



HELLSGATE FIRE DISTRICT

BOARD OF DIRECTORS

NOTICE OF REGULAR MEETING

February 21st, 2023

*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, February 21st, 2023 at 6:00 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.*

NOTICE: Members of the public may participate through zoom. Meeting ID 864 986 5085.

Link: <https://zoom.us/j/8649865085>

If you have questions for the board you may also submit them to info@hellsgatefire.org.

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 who wish to speak should complete a Request to Address form, indicating the topic they intend to address. 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.

- RESCHEDULED AGENDA -

- 1. CALL TO ORDER**
- 2. ROLL CALL OF BOARD MEMBERS**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**
 - a) Regular Minutes of January 18th, 2023
- 5. 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:



HELLSGATE FIRE DISTRICT

BOARD OF DIRECTORS

NOTICE OF REGULAR MEETING

February 21st, 2023

a) Chiefs Report – Chief Morey Morris

- Assignments
- Agreements
- Funding
- Stations
- Equipment
- Awards & Recognition

6. FINANCIAL REPORTS

a) Review and Approval of Financial Reports for January 2023.

7. EXECUTIVE SESSION FOR CHIEF’S ANNUAL REVIEW – Chief Morey Morris’ Annual Performance Review

The Board may vote to go into executive session

- a) Pursuant to A.R.S. Sec. 38-431.03(A)(1) for discussion of consideration of employment, an employee of any public body may demand that the discussion or consideration occur at a public meeting.
- b) **NOTE:** Pursuant to A.R.S. Sec. 38-431.03(A)(1), the public body shall provide the employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the employee to determine whether the discussion should occur at a public meeting. Chief Morris has elected executive session for his annual performance review.
- c) **NOTE:** Executive Sessions are confidential pursuant to A.R.S. Sec. 38-431.03(C)

8. 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(G), 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.

9. ADJOURNMENT

Angie Lecher, On behalf and with Permission of Board Clerk, Nick Fitch

Nick Fitch, 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.

Posted by: Angie Lecher

Date: 2/20/2023

Time: 12:00 PM

**HELLSGATE FIRE DISTRICT
FIRE BOARD
REGULAR MEETING
January 18th, 2023**

MINUTES

1. CALL TO ORDER

Board Chairman Monnich called the Fire Board Meeting to order on Wednesday, January 18th, 2023 at 5:29 PM at the Hellsgate Fire Department Station 21, 80 S. Walters Lane, Star Valley, Arizona.

2. ROLL CALL

Members Present: Board Chairman Garah Monnich, Board Vice Chairman Jeff Shaw, Board Clerk Nick Fitch and Board Member Lisa Lamoureux

Members Absent: None

Staff: Chief Morey Morris and Business Manager Angie Lecher

Public: Cris Lecher, Brian Wiggins, John Ceja, Gigi Morris Via Zoom: Andrew Wendt, Ilyas Sekandari, Mariallo Rodriguez

3. PLEDGE OF ALLEGIANCE

*Board moved the audit review to the first item discussed.

4. APPROVAL OF MINUTES

A. Regular Meeting Minutes of December 14th, 2022

- Board Vice Chairman Shaw made a **Motion** to approve the regular meeting minutes for regular meeting minutes for December 14th, 2022. Board Member Lamoureux.

AYES: Monnich, Shaw, Fitch, Lamoureux

NAYS: None

5. REPORTS AND CORRESPONDENCE

A. Chief's Report

Chief Morris discussed the activities of the fire department for the month of December.

B. Awards & Recognition

Birthday and hire dates were shared for the month of December.

6. FINANCIAL REPORTS

A. Approval of Financial Reports for December 2022

- Board Clerk Fitch made a **Motion** to approve the financial reports for December 2022 as presented by Business Manager Lecher. Board Member Lamoureux seconded the motion.

AYES: Monnich, Shaw, Fitch, Lamoureux

NAYS: None

**HELLSGATE FIRE DISTRICT
FIRE BOARD
REGULAR MEETING
January 18th, 2023**

7. AUDIT – Fiscal Year 2021-2022 Financial Audit

A. Board reviewed the provided audit from Andrew Wendt with ATLAS.

B. Andrew discussed the financial audit and pertinent information regarding the report.

- Board Vice Chairman Shaw made a **Motion** to approve the 2021-2022 Financial Audit performed by ATLAS. Board Member Lamoureux seconded the motion.

AYES: Monnich, Shaw, Fitch, Lamoureux

NAYS: None

8. EXECUTIVE SESSION FOR REAL PROPERTY – Mead Ranch Station

- Board Clerk Fitch made a **Motion** to enter into executive session for discussion on Mead Ranch Station. Board Vice Chairman Shaw seconded the motion.

AYES: Monnich, Shaw, Fitch, Lamoureux

NAYS: None

Board entered into executive session at 6:09 PM

Board resumed normal session at 7:20 PM

9. PERFORMANCE FORM – Updated Performance Evaluation Form

A. Board reviewed proposed changes to the form used for the annual performance review.

B. Board discussed the prior form and the new form.

- Board Member Lamoureux made a **Motion** to approve the new excel format for the annual chief’s review. Board Clerk Fitch seconded the motion.

AYES: Monnich, Shaw, Fitch, Lamoureux

NAYS: None

10. PUBLIC FORUM

No Comments.

11. ADJOURNMENT

Board Chairman Monnich called for an adjournment.

- Board Vice Chairman Shaw made a **Motion** to adjourn the meeting. Board Clerk Fitch seconded the motion.

AYES: Monnich, Shaw, Fitch, Lamoureux

NAYS: None

The meeting was adjourned at 6:54 PM

Respectfully Submitted, Angie Lecher, Business Manager



CHIEF'S REPORT

February 15, 2023

Correspondence



- Hireversaries: Coby Smith- 2/6; Chris Krohn-2/23; Angie Lecher-3/1
- Birthdays: Thorry Smith- 2/11; Garrett Turley- 2/12;
Martha Bartlett-3/4



Statistic Report

- Total Calls For the Month of January: 40
YTD(1-31-23): 40
Mutual/Auto Aid Calls Received: 2 Given: 6
EMS: 30 Fire: 5 HazMat: 0 WL: 0 Spc Duty: 5 Still: 0
- Building Plans Reviewed for Jan: - for - sf
YTD(1-31-23): - for - sf
- Water Usage for Jan: 0 gallons
YTD(1-31-23): 0 gallons



Staffing Report

- Full Time Suppression Personnel: 6 (no changes)
 - 1 previously injured is now on alternative duty on weekends and is BC2 with limited duties
 - 2nd Injury had surgery and is progressing well
- Full Time Administration Personnel: 1 (no changes)
- Part Time Administrative Personnel: 1 (no changes)
- Reserve Personnel: 18 (3 added)



Wildland Report

- None



Grant Report

- Applied for Assistance to FF Grant on Feb. 9 for \$68,727.26 for 14 sets of PPE for FF, to include TNG and travel
- Applied to Tonto Apache Tribe for \$7,900.00 for interior and exterior light replacement- still awaiting notifications
- Applied to Bashas Foundation for a pallet of bottled drinking water- still awaiting notification
- Radio replacement- new units are coming slowly with the majority to happen in March/April 2023
 - Received 12 new hand-held radios- BK5000 CMD with the Gila River Indian Community Grants
- SAFER- Angie

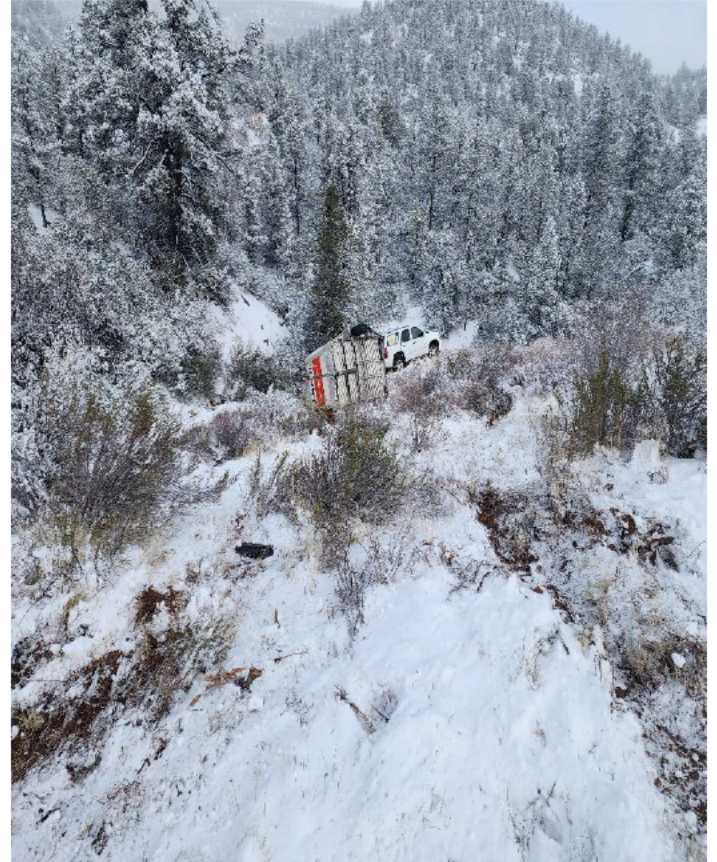


Major Call Activity Report

Several 1st Alarm Fires- all in
Payson



Photos of MVA





Vehicle Maintenance Report

- E21, Shop 122 is temporarily out of service due to mechanical issues; mechanic has been notified and hope to have the truck back in service before the weekend



Legislative Update Report

- **SB1172 - Fire district bonding; limitation** – Fire district bonds are prohibited from exceeding the district's statutory debt limitation when combined with the district's current outstanding general obligation debt amount (*NOTE: SB1172 is the ATRA response to the Crown King FD G.O. Bonding issue which resulted in a combined tax rate exceeding \$10 per hundred NAV*).
- **HB2446 - Smart and safe fund; distribution** - Modifies the distributions from the Smart and Safe Fund by adding Indian reservation police agencies, Indian reservation firefighting agencies, university police departments at universities under the jurisdiction of the Arizona Board of Regents, the Department of Public Safety, and joint powers authorities to the list of entities that receive 31.4 percent of Fund monies in proportion to the number of enrolled members in the Public Safety Personnel Retirement System. Retroactive to January 1, 2021. Due to voter protection, this legislation requires the affirmative vote of at least 3/4 of the members of each house of the Legislature for passage.



Legislative Report, Cont.

- **HB2803 - Forestry and fire management; appropriation**
Appropriates \$150 million from the general fund in FY2023-24 to the Arizona Department of Forestry and Fire Management for public safety grants. Municipalities and fire districts are authorized to apply to receive a grant, and grant application requirements are specified. Municipalities and fire districts are allowed to use grant monies to construct or renovate fire stations, and to purchase capital equipment necessary to respond to public safety emergencies.
- **SB1308 - Fireworks; aerial devices; retailers; licensure**
Adds "aerial devices" (defined as devices that are designed or intended to rise into the air and explode or to detonate in the air or to fly above the ground) to the definition of "permissible consumer fireworks" that may be sold during certain date ranges in Arizona.



Legislative Report, Cont.

- **HB2061 - Food; municipal tax; exemption.**

Municipalities and other taxing jurisdictions are prohibited from levying a transaction privilege, sales, or use tax or fee on the sale of food items intended for human consumption or home consumption.

- **HB2315 - Primary residence; property tax; exemption**

The primary residence of an Arizona resident that is not subject to a mortgage, deed of trust or other similar encumbrance is exempt from taxation. The property owner is required to file an affidavit with the county assessor to initially establish qualification for this exemption.

Conditionally enacted on the state Constitution being amended by the voters at the 2024 general election by passage of an unspecified House Concurrent Resolution (blank in original) relating to property tax exemptions.



Gila County BOS Update

- James Menlove suggested the county would be legally and financially justified in dramatically increasing its charges for services to the public and other government agencies.
- This includes charging overhead costs for many of its functions – like collecting and forwarding the property taxes for special districts. (This includes Fire Districts)
- **SUGGESTION-** please contact a member of the BOS as an elected official to let him know of your thoughts about this.



Facilities

- FS21
 - Lighting issues
 - Parking lot
 - Gutters
- FS22
 - Gutters
 - Snow from roof
- Put in a grant request to Tonto Apache for **\$7,900.00** to cover the cost for interior and exterior lighting (changing to LED)



FS22 Roof-line





FS22 Roof-line, cont





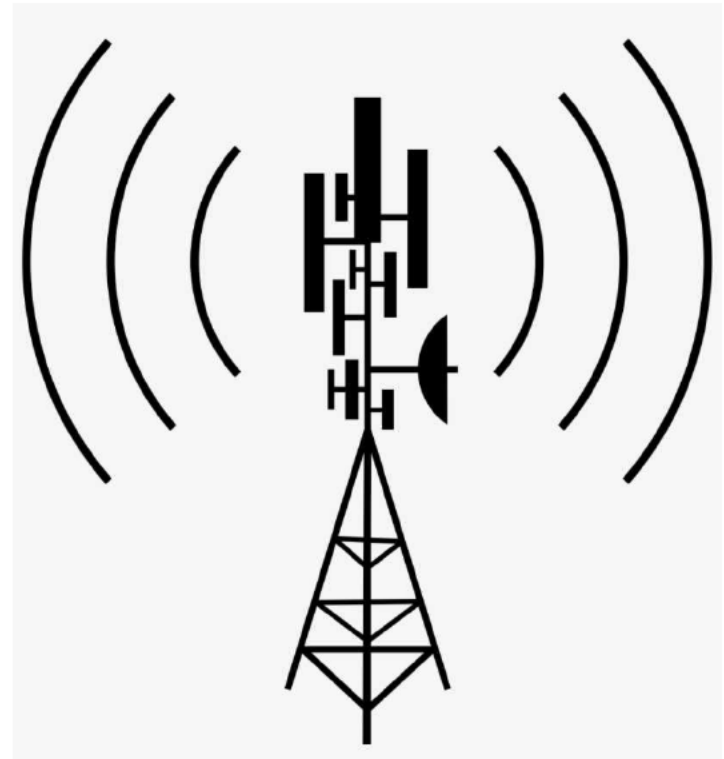
FS22, Roof Line





Cell Tower Report

- Power may be an issue (short term)
 - Met with DW Tower reps on electricity
 - Possible agreement





HELLSGATE FIRE DISTRICT

80 S. Walters Lane
Star Valley, AZ 85541



Monthly Financial Report – January 2023

Attached are the following for your information and review:

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

Key Points:

- Captain Doss has returned to work in a light duty capacity.
- Engineer Minniss is still on workman's comp injury leave. He may return in a light duty capacity in March.
- All wildland payments have been received.
- Awaiting total refund from Securis still.
- Full-Time Salaries are catching up to budget projections while reserve wages have exceeded the expectation. Vehicle repairs, cleaning supplies, station repairs and station utilities are all above expectations.
- All spending except operating costs have been stopped to help keep the budget in line. Cost saving measures are being evaluated.
- Continued efforts are being made to seek additional funding. It is likely that we will have to use some of our savings to operate this year.

