEETING  
December 20, 2023**

Station #21 – 80 S. Walters Lane – Star Valley – Training Room

**MOTION** by Clerk Fitch to approve the November 2023 financial reports as provided by Business Manager Lecher.

**MOTION SECONDED** by Member Lamoureux

**MOTION CARRIED 5/0**

**4. PUBLIC FORUM**

Pursuant to ARS §38-431.01(H) the HFD Board allows public comment as time permits.

No public comments made.

**5. REGULAR BUISNESS**

**A. CONSENT AGENDA**

All matters under the Consent Agenda are considered by the board to be routine and will be enacted by a single motion approving the Consent Agenda.

1. Regular Minutes of November 15, 2023

**MOTION** by Chair Monnich to approve the consent agenda.

**MOTION SECONDED** by Member Bain

**MOTION CARRIED 5/0**

**B. DRAFT AUDIT (SEE ABOVE)**

**C. ELECTION OF OFFICERS**

1. Vice Chair Plummer officiated the nominations.

**NOMINATION CHAIR** Nick Fitch nominated Garah Monnich as Chair

**NOMINATION CARRIED 0/5**

**NOMINATION CHAIR** Garah Monnich nominated Scott Plummer as Chair

**NOMINATION CARRIED 5/0**

**NOMINATION VICE CHAIR** Garah Monnich nominated Deb Bain as Vice Chair

**NOMINATION CARRIED 2/3 Monnich, Fitch/Plummer, Bain, Lamoureux**

**NOMINATION VICE CHAIR** Deb Bain nominated Lisa Lamoureux as Vice Chair

**NOMINATION CARRIED 4/1 Plummer, Fitch, Bain, Lamoureux/Monnich**

**NOMINATION CLERK** Garah Monnich nominated Deb Bain as Clerk

**NOMINATION CARRIED 5/0**



**HELLSGATE FIRE DISTRICT  
FIRE BOARD REGULAR MEETING  
December 20, 2023**

Station #21 – 80 S. Walters Lane – Star Valley – Training Room

**D. STRATEGIC PLANNING**

1. Chief Morris provided the board with a memo that discussed the committee meeting. The committee discussed apparatus needs and wants for Type 6 resources November 28, 2023. Trucks are being sent for compression testing to determine which one is the better unit overall. Once that is determined, recommendation will be made to surplus sell the other truck. The committee also discussed the Engineer positions.

**DISCUSSION ONLY**

**E. SURPLUS EQUIPMENT**

1. The board was given a laundry list of items to be considered as surplus equipment. Several radios, pagers, computers and misc. were discovered at station 22 and will be added to the list. Garah Monnich asked about the Dodge pickup truck and why the organization needs three staff vehicles. Some board members didn't think they should be determining if an item was surplus. Cost of the Dodge pickup will be provided to the board at next month's meeting.

**DISCUSSION ONLY**

**F. POLICIES**

1. Business Manager Lecher discussed that no additional comments had been received for consideration on the policy changes. Union rep Bobbi Doss provided the board with a letter of support for the policy revisions.

**MOTION** by Member Lamoureux to approve the changes to policies 40.03, 40.05, 40.09, 40.21, 40.22, 40.23 and 40.28.

**MOTION SECONDED** by Clerk Fitch

**MOTION CARRIED 5/0**

**G. DISTRICT ATTORNEY OF RECORD**

1. Business Manager Lecher provided a quote for services from Thomas Benavidez. This attorney was recommended by Brenda Tranchina. Lecher recommended tabling the item until after the AFDA conference to make sure there are no issues or other recommendations.

**MOTION** by Chair Monnich to table the item until next month.

**MOTION SECONDED** by Member Bain

**MOTION CARRIED 5/0**



**HELLSGATE FIRE DISTRICT  
FIRE BOARD REGULAR MEETING  
December 20, 2023**

Station #21 – 80 S. Walters Lane – Star Valley – Training Room

**H. NATIONWIDE PSPRS 457B PLAN**

1. Business Manager Lecher provided the board with all the documents needed to open a PSPRS 457B account. Currently the district has an ASRS 457B, a IAFF 401A and a PSPRS 401A account with Nationwide. PSPRS members are no longer allowed to participate in the ASRS plan.  
**MOTION** by Member Lamoureux to approve the PSPRS 457B plan with Nationwide and allow Business Manager Lecher to sign the documents.  
**MOTION SECONDED** by Clerk Fitch  
**MOTION CARRIED 5/0**

**6. PUBLIC FORUM**

Pursuant to ARS §38-431.01(H) the HFD Board allows public comment as time permits.

No public comments made.

**7. ADJOURNMENT**

Board Vice Chair Plummer called for an adjournment.

**MOTION** by Member Bain to adjourn the meeting.

**MOTION SECONDED** by Clerk Fitch

**MOTION CARRIED 5/0**

The meeting adjourned at 7:21 PM

Respectfully Submitted, Angie Lecher, Business Manager



**HELLSGATE FIRE DISTRICT  
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Morey Morris, Fire Chief

DATE: January 17, 2024

SUBJECT: Strategic Planning

ITEM #: 5. B.

REQUIRED ACTION:       Discussion Only       Formal Motion       Resolution

RECOMMENDED ACTION:       Approve       Conditional Approval       Deny

PRESENTED BY:       Administration       Fire Chief       Staff

REVIEWED BY:       Legal       Outside Consult

**BACKGROUND**

See attached report on the strategic planning committee update.

**RECOMMENDED MOTION**

**No suggested motion**



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January 8, 2024

Hellsgate Fire Board of Directors

Ref: Outcome of Day 3 Strategic Planning Session

Members,

On Thursday January 4, 2024, the Strategic Planning Committee met at 3pm at FS21. Members in attendance were:

1. Nick Fitch, Committee Chair
2. Lisa Lamoureux, Board Member
3. Bobbi Doss, Fire Captain
4. Sean Minniss, Fire Engineer
5. John Jackson, Community Member
6. Morey Morris, Fire Chief

A review of the Dec 6, 2023, meeting was discussed, and the SWOT analysis was reintroduced to the group. A request for information on fire apparatus was addressed to see if any of our current fire apparatus should be surplused and made available for sale. It was agreed that Shop 061- BR226 should be sold at the highest price and bidder possible. It is anticipated that the vehicle could garner between 45,000 to 65,000. The reason that Shop 061 was selected is that the engine compression tests were completed by a diesel engine shop and determined that Shop 062- BR216 is in better shape and there were no oil leaks noted on BR216

The committee then entertained the discussion on the future fire chief and hiring one before June, 2024. The options submitted were:

- a. Hire qualified from within
- b. Hire qualified from outside the organization
- c. Share a Chief with another dept
- d. Outsource the Chief's Position
- e. Contract Services with another dept
- f. Other

It was recommended that if at all possible, that a qualified employee from within the organization be selected. The above options showed the possible ranking of preference for the new Chief.

