



HELLSGATE FIRE DISTRICT

BOARD OF DIRECTORS

NOTICE OF REGULAR MEETING

February 21, 2024

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

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

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

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

~ AGENDA ~

1. CALL TO ORDER

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

2. REPORTS & CORRESPONDENCE

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

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

3. FINANCIAL REPORTS

- A. **JANUARY 2024:** Business Manager Lecher to review January financial reports



HELLSGATE FIRE DISTRICT

BOARD OF DIRECTORS

NOTICE OF REGULAR MEETING

February 21, 2024

4. PUBLIC FORUM

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

5. REGULAR BUSINESS

A. CONSENT AGENDA

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

1. Regular Minutes of December 20, 2023

B. STRATEGIC PLANNING

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

C. CHIEF SERVICES

1. Discussion/Possible Action: Report from the chief services committee.

D. DESIGNATED SIGNERS – ACCOUNTS PAYABLE PROCESS

1. Discussion/Possible Action: Determine who the regular check signers will be and define the accounts payable process.

E. DODGE STAFF VEHICLE

1. Discussion/Possible Action: Determine if vehicle is surplus.

6. PUBLIC FORUM

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



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February 21, 2024

7. ADJOURNMENT

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

Deb Bain, Clerk of the Board

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

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

Posted by: Angie Lecher

Date: 2/12/2024

Time: 4:30 PM

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board
FROM: Morey Morris, Fire Chief
DATE: February 21, 2024
SUBJECT: Reports and Correspondence
ITEM #: 2. A, B & C

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

BACKGROUND

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

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

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

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

- C. Correspondence: None

RECOMMENDED MOTION

No motion for this agenda item



CHIEF'S REPORT

February 21, 2024

Correspondence



- Hireversaries: Coby Smith- 2/6; Nate Blazer- 2/13
- Birthdays: Garrett Turley-2/12; Thorry Smith- 2/11



Statistic Report

- Total Calls For the Month of January: 52
YTD(1/31/24): 52
Mutual/Auto Aid Calls Received: 3 Given: 6
EMS: 35 Fire: 6 HazMat: 0 WL: 0 Spc Duty: 9 Still: 2
Tonto Village- 4; Bear Flat- 1
- Building Plans Reviewed for January: 4
 - 1 Shed
 - 2 New Homes
 - 1 Casita with GarageTotal for year- 4
- Water Usage for January : 0 gallons
YTD(1/31/24): 0 gallons



Staffing Report

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



Wildland Report

- None



Vehicle Maintenance Report

- Replacement for BR213
 - Chassis was delivered and is now ready for the pump box swap
 - Working with local diesel shop to pull box (pump, tank, hose, etc) from current B213 and put new chassis under the pump box
 - Local Shop to purchase older F550 Chassis
- WT22 (Shop 891) had a braking issue which was repaired by A to Z Mechanical Solutions
 - Will need more work
 - Replace all shoes and drums
 - Install park brake on forward drive axle
 - Estimate for work- \$3,828.38



Grant Report

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



Legislative Update Report

- Session began on Monday Jan 8, 2024
- HB2012- DFFM Continuation- Passed LARA and scheduled for Rules
- HB2148- Fire Protection Systems-Inspections: this bill requires the inspector to be certified by ANSI- passed House and transmitted to Senate
- HB2274- PTSD coverage- requires Workers Compensation for employees diagnosed with PTSD to include treatment with methylenedioxymethamphetamine-at the COW
- HB2330-alternate form of Fire District formation- COW



Legislative Update, cont.

- HB2418-Fire District Advisory Board-Creates an oversight board to facilitate and advocate for proper and effective governance and OPS of Fire Districts-
House Rules
- HB2751- Interstate Compact- Allows DFFM to join the “Great Plains Fire Compact” to share fire resources-
House Rules
- HB2767-Authorizes AS DEMA to reimburse Fire Departments for Statewide mutual aid deployments-
House Rules