Please contact the Business Manager at (928)474-3835 or 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

2-21-2023

Date

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

	Jan 31, 23	Jan 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
BENEFIT 920 ACCOUNT	52,153.89	51,715.32	438.57	0.9%
CAPITAL 845 ACCOUNT	126,394.17	125,331.22	1,062.95	0.9%
ENTERPRISE 876 ACCOUNT	380.00	380.00	0.00	0.0%
PAYROLL CHASE ACCOUNT	78,401.41	74,174.43	4,226.98	5.7%
PSPRS 890 CONTINGENCY ACCO...	314,620.95	312,455.52	2,165.43	0.7%
WARRANTS 830 ACCOUNT	761,438.66	692,239.81	69,198.85	10.0%
Total Checking/Savings	1,333,389.08	1,256,296.30	77,092.78	6.1%
Total Current Assets	1,333,389.08	1,256,296.30	77,092.78	6.1%
TOTAL ASSETS	1,333,389.08	1,256,296.30	77,092.78	6.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Payroll Liabilities				
AFLAC	96.18	37.14	59.04	159.0%
Dental	308.85	306.76	2.09	0.7%
IRS	-27.53	-27.53	0.00	0.0%
Liberty National	109.64	-30.96	140.60	454.1%
Medical	375.67	-4,677.99	5,053.66	108.0%
Nationwide	-0.03	3,286.15	-3,286.18	-100.0%
PSPRS	-0.01	347.14	-347.15	-100.0%
Union Dues	-220.00	-270.00	50.00	18.5%
Vision	12.63	-92.62	105.25	113.6%
Payroll Liabilities - Other	25,917.74	1,690.50	24,227.24	1,433.1%
Total Payroll Liabilities	26,573.14	568.59	26,004.55	4,573.5%
Total Other Current Liabilities	26,573.14	568.59	26,004.55	4,573.5%
Total Current Liabilities	26,573.14	568.59	26,004.55	4,573.5%
Total Liabilities	26,573.14	568.59	26,004.55	4,573.5%
Equity				
Opening Balance Equity	721,735.48	721,735.48	0.00	0.0%
Unrestricted Net Assets	510,871.90	-33,557.29	544,429.19	1,622.4%
Net Income	74,208.56	567,549.52	-493,340.96	-86.9%
Total Equity	1,306,815.94	1,255,727.71	51,088.23	4.1%
TOTAL LIABILITIES & EQUITY	1,333,389.08	1,256,296.30	77,092.78	6.1%

January 2023 Finance Report

PERSONNEL SERVICES		2022-2023	Jan Expenditures	Period Difference
1	Fulltime Salaries	\$ 46,835	\$ 42,015.32	\$ (4,820)
2	Reserve Firefighting Calls/Training/Standby/Shift Coverage	\$ 6,250	\$ 12,152.00	\$ 5,902
3	OT	\$ 4,167	\$ 3,227.81	\$ (939)
4	Benefits Account	\$ 4,167	\$ -	\$ (4,167)
5	Wildland Wages	\$ 10,667	\$ -	\$ (10,667)
6	Medicare	\$ 1,062	\$ 658.14	\$ (404)
7	Unemployment Fund	\$ 208	\$ -	\$ (208)
8	Work Comp	\$ 7,916	\$ 14,715.75	\$ 6,800
9	Retirement PSPRS/ASRS/401a	\$ 7,675	\$ 7,002.05	\$ (673)
10	Cancer Benefits Suppression Fulltime	\$ 25	\$ -	\$ (25)
11	Fulltime Staff Medical/Vision/Dental	\$ 7,078	\$ 5,770.32	\$ (1,308)
12	Fulltime Staff Clothing/Cell Phone Allowance	\$ 1,000	\$ -	\$ (1,000)
13	NFPA Physicals	\$ 1,167	\$ 800.00	\$ (367)
14	Command Staff Cell Phone Stipend	\$ 50	\$ 46.16	\$ (4)
15	Employee Assistance Program	\$ 75	\$ -	\$ (75)
16	Direct Deposit Fees	\$ 83	\$ 42.00	\$ (41)
TOTAL PERSONNEL SERVICE		\$ 98,425	\$ 86,429.55	\$ (11,995)
FIRE PROTECTIONS OPERATIONS		2022-2023	Jan Expenditures	Period Difference
17	Apparatus Fuel	\$ 1,667	\$ 1,562.78	\$ (104)
18	Wildland Fuel	\$ 625	\$ -	\$ (625)
19	Vehicle Repairs	\$ 2,833	\$ 404.80	\$ (2,429)
20	Engines, Wildland Repairs	\$ 383	\$ -	\$ (383)
21	Small Tools & Minor Equipment	\$ 1,421	\$ 1,839.39	\$ 419
22	Engines, Wildland Small Tools & Minor Equipment	\$ 167	\$ -	\$ (167)
23	Fire Suppression Services	\$ 242	\$ -	\$ (242)
24	Payson Dispatch Center	\$ 1,925	\$ 10,289.18	\$ 8,364
25	Radios, Repairs	\$ 417	\$ -	\$ (417)
26	E-Dispatch Paging	\$ 125	\$ -	\$ (125)
27	Cleaning & Maintenance Supplies	\$ 125	\$ 26.78	\$ (98)
28	Station Repairs & Upkeep	\$ 292	\$ 162.53	\$ (129)
29	EMS Disposable Goods	\$ 433	\$ 95.57	\$ (338)
30	EMS Durable Goods	\$ 292	\$ -	\$ (292)
31	Training	\$ 1,258	\$ 275.00	\$ (983)
32	Fire Prevention	\$ 79	\$ -	\$ (79)
33	Grants	\$ 5,000	\$ 60,129.10	\$ 55,129
34	Contingency Funds	\$ 4,167	\$ -	\$ (4,167)
TOTAL FIRE PROTECTIONS OPERATIONS		\$ 21,450	\$ 74,785.13	\$ 53,335
FIRE DEPARTMENT OPERATIONS		2022-2023	Jan Expenditures	Period Difference
35	Administrative Services	\$ 1,052	\$ 3,127.88	\$ 2,076
36	Software Purchase and Maintenance	\$ 1,917	\$ 933.21	\$ (983)
37	Audit	\$ 813	\$ 9,750.00	\$ 8,938
38	Office Equipment Maintenance	\$ 42	\$ 26.36	\$ (15)
39	Legal Services	\$ 833	\$ 17.50	\$ (816)
40	Station Utilities	\$ 1,613	\$ 5,229.86	\$ 3,617
41	Department Insurance Coverage	\$ 1,700	\$ 5,098.00	\$ 3,398
42	Sickness & Accident Policy	\$ 264	\$ -	\$ (264)
TOTAL FIRE DEPARTMENT OPERATIONS		\$ 8,233	\$ 24,182.81	\$ 15,950
CAPITAL EXPENDITURES		2022-2023	Jan Expenditures	Period Difference
43	Station 22	\$ 4,404	\$ -	\$ (4,404)
44	PSPRS Liability COP	\$ 9,580	\$ 6,000.00	\$ (3,580)
TOTAL CAPITAL EXPENDITURES		\$ 13,985	\$ 6,000.00	\$ (7,985)
TOTAL EXPENDITURES		\$ 128,108	\$ 191,397.49	\$ 63,290
INCOME		2022-2023	Jan Expenditures	Period Difference
45	Property Taxation, Net	\$ 82,706	\$ 42,225.56	\$ (40,481)
46	AFDAT, Net	\$ 6,933	\$ 52,946.77	\$ 46,013
47	Billing, Calls and Contract Other	\$ 1,250	\$ 2,442.50	\$ 1,193
48	User Fees	\$ 417	\$ 138.81	\$ (278)
49	Tower	\$ 1,250	\$ -	\$ (1,250)
50	Station 23	\$ 625	\$ -	\$ (625)
51	Housing Contract	\$ 675	\$ -	\$ (675)
52	Interest	\$ 417	\$ 591.88	\$ 175
53	Wildland Division Funds	\$ 14,214	\$ -	\$ (14,214)
54	Budget Stabilization Funds	\$ 4,137	\$ -	\$ (4,137)
55	COP Capital Funds	\$ 13,985	\$ -	\$ (13,985)
56	Carry Over/Contingency/Benefits Account	\$ 10,000	\$ 32,000.00	\$ 22,000
57	Grants	\$ 5,000	\$ 1,061.12	\$ (3,939)
58	Sale of Surplus Equipment (Property)	\$ 417	\$ -	\$ (417)
59	Donations	\$ 67	\$ 1,114.00	\$ 1,047
TOTAL INCOME		\$ 142,092	\$ 132,520.64	\$ (9,571)
+/- Monthly Net Income			\$ (41,111.56)	

HELLSGATE FIRE DISTRICT 2022-2023 Budget Comparison

July 2022-January 2023

PERSONNEL SERVICES		2022-2023	YTD Expended	Amt Remaining	% of Total	Projection	Remainder
1	Fulltime Salaries	\$ 562,022	\$ 309,193.91	\$ 252,828	55.0%	\$ 371,048	
2	Reserve Firefighting Calls/Training/Standby/Shift Coverage	\$ 75,000	\$ 59,986.50	\$ 15,014	80.0%	\$ 71,987	
3	OT	\$ 50,000	\$ 25,413.02	\$ 24,587	50.8%	\$ 30,497	
4	Benefits Account	\$ 50,000	\$ -	\$ 50,000	0.0%	\$ -	
5	Wildland Wages	\$ 128,000	\$ 102,120.90	\$ 25,879	79.8%	\$ 122,550	
6	Medicare	\$ 12,748	\$ 7,924.64	\$ 4,823	62.2%	\$ 9,510	
7	Unemployment Fund	\$ 2,500	\$ -	\$ 2,500	0.0%	\$ -	
8	Work Comp	\$ 94,989	\$ 48,401.25	\$ 46,588	51.0%	\$ 58,084	
9	Retirement PSPRS/ASRS/401a	\$ 92,098	\$ 59,392.03	\$ 32,706	64.5%	\$ 71,273	
10	Cancer Benefits Suppression Fulltime	\$ 300	\$ 300.00	\$ -	100.0%	\$ 360	
11	Fulltime Staff Medical/Vision/Dental	\$ 84,938	\$ 44,556.52	\$ 40,381	52.5%	\$ 53,470	
12	Fulltime Staff Clothing/Cell Phone Allowance	\$ 12,000	\$ 12,980.56	\$ (981)	108.2%	\$ 15,577	
13	NFPA Physicals	\$ 14,000	\$ 3,260.00	\$ 10,740	23.3%	\$ 3,912	
14	Command Staff Cell Phone Stipend	\$ 600	\$ 346.20	\$ 254	57.7%	\$ 415	
15	Employee Assistance Program	\$ 900	\$ -	\$ 900	0.0%	\$ -	
16	Direct Deposit Fees	\$ 1,000	\$ 339.50	\$ 661	34.0%	\$ 407	
	TOTAL PERSONNEL SERVICE	\$ 1,181,094	\$ 674,215.03	\$ 506,880	57.1%	\$ 809,090	\$ 372,004
FIRE PROTECTIONS OPERATIONS		2022-2023	YTD Expended	Amt Remaining	% of Total	Projection	Remainder
17	Apparatus Fuel	\$ 20,000	\$ 8,035.68	\$ 11,964	40.2%	\$ 9,643	
18	Wildland Fuel	\$ 7,500	\$ 6,877.96	\$ 622	91.7%	\$ 8,254	
19	Vehicle Repairs	\$ 34,000	\$ 23,609.42	\$ 10,391	69.4%	\$ 28,332	
20	Engines, Wildland Repairs	\$ 4,600	\$ 389.40	\$ 4,211	8.5%	\$ 467	
21	Small Tools & Minor Equipment	\$ 17,050	\$ 3,452.40	\$ 13,598	20.2%	\$ 4,143	
22	Engines, Wildland Small Tools & Minor Equipment	\$ 2,000	\$ 40,133.16	\$ (38,133)	2006.7%	\$ 48,162	
23	Fire Suppression Services	\$ 2,900	\$ 108.37	\$ 2,792	3.7%	\$ 130	
24	Payson Dispatch Center	\$ 23,100	\$ 20,438.36	\$ 2,662	88.5%	\$ 24,527	
25	Radios, Repairs	\$ 5,000	\$ 364.35	\$ 4,636	7.3%	\$ 437	
26	E-Dispatch Paging	\$ 1,500	\$ 960.00	\$ 540	64.0%	\$ 1,152	
27	Cleaning & Maintenance Supplies	\$ 1,500	\$ 1,069.02	\$ 431	71.3%	\$ 1,283	
28	Station Repairs & Upkeep	\$ 3,500	\$ 2,961.12	\$ 539	84.6%	\$ 3,553	
29	EMS Disposable Goods	\$ 5,200	\$ 1,114.72	\$ 4,085	21.4%	\$ 1,338	
30	EMS Durable Goods	\$ 3,500	\$ 211.55	\$ 3,288	6.0%	\$ 254	
31	Training	\$ 15,100	\$ 1,821.09	\$ 13,279	12.1%	\$ 2,185	
32	Fire Prevention	\$ 950	\$ -	\$ 950	0.0%	\$ -	
33	Grants	\$ 60,000	\$ 154,373.92	\$ (94,374)	257.3%	\$ 185,256	
34	Contingency Funds	\$ 50,000	\$ -	\$ 50,000	0.0%	\$ -	
	TOTAL FIRE PROTECTIONS OPERATIONS	\$ 257,400	\$ 265,920.52	\$ (8,521)	103.3%	\$ 319,117	\$ (61,717)
FIRE DEPARTMENT OPERATIONS		2022-2023	YTD Expended	Amt Remaining	% of Total	Projection	Remainder
35	Administrative Services	\$ 12,625	\$ 4,670.47	\$ 7,955	37.0%	\$ 5,605	
36	Software Purchase and Maintenance	\$ 23,000	\$ 11,221.02	\$ 11,779	48.8%	\$ 13,466	
37	Audit	\$ 9,750	\$ 9,750.00	\$ -	100.0%	\$ 11,700	
38	Office Equipment Maintenance	\$ 500	\$ 143.30	\$ 357	28.7%	\$ 172	
39	Legal Services	\$ 10,000	\$ 1,862.25	\$ 8,138	18.6%	\$ 2,235	
40	Station Utilities	\$ 19,350	\$ 12,965.97	\$ 6,384	67.0%	\$ 15,560	
41	Department Insurance Coverage	\$ 20,397	\$ 16,007.00	\$ 4,390	78.5%	\$ 19,209	
42	Sickness & Accident Policy	\$ 3,173	\$ 3,173.00	\$ -	100.0%	\$ 3,808	
	TOTAL FIRE DEPARTMENT OPERATIONS	\$ 98,795	\$ 59,793.01	\$ 39,002	60.5%	\$ 71,754	\$ 27,041