Also, it was discussed that the possibility of having a fire captain be named and compensated for a Battalion Chief. This person could be an Operations or Administration BC.

The following items were also discussed:

- A. Budget for 2024
  - a. In 2024, the fire chief could go to 75% time
  - b. In 2025, the fire chief could go to 100% time
- B. 3 person staffing on OPS
  - a. Currently
    - i. 2 full time personnel 7 days a week



- 
- ii. 1 reserve each weekend on Sat/Sun
  - b. Proposed
    - i. 2 full time personnel 7 days a week
    - ii. 1 reserve each weekend, 1 reserve for two additional days per week (4/7)

This is our report.  
Submitted by

A handwritten signature in black ink, appearing to read "Morey Morris".

Morey Morris, Fire Chief

**HELLSGATE FIRE DISTRICT  
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Morey Morris, Fire Chief & Angie Lecher, Business Manager

DATE: January 17, 2024

SUBJECT: Surplus Equipment

ITEM #: 5. C.

REQUIRED ACTION:             Discussion Only             Formal Motion             Resolution

RECOMMENDED ACTION:     Approve             Conditional Approval             Deny

PRESENTED BY:             Administration             Fire Chief             Staff

REVIEWED BY:             Legal             Outside Consult

**BACKGROUND**

Administration has provided several items as deemed surplus for the boards consideration of disposal. Three resolutions have been created that separated items of no value, items that may have some value, and a vehicle for sale. Board should review each resolution and determine if they agree or would like to add/remove items.

**RECOMMENDED MOTION**

**Make a motion to approve Resolutions 2024-001, 002 and 003 as provided or with suggested changes.**



---

January 8, 2024

**List of surplus equipment no value:**

9 wireless mouse  
3 corded mouse  
3 corded key boards  
Canon portable scanner model K10249  
AVerMedia projector – no model number  
Olympus digital voice recorder  
2 Polycom conference phone-speaker systems (1 Voice Station 300 and 1 Sound Station 2)  
External scan disk tower (for card reading)  
Travel training materials bought on grant: HP laptop hpG60, Bose speakers, Epson LCD Projector model H302A and suitcase  
3 HP Pavilion towers model p7-1207c  
Toshiba laptop Satellite P305-S8830  
2 Panasonic Toughbook's – no longer functions  
Dell 7500 (like a Toughbook) used for programming radios model PP1 – no longer functions  
3 Dell latitude model PP01X  
HP laptop dv6700  
Dell p055 (like a Toughbook)  
8 Asus model X205T tablet/PC – used by board some years ago  
5 Dell P20T – memory not large enough to use for programs  
2 Dell DCTR? – refurbished (purchased by Chief Bathke, one used and one still in wrapping)  
Ricoh SP377 SFNwx black and white printer  
Board chairs  
Hose

**List of surplus equipment minimum value:**

Samsung TV model P2770HD with wall bracket  
Philips TV model 46PFL7705D/F7 with wall bracket  
4 Dell monitors E207WFPc  
2 Acer monitors 24" model P244w  
Samsung monitor S24B300EL  
LG monitor Flatron E2340V-PN  
2 Vertex Standard 4000-serial #1J051276 & 4G5m1-30053  
3 BK GMH 5992X-serial #0635204, GMH5992X-0724003 & GMH5992X-0632095  
3 Motorola CDM 1550 LS-serial #001TH00767, 001TH00763 & 001TH00765



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Radio Chargers-BK Radios (5) Vertex (1)

Radio Batteries BK (8)

Pagers-Minitor V (16) Minitor IV (5)

Pager Accessories-Cables (25)

List of surplus equipment value assigned:

2006 F450 Vin 1FDXW47P96EC25208 (BR226 G324EH 45,038 miles)



**HELLSGATE FIRE DISTRICT  
RESOLUTION NO. 2024-001**

**A RESOLUTION FOR DISPOSAL OF PROPERTY OF THE HELLSGATE FIRE DISTRICT, WHICH HAS BEEN DECLARED AS SURPLUS TO THE OPERATION OF THE FIRE DEPARTMENT**

**WHEREAS** the Hellsgate Fire District Board has determined that a true and real need exists for the department to dispose of property that it deems to be surplus to the operation of the department and;

**WHEREAS** the District Board has reviewed the policy for the disposal of the property in a manner spelled out by this policy and finds it to be acceptable to the Hellsgate Fire District;

**NOW THEREFORE, BE IT RESOLVED**, that the District Board of the Hellsgate Fire District approves the disposal of said property as listed and by method shown:

**SECTION 1: Item(s) for Disposal:**

1. 9 wireless mouse
2. 3 corded mouse
3. 3 corded key boards
4. Canon portable scanner model K10249
5. AVerMedia projector – no model number
6. Olympus digital voice recorder
7. 2 Polycom conference phone-speaker systems (1 Voice Station 300 and 1 Sound Station 2)
8. External scan disk tower (for card reading)
9. Travel training materials bought on grant: HP laptop hpG60, Bose speakers, Epson LCD Projector model H302A and suitcase
10. 3 HP Pavilion towers model p7-1207c
11. Toshiba laptop Satellite P305-S8830
12. 2 Panasonic Toughbook's – no longer functions
13. Dell 7500 (like a Toughbook) used for programming radios model PP1 – no longer functions
14. 3 Dell latitude model PP01X
15. HP laptop dv6700
16. Dell p055 (like a Toughbook)
17. 8 Asus model X205T tablet/PC – used by board some years ago
18. 5 Dell P20T – memory not large enough to use for programs
19. 2 Dell DCTR? – refurbished (purchased by Chief Bathke, one used and one still in wrapping)
20. Ricoh SP377 SFNwx black and white printer

- 21. Board chairs
- 22. Hose

**SECTION 2: Method of Disposal:**

The item(s) listed are considered to have no monetary value and therefore will be disposed of by abandonment in the department trash bin. See Section 3 of this policy for the definition for his method of disposal. Once values are set, then all other members of the fire district are eligible to purchase any item at the value set.