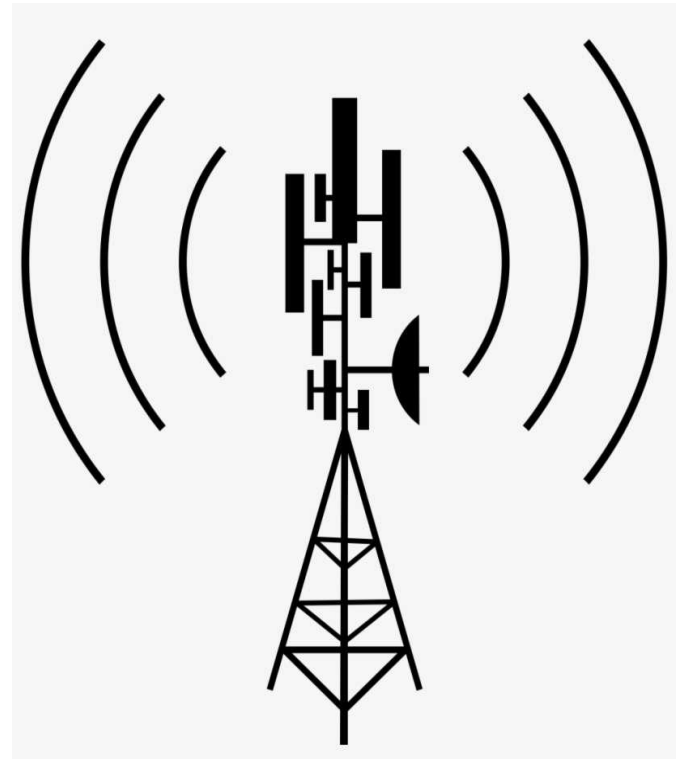
Facilities

- SRPMIC funding has been received
- Conference Room remodel will begin on Feb. 27
- Place Gutters and Snow Stops at FS21 and FS22
- Redo interior and Exterior lighting (lights are in-waiting on install)
- Revamp the UTV
- Redo the parking lot at FS21
- New WiFi package
- New Dispatch Alerting System (First Due)
- New Note Books (Ipads)- already purchased
- New Windows
- New Nozzles (ordered- to be here in March)
- New Chairs (in)



Cell Tower Report

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





FS23

- Will continue to receive monthly lease payments from Payson Water

Hellsgate Fire District 2024 Election Timeline

210 Day Notice per ARS§ 16-205 – April 9, 2024

This is received from the counties 210 days prior to the election date. Gila County sends an email to the district.

- IGAs for election services will need to be entered into for the counties(s) to administer the election. Check to make sure IGA is current.

Time of Calling of Election per ARS§ 16-226 – Deadline May 9, 2024

180 days before the election. Provide the county with notice; Gila County requests a response on an election notice form.

- Take Board Action at the April 2024 Meeting - Resolution

Publication or Posting the Call of Election per ARS§ 16-227 – April 26, 2024 – June 7, 2024

This is to be published twice in the newspaper (or public notice posting place if no newspaper) at least one week apart during the six weeks preceding 150 days before the election to include:

1. The purpose of the election.
2. The date of holding the election.
3. The last date and place for filing nomination petitions, if applicable.
4. The last date to register to vote in the election.
5. The name of the election district conducting the election.
6. The proposed boundaries of the election district, if for establishment or annexation. (N/A)
7. If the election is a special district mail ballot election as described in chapter 4, article 8.1 of this title, the date the mail ballots will be mailed to qualified electors of the district.

Note: Election will be cancelled if there are only enough candidates to fill the vacancies. The remaining steps would not be required and the Board Members shall be sworn in before the 1st of December and begin their role as a Board Member – Ensure the Open Meeting Law training has been completed.

Notice of Election per ARS§ 16-228 – Publish: September 1, 2024, through October 12, 2024

Publish twice in the newspaper at least one week apart during six calendar weeks preceding twenty days before the election to include:

1. The date of the election.
2. The location of the polls.
3. The hours the polls will be open.
4. The purpose of the election.
5. The election district conducting the election.

Affidavit of Compliance per ARS§ 16-229 – October 30, 2024

An affidavit certifying compliance with the applicable federal and state election laws not later than five days before the nonpartisan election.

Board Action at the October Board Meeting.