CAPITAL EXPENDITURES		2022-2023	YTD Expended	Amt Remaining	% of Total	Projection	Remainder
43	Station 22	\$ 52,850	\$ 52,850.00	\$ -	100.0%	\$ 63,423	
44	PSPRS Liability COP	\$ 114,965	\$ 120,965.00	\$ (6,000)	105.2%	\$ 145,164	
TOTAL CAPITAL EXPENDITURES		\$ 167,815	\$ 173,815.00	\$ (6,000)	103.6%	\$ 208,586	\$ (6,000)
TOTAL EXPENDITURES		\$ 1,705,104	\$ 1,173,743.56	\$ 531,360	68.8%	\$ 1,408,549	\$ 296,555
INCOME		2022-2023	YTD Income	Amt Remaining	% of Total	Projection	Remainder
45	Property Taxation, Net	\$ 992,473	\$ 666,875.16	\$ 325,598	67.2%	\$ 800,282	
46	AFDAT, Net	\$ 83,201	\$ 52,946.77	\$ 30,254	63.6%	\$ 63,539	
47	Billing, Calls and Contract Other	\$ 15,000	\$ 8,228.50	\$ 6,772	54.9%	\$ 9,875	
48	User Fees	\$ 5,000	\$ 2,925.65	\$ 2,074	58.5%	\$ 3,511	
49	Tower	\$ 15,000	\$ -	\$ 15,000	0.0%	\$ -	
50	Station 23	\$ 7,500	\$ -	\$ 7,500	0.0%	\$ -	
51	Housing Contract	\$ 8,100	\$ -	\$ 8,100	0.0%	\$ -	
52	Interest	\$ 5,000	\$ 6,576.86	\$ (1,577)	131.5%	\$ 7,893	
53	Wildland Division Funds	\$ 170,570	\$ 350,875.50	\$ (180,306)	205.7%	\$ 421,067	
54	Budget Stabilization Funds	\$ 49,646	\$ 7,831.38	\$ 41,815	15.8%	\$ 9,398	
55	COP Capital Funds	\$ 167,815	\$ -	\$ 167,815	0.0%	\$ -	
56	Carry Over/Contingency/Benefits Account	\$ 120,000	\$ 32,000.00	\$ 88,000	26.7%	\$ 38,402	
57	Grants	\$ 60,000	\$ 100,342.40	\$ (40,342)	167.2%	\$ 120,416	
58	Sale of Surplus Equipment (Property)	\$ 5,000	\$ 4,750.00	\$ 250	95.0%	\$ 5,700	
59	Donations	\$ 800	\$ 14,599.90	\$ (13,800)	1825.0%	\$ 17,521	
TOTAL INCOME		\$ 1,705,105	\$ 1,247,952.12	\$ 457,153	73.2%	\$ 1,497,602	\$ 207,503
Starting Total Funds		\$ 915,175		Capital/Bond		\$ 220,574	
+/- Monthly Net Income		\$ (503,281)		Contingency Account		\$ 50,000	
Total Net Income To Date		\$ 411,894		Benefit Account		\$ 50,000	
				Budget Stabilization Account		\$ 593,618	

** Starting Funds Represent \$20,000 for starting funds and \$106,034 in funds that are earmarked expenses from previous year

*** Starting funds not in account by end of fiscal year was \$123,067.16 from wildland

9:11 AM

02/13/23

Hellsgate Fire District
Reconciliation Summary
WARRANTS 830 ACCOUNT, Period Ending 01/31/2023

	<u>Jan 31, 23</u>
Beginning Balance	868,304.14
Cleared Transactions	
Checks and Payments - 21 items	-90,784.33
Deposits and Credits - 4 items	131,925.28
	<u>41,140.95</u>
Total Cleared Transactions	<u>41,140.95</u>
Cleared Balance	<u>909,445.09</u>
Uncleared Transactions	
Checks and Payments - 17 items	-148,006.43
	<u>-148,006.43</u>
Total Uncleared Transactions	<u>-148,006.43</u>
Register Balance as of 01/31/2023	<u>761,438.66</u>
Ending Balance	<u>761,438.66</u>

**Hellsgate Fire District
Reconciliation Detail
WARRANTS 830 ACCOUNT, Period Ending 01/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						868,304.14
Cleared Transactions						
Checks and Payments - 21 items						
Bill Pmt -Check	11/29/2022	19006	Arizona Fire District ...	X	-275.00	-275.00
Bill Pmt -Check	12/14/2022	19017	Aladtec	X	-3,082.07	-3,357.07
Check	01/03/2023	19025	Hellsgate Fire Depart...	X	-60,000.00	-63,357.07
Bill Pmt -Check	01/03/2023	19035	United Fire	X	-6,648.16	-70,005.23
Bill Pmt -Check	01/03/2023	19029	Crabdree Insurance ...	X	-5,098.00	-75,103.23
Bill Pmt -Check	01/03/2023	19031	L.N. Curtis	X	-1,839.39	-76,942.62
Bill Pmt -Check	01/03/2023	19026	APS	X	-1,541.64	-78,484.26
Bill Pmt -Check	01/03/2023	19034	Sunstate Technolog...	X	-820.65	-79,304.91
Bill Pmt -Check	01/03/2023	19032	Rhinehart Oil	X	-386.75	-79,691.66
Bill Pmt -Check	01/03/2023	19033	Roadrunner Rubbish...	X	-195.00	-79,886.66
Bill Pmt -Check	01/03/2023	19028	Century Link	X	-114.99	-80,001.65
Bill Pmt -Check	01/03/2023	19037	Verizon	X	-40.01	-80,041.66
Bill Pmt -Check	01/03/2023	19027	Cactus State UOC, ...	X	-19.19	-80,060.85
Bill Pmt -Check	01/03/2023	19030	Goering, Roberts, R...	X	-17.50	-80,078.35
Bill Pmt -Check	01/03/2023	19036	Valley Imaging Solut...	X	-10.00	-80,088.35
Bill Pmt -Check	01/18/2023	19042	Pride Outfitting	X	-5,083.79	-85,172.14
Bill Pmt -Check	01/18/2023	19040	Chase	X	-3,828.83	-89,000.97
Bill Pmt -Check	01/18/2023	19044	U.S. Bank	X	-1,000.00	-90,000.97
Bill Pmt -Check	01/18/2023	19043	Rhinehart Oil	X	-522.10	-90,523.07
Bill Pmt -Check	01/18/2023	19038	Alliant Gas	X	-244.90	-90,767.97
Bill Pmt -Check	01/18/2023	19045	Valley Imaging Solut...	X	-16.36	-90,784.33
Total Checks and Payments					-90,784.33	-90,784.33
Deposits and Credits - 4 items						
Deposit	01/18/2023			X	36,419.62	36,419.62
Deposit	01/23/2023			X	52,946.77	89,366.39
Deposit	01/31/2023			X	333.33	89,699.72
Deposit	01/31/2023			X	42,225.56	131,925.28
Total Deposits and Credits					131,925.28	131,925.28
Total Cleared Transactions					41,140.95	41,140.95
Cleared Balance					41,140.95	909,445.09
Uncleared Transactions						
Checks and Payments - 17 items						
Bill Pmt -Check	01/18/2023	19041	Mobile Communicati...		-17,995.02	-17,995.02
Bill Pmt -Check	01/18/2023	19039	Angie Lecher		-358.94	-18,353.96
Check	01/31/2023	19046	Hellsgate Fire Depart...		-60,000.00	-78,353.96
Bill Pmt -Check	01/31/2023	19056	Leavitt Communicati...		-29,596.40	-107,950.36
Bill Pmt -Check	01/31/2023	19058	Securis Insurance P...		-14,715.75	-122,666.11
Bill Pmt -Check	01/31/2023	19059	Town of Payson		-10,289.18	-132,955.29
Bill Pmt -Check	01/31/2023	19049	Atlas		-9,750.00	-142,705.29
Bill Pmt -Check	01/31/2023	19047	Alliant Gas		-1,656.56	-144,361.85
Bill Pmt -Check	01/31/2023	19050	BLX Group LLC		-1,000.00	-145,361.85
Bill Pmt -Check	01/31/2023	19048	APS		-994.63	-146,356.48
Bill Pmt -Check	01/31/2023	19055	HeartFit For Duty		-800.00	-147,156.48
Bill Pmt -Check	01/31/2023	19057	Rhinehart Oil		-517.33	-147,673.81
Bill Pmt -Check	01/31/2023	19051	C&M Communications		-117.33	-147,791.14
Bill Pmt -Check	01/31/2023	19053	Century Link		-114.99	-147,906.13
Bill Pmt -Check	01/31/2023	19060	Verizon		-80.02	-147,986.15
Bill Pmt -Check	01/31/2023	19052	Cactus State UOC, ...		-19.19	-148,005.34
Bill Pmt -Check	01/31/2023	19054	Griffin's Propane, Inc		-1.09	-148,006.43
Total Checks and Payments					-148,006.43	-148,006.43
Total Uncleared Transactions					-148,006.43	-148,006.43
Register Balance as of 01/31/2023					-106,865.48	761,438.66
Ending Balance					-106,865.48	761,438.66

Balance Inquiry for Account 0830000-000-000-000-1012-00
 From 01/01/23 To 01/31/23