**SECTION 3: Value of Items for Disposal:**

The Chief of the Department has been given the right to negotiate the values based on values provided by similar items for sale and or condition of the items, and other means of current units for sale. The price is to be set at a value that will help to promote the rapid sale of the items listed herein. Some items may be deemed unsatisfactory and disposed of by placing in the dumpster. Items listed in Resolution 2024-001 have been determined to have no value and therefore will be disposed of in the trash bin.

This is a final report given to the Board on these items.

**PASSED AND ADOPTED** by majority vote of Employer at its open meeting held on January 17<sup>th</sup>, 2024.

  
\_\_\_\_\_  
Scott Plummer, Board Chairman

**ATTEST:**  
  
\_\_\_\_\_  
Deb Bain, Board Clerk





**HELLSGATE FIRE DISTRICT  
RESOLUTION NO. 2024-002**

**A RESOLUTION FOR DISPOSAL OF PROPERTY OF THE HELLSGATE FIRE DISTRICT, WHICH HAS BEEN DECLARED AS SURPLUS TO THE OPERATION OF THE FIRE DEPARTMENT**

**WHEREAS** the Hellsgate Fire District Board has determined that a true and real need exists for the department to dispose of property that it deems to be surplus to the operation of the department and;

**WHEREAS** the District Board has reviewed the policy for the disposal of the property in a manner spelled out by this policy and finds it to be acceptable to the Hellsgate Fire District;

**NOW THEREFORE, BE IT RESOLVED**, that the District Board of the Hellsgate Fire District approves the disposal of said property as listed and by method shown:

**SECTION 1: Item(s) for Disposal:**

1. Samsung TV model P2770HD with wall bracket
2. Philips TV model 46PFL7705D/F7 with wall bracket
3. 4 Dell monitors E207WFPc
4. 2 Acer monitors 24" model P244w
5. Samsung monitor S24B300EL
6. LG monitor Flatron E2340V-PN
7. 2 Vertex Standard 4000-serial #1J051276 & 4G5m1-30053
8. 3 BK GMH 5992X-serial #0635204, GMH5992X-0724003 & GMH5992X-0632095
9. 3 Motorola CDM 1550 LS-serial #001TH00767, 001TH00763 & 001TH00765
10. Radio Chargers-BK Radios (5) Vertex (1)
11. Radio Batteries BK (8)
12. Pagers-Minitor V (16) Minitor IV (5)
13. Pager Accessories-Cables (25) 11 Adult, 5 Child, 1 Infant CPR Manikins

**SECTION 2: Method of Disposal:**

The item(s) shall be offered at "as is" condition. The Chief of the Department may set a price for the items to be sold, based on sound values, to protect the Fire District, but is hereby precluded from purchasing for himself, family or friends. See Section 3 of this policy for the definition for his method of disposal. Once values are set, then all other members of the fire district are eligible to purchase any item at the value set.

SECTION 3: Value of Items for Disposal:

The Chief of the Department shall be given the right to negotiate the values based on values provided by similar items for sale and or condition of the items, and other means of current units for sale. The price is to be set at a value that will help to promote the rapid sale of the items listed herein. Some items may be deemed unsatisfactory and disposed of by placing in the dumpster.

A report shall be given to the Board at the next regularly scheduled board meeting held after the sale of said item(s) on the final selling price and the names(s) of the recipient of the item(s).

**PASSED AND ADOPTED** by majority vote of Employer at its open meeting held on January 17<sup>th</sup>, 2024.

  
\_\_\_\_\_  
Scott Plummer, Board Chairman

**ATTEST:**  
  
\_\_\_\_\_  
Deb Bain, Board Clerk



**HELLSGATE FIRE DISTRICT  
RESOLUTION NO. 2024-003**

**A RESOLUTION FOR DISPOSAL OF PROPERTY OF THE HELLSGATE FIRE DISTRICT, WHICH HAS BEEN DECLARED AS SURPLUS TO THE OPERATION OF THE FIRE DEPARTMENT**

**WHEREAS** the Hellsgate Fire District Board has determined that a true and real need exists for the department to dispose of property that it deems to be surplus to the operation of the department and;

**WHEREAS** the District Board has reviewed the policy for the disposal of the property in a manner spelled out by this policy and finds it to be acceptable to the Hellsgate Fire District;

**NOW THEREFORE, BE IT RESOLVED**, that the District Board of the Hellsgate Fire District approves the disposal of said property as listed and by method shown:

**SECTION 1: Item(s) for Disposal:**

1. 2006 F450 VIN 1FDXW47P96EC25208 (BR226 G324EH with 45,038 miles) – Value Undetermined

**SECTION 2: Method of Disposal:**

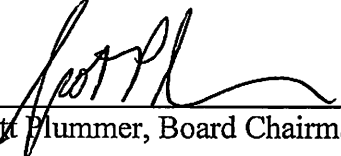
The item(s) shall be offered at “as is” condition. The Chief of the Department may set a price for the items to be sold, based on sound values, to protect the Fire District, but is hereby precluded from purchasing for himself, family or friends. See Section 3 of this policy for the definition for his method of disposal. Once values are set, then all other members of the fire district are eligible to purchase any item at the value set.

**SECTION 3: Value of Items for Disposal:**

The Chief of the Department shall be given the right to negotiate the values based on values provided by similar items for sale and or condition of the items, and other means of current units for sale. The price is to be set at a value that will help to promote the rapid sale of the items listed herein. Some items may be deemed unsatisfactory and disposed of by placing in the dumpster.

A report shall be given to the Board at the next regularly scheduled board meeting held after the sale of said item(s) on the final selling price and the names(s) of the recipient of the item(s).

**PASSED AND ADOPTED** by majority vote of Employer at its open meeting held on January 17<sup>th</sup>, 2024.

  
\_\_\_\_\_  
Scott Plummer, Board Chairman

**ATTEST:**  
  
\_\_\_\_\_  
Deb Bain, Board Clerk

**HELLSGATE FIRE DISTRICT  
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Angie Lecher, Business Manager

DATE: January 17, 2024

SUBJECT: District Attorney of Record

ITEM #: 5. D.