Canvass the Election per ARS§ 16-642 – Between November 12, 2024 & November 25, 2024

Governing body shall canvass the election not less than six days nor more than 20 days following the election and present to the board of supervisors a certified copy of the official canvass of the election at the next regularly scheduled meeting of the board of supervisors.

ARS§ 16-642 When the result of the canvass is determined, a statement, known and designated as the official canvass, shall be entered on the official record of the election district that shall show:

1. The number of ballots cast in each precinct and in the county.
2. The number of ballots rejected in each precinct and in the county.
3. The titles of the offices voted for, and the names of each person voted for to fill the offices.
4. The number of votes by precincts and county received by each candidate.
5. The number of ballots cast and the number of active registered voters in each political subdivision and portion of a political subdivision for which a candidate may be elected.

The certified permanent copy of the official canvass shall be filed with the clerk of the board of supervisors, who shall maintain and preserve it as a permanent public record.

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

First day candidates may file:	06-08-2024 (150 days prior to election, ARS§ 16-311)
Deadline for candidates to file, 5PM on:	07-05-2024 (120 days prior to election, ARS§ 16-311)
Deadline for candidates to file:	08-17-2024 (Different Nomination Paper, contact County)
Last day to register to vote:	10-07-2024 (approx. 29 days preceding election, County to provide)
Early voting begins:	10-09-2024
Last day to request early ballot by mail:	10-25-2024
Last day to mail back your ballot:	11-01-2024

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

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

Campaign Finance: Candidates who raise or spend, in aggregate, more than \$1,200 (ARS§ 16-905 and 16-931) must form a candidate committee. See https://gilacountyaz.gov/government/elections/campaign_finance for forms.

Contact Information:
Gila County, Department of Elections
5515 S. Apache Avenue, Suite 900
Globe, AZ 85501
(928)402-8709
Email: emariscal@gilacountyaz.gov

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Angie Lecher, Business Manager

DATE: February 21, 2024

SUBJECT: Financial Reports

ITEM #: 3. A.

REQUIRED ACTION: Discussion Only Formal Motion Resolution

RECOMMENDED ACTION: Approve Conditional Approval Deny

PRESENTED BY: Administration Fire Chief Staff

REVIEWED BY: Legal Outside Consult

BACKGROUND

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

A. Review and Approval of Financial Reports for January 2024

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

RECOMMENDED MOTION

Motion to approve the January Financial Reports



HELLSGATE FIRE DISTRICT

80 S. Walters Lane
Star Valley, AZ 85541



Monthly Financial Report – January 2024

Attached are the following for your information and review:

1. Income Statement of Revenues and Expenditures for January 2024 including budget to actual and year-to-date balances.
2. Balance Sheet as of January 31, 2024
3. Wildland Report as of January 31, 202
4. Reconciliation Reports for all accounts as of January 202.

Key Points:

- Account Balances:
 - Warrant Account – Start: \$929,936.33 End: \$1,083,596.68
 - NBAZ Payroll - Start: \$134,303.43 End: \$128,902.25
 - Benefits - Start: \$52,881.14 End: \$53,016.63
 - Capital – Start: \$128,156.72 End: \$128,485.07
 - Enterprise – Start: \$380.00 End: \$380.00
 - PSPRS Cont. – Start: \$218,546.26 End: \$219,106.11
- FDAT funds have been successfully received.
- Wildland billing and collection for the year 2023 have been meticulously completed. No further assignments are anticipated for the next few months.
- The process of posting Full-Time vacancies is currently in progress, demonstrating our commitment to maintaining our two-man engine.
- All calendar year report requirements have been diligently fulfilled, reflecting our dedication to transparency and accountability.
- As of the end of January, the funds allocated for grants stand at \$171,053.24. It is crucial to note that the actual increase is \$277,341.66, not the \$448,394.90 indicated in the financial report. Clearing up this discrepancy ensures accurate financial representation.
- Board members Scott Plummer, Deb Bain, and Nick Fitch are up for election. Paperwork will soon be available for those interested in continuing their roles as board members.



HELLSGATE FIRE DISTRICT

80 S. Walters Lane
Star Valley, AZ 85541



- Budget preparations are underway, with anticipation for annual renewal rates and labor requests to determine final figures. This proactive approach ensures effective financial planning for the upcoming period.