Account 0830000-000-000-000-1012-00 Cash with Treasurer

Date/Time	Reference	ReferenceID	Receipt Number	Debit	Credits	Balance
01/01/23	Starting Balance					\$868,304.14
01/03/23 10:52 AM	Warrant 8300019017				(\$3,082.07)	\$865,222.07
01/05/23 10:00 AM	journal fund interest allocation - 09/22/2022 to 12/18/2022			\$101.83		\$865,323.90
01/05/23 10:15 AM	journal fund interest allocation - 06/27/2022 to 12/22/2022			\$19.41		\$865,343.31
01/06/23 01:39 PM	Warrant 8300019025				(\$60,000.00)	\$805,343.31
01/06/23 05:00 PM	distribution			\$27,549.58		\$832,892.89
01/09/23 10:00 PM	distribution			\$2,397.13		\$835,290.02
01/10/23 10:45 AM	Warrant 8300019026				(\$1,541.64)	\$833,748.38
01/10/23 10:45 AM	Warrant 8300019030				(\$17.50)	\$833,730.88
01/10/23 10:46 AM	Warrant 8300019033				(\$195.00)	\$833,535.88
01/10/23 10:46 AM	Warrant 8300019034				(\$820.65)	\$832,715.23
01/10/23 10:46 AM	Warrant 8300019036				(\$10.00)	\$832,705.23
01/10/23 05:00 PM	distribution			\$1,157.74		\$833,862.97
01/11/23 10:00 AM	journal fund interest allocation - 12/01/2022 to 12/31/2022			\$0.06		\$833,863.03
01/11/23 10:23 AM	Warrant 8300019006				(\$275.00)	\$833,588.03
01/11/23 10:23 AM	Warrant 8300019027				(\$19.19)	\$833,568.84
01/11/23 10:24 AM	Warrant 8300019028				(\$114.99)	\$833,453.85
01/11/23 10:24 AM	Warrant 8300019035				(\$6,648.16)	\$826,805.69
01/11/23 05:00 PM	distribution			\$242.75		\$827,048.44
01/12/23 09:21 AM	Warrant 8300019029				(\$5,098.00)	\$821,950.44
01/12/23 05:00 PM	distribution			\$517.39		\$822,467.83
01/13/23 09:57 AM	Warrant 8300019031				(\$1,839.39)	\$820,628.44
01/13/23 10:00 AM	journal fund interest allocation - 07/11/2022 to 01/07/2023			\$103.26		\$820,731.70
01/16/23 05:00 PM	distribution			\$299.78		\$821,031.48
01/17/23 05:00 PM	distribution			\$3,540.75		\$824,572.23
01/18/23 10:33 AM	137699	0830000-000-000-000-2081-00	2023-01-18-vcota-158818	\$36,419.62		\$860,991.85
01/18/23 11:23 AM	Warrant 8300019032				(\$386.75)	\$860,605.10
01/19/23 05:00 PM	distribution			\$2,468.14		\$863,073.24
01/20/23 09:39 AM	Warrant 8300019040				(\$3,828.83)	\$859,244.41
01/20/23 05:00 PM	distribution			\$431.05		\$859,675.46
01/23/23 09:26 AM	Warrant 8300019037				(\$40.01)	\$859,635.45
01/23/23 10:00 AM	<u>JE 8896 / Fire Dist. Assist. Sept 8, 2022 thru January 20, 2023 / tsanchez</u>			\$52,946.77		\$912,582.22
01/23/23 05:00 PM	distribution			\$686.00		\$913,268.22
01/24/23 09:32 AM	Warrant 8300019045				(\$16.36)	\$913,251.86
01/24/23 07:00 PM	distribution			\$513.37		\$913,765.23
01/26/23 10:30 AM	Warrant 83000019044				(\$1,000.00)	\$912,765.23

Balance Inquiry for Account 0830000-000-000-000-1012-00
 From 01/01/23 To 01/31/23

01/26/23 05:00 PM	distribution	\$842.54		\$913,607.77
01/27/23 10:00 AM	journal fund interest allocation - 07/21/2022 to 01/26/2023	\$84.24		\$913,692.01
01/27/23 10:05 AM	Warrant 8300019038		(\$244.90)	\$913,447.11
01/27/23 10:06 AM	Warrant 8300019042		(\$5,083.79)	\$908,363.32
01/27/23 05:00 PM	distribution	\$23.17		\$908,386.49
01/30/23 03:00 PM	journal fund interest allocation - 07/28/2022 to 01/25/2023	\$24.53		\$908,411.02
01/31/23 10:15 AM	Warrant 8300019043		(\$522.10)	\$907,888.92
01/31/23 05:00 PM	distribution	\$1,556.17		\$909,445.09
<hr/>				
01/31/23	Ending Balance			\$909,445.09
	Change In Balance			\$41,140.95

Martha Gonzales
Chief Deputy
Ext. 8701



Monica Wohlforth
Tax Collector
Ext. 8700

Monica Wohlforth
GILA COUNTY TREASURER
P.O. BOX 1093
Globe, Arizona 85502
(928) 425-3231
1-800-304-4452 (within Arizona)

JANUARY 23, 2023

TO: Hellsgate Fire District
E-mail Address: alecher@hellsgatefire.org

FROM: GILA COUNTY TREASURER

RE: FIRE DISTRICT ASSISTANCE

Please be advised that the amount of \$ 52,946.77 was transferred into your account on **January 23, 2023**. This represents the districts portion of the taxes collected in the Treasurer's Office for the period of **SEPTEMBER 08, 2022 Thru JANUARY 20, 2023**.

Due to the change of our tax collection system EAGLE TYLER. Taxes are now disbursed as CURRENT YEAR and PRIOR YEAR. If you have any questions, please feel free to contact me. These amounts reflect the 2022 tax roll.

<u>Current Year</u>	<u>Prior Year</u>	<u>Interest</u>	<u>SRP</u>	<u>TOTAL</u>
\$52,175.54	\$377.94	\$13.57	\$379.72	\$52,946.77

Sincerely,

Martha Gonzales
Chief Deputy Treasurer

Angie Lecher

From: Tarango, Tiffiney <ttarango@gilacountyaz.gov>
Sent: Thursday, February 9, 2023 8:58 PM
To: Angie Lecher
Subject: Hellsgate Fire January 2023 Month End Report
Attachments: Balance Inquiry for Account 0830000-000-000-1012-00.pdf; Balance Inquiry for Account 0845000-000-000-1012-00.pdf; Balance Inquiry for Account 0920000-000-000-1012-00.pdf; Balance Inquiry for Account 0876000-000-000-1012-00.pdf; Balance Inquiry for Account 0890000-000-000-1012-00.pdf

Hellsgate Fire

January 2023

Current Prior

\$41,323.44 \$902.12

TOTAL \$41,323.44 \$902.12 \$0.00

Tiffiney Tarango
Accountant
928-402-8704

Hellsgate Fire District
Reconciliation Detail
PAYROLL CHASE ACCOUNT, Period Ending 01/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						30,025.16
Cleared Transactions						
Checks and Payments - 25 items						
Check	01/03/2023		EMI Health	X	-6,151.20	-6,151.20
Check	01/03/2023		Assured Guaranty	X	-5,000.00	-11,151.20
Check	01/03/2023			X	-50.00	-11,201.20
Liability Check	01/05/2023	E-pay	IRS	X	-2,551.76	-13,752.96
Liability Check	01/05/2023	E-pay	Arizona Department ...	X	-668.93	-14,421.89
Liability Check	01/06/2023		QuickBooks Payroll ...	X	-21,840.37	-36,262.26
Check	01/18/2023		AFLAC	X	-59.04	-36,321.30
Check	01/19/2023		Liberty National	X	-140.60	-36,461.90
Liability Check	01/20/2023		QuickBooks Payroll ...	X	-18,235.23	-54,697.13
Liability Check	01/23/2023	E-pay	IRS	X	-2,079.52	-56,776.65
Liability Check	01/23/2023	E-pay	Arizona Department ...	X	-504.81	-57,281.46
Liability Check	01/25/2023		HealthEquity	X	-777.09	-58,058.55
Liability Check	01/25/2023		HealthEquity	X	-759.59	-58,818.14
Check	01/26/2023		Principal Financial	X	-378.79	-59,196.93
Liability Check	01/27/2023		Public Safety Retire...	X	-3,788.34	-62,985.27
Liability Check	01/27/2023		Public Safety Retire...	X	-3,313.65	-66,298.92
Liability Check	01/27/2023		Nationwide	X	-823.36	-67,122.28
Liability Check	01/27/2023		Nationwide	X	-823.36	-67,945.64
Liability Check	01/27/2023		Nationwide	X	-807.80	-68,753.44
Liability Check	01/27/2023		Arizona State Retire...	X	-764.28	-69,517.72
Liability Check	01/27/2023		Arizona State Retire...	X	-764.28	-70,282.00
Liability Check	01/27/2023		Nationwide	X	-628.80	-70,910.80
Liability Check	01/27/2023		Nationwide	X	-561.46	-71,472.26
Liability Check	01/27/2023		Nationwide	X	-457.15	-71,929.41
Liability Check	01/27/2023		Public Safety Retire...	X	-347.15	-72,276.56
Total Checks and Payments					-72,276.56	-72,276.56
Deposits and Credits - 31 items						
Check	01/03/2023	19025	Hellsgate Fire Depar...	X	60,000.00	60,000.00
Deposit	01/18/2023			X	138.81	60,138.81
Deposit	01/19/2023			X	1,114.00	61,252.81
Paycheck	01/23/2023	DD2012	Bartlett, Martha K.	X	0.00	61,252.81
Paycheck	01/23/2023	DD2013	Ceja, John J.	X	0.00	61,252.81
Paycheck	01/23/2023	DD2020	Sekandari, Ilyas	X	0.00	61,252.81
Paycheck	01/23/2023	DD2019	Morris, Morey K	X	0.00	61,252.81
Paycheck	01/23/2023	DD2018	Minniss, Sean	X	0.00	61,252.81
Paycheck	01/23/2023	DD2017	Marsh, Dustin W.	X	0.00	61,252.81
Paycheck	01/23/2023	DD2016	Lecher, Angela M.	X	0.00	61,252.81
Paycheck	01/23/2023	DD2024	Yungkans, Jeffery D.	X	0.00	61,252.81
Paycheck	01/23/2023	DD2023	Wiggins, Brian	X	0.00	61,252.81
Paycheck	01/23/2023	DD2022	Turley, Garrett R	X	0.00	61,252.81
Paycheck	01/23/2023	DD2015	Hansen, Mark	X	0.00	61,252.81
Paycheck	01/23/2023	DD2014	Doss, Bobbi A.	X	0.00	61,252.81
Paycheck	01/23/2023	DD2021	Stallings, Garrett	X	0.00	61,252.81
Paycheck	02/06/2023	DD2029	Hansen, Mark	X	0.00	61,252.81
Paycheck	02/06/2023	DD2032	Minniss, Sean	X	0.00	61,252.81
Paycheck	02/06/2023	DD2039	Yungkans, Jeffery D.	X	0.00	61,252.81
Paycheck	02/06/2023	DD2038	Wiggins, Brian	X	0.00	61,252.81
Paycheck	02/06/2023	DD2037	Wells, David	X	0.00	61,252.81
Paycheck	02/06/2023	DD2036	Turley, Garrett R	X	0.00	61,252.81
Paycheck	02/06/2023	DD2035	Stallings, Garrett	X	0.00	61,252.81
Paycheck	02/06/2023	DD2034	Sekandari, Ilyas	X	0.00	61,252.81
Paycheck	02/06/2023	DD2031	Marsh, Dustin W.	X	0.00	61,252.81
Paycheck	02/06/2023	DD2030	Lecher, Angela M.	X	0.00	61,252.81
Paycheck	02/06/2023	DD2028	Doss, Bobbi A.	X	0.00	61,252.81
Paycheck	02/06/2023	DD2027	Ceja, John J.	X	0.00	61,252.81
Paycheck	02/06/2023	DD2026	Campbell, Chris	X	0.00	61,252.81
Paycheck	02/06/2023	DD2025	Bartlett, Martha K.	X	0.00	61,252.81
Paycheck	02/06/2023	DD2033	Morris, Morey K	X	0.00	61,252.81
Total Deposits and Credits					61,252.81	61,252.81
Total Cleared Transactions					-11,023.75	-11,023.75

Hellsgate Fire District
Reconciliation Detail
PAYROLL CHASE ACCOUNT, Period Ending 01/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Cleared Balance					-11,023.75	19,001.41
Uncleared Transactions						
Checks and Payments - 1 item						
Liability Check	12/22/2022	2387	Northern Gila Count...		-600.00	-600.00
Total Checks and Payments					-600.00	-600.00
Deposits and Credits - 1 item						
Check	01/31/2023	19046	Hellsgate Fire Depart...		60,000.00	60,000.00
Total Deposits and Credits					60,000.00	60,000.00
Total Uncleared Transactions					59,400.00	59,400.00
Register Balance as of 01/31/2023					48,376.25	78,401.41
New Transactions						
Checks and Payments - 13 items						
Check	02/02/2023		EMI Health		-6,151.20	-6,151.20
Liability Check	02/02/2023	E-pay	IRS		-2,104.02	-8,255.22
Liability Check	02/02/2023	E-pay	Arizona Department ...		-540.43	-8,795.65
Liability Check	02/03/2023		QuickBooks Payroll ...		-18,615.84	-27,411.49
Check	02/07/2023		Liberty National		-140.60	-27,552.09
Check	02/07/2023		AFLAC		-59.04	-27,611.13
Liability Check	02/08/2023		Public Safety Retire...		-3,403.14	-31,014.27
Liability Check	02/08/2023		Arizona State Retire...		-1,079.56	-32,093.83
Liability Check	02/08/2023		Nationwide		-983.98	-33,077.81
Liability Check	02/08/2023		HealthEquity		-777.09	-33,854.90
Liability Check	02/08/2023		Nationwide		-647.85	-34,502.75
Liability Check	02/08/2023		Nationwide		-481.66	-34,984.41
Check	02/23/2023		Principal Financial		-378.79	-35,363.20
Total Checks and Payments					-35,363.20	-35,363.20
Total New Transactions					-35,363.20	-35,363.20
Ending Balance					13,013.05	43,038.21

12:43 PM

02/13/23

Hellsgate Fire District
Reconciliation Summary
CAPITAL 845 ACCOUNT, Period Ending 01/31/2023

	<u>Jan 31, 23</u>
Beginning Balance	126,327.90
Cleared Transactions	
Deposits and Credits - 1 item	<u>66.27</u>
Total Cleared Transactions	<u>66.27</u>
Cleared Balance	<u>126,394.17</u>
Register Balance as of 01/31/2023	126,394.17
Ending Balance	126,394.17

**Hellsgate Fire District
Reconciliation Detail
CAPITAL 845 ACCOUNT, Period Ending 01/31/2023**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						126,327.90
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/31/2023			X	66.27	66.27
Total Deposits and Credits					<u>66.27</u>	<u>66.27</u>
Total Cleared Transactions					<u>66.27</u>	<u>66.27</u>
Cleared Balance					<u>66.27</u>	<u>126,394.17</u>
Register Balance as of 01/31/2023					<u>66.27</u>	<u>126,394.17</u>
Ending Balance					<u><u>66.27</u></u>	<u><u>126,394.17</u></u>