REQUIRED ACTION:       Discussion Only       Formal Motion       Resolution

RECOMMENDED ACTION:       Approve       Conditional Approval       Deny

PRESENTED BY:       Administration       Fire Chief       Staff

REVIEWED BY:       Legal       Outside Consult

**BACKGROUND**

Administration has reached out to known contacts to evaluate a new Attorney of Record. To date, only Mr. Benavidez has provided a contract for services. Business Manager Lecher has not received any other recommended attorneys to discuss with the board. Business Manager Lecher will report to the board any discussion had during the AFDA conference.

**RECOMMENDED MOTION**

**Motion to approve engagement of services as needed provided by Thomas Benavidez.**

BENAVIDEZ LAW GROUP, P.C.  
AN ARIZONA LAW FIRM

Thomas A. Benavidez, Shareholder  
Elisabeth I. Benavidez

Joeli P. Secrest, Paralegal & Office Manager  
Dawn M. Nickel, Paralegal

December 18, 2023

Hellsgate Fire District  
Attn: Governing Board  
C/O: Ms. Angie Lecher  
80 S. Walters Lane  
Star Valley, Arizona 85541  
Via Email: [Alecher@hellsgatefire.org](mailto:Alecher@hellsgatefire.org)

Re: **Legal Representation - As-Needed Legal Services**

Ladies and Gentlemen:

This letter is to confirm our understanding of the scope and terms of the representation Benavidez Law Group, P.C., has agreed to undertake for you, Hellsgate Fire District. Experience has shown that a letter like this can be useful to both the client and the firm to express and confirm our respective expectations and undertakings.

Please review this letter carefully and call me if you have any questions about it. If the terms and conditions meet with your approval and understanding of our respective responsibilities, please sign the letter, scan it, and email it to us.

1. **Scope of Engagement.** We understand the scope of this engagement to be limited to providing the District with general legal services on an at-will and as-needed basis. Any expansion of our retention must be set forth in writing. It is our understanding that the District will be directly responsible for our fees and expenses. If you would like us to follow some other procedure, please let me know.

We understand that you will contact us when you need services, and you will provide us with such factual information and documents as we require to perform the services. You will make decisions and determinations as are necessary and appropriate to facilitate the rendering of our services. Also, you will be available to assist us in the progress of our services, and will remit payment of our invoices in accordance with the terms set forth on the following page.

2. Policies and Procedures on Fees and Costs. The firm does not request advance payment or retainers from its government entity clients. We will send invoices to you which contain a description of the work performed and the amount charged. Invoices are due upon receipt, and are considered past due thirty days after receipt. We will undertake this representation on the basis of a reduced hourly rate for lawyers, and for paralegals, legal assistants, law clerks and other staff, plus any extraordinary expenses and disbursements, if any, on your behalf.
  - a. Fees. Our hourly rates vary, depending on various factors including the experience and expertise of the person rendering the service. We normally bill in multiples of one-tenth of an hour (6 minute) increments, with a minimum charge of .2 hours (12 minutes). We have agreed to a reduced rate of \$180.00 per hour for any attorney time, and \$90.00 for any paralegal, legal assistant or law clerk time.
  - b. Travel Charge. We do not anticipate travel in this representation, however, we will bill travel time at the rate of \$90.00 per hour.
  - c. Expenses. The Firm does not charge for first class postage, long distance telephone carrier charges or in-house photocopies. However, extraordinary expenses such as overnight messenger services, court filing fees, expert witnesses, *etc.*, will be charged to you without markup.
  - d. Document Retention/Destruction. It is our policy to destroy files seven years after they are closed. During the course of representation we will send you copies of all of the documents in your file so you should end up with a complete copy of your file at the close of representation. It is your responsibility to ask for a copy of your file upon completion of representation, or within seven years following completion of representation, in order to avoid destruction of your documents.
  - e. Risk of Loss. Litigation is not expected as part of this engagement. However, it is important that you understand the risks of litigation. Neither I nor anyone associated with our Firm has made any promise to you regarding the outcome of any litigation. If this engagement evolves into litigation, you should be aware that there are risks beyond the risk of losing the case. In most cases, the judge has the authority to order one party to pay the other party's court costs and/or attorneys' fees. This is a risk that you bear in litigation, and you, not the Firm, will be responsible for payment of these fees and/or costs.
  - f. Any Arizona statutory provisions *required* to be applied to this engagement are incorporate herein by this reference.

We look forward to representing the District and thank you for asking Benavidez Law Group, P.C., to assist you. If you have any questions that arise at any time, please let me know promptly. If you ever wish to discuss any matter relating to our legal representation, please do not hesitate to call me on my cell phone, 520-907-3049.

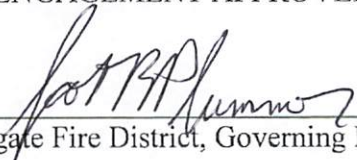
When you need services, please send me an email [[tbenavidez@benavidezlaw.com](mailto:tbenavidez@benavidezlaw.com)] and/or call my cell phone.

Very truly yours,



Thomas A. Benavidez  
For the Firm

TERMS OF ENGAGEMENT APPROVED AND AGREED TO:

By:   
Hellsgate Fire District, Governing Board

Date: 01/17/2024



**HELLSGATE FIRE DISTRICT  
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Angie Lecher, Business Manager

DATE: January 17, 2024

SUBJECT: Chief Services

ITEM #: 5. E.

REQUIRED ACTION:         Discussion Only         Formal Motion         Resolution

RECOMMENDED ACTION:    Approve         Conditional Approval         Deny

PRESENTED BY:         Administration         Fire Chief         Staff

REVIEWED BY:         Legal         Outside Consult

**BACKGROUND**

Business Manager Lecher has provided the board with all the documents that outlined the prior Chief Services Committee. Board has been provided District Management policy, Board Appointed Committees policy, Chief Job Description, AFDA Chapter 1 Elected Officials Responsibilities, A.R.S. §48-803 and residency requirements policy for consideration. Last time we took 8 months to work through this process.

Board should determine if they wish to form a committee to bring proposals back to the board for consideration. Board needs to determine who will be on this committee, options the committee should consider and when they should report back to the board. Last committee consisted of two board members, the past fire chief, business manager and labor representative.