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

Date

HELLSGATE FIRE DISTRICT FISCAL YEAR 2024 BUDGET REPORTS

January 2024

	FY 2024		Month Total		Period Difference
REVENUES					
TAX REVENUES					
4010 Property Tax Revenue	\$	89,321	\$	34,119.12	\$ 55,202
4020 FDAT Revenue	\$	7,694	\$	57,777.78	\$ (50,084)
Total	\$	97,015	\$	91,896.90	\$ 5,118
NON-TAX LEVY REVENUES					
4100 Fee Schedule Revenue	\$	458	\$	1,104.05	\$ (646)
4110 Call Revenue	\$	1,250	\$	865.50	\$ 385
4120 Lease Revenue	\$	2,000	\$	1,573.02	\$ 427
4130 Interest	\$	667	\$	2,688.77	\$ (2,022)
4140 Wildland Revenue	\$	19,378	\$	-	\$ 19,378
4150 Grants & Donations	\$	5,067	\$	158,138.05	\$ (153,071)
4160 Sale of Assets	\$	417	\$	600.00	\$ (183)
4170 Housing Contract	\$	-	\$	-	\$ -
4030 Smart & Safe AZ	\$	1,167	\$	15,867.27	\$ (14,701)
Total	\$	30,403	\$	180,836.66	\$ (150,434)
REVENUE TOTAL	\$	127,418	\$	272,733.56	\$ (145,316)
EXPENSES					
WAGES					
5010 Salaries	\$	50,156	\$	33,707.22	\$ 16,449
5020 Overtime	\$	5,417	\$	4,689.70	\$ 727
5030 Reserve	\$	7,917	\$	15,293.50	\$ (7,377)
5040 Wildland	\$	14,167	\$	-	\$ 14,167
Total	\$	77,656	\$	53,690.42	\$ 23,965
EMPLOYER TAXES					
5100 Medicare/SS	\$	921	\$	692.92	\$ 228
5110 Unemployment	\$	208	\$	-	\$ 208
Total	\$	1,129	\$	692.92	\$ 436
EMPLOYEE BENEFITS					
5120 Health/Dental/Vision	\$	6,990	\$	6,542.41	\$ 447
5130 Workers Compensation	\$	5,238	\$	18,104.00	\$ (12,866)
5200 PSPRS Retirement	\$	6,000	\$	4,261.37	\$ 1,739
5210 ASRS Retirement	\$	936	\$	864.03	\$ 72
5220 457 b/401 a Retirement	\$	1,635	\$	1,880.04	\$ (245)
5230 Wildland ER Expenses	\$	3,336	\$	-	\$ 3,336
5240 Uniform/Phone Allowance	\$	925	\$	46.16	\$ 879
5250 Employee Recruit/Retain	\$	71	\$	-	\$ 71
5260 Physicals	\$	792	\$	-	\$ 792
5270 PSPRS COP Liability	\$	9,622	\$	34,232.50	\$ (24,610)
5300 PSPRS UAAL	\$	8,333	\$	-	\$ 8,333