Balance Inquiry for Account 0845000-000-000-000-1012-00
 From 01/01/23 To 01/31/23

Account 0845000-000-000-000-1012-00 Cash with Treasurer

Date/Time	Reference	ReferenceID	Receipt Number	Debit	Credits	Balance
01/01/23	Starting Balance					\$126,327.90
01/05/23 10:00 AM	journal fund interest allocation - 09/22/2022 to 12/18/2022			\$20.80		\$126,348.70
01/05/23 10:15 AM	journal fund interest allocation - 06/27/2022 to 12/22/2022			\$3.95		\$126,352.65
01/11/23 10:00 AM	journal fund interest allocation - 12/01/2022 to 12/31/2022			\$0.01		\$126,352.66
01/13/23 10:00 AM	journal fund interest allocation - 07/11/2022 to 01/07/2023			\$20.52		\$126,373.18
01/27/23 10:00 AM	journal fund interest allocation - 07/21/2022 to 01/26/2023			\$16.26		\$126,389.44
01/30/23 03:00 PM	journal fund interest allocation - 07/28/2022 to 01/25/2023			\$4.73		\$126,394.17
01/31/23	Ending Balance					\$126,394.17
	Change In Balance					\$66.27

12:43 PM

02/13/23

Hellsgate Fire District
Reconciliation Summary
ENTERPRISE 876 ACCOUNT, Period Ending 01/31/2023

	<u>Jan 31, 23</u>
Beginning Balance	380.00
Cleared Balance	380.00
Register Balance as of 01/31/2023	380.00
Ending Balance	380.00

12:43 PM

02/13/23

Hellsgate Fire District Reconciliation Detail

ENTERPRISE 876 ACCOUNT, Period Ending 01/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						380.00
Cleared Balance						380.00
Register Balance as of 01/31/2023						380.00
Ending Balance						380.00

Balance Inquiry for Account 0876000-000-000-000-1012-00
From 01/01/23 To 01/31/23

Account 0876000-000-000-000-1012-00 Cash with Treasurer

Date/Time	Reference	ReferenceID	Receipt Number	Debit	Credits	Balance
01/01/23	Starting Balance					\$380.00
01/31/23	Ending Balance					\$380.00
	Change In Balance					\$0.00

12:44 PM

02/13/23

Hellsgate Fire District
Reconciliation Summary
BENEFIT 920 ACCOUNT, Period Ending 01/31/2023

	<u>Jan 31, 23</u>
Beginning Balance	52,126.55
Cleared Transactions	
Deposits and Credits - 1 item	<u>27.34</u>
Total Cleared Transactions	<u>27.34</u>
Cleared Balance	<u><u>52,153.89</u></u>
Register Balance as of 01/31/2023	52,153.89
Ending Balance	52,153.89

12:44 PM

02/13/23

Hellsgate Fire District Reconciliation Detail

BENEFIT 920 ACCOUNT, Period Ending 01/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						52,126.55
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/31/2023			X	27.34	27.34
Total Deposits and Credits					27.34	27.34
Total Cleared Transactions					27.34	27.34
Cleared Balance					27.34	52,153.89
Register Balance as of 01/31/2023					27.34	52,153.89
Ending Balance					27.34	52,153.89

Balance Inquiry for Account 0920000-000-000-000-1012-00
 From 01/01/23 To 01/31/23

Account 0920000-000-000-000-1012-00 Cash with Treasurer

Date/Time	Reference	ReferenceID	Receipt Number	Debit	Credits	Balance
01/01/23	Starting Balance					\$52,126.55
01/05/23 10:00 AM	journal fund interest allocation - 09/22/2022 to 12/18/2022			\$8.58		\$52,135.13
01/05/23 10:15 AM	journal fund interest allocation - 06/27/2022 to 12/22/2022			\$1.63		\$52,136.76
01/13/23 10:00 AM	journal fund interest allocation - 07/11/2022 to 01/07/2023			\$8.47		\$52,145.23
01/27/23 10:00 AM	journal fund interest allocation - 07/21/2022 to 01/26/2023			\$6.71		\$52,151.94
01/30/23 03:00 PM	journal fund interest allocation - 07/28/2022 to 01/25/2023			\$1.95		\$52,153.89
01/31/23	Ending Balance					\$52,153.89
	Change In Balance					\$27.34

12:44 PM

02/13/23

Hellgate Fire District
Reconciliation Summary
PSPRS 890 CONTINGENCY ACCOUNT, Period Ending 01/31/2023

	<u>Jan 31, 23</u>
Beginning Balance	314,456.01
Cleared Transactions	
Deposits and Credits - 1 item	<u>164.94</u>
Total Cleared Transactions	<u>164.94</u>
Cleared Balance	<u><u>314,620.95</u></u>
Register Balance as of 01/31/2023	314,620.95
Ending Balance	314,620.95

12:44 PM

02/13/23

Hellsgate Fire District Reconciliation Detail

PSPRS 890 CONTINGENCY ACCOUNT, Period Ending 01/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						314,456.01
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/31/2023			X	164.94	164.94
Total Deposits and Credits					164.94	164.94
Total Cleared Transactions					164.94	164.94
Cleared Balance					164.94	314,620.95
Register Balance as of 01/31/2023					164.94	314,620.95
Ending Balance					164.94	314,620.95

Balance Inquiry for Account 0890000-000-000-000-1012-00
 From 01/01/23 To 01/31/23

Account 0890000-000-000-000-1012-00 Cash with Treasurer

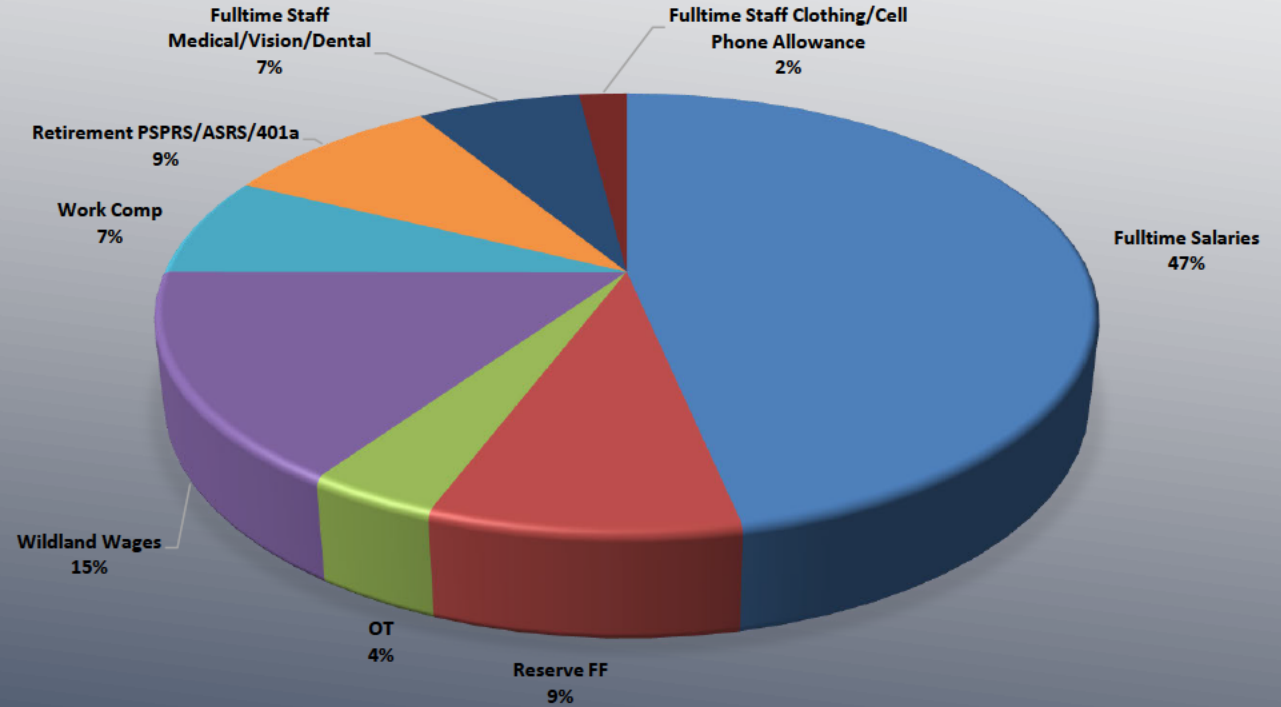
Date/Time	Reference	ReferenceID	Receipt Number	Debit	Credits	Balance
01/01/23	Starting Balance					\$314,456.01
01/05/23 10:00 AM	journal fund interest allocation - 09/22/2022 to 12/18/2022			\$51.76		\$314,507.77
01/05/23 10:15 AM	journal fund interest allocation - 06/27/2022 to 12/22/2022			\$9.83		\$314,517.60
01/11/23 10:00 AM	journal fund interest allocation - 12/01/2022 to 12/31/2022			\$0.02		\$314,517.62
01/13/23 10:00 AM	journal fund interest allocation - 07/11/2022 to 01/07/2023			\$51.08		\$314,568.70
01/27/23 10:00 AM	journal fund interest allocation - 07/21/2022 to 01/26/2023			\$40.48		\$314,609.18
01/30/23 03:00 PM	journal fund interest allocation - 07/28/2022 to 01/25/2023			\$11.77		\$314,620.95
01/31/23	Ending Balance					\$314,620.95
	Change In Balance					\$164.94