Options to consider: part-time, full-time, contract with other departments.

**RECOMMENDED MOTION**

**Motion to form a committee for chief services and appoint members of the committee. Committee should evaluate \_\_\_\_\_ options and report back to the board by February 21<sup>st</sup>, 2024.**



# HELLSGATE FIRE DISTRICT

## BOARD POLICY GUIDELINES

TITLE: District Management

EFFECTIVE DATE: 05/11/2011

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### I. PURPOSE

To adopt and maintain a management structure in accordance with state laws and that will ensure unity of command under both normal and unexpected circumstances.

### II. MANAGEMENT STRUCTURE

The Board is permitted by Arizona Revised Statute 48-803(D) and 48-805 to appoint a Fire Chief and other officers necessary for the management and operation of the District. The Fire Chief operates under the direction of the Board.

The District management structure must be clearly defined to ensure efficient operations under all conditions. Unity of command is established through the adoption of a formal organization chart; it is the responsibility of the Fire Chief to establish and maintain position classifications/job descriptions to support the organizational chart. Decision making authority and reporting responsibility must be maintained under both normal and emergency conditions.

District policies should establish a plan of temporary succession in the event of an unexpected or extended absence of the Fire Chief. Temporary succession of command should be based on predetermined procedures until the Board can meet to address the issue and determine the most appropriate course of action.



# HELLSGATE FIRE DISTRICT

## BOARD POLICY GUIDELINES

TITLE: Board Appointed Committees

EFFECTIVE DATE: 05/11/2011

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### I. PURPOSE

To allow the Board to appoint individuals to serve on special or standing committees that will provide additional information and consideration of matters of concern to the Board.

### II. POLICY

It is the policy of the District that the Board may appoint standing or special committees upon a majority vote of the Board.

#### Formation

With the approval of the Board, a committee may be appointed by the Chairperson of the Board. A motion to establish the committee must be approved by a majority vote of the Board and may be established for any of the following purposes or for any other purposes deemed reasonable by the Board:

- ◆ To consider and report suitable action on a resolution or other matter;
- ◆ To consider a subject and recommend an action for the District to take;
- ◆ To investigate a certain issue and report facts with its opinions
- ◆ To execute a specific order of the Board; or
- ◆ To represent and act for the District in a certain manner.

#### Term

The committee may serve for a term, as designated by the Board, and, should the committee fail to make its recommendations or file its report within the designated term, then the Board may extend such term or discharge the committee as it deems appropriate.

#### Membership Qualifications

Any individual residing within or outside the District may be appointed as a committee member. Nominations for membership to the committee may be made by the Board or made by appointment from the Chairperson. In the event that nomination is made from the Board, then the committee member may only qualify if he receives a majority vote of those Board members present at the meeting. No more than two (2) members of the Board may be appointed as committee members.

#### Authority of the Committee

A committee is authorized to perform only such acts as are within the reasonable scope of the object of the committee. Expenses incurred by the committee must receive the prior approval of the Board and must be reasonable in scope.

#### Records of Committee Action

Any committee formed by the Board shall conform to the Arizona Open Meeting Laws. The committee shall post notice of any meetings, prepare an agenda, and provide a written record of its meetings.

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# HELLSGATE FIRE DISTRICT

## BOARD POLICY GUIDELINES

TITLE: Board Appointed Committees

EFFECTIVE DATE: 05/11/2011

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### Reports to the Board

The committee shall present its written report or recommendations to the Board at the public meeting designated by the Board.

### Discharge

The committee is discharged at the time of making its report or recommendations to the Board, unless:

- ◆ The report or recommendations of the committee are rejected, and the committee is requested by the Board to review the report or recommendations and make modifications; or
- ◆ The committee is informed in writing by the Chairperson of the Board that it is the decision of the Board to discharge the committee prior to the making of the report; or
- ◆ The committee is a standing committee.

### Structure

Either the committee or the Chairperson of the Board must appoint a Chairperson of the committee. The Chairperson of the committee is the member who reports to the District. The committee may also elect a secretary.

## III. REMOVAL OF OFFICERS

An officer *of the committee* may be removed if at least two Board members propose the removal of any officer and at least three committee members vote for such removal.

## IX. VACANCIES OF OFFICER ROLES

In the event that an office of the committee Board becomes vacant, within a reasonable time following the occurrence of the vacancy, the committee Board shall elect a replacement to fill the vacant position. The newly elected officer shall then serve until the expiration of the term of the officer whom he or she replaced.



**Job Title: FIRE**

**CHIEF**

Origination Date: 01/14/20  
Reports To: Fire Board  
FLSA Status: Exempt

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**JOB SUMMARY:**

Serves as the Chief Executive Officer of the District and directs, administers and manages all activities of the District. Administrative responsibilities include implementing policy promulgated by the Board of Directors, strategic planning, developing and implementing an annual budget, overseeing capital improvements, contracting and financial management, recruiting, hiring, assigning and evaluating personnel. This position is appointed by and serves at the pleasure of the Fire Board.

**JOB SCOPE:**

The Fire Chief is responsible for all operations and activities of the District. The position involves a high degree of regular contact with others both inside and outside the District as he or she works highly independently on a wide variety of complex duties and responsibilities with only general direction given by the Fire Board. Performance of functions has significant financial, reputational, and operational impact upon the District which requires the incumbent to use a high degree of judgment and tact in the execution of the essential functions. The position requires travel both inside and outside the District as he or she represents the District in community, political, and other fire service related activities; additionally, the position involves frequently working under a high degree of stress and requires working long hours in the performance of essential functions.

**SUPERVISION RECEIVED:**

The Fire Chief works under the guidance and direction of the Fire Board, who review work on the basis of overall results achieved. The Fire Chief may consult with the Fire Board on problems related to policy planning but works independently in supervising the overall technical operations and is responsible for the proper administration of all affairs of the District.

**SUPERVISION EXERCISED:**

The Fire Chief is responsible for direct supervision of the Business Manager, the Fire Captains and the support staff, and indirect supervision of all other District employees. The Fire Chief carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include overseeing and/or participating in interviewing and hiring; training employees; planning, assigning and directing work; appraising performance; motivating and mentoring employees; and addressing complaints and resolving problems.