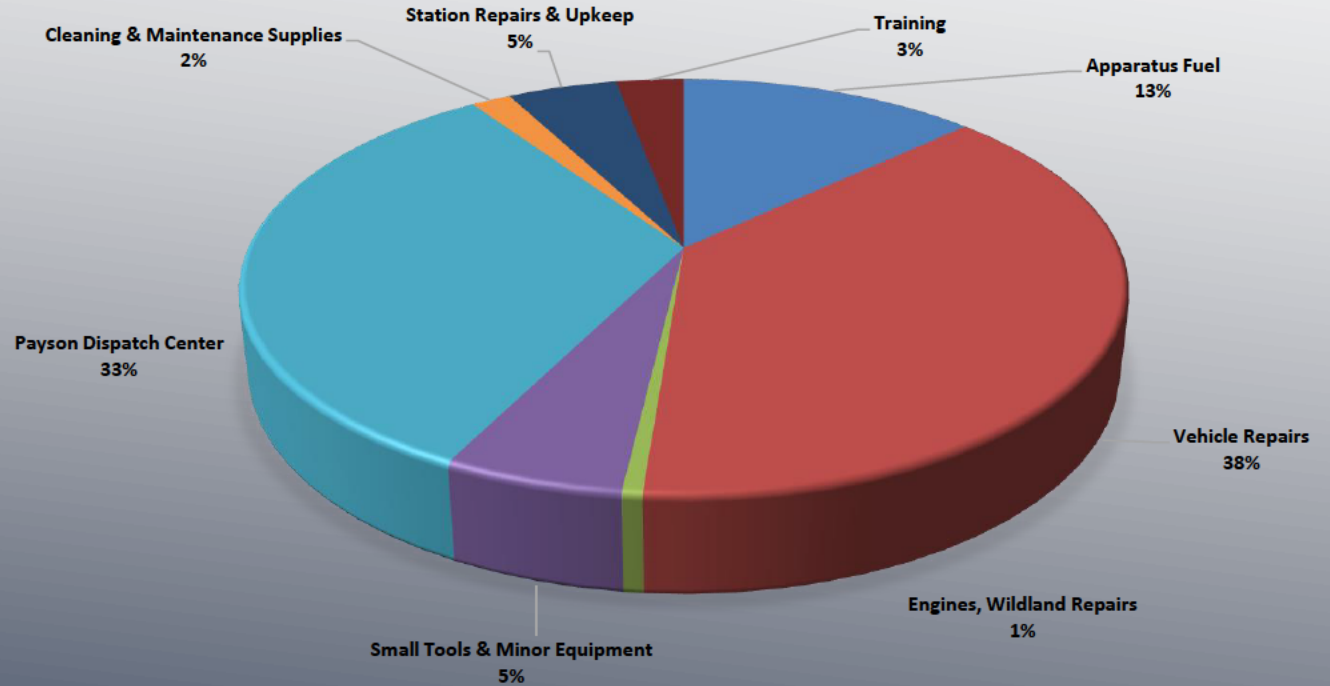
Hellsgate Fire District

January 2023 Financial Report

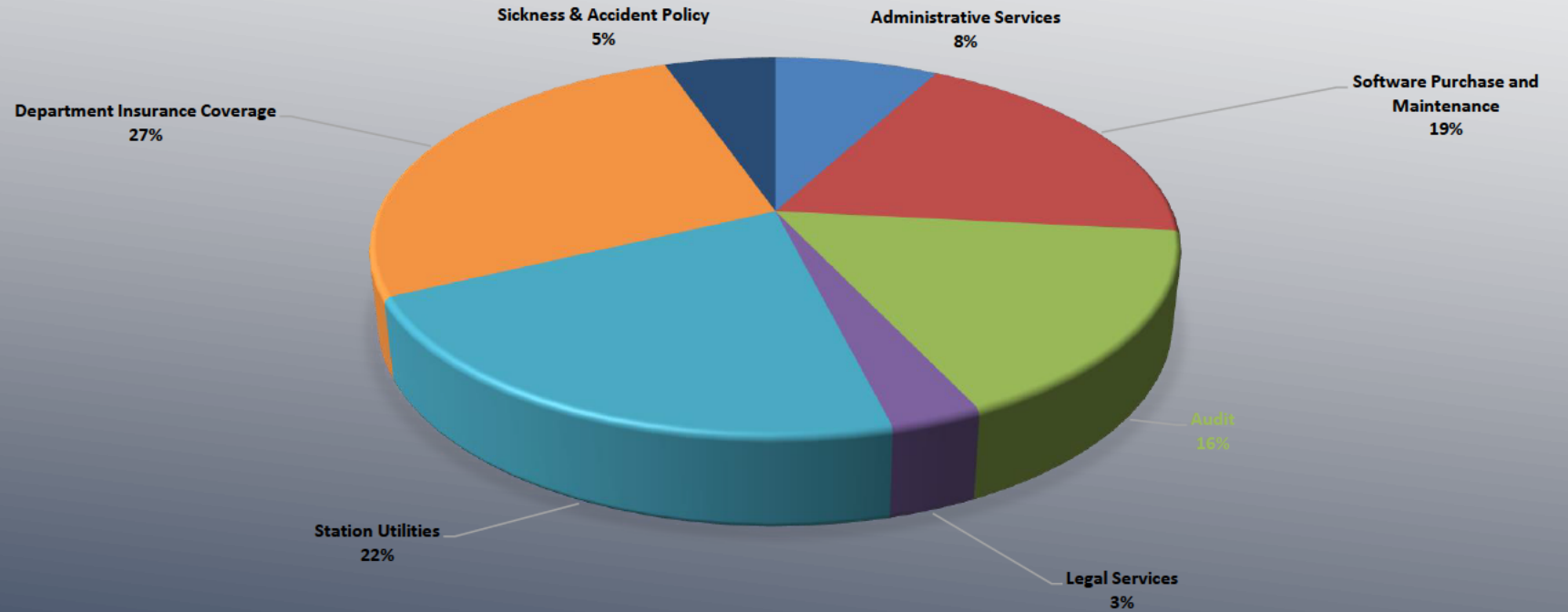
PERSONNEL SERVICES	Spent	Remaining	%
Fulltime Salaries	\$ 309,194	\$ 252,828	55.01%
Reserve FF	\$ 59,987	\$ 15,014	79.98%
OT	\$ 25,413	\$ 24,587	50.83%
Benefits Account	\$ -	\$ 50,000	0.00%
Wildland Wages	\$ 102,121	\$ 25,879	79.78%
Medicare	\$ 7,925	\$ 4,823	62.16%
Unemployment Fund	\$ -	\$ 2,500	0.00%
Work Comp	\$ 48,401	\$ 46,588	50.95%
Retirement PSPRS/ASRS/401a	\$ 59,392	\$ 32,706	64.49%
Cancer Benefits Suppression Fulltime	\$ 300	\$ -	100.00%
Fulltime Staff Medical/Vision/Dental	\$ 44,557	\$ 40,381	52.46%
Fulltime Staff Clothing/Cell Phone Allowance	\$ 12,981	\$ (981)	108.17%
NFPA Physicals	\$ 3,260	\$ 10,740	23.29%
Command Staff Cell Phone Stipend	\$ 346	\$ 254	57.70%
Employee Assistance Program	\$ -	\$ 900	0.00%
Direct Deposit Fees	\$ 340	\$ 661	33.95%
TOTAL PERSONNEL SERVICE	\$ 674,215	\$ 506,880	57.08%



FIRE PROTECTIONS OPERATIONS	Spent	Remaining	%
Apparatus Fuel	\$ 8,036	\$ 11,964	40.18%
Wildland Fuel	\$ 6,878	\$ 622	91.71%
Vehicle Repairs	\$ 23,609	\$ 10,391	69.44%
Engines, Wildland Repairs	\$ 389	\$ 4,211	8.47%
Small Tools & Minor Equipment	\$ 3,452	\$ 13,598	20.25%
Engines, Wildland Small Tools & Minor Equipment	\$ 40,133	\$ (38,133)	2006.66%
Fire Suppression Services	\$ 108	\$ 2,792	3.74%
Payson Dispatch Center	\$ 20,438	\$ 2,662	88.48%
Radios, Repairs	\$ 364	\$ 4,636	7.29%
E-Dispatch Paging	\$ 960	\$ 540	64.00%
Cleaning & Maintenance Supplies	\$ 1,069	\$ 431	71.27%
Station Repairs & Upkeep	\$ 2,961	\$ 539	84.60%
EMS Disposable Goods	\$ 1,115	\$ 4,085	21.44%
EMS Durable Goods	\$ 212	\$ 3,288	6.04%
Training	\$ 1,821	\$ 13,279	12.06%
Fire Prevention	\$ -	\$ 950	0.00%
Grants	\$ 154,374	\$ (94,374)	257.29%
Contingency Funds	\$ -	\$ 50,000	0.00%
TOTAL FIRE PROTECTIONS OPERATIONS	\$ 265,921	\$ (8,521)	103.31%

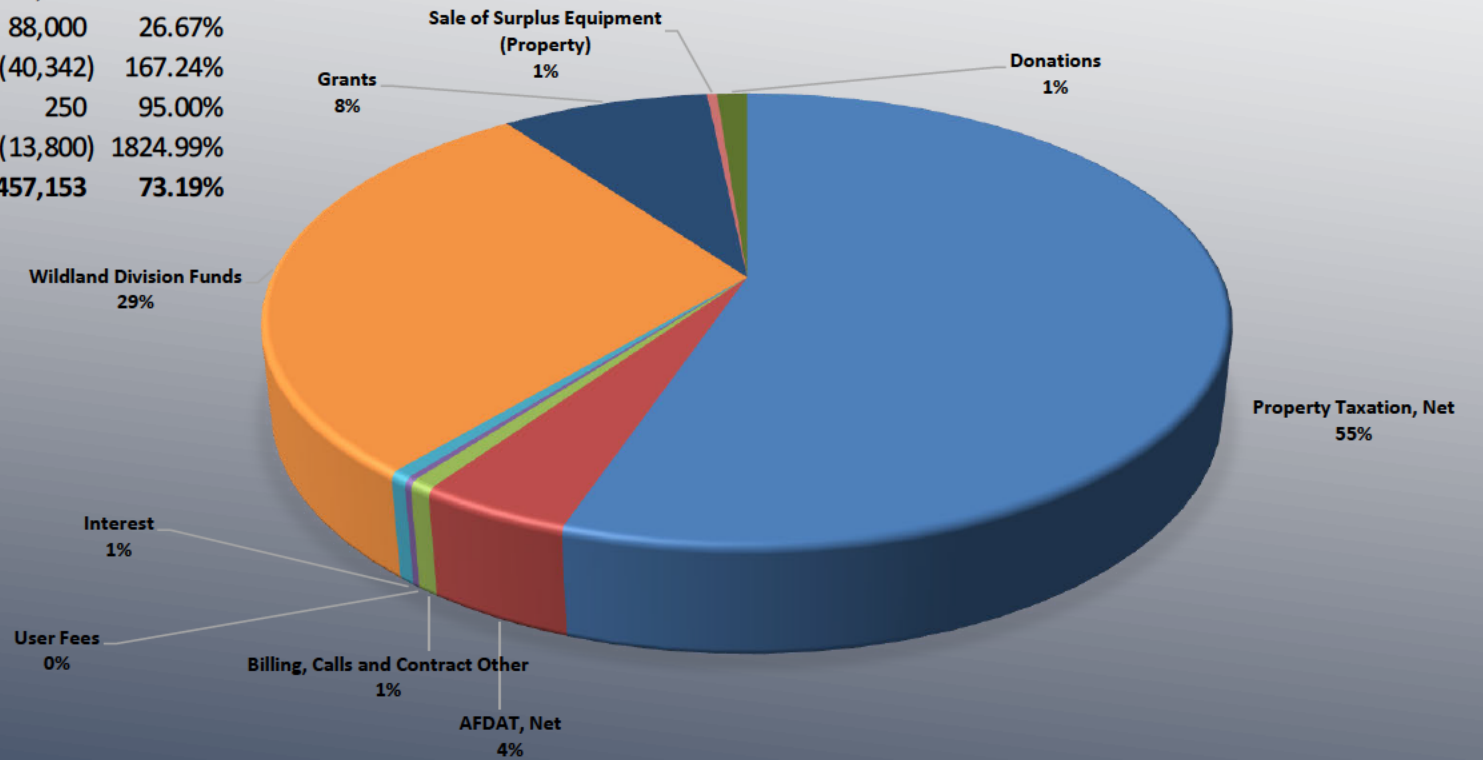


FIRE DEPARTMENT OPERATIONS	Spent	Remaining	%
Administrative Services	\$ 4,670	\$ 7,955	36.99%
Software Purchase and Maintenance	\$ 11,221	\$ 11,779	48.79%
Audit	\$ 9,750	\$ -	100.00%
Office Equipment Maintenance	\$ 143	\$ 357	28.66%
Legal Services	\$ 1,862	\$ 8,138	18.62%
Station Utilities	\$ 12,966	\$ 6,384	67.01%
Department Insurance Coverage	\$ 16,007	\$ 4,390	78.48%
Sickness & Accident Policy	\$ 3,173	\$ -	100.00%
TOTAL FIRE DEPARTMENT OPERATIONS	\$ 59,793	\$ 39,002	60.52%



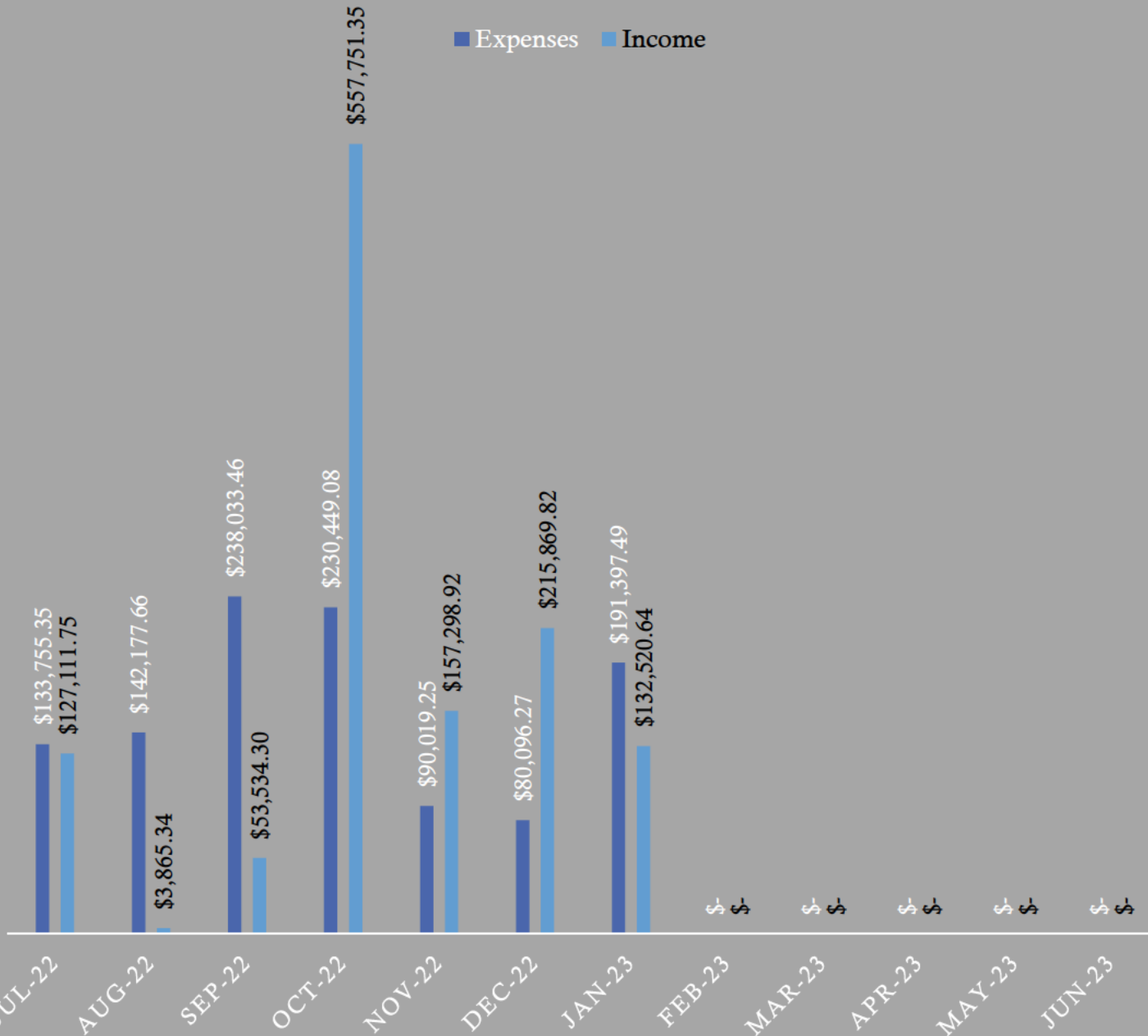
INCOME	Collected	Remaining	%
Property Taxation, Net	\$ 666,875	\$ 325,598	67.19%
AFDAT, Net	\$ 52,947	\$ 30,254	63.64%
Billing, Calls and Contract Other	\$ 8,229	\$ 6,772	54.86%
User Fees	\$ 2,926	\$ 2,074	58.51%
Tower	\$ -	\$ 15,000	0.00%
Station 23	\$ -	\$ 7,500	0.00%
Housing Contract	\$ -	\$ 8,100	0.00%
Interest	\$ 6,577	\$ (1,577)	131.54%
Wildland Division Funds	\$ 350,876	\$ (180,306)	205.71%
Budget Stabilization Funds	\$ 7,831	\$ 41,815	15.77%
COP Capital Funds	\$ -	\$ 167,815	0.00%
Carry Over/Contingency/Benefits Account	\$ 32,000	\$ 88,000	26.67%
Grants	\$ 100,342	\$ (40,342)	167.24%
Sale of Surplus Equipment (Property)	\$ 4,750	\$ 250	95.00%
Donations	\$ 14,600	\$ (13,800)	1824.99%
TOTAL INCOME	\$ 1,247,952	\$ 457,153	73.19%

Starting Total Funds \$ 915,175
+/- Monthly Net Income \$ (503,281)
Total Net Income To Date \$ 411,894



INCOME AND EXPENSE BY MONTH

JULY 2022- JANUARY 2023

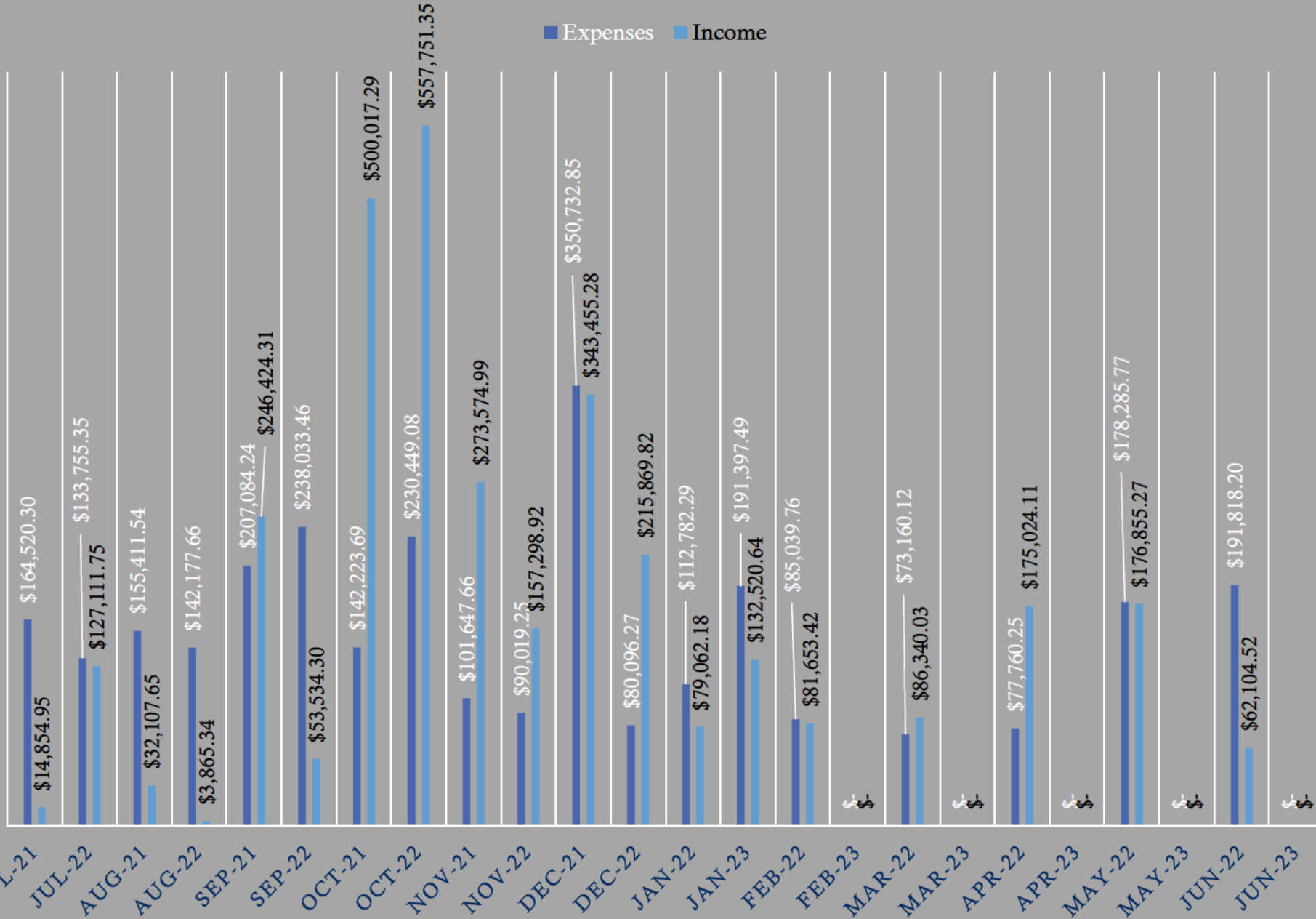


Expenses for the month of January 2023 were \$191,397.49

Income for the month of January 2023 was \$132,520.64

INCOME AND EXPENSE YEAR TO YEAR COMPARISON

■ Expenses ■ Income



Expenses for the month of
January 2023 were
\$191,397.49

Expenses for the month of
January 2022 was
\$112,782.29

Income for the month of
January 2023 was
\$132,520.64

Income for the month of
January 2022 was **\$81,653.42**



Job Title: FIRE

CHIEF

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

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 agendaed 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.

HELLSGATE FIRE DISTRICT
FIRE CHIEF EVALUATION PROCESS

It is the responsibility of the Fire Board to oversee and evaluate the performance of the Fire Chief, ideally on an annual basis. The performance evaluation process is designed to encourage and facilitate open dialogue between the Fire Board and the Fire Chief related to overall performance, as well as to celebrate accomplishments, establish goals, clarify the Fire Board's expectations, and provide a means for determining any compensation related decisions.

It is important that the Fire Board work collaboratively to provide the Fire Chief with performance feedback that reflects the opinions of all members. Thus, it is critical to utilize a process that allows for communication among the Fire Board members and allows for input from and self-reflection by the Fire Chief. The formal evaluation document should be presented by the Fire Board to the Fire Chief in a board meeting; this can be done in executive session or public session. The following procedure is established accordingly.

STEP 1: DISTRIBUTION OF PERFORMANCE EVALUATION TOOL

Forty five (45) to sixty (60) days prior to the evaluation date, the Fire Chief shall be asked to complete a self-evaluation, using the same evaluation instrument as will be used by the Fire Board. The completed self-evaluation document should be provided to all Fire Board members no later than thirty days prior to the evaluation date.

Likewise, forty-five (45) to sixty (60) days prior to the evaluation date, each Fire Board member shall be asked to prepare a draft evaluation of the Fire Chief on the prepared evaluation instrument. The members shall be prepared to discuss the evaluation in the next board meeting, which should be 30 days prior to the meeting in which the final performance evaluation will be presented to the Fire Chief.

STEP 2: FIRE BOARD MEETING TO DISCUSS AND PREPARE FINAL PERFORMANCE EVALUATION

Thirty days prior to the evaluation date, the Fire Board shall meet in executive session to share their individual performance evaluation drafts and discuss their opinions regarding the performance of the Fire Chief. The Fire Board can designate one member to be the facilitator or can utilize an outside facilitator. Whomever the Fire Board chooses as the facilitator shall be responsible for helping the Fire Board come to agreement on the ratings and comments to be provided in a singular performance evaluation document to be presented to the Fire Chief. During this discussion, the Fire Board shall also discuss future goals for the Fire Chief, but it is suggested that those be finalized and agreed upon in the final discussion with the Fire Chief. Upon conclusion of the discussion, the facilitator will then be responsible for compiling the official performance document that reflects the agreed upon ratings and related comments; this final performance evaluation document shall then be presented to the Fire Chief. (Note: It is important to remember that if the Fire Board is going to meet in executive session to discuss the Fire Chief's

performance, he must receive a written 24-hour notice; this does not mean that the Fire Chief has to be a part of the discussion).

STEP 3: ADMINISTERING THE PERFORMANCE EVALUATION TO THE FIRE CHIEF

There are two options for administering the performance evaluation to the Fire Chief. The first option is for the Fire Board to authorize the Chairman of the Board to deliver the performance evaluation to the Fire Chief in a setting outside of a formal Board meeting. The second option, which is most typical, is that during the next board meeting, the Fire Board shall administer the performance evaluation to the Chief. The second option is considered optimal in that it allows all Fire Board members to participate in the discussion; in particular, this is beneficial at the end when the Fire Board and Fire Chief collectively discuss goals for the upcoming year. Depending upon the nature of the goals that are established, it may be appropriate to designate a time mid-year in which there can be an informal follow up on the status of the goals.

At the end of the performance evaluation discussion, the Fire Chief shall be given a signed copy of the performance evaluation to which he may add comments in response. Once the Fire Chief adds any comments, copies should be given to the Fire Board and the original shall be placed in the Fire Chief's personnel file. (Note: It is again important to remember that if the Fire Board is going to meet in executive session to discuss the Fire Chief's performance with him, he must receive a 24-hour written notice)

SAMPLE GOALS:

The goals section of the Fire Chief evaluation can be either professional or personal, or a combination thereof. Some sample goals might be as follows:

- In collaboration with the Fire Board, develop a three year strategic plan for the District.
- Establish a written capital improvement plan.
- In collaboration with labor and with guidance from legal counsel, present to the Fire Board a plan in which the Fire Board officially recognizes the union within the confines of a structured MOU.
- Complete your Bachelor's degree by December 2020; present to the Fire Board a plan that outlines how this will be accomplished.
- Work with neighboring agencies to implement a mutual aid system.
- Over the first 90 - 120 days of the new fiscal year, prepare a proposed plan for shared services for fleet maintenance and IT services with XYZ Fire District.
- Conduct a cost analysis of the District's inner facility transport service, with a recommendation to the Fire Board as to feasibility of continuing providing this service.

**HELLSGATE FIRE DISTRICT
PERFORMANCE EVALUATION**

**MOREY MORRIS
FIRE CHIEF**

**2023
PERFORMANCE EVALUATION**

Evaluated By Fire Board Members:

**Garah Monnich, Chairman
Jeff Shaw, Vice Chairman
Nick Fitch, Clerk
Lisa Lamoureux, Member**

FIRE CHIEF PERFORMANCE EVALUATION

This performance evaluation form is designed to provide formal performance feedback from the Fire Board to the Fire Chief. Achievements as well as areas for improvement or further development should be thoroughly covered.

There are seven categories of job performance to be rated:

- Technical Expertise, Skills, and Abilities
- Administrative and Fiscal Performance
- Leadership and Personal Initiative
- Management Effectiveness
- Human Resource Management
- Public Service and Community Relations
- Oral and Written Communications

Additionally, if the Fire Board has established specific goals/projects for the given rating period, a performance evaluation rating shall be assigned accordingly.

A list of performance factors to consider prior to rating job performance is provided for each performance category. These are not intended to cover every aspect of job performance to be rated. However, each list provides a frame of reference for each category and should be a reminder of the types of skills to be rated. Finally, an overall rating is required to rate the Fire Chief's overall job performance.

When rating job performance, please choose from the five rating options listed below:

E EXCEEDS STANDARD

This rating is given when job performance is exemplary and exceeds the expected standards of performance for the position of Fire Chief.

S SATISFACTORY / MEETS STANDARD

This rating is given when the Fire Chief's performance meets, but does not exceed, the standards expected in his position. This is the performance of a trained and qualified individual. The work is consistently up to the standards required of the position of Fire Chief.

PN PROGRESS NEEDED

This rating is given when a significant part of the Fire Chief's performance is below the minimum acceptable standard for the position.

Please provide thorough comments regarding job performance for each performance category, as well as the overall performance rating.

TECHNICAL EXPERTISE, SKILLS AND ABILITIES

- *Maintains the necessary technical skills and professional knowledge required for the job; applies those skills and knowledge to attain District goals and priorities.*
- *Maintains knowledge of the changes within the Fire/EMS profession regarding technical skills and legal mandates and applies this knowledge appropriately within the District.*
- *Takes the necessary steps to ensure that District employees also maintain the technical and professional knowledge required on the job.*
- *Balances technical expertise with appropriate delegation and utilization of subordinate staff.*
- *Presents technical information, both orally and in writing, in a manner which is easily understood by the target audience, and appropriately influences decision-making.*

CATEGORY RATING: _____

COMMENTS / JUSTIFICATION:

ADMINISTRATIVE AND FISCAL RESPONSIBILITIES

- *Effectively manages the processes required for Fire Board meetings, including preparation of agendas, posting notices, preparation of Fire Board reports, etc.*
- *Effectively manages ongoing projects and competing priorities.*
- *Clearly defines problems and demonstrates creativity, decisiveness, and imagination in resolution of issues.*
- *Anticipates problems and solicits input from staff and other District personnel and initiates appropriate preventative action.*
- *Solicits participation of appropriate persons when making decisions; actively seeks input from direct staff and other District personnel.*
- *Develops and presents a realistic and responsible budget consistent with Fire Board policies and controls expenditures within set budget levels.*
- *Develops, seeks and implements creative strategies for achieving savings opportunities and for seeking alternative funding.*
- *Maintains and presents complete and accurate budget documents and financial records.*

CATEGORY RATING: _____

COMMENTS / JUSTIFICATION:

LEADERSHIP AND PERSONAL INITIATIVE

- *Establishes priorities necessary to attain District and personal performance goals.*
- *Performs a responsible and credible role in recommending and implementing appropriate actions consistent with District priorities.*
- *Exercises judgment and responsibility in determining and implementing calculated risks.*
- *Appropriately communicates information, policy changes and corrective action to District personnel.*
- *Keeps Fire Board informed as appropriate.*
- *Demonstrates ability to be a proactive self-starter by initiating appropriate action and program plans with a minimum of direction.*
- *Maintains challenging yet obtainable work standards for staff.*
- *Motivates self and others to maximum performance*
- *Leads by example.*
- *Demonstrates willingness to be a team-player by working cooperatively with Fire Board and other District staff and adjusting to extra tasks despite his own heavy workload.*
- *Projects an image of professionalism which reflects positively on the District.*
- *Provides good internal and external customer service.*