**ESSENTIAL FUNCTIONS:** *The essential functions of the position include, but are not limited to, the following duties and responsibilities which are listed in no particular order of importance or significance.*

**General**

- Provide effective leadership that builds trust and confidence among all District personnel, the Fire Board and the community at large.
- Exercise the highest moral and ethical standards in dealing with the Fire Board, District personnel, other public safety and political entities and the community.

- Develop and effectively communicate and implement innovative and pro-active service delivery programs.
- Build and maintain effective working and interpersonal relationships between the District and the community and other public safety and political entities.

#### **Administration/Management**

- Maintain a thorough and working knowledge of laws, rules, regulations and best practices applicable to the role of fire district governing boards and the operation and management of Arizona fire districts and emergency services agencies.
- Maintain effective communications with the Fire Board; establish a mutual understanding of Board roles and responsibilities and expectations through properly noticed and agendaized meetings and workshops and a written Fire Board Policy Manual.
- Effectively perform comprehensive fiscal projections and long-range planning given community requirements and current District resources.
- Evaluate and project training requirements and equipment and facilities needs to meet District training goals.
- Oversee the maintenance and effective and efficient use of all District real and personal property.
- Procure, maintain, test and periodically assess inventories of equipment, supplies and other implements necessary for the operation of all functions of the District.
- Ensure command and control of emergency incidents is accomplished in person or by competent subordinates.
- Maintain all records of the District in accordance with applicable law and best practices.

#### **Financial Management**

- Perform financial strategic planning, including preparation and management of the annual budget within the tax levy rate set forth by the Fire Board.
- Provide accurate and timely accounting of District finances to the Fire Board.
- Exercise budgetary and financial control and provide for annual audit of the District books and operations.
- Pursue, develop, and implement alternative funding and revenue opportunities.

#### **Human Resource Management**

- Direct the administration of the District through effective leadership over all District personnel and programs.
- Develop and manage effective human resource policies and practices, including but not limited to recruitment, selection, employee/labor relations, employee benefits, compensation administration, training/development and employee assistance.
- Develop written job performance requirements, policies, procedures and communications protocols for the management and professional development of District personnel.
- Hire, train and assign District professional, classified, career and volunteer personnel.
- Develop long-range plan for staffing and periodically reassess effectiveness and efficiency of staffing levels, assignments and competencies.
- Establish and periodically evaluate education and in-service training goals for all positions within the District so that all members can work toward, achieve and maintain required proficiencies.
- Develops and provides leadership for a risk management program in order to minimize personnel injuries and property damage.
- Ensures necessary safety procedures are in place and followed by all District personnel.
- Maintain positive working relationships with all District personnel.

#### **Emergency Services Delivery**

- Direct the analysis of fire and emergency services needs and develop plans and techniques to provide adequate protection for the District.
- Ensure command and control of emergency incidents is accomplished in person or by competent subordinates.
- Oversee coordination with neighboring departments and emergency service agencies.
- Oversee ongoing evaluation of the operational readiness and performance of emergency preparedness and response systems.
- Establish effective management of District-adopted fire codes, including inspections and enforcement.

- Development minimum standards of proficiency for various types of services provided by District personnel; periodically test to determine that said proficiencies have been achieved and are maintained.
- Maintain competency in current operational procedures and keep abreast of current trends in modern fire service and emergency medical services management.
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly with other agencies to provide seamless customer service.

**Community and Government Relations:**

- Manage the District's public relations and community participation efforts.
- Represent the District in all communications and relations with other fire districts, vendors, and the public.
- Represent the District with County and State offices such as Clerk of the Board, Assessor's office, Recorder's office and State Department of Revenue on such projects as annexations and elections.
- Maintain a personal and District community involvement, as well as encourage individual employees to actively participate in community activities not directly related to the District.
- Maintain positive relationships with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the District's activities.
- Represent the District in a variety of local, county, state, and other meetings.
- Conduct, attend, and interact in meetings with District personnel, public agencies, and the public at large.
- Monitor local, State and Federal legislative activities related to fire service issues, in order to enhance the overall effectiveness of the District.

**MINIMUM QUALIFICATIONS:**

- Associate's degree from an accredited college recognized by the U.S. Department of Education in Fire Science, Business Administration, Public Administration or related subject.
- Ten (10) or more years of experience in fire service operations including a minimum of three (3) years administrative, management and supervisory experience at the chief officer level.
- Experience in development and management of budgets, preferably in a governmental setting
- National Registry or Arizona Emergency Medical Technician or Certified Emergency Paramedic
- Valid Arizona Driver's License or ability to obtain prior to employment
- Ability to meet the District's Health and Wellness Standards
- Ability to meet the insurability requirements of the District's insurance carrier
- Primary residency within 20-minute driving time (under normal conditions) from the administration office is desired; however, if not feasible, the position requires residency that allows for active involvement in and accessibility to the community

**PREFERRED QUALIFICATIONS:**

- Bachelor's Degree in Fire Administration, Business Administration, Public Administration or other related field
- Executive Fire Officer (EFO) or Chief Fire Officer (CFO) designation
- Understanding and working knowledge of statutory requirements of special taxing districts

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Strong working knowledge of:

- Current office practices and standards including but not limited to automation, computerized systems and software programs, segregation of duties, correspondence management, document storage/management per statutory requirements, purchasing and inventory management.
- Governmental budgeting and financial management practices, principles, systems, and reporting.
- Federal, State and local laws, rules and regulations as pertain to fire district administration
- Laws and regulations pertaining to public safety, labor relations and human resource management.
- Effective communication and team building practices.
- Management principles, policies and procedures regarding fire and emergency medical services administration.

- Practices, regulations, methods, and equipment used in EMS, Command, Fire Suppression, and Fire Codes, according to NFPA guidelines, regional, state, and federal standards.
- NIMS and Incident Command Systems and their practical applications.
- Risk management and compliance issues related to HIPAA, OSHA and NFPA and insurance.
- Business English, spelling and basic math.
- Accounting principles, practices and software programs.
- Public purchasing, materials management and procurement processes.
- Investment fund management and governmental debt administration.

Ability to:

- Demonstrate political astuteness required to be effective in the performance of the position of Fire Chief.
- Lead, motivate, train, coordinate, and evaluate District personnel and programs and assist in achievement of District goals and objectives.
- Provide leadership to career employees with particular emphasis on mentoring and succession planning.
- Administer effective employee relations programs.
- Prioritize and effectively organize and facilitate administrative duties to meet established time frames.
- Collect pertinent data to annually develop and implement a fiscally responsible and effective budget within statutory regulations.
- Analyze administrative challenges, implement and evaluate corrections.
- Develop long-term relationships with influential community and governmental agencies including the news media, business and community groups.
- Identify and protect confidential information and records.
- Effectively coordinate, run and ensure documentation of District meetings as needed including but not limited to board meetings, public hearings, and work study sessions.
- Make critical decisions and act under emergency conditions using appropriate incident and personnel management techniques.
- Demonstrate effective oral and written communications, both in individual or group settings.
- Handle sensitive and delicate public relations situations with a high degree of firmness and cordiality.
- Interpret both simple and complex rules, regulations, policies and decisions rapidly and make firm, fair consistent decisions based on the same.
- Plan and organize multiple changing responsibilities; prioritize work to meet goals and objectives within an acceptable timeframe.
- Interact effectively and appropriately with all District personnel, elected officials, other public safety organizations and the public.
- Establish, foster and maintain positive working relationships and interactions with the community, other governmental agencies, and other business groups.

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. The position exposes the Fire Chief to physical hazards from emergency response and work at various emergency medical and fire scenes, sitting, standing, stretching, bending, and lifting objects weighing more than 25 pounds, above the shoulders, below the knees or at arm's length. The position requires extensive use of office machines such as, but not limited to computers, copiers, calculators and telephones. Frequent driving of a motor vehicle, both in emergent and non-emergent situations is required and extensive public contact is common. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**MENTAL DEMANDS:**

While performing the duties of this position, the employee will be regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve



problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with District personnel, other organizations and the public.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Work is primarily performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes. Work is occasionally performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

**CHAPTER 1  
ELECTED OFFICIALS RESPONSIBILITIES**

**READ and COMPLY**

*See Chapter 3 for additional Arizona Revised Statutes pertaining to fire districts.*

The fire board administers the affairs of a fire district. The life of an elected official is not an easy one. A multitude of state laws determine the manner in which a fire district must conduct its business. Good intentions are not enough. Public officials must be familiar with the laws governing their respective conduct and fire district operations. A general summary of what a fire district **SHALL DO** and what a fire district **MAY DO** is itemized below.

**The FIRE DISTRICT SHALL:**

***(A.R.S. §§ 48-803, 48-804 and 48-805)***

1. Hold public meetings at least once each calendar month.
2. Submit to the county board of supervisors a budget estimate, containing the requirements set forth in the statute.
3. Prepare, and post (three places plus the fire district's official website or the AFDA website if the fire district does not maintain an official website) an annual budget containing detailed estimated expenditures for each fiscal year. ***(A.R.S. § 48-805.02)*** Be sure to pay special attention to the requirements set forth in the statutes relating to the district budget.
4. Determine the compensation payable to district personnel.
5. Require probationary employees in a paid sworn firefighter position, a reserve firefighter, or a volunteer position to submit a full set of fingerprints to the fire district for the purpose of obtaining a state and federal criminal records check. ***§48-805***
6. Appoint or hire a fire chief (***§ 48-803***)
7. Elect board members, including a chairman and a clerk, consistent with the requirements and regulations of the statutes. Please also note the requirements and restrictions of who may be a candidate for the board. (***§ 48-803***)
8. Fill vacancies on the board within 90 days of the vacancy (***§ 48-803***)
9. Comply with the anti-nepotism requirements when appointing a person to any clerkship, office, position, employment or duty. ***A.R.S. § 38-481***
10. The Fire Chief and board members must attend professional development training as outlined in the statutes. In addition, the association that is providing the training is required to provide a report to the County containing the details set forth in the statutes.
11. Comply with various financial requirements, including submission of reports, and in the event the district meets certain financial criteria, conducting studies and/or changing to a five member board. (See Chapter 5 for details and outlines.)

**The district SHALL NOT** incur, and the chairman and clerk must certify that the District has NOT incurred, any debt or liability in excess of taxes levied and to be collected and the money actually available and unencumbered at the time in the fund, except as provided in ***A.R.S. § 48-805.B.2, §48-806 and §48-807***.

48-803. District administered by a district board; report

A. In a district that the board of supervisors estimates has a population of less than four thousand inhabitants, the district board may consist of three or five members. In a district that the board of supervisors estimates has a population of four thousand or more inhabitants, the district board shall consist of five members, and for a noncontiguous county island fire district formed pursuant to section 48-851, the board shall consist of five members. The estimate of population by the board of supervisors is conclusive and shall be based on available census information, school attendance statistics, election or voter registration statistics, estimates provided by state agencies or the county assessor, or other information as deemed appropriate by the board of supervisors. If the board of supervisors determines, at any time prior to one hundred twenty days before the next regular scheduled election for members of a district board, that the population of a fire district administered by a district board consisting of three members exceeds four thousand inhabitants, estimated as provided in this section, the board of supervisors shall order an increase in the number of members of the district board. If the board of supervisors determines at any time prior to one hundred eighty days before the next regularly scheduled election for members of a district board that the population of a fire district administered by a district board that consists of five members exceeds fifty thousand inhabitants as prescribed in this section, the board of supervisors shall inform the district board that it may expand to seven members. Any expansion to seven members shall occur by majority vote of the district board. The increase is effective for the election of the additional members at the next regular election of members of the district board.

B. If a vacancy occurs on the district board other than from expiration of a term, a quorum of the board members shall fill the vacancy by appointment of an interim member and, except for a district formed pursuant to article 3 of this chapter, a quorum of the board members shall fill the vacancy within ninety days after the date the vacancy occurs. Except for a district formed pursuant to article 3 of this chapter, if the quorum of district board members does not appoint an interim member within that ninety-day period, the board of supervisors shall appoint an interim member to the district board within sixty days after expiration of the ninety-day period, and if the district is located in more than one county, the board of supervisors of the county in which the majority of the assessed valuation of the district is located shall make the appointment after the expiration of the ninety-day period. If the entire board resigns or for any reason cannot fulfill its duties, or does not have a number of remaining board members sufficient to constitute a quorum of the board, the board of supervisors shall appoint interim district board members to fill the vacancies, or an administrator to administer the district with the same duties and obligations of the elected board to serve until the next election. A majority of the board constitutes a quorum for the transaction of business.