CATEGORY RATING: _____

COMMENTS / JUSTIFICATION:

MANAGEMENT EFFECTIVENESS

- *Develops creative and thorough plans that are timely, feasible, logical and supported by facts.*
- *Organizes the scheduling and deploying of resources to carry out plans in a cost-effective manner.*
- *Sets priorities within scope of responsibility that are consistent with the needs of the District and the community.*
- *Responds and adapts appropriately to changes in circumstances, conditions or policies.*
- *Appropriately delegates duties, responsibility, and authority to maximize efficiency as well as to provide opportunities for subordinates' development and growth.*

CATEGORY RATING: _____

COMMENTS / JUSTIFICATION:

HUMAN RESOURCE MANAGEMENT

- *Recruits, selects and promotes, to the extent possible, qualified, responsible and productive employees.*
- *Complies with personnel rules and procedures, remaining aware of employment laws and EEO concerns.*
- *Identifies tasks for delegation which maximize employee's abilities; is able to monitor and control delegated work.*
- *Develops subordinates through effective performance management, providing feedback to staff on an ongoing as well as formal basis; uses the evaluation process to motivate employees and encourage career development.*
- *Maintains discipline in a fair and professional manner, taking corrective action necessary and appropriate.*
- *Deals with employees in a fair manner, demonstrating sensitivity and responsiveness to employee concerns.*
- *Inspires employees and makes them feel a part of the team.*
- *Provides employees with opportunities for appropriate professional development and training.*

CATEGORY RATING: _____

COMMENTS / JUSTIFICATION:

PUBLIC SERVICE AND COMMUNITY RELATIONS

- *Interacts with and demonstrates a public service orientation toward citizens, the Fire Board, members of other boards and committees, and other agencies.*
- *Gives attention to the concerns and opinions of individual citizens and/or community groups.*
- *Demonstrates openness, receptiveness, and approachability in both formal and informal situations.*
- *Responds in a timely and professional manner to concerns of individuals or community groups.*
- *Prepares timely and comprehensive written responses to citizen concerns and inquiries.*
- *Uses sensitivity, diplomacy, and empathy when dealing with members of the public.*
- *Encourages a spirit of public service orientation among District personnel; trains staff to react positively to citizen needs and concerns.*

CATEGORY RATING: _____

COMMENTS / JUSTIFICATION:

ORAL AND WRITTEN COMMUNICATIONS

- *Provides written reports that are factual, understandable, logical, concise and objective.*
- *Provides written correspondence that demonstrates forethought and comprehensive research efforts.*
- *Prepares written communications that accurately represent the Fire Board and District policy.*
- *Prepares written communications clearly and effectively; uses appropriate format, grammar, spelling, and tone in formal and informal communications.*
- *Communicates effectively in individual and/or group situations.*
- *Delivers oral presentations in an informed and persuasive manner.*
- *Demonstrates overall effective oral communications, including good listening skills, questioning and probing techniques that garner two-way dialogue.*

CATEGORY RATING: _____

COMMENTS / JUSTIFICATION:

SPECIFIC ASSIGNED GOALS / SPECIAL PROJECTS

The following goals and/or special projects were assigned to the Fire Chief for accomplishment and review in this rating period:

1.

Performance Rating: _____
Progress / Comments:

2.

Performance Rating: _____
Progress / Comments:

3.

Performance Rating: _____
Progress / Comments:

4.

Performance Rating: _____
Progress / Comments:

5.

Performance Rating: _____
Progress / Comments:

OVERALL PERFORMANCE RATING

_____ EXCEEDS STANDARD

_____ SATISFACTORY / MEETS STANDARD

_____ PROGRESS NEEDED

COMMENTS ON OVERALL PERFORMANCE

AREAS OF STRENGTH:

AREAS FOR POTENTIAL IMPROVEMENT:

GOALS / SPECIAL PROJECTS FOR UPCOMING RATING PERIOD:

NEXT PERFORMANCE EVALUATION DATE: _____

EMPLOYEE COMMENTS

Employee Signature

Date

Chairman of the Board Signature

Date

HELLSGATE FIRE DEPARTMENT

Performance Evaluation Instructions

Procedure

- 1) Evaluate employee for time period as indicated on the Performance Evaluation form.
- 2) Schedule a specific date and time for a performance evaluation meeting, assuring privacy without interruption. Be prepared to give specific examples for each rating by category.
- 3) Encourage two-way communication and a response from the employee.
- 4) Explore career progress and discuss developmental needs of the employee. Plan performance goals for the coming year.
- 5) Encourage the employee to make comments and secure the employee's signature.
- 6) Forward the completed Performance Evaluation form to the Human Resources Department.

Completing Form

- 1) Carefully evaluate and mark each category individually.
- 2) Indicate with a whole number between 1 and 5 for each category with the rating that most closely represents your objective opinion.
- 3) Comments and rating explanation are required on all categories.
- 4) **Total Score:** All the categories will automatically be tallied and appear in the Total Score box
- 5) If the employee has achieved special recognition by accomplishing the completion of a degree or technical course that contributes to the department and/or program within this rating period, you may indicate this by marking an "x" into the Outstanding Accomplishment box
- 6) **Overall Score** will automatically be tallied and appear in the Overall Score box
- 7) To be eligible for a merit recommendation, the overall performance score cannot include more than one rating of either a 1-Does Not Meet Standard or 2-Needs Improvement in any given category regardless of the overall performance score.
- 8) Definitions of ratings:
 - 1= Does not meet standard level of performance
 - 2= Needs improvement to meet standard level of performance
 - 3= Meets standard level of performance
 - 4= Frequently exceeds standard level of performance
 - 5= Consistently exceeds standard level of performance

Review of Past Goals/Planning For Coming Year

- 1) Look at previous evaluation and list past goal(s). Comment on their achievement. Discuss different methods of accomplishing goal if past efforts were unsuccessful.
- 2) Identify goals to be met within the next review period. Goal setting should be done with the employee, as he or she will be responsible for its success.

Action Plan for further growth

- 1) This is the most important part of the evaluation and will produce the most improvement in performance if done correctly. The supervisor should gain the employee's input in order to ensure the employee will aspire to achieve future goals. Such goals should be defined for specific duties and responsibilities, and each goal should refer to behavior that can be followed or action that can be taken. Remember, you are discussing performance duties, not the person, and seeking methods of improvement rather than causes of poor past performance.



HELLSGATE FIRE DEPARTMENT

80 S. Walters Ln. Star Valley, AZ 85541

(928) 474-3835

Fax: (928) 468-0300

HUMAN RESOURCES DEPARTMENT

Managerial Performance Evaluation

Self

Peer

Annual

Employee Name:		<p>Consistently exceeds standard level of performance</p> <p>Frequently exceeds standard level of performance</p> <p>Meets standard level of performance</p> <p>Needs improvement to meet standard level of performance</p> <p>Does not meet standard level of performance</p> <p>Section 2: Comments and rating explanation required on all categories. Please use additional sheet if more space needed for comments/explanation.</p>
Job Title:		
Department/Program:		
Date of Hire:		
Evaluation Period From:	To:	
Date of Review:		
Supervisor's Name:		
Supervisor's Title:		

Section 1: Primary Tasks & Responsibilities

Rating Score:	5	4	3	2	1	Comments:
1. Job Knowledge: Demonstrates technical, professional and/or administrative ability to perform within the area of responsibility; has professional working knowledge of Community policies and internal procedures that directs the overall operations of the department; looks for ways to increase professional knowledge and stays current with program practices.						
	Please indicate a Score between 1 and 5					
2. Planning and Organizing: Develops comprehensive project plans; foresees changes and trends relevant to the department, assigns clear responsibilities; breaks work down into manageable portions.						
	Please indicate a Score between 1 and 5					
3. Financial Planning: Tracks and/or adheres to financial plan; makes sound decisions that consider cost/benefit to the department or program; accurately estimates expense levels and other related factors.						
	Please indicate a Score between 1 and 5					
4. Performance Standards: Communicates performance standards to employees; evaluates employees based on measurable behavior or results; spends time and effort into improving employee performance in assigned areas of responsibility.						
	Please indicate a Score between 1 and 5					
5. Teamwork: Encourages others, offers clear direction and sets clear priorities, encourages others to work together to achieve desired results to foster a common vision.						
	Please indicate a Score between 1 and 5					

Employee Performance Evaluation

- Page 2 -

Employee Name:	0		
Job Title:	0		
Department/Program:	0		
Evaluation Period From:	0-Jan-1900	To:	0-Jan-1900
Date of Review:	January 0, 1900		

	Consistently exceeds standard level of performance				
	Frequently exceeds standard level of performance				
	Meets standard level of performance				
	Needs improvement to meet standard level of performance				
	Does not meet standard level of performance				

Section 2:
 Comments and rating explanation required on all categories. Please use additional sheet if more space needed for comments/explanation.

Section 1: Primary Tasks & Responsibilities

Rating Score:	5	4	3	2	1	Comments:
----------------------	---	---	---	---	---	-----------

6. Innovation and Change: Looks for ways to improve current processes for maximum efficiency and productivity; generates ideas and creative solutions for problematic areas; shows enthusiasm and support for new ideas, programs, and/or procedures.

Please indicate a Score between 1 and 5						

Rating Score:	5	4	3	2	1	Comments:
----------------------	---	---	---	---	---	-----------

7. Commitment to Customer Service: (Internal & External) Communicates to staff customer service expectations; available to respond to customer needs; proactively works at resolving issues that may cause delays with service; communicates policies to customers in an effective and accurate manner.

Please indicate a Score between 1 and 5						

Rating Score:	5	4	3	2	1	Comments:
----------------------	---	---	---	---	---	-----------

8. Employee Relations: Identifies sources of conflict within the department; takes command of problem area for immediate resolution; actively works towards maintaining a positive work environment.

Please indicate a Score between 1 and 5						

Rating Score:	5	4	3	2	1	Comments:
----------------------	---	---	---	---	---	-----------

9. Administrative Duties: Effectively manages the processes for Fire Board meetings, including preparation of agendas and other duties; effectively manages ongoing projects and competing priorities; develops and presents a realistic and responsible budget consistent with Fire Board policies and controls expenditures within set budget levels; seeks input from direct staff and other District personnel.

Please indicate a Score between 1 and 5						

Rating Score:	5	4	3	2	1	Comments:
----------------------	---	---	---	---	---	-----------

10. Leadership and Personal Initiative: Establishes priorities to attain District and personal goals; exercises judgment and responsibility in determining and implementing calculated risks; keeps Fire Board informed as appropriate; leads by example; provides good internal and external customer service; projects an image of professionalism which reflects positively on the District.

Please indicate a Score between 1 and 5						

Employee Performance Evaluation

- Page 3 -

Employee Name:	0		
Job Title:	0		
Department/Program:	0		
Evaluation Period From:	0-Jan-1900	To:	0-Jan-1900
Date of Review:	January 0, 1900		

	Consistently exceeds standard level of performance			
	Frequently exceeds standard level of performance			
	Meets standard level of performance			
	Needs improvement to meet standard level of performance			
	Does not meet standard level of performance			

Section 1: Primary Tasks & Responsibilities

Section 2:
Comments and rating explanation required on all categories. Please use additional sheet if more space needed for comments/explanation.

Rating Score:	5	4	3	2	1	Comments:
----------------------	---	---	---	---	---	-----------

11. Time Management: Sets efficient work priorities; balances importance and urgency of tasks; can work on multiple tasks if required.

Please indicate a Score between 1 and 5						

Rating Score:	5	4	3	2	1	Comments:
----------------------	---	---	---	---	---	-----------

12. Judgment/Decision Making: Gathers relevant information; considers broad range of issues and factors; makes timely and effective decision; takes accountability for results.

Please indicate a Score between 1 and 5						

Total	0					
--------------	---	--	--	--	--	--

Additional 5 points to be given for outstanding accomplishment within the current evaluation period.

Employee has achieved special recognition by accomplishing the completion of a degree or technical course that contributes to the department and/or program.

Please mark an "x" and attach certificate to evaluation.

--

Overall score:	0
----------------	---

Overall Score	Overall Rating	Percentage Increase	Based on the Overall Score above, the Overall Rating is:
(12- 23)	Does Not Meet Standard	0%	#N/A
(24 - 35)	Needs Improvement	0%	
(36 - 47)	Meets Standard	3%	
(48 - 53)	Frequently Exceeds	4%	Potential Merit Increase Is equal To:
(54 - 60)		5%	
(61 - 62)	Consistently Exceeds	6%	#N/A Percent
(63 - 65)		7%	

The percentage of increase shown above is to be used as a guide and may be adjusted based on availability of funds.

To be eligible for a merit recommendation, the overall performance score cannot include more than one rating of either a 1-Does Not Meet Standard or 2-Needs Improvement in any given category regardless of the overall performance score.

Employee Performance Evaluation

- Page 4 -

ACTION PLAN FOR PROFESSIONAL GROWTH

Large green rectangular area for writing the action plan for professional growth.

WORK OBJECTIVES FOR NEXT RATING PERIOD TO BE ACHIEVED.

Large green rectangular area for writing work objectives for the next rating period.

Employee's Signature (Acknowledging Receipt) Date

Director and/or Designee Signature Date

Supervisor Signature Date

(When final signature is completed, please forward the evaluation form to the Fire Chief for processing.)

Supervisor's Comments:

Large green rectangular area for writing supervisor's comments.

Employee's Comments:

Large green rectangular area for writing employee's comments.

No Comments