C. On expiration of a board member's term of office, the position is declared vacant unless otherwise filled at a general election or as provided in section 48-802, subsection D, paragraph 4. A vacancy that occurs on expiration of a term of office shall be filled by appointment by a quorum of the district board within ninety days after the first day of the beginning of the new term of office. If the district board is unable to establish a quorum, the vacancy shall be filled by the board of supervisors as prescribed by subsection B of this section.

D. Members of the district board shall serve without compensation, but may be reimbursed for actual expenses incurred in performing duties required by law.

E. The board of a fire district shall appoint or hire a fire chief. A fire district that contracts for fire and emergency medical services may designate the fire chief of the service provider as the fire chief of the fire district.

F. The district board shall elect from its members a chairperson and a clerk. Except for a district formed pursuant to article 3 of this chapter, the election of the chairperson and the clerk must occur at the district board meeting that first occurs in the month immediately following each general election.

G. For districts formed under article 3 of this chapter, of the members first elected to district boards consisting of three members, the two people receiving the first and second highest number of votes shall be elected to four-year terms, and the person receiving the third highest number of votes shall be elected to a two-year term. Of the members first elected to district boards consisting of five members, the three people receiving the first, second

and third highest number of votes shall be elected to four-year terms, and the two people receiving the fourth and fifth highest number of votes shall be elected to two-year terms. Thereafter, the term of office of each district board member shall be four years from the first day of the month next following such member's election. Of the members elected as additional members to a five-member district board, the person with the highest number of votes is elected to a four-year term and the person with the second highest number of votes is elected to a two-year term. If a district resolves to increase the governing board to seven members pursuant to subsection A of this section, the governing board may appoint two additional members to serve until the next general election. After the general election at which the two additional members are elected, the newly elected member with the highest number of votes serves a four-year term and the other member serves a two-year term. Thereafter, the term of office for these two new members is four years.

H. For any fire district that is administered by a three-member board and that levies taxes in a fiscal year in the amount of \$500,000 or more, the district must be administered by a five-member board. Beginning with the first general election held after the end of the fiscal year in which the district levied the prescribed amount, the change to a five-member board must occur as prescribed in this subsection. On levying the prescribed amount, the district may not reorganize as a three-member board regardless of any subsequent change in the district's levy. For three-person boards with a single vacancy for an existing board membership position and that are adding two additional members, the three persons with the highest number of votes are elected to a four-year term of office. For three-person boards with two vacancies for existing board membership positions and that are adding two additional members, the three persons with the first, second and third highest numbers of votes are elected to four-year terms of office and the person with the fourth highest number of votes is elected to a two-year term of office. Thereafter, all terms of office for members of these five-person boards of directors must be four years. This subsection applies to any three-member board that is expanding to a five-member board, regardless of whether the expansion is the result of the amount of the district's levy. This subsection does not apply to districts formed under article 3 of this chapter.

I. Except for a district formed pursuant to article 3 of this chapter, all persons who are elected or appointed to a fire district board and the fire chief who is appointed or hired by the district board shall attend professional development training that is provided by an association of Arizona fire districts. District board members and the fire chief shall complete at least six hours of professional development training, with board members completing their training within one year after the date of the certification of their election and for the fire chief, within one year after the date of hiring. The fire district shall reimburse board members and the fire chief for the reasonable costs of the training. The professional development training must include training on open meetings laws, finance and budget matters and laws relating to fire district governance and other matters that are reasonably necessary for the effective administration of a fire district.

J. On or before December 31 of each year, the fire district association that has provided training required pursuant to subsection I of this section shall submit a report that lists the elected officials and fire chiefs who attended the training to the county board of supervisors for every county in which the fire district operates. The annual report must include at least the following:

1. A compilation of the professional development training delivered by the association pursuant to this section and the names of the fire district board members and fire chiefs who attended training as required by this section.
2. Recommendations regarding improvements to the laws of this state or to administrative actions that are required under the laws of this state pertaining to fire districts.

K. For fire district governing board members and fire chiefs who are required to attend professional development training pursuant to subsection I of this section, a fire district governing board member or fire chief who fails to complete the professional development training within the time prescribed in this section is guilty of nonfeasance in office. Any person may make a formal complaint to the county board of supervisors regarding this failure to comply, and the county board of supervisors may submit the complaint to the county attorney for possible action. The county attorney may take appropriate action to achieve compliance, including filing an action in superior court against a fire district governing board member or a fire chief for failure to comply with

the professional development training requirements prescribed in this section. If the court determines that a fire district governing board member or fire chief failed to comply with the professional development training requirements prescribed in this section, the court shall issue an order removing the fire district governing board member from office or the fire chief from employment or appointment with the district. Any vacancy in the office of a fire district governing board as a result of a court order that is issued pursuant to this subsection must be filled in the manner provided by law.



# HELLSGATE FIRE DISTRICT

## HUMAN RESOURCE POLICY GUIDELINES

**CODE/TITLE:** 10.14 Residency Requirements  
**SECTION:** 10.00 Employment Practices  
**APPROVED:** 03/13/2013  
**REVISED:** 10/18/2017, 11/18/2020

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### I. PURPOSE

To provide prudent response times to emergency scenes.

### II. SCOPE

This policy applies only to certain groups of employees of HFD, as set forth in the guidelines below.

### III. POLICY

It is the policy of HFD, based upon the nature of one's position, that certain classifications of employees may be required to reside within certain proximity of the District boundaries, as set forth in the guidelines below.

### IV. GUIDELINES

- A. First Responder employees must reside within a 10-mile radius of the District boundaries in order that the employee can provide timely response to emergency scenes.
- B. In order to be able to provide prudent response time to emergency scenes, reserve personnel who are on standby status for the day/evening remain within a 5-mile drive of the station they are responding for.



# HELLSGATE FIRE DISTRICT

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It is the policy of HFD, based upon the nature of one's position, that certain classifications of employees may be required to reside within certain proximity of the District boundaries, as set forth in the guidelines below.

### IV. GUIDELINES

- A. Reserve employees must reside within a 10 mile radius of the District boundaries in order that the employee can provide timely response to emergency scenes.
- B. In order to be able to provide prudent response time to emergency scenes, reserve personnel who are on standby status for the day/evening remain within a five mile drive of the station they are responding for.
- C. The Fire Chief shall reside within the District boundaries.