	Total	\$	43,878	\$	65,930.51	\$	(22,052)
BUILDINGS & LAND							
6010	Utilities	\$	1,713	\$	2,813.67	\$	(1,101)
6020	Station & Janitorial Supplies	\$	167	\$	261.88	\$	(95)
6030	Building Repair & Maintenance	\$	208	\$	1,336.65	\$	(1,128)
	Total	\$	2,088	\$	4,412.20	\$	(2,325)
VEHICLES & EQUIPMENT							
6100	Vehicle Fuel	\$	1,333	\$	1,604.53	\$	(271)
6110	Vehicle Maintenance	\$	2,458	\$	302.63	\$	2,156
6120	Personal Protective Equipment	\$	125	\$	-	\$	125
6130	Small Tools & Equipment	\$	592	\$	-	\$	592
6140	EMS Equipment & Supplies	\$	375	\$	133.70	\$	241
6150	Inspection/Prevention/Rehab	\$	125	\$	-	\$	125
6160	Wildland Expenses	\$	1,458	\$	-	\$	1,458
	Total	\$	6,467	\$	2,040.86	\$	4,426
COMMUNICATIONS/IT							
6200	Communications	\$	83	\$	-	\$	83
6210	IT Services R&M	\$	625	\$	613.00	\$	12
6220	Computer Equipment & Supplies	\$	71	\$	24.75	\$	46
6230	Computer Software	\$	1,558	\$	325.69	\$	1,233
6240	Dispatch Contract	\$	1,875	\$	10,897.40	\$	(9,022)
	Total	\$	4,213	\$	11,860.84	\$	(7,648)
MEETINGS, TRAVEL & TRAINING							
6300	Training Supplies	\$	42	\$	-	\$	42
6310	Training, State Courses & Instruct	\$	171	\$	-	\$	171
6320	Training, Local	\$	250	\$	-	\$	250
6330	Training, EMT/Paramedic	\$	167	\$	-	\$	167
6340	Leadership Development	\$	417	\$	433.65	\$	(17)
6350	State Fire School	\$	83	\$	-	\$	83
6360	Travel Expenses	\$	42	\$	783.38	\$	(742)
	Total	\$	1,171	\$	1,217.03	\$	(46)
MANAGERIAL EXPENSES							
7000	Finance/Audit	\$	875	\$	10,000.00	\$	(9,125)
7010	Legal Expenses	\$	833	\$	17.50	\$	816
7020	Bank and Service Fees	\$	83	\$	73.00	\$	10
7030	Liability Insurance	\$	1,909	\$	-	\$	1,909
7040	Accident & Sickness Insurance	\$	274	\$	-	\$	274
7050	Life/STD/LTD Insurance	\$	318	\$	218.22	\$	100
7060	Office Supplies	\$	83	\$	3.81	\$	80
7070	Dues/Fees/Subscriptions	\$	125	\$	86.00	\$	39
7080	Misc. Expenses	\$	292	\$	220.28	\$	71
	Total	\$	4,793	\$	10,618.81	\$	(5,826)

OTHER

8000 Debt Service	\$	4,304	\$	-	\$	4,304
8010 Contingency	\$	-	\$	-	\$	-
8020 Grant Expense	\$	5,000	\$	12,041.15	\$	(7,041)
Total	\$	9,304	\$	12,041.15	\$	(2,737)

FUNDING TO/FROM RESERVES

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

EXPENSE TOTAL	\$	129,084	\$	162,504.74	\$	(33,420)
+/- Monthly Net Income			\$	110,228.82		

HELLSGATE FIRE DISTRICT FISCAL YEAR 2024 BUDGET REPORTS

JULY 2023-JANUARY 2024

		FY 2024	YTD TOTAL	REMAINING	% of TOTAL	PROJECTION	REMAINDER
CARRY OVER FUNDS	\$	20,000					
REVENUES							
TAX REVENUES							
4010 Property Tax Revenue	\$	1,071,854	\$ 718,453.73	\$ 353,400	67.0%	\$ 862,179	
4020 FDAT Revenue	\$	92,326	\$ 57,777.78	\$ 34,548	62.6%	\$ 69,336	
Total	\$	1,164,180	\$ 776,231.51	\$ 387,948	66.7%	\$ 931,515	
NON-TAX LEVY REVENUES							
4100 Fee Schedule Revenue	\$	5,500	\$ 10,839.73	\$ (5,340)	197.1%	\$ 13,008	
4110 Call Revenue	\$	15,000	\$ 7,881.63	\$ 7,118	52.5%	\$ 9,458	
4120 Lease Revenue	\$	24,000	\$ 7,778.01	\$ 16,222	32.4%	\$ 9,334	
4130 Interest	\$	8,000	\$ 11,009.63	\$ (3,010)	137.6%	\$ 13,212	
4140 Wildland Revenue	\$	232,531	\$ 226,004.26	\$ 6,527	97.2%	\$ 271,216	
4150 Grants & Donations	\$	60,800	\$ 292,835.29	\$ (232,035)	481.6%	\$ 351,416	
4160 Sale of Assets	\$	5,000	\$ 701.54	\$ 4,298	14.0%	\$ 842	
4170 Housing Contract	\$	-	\$ -	\$ -	0.0%	\$ -	
4030 Smart & Safe AZ	\$	14,000	\$ 15,867.27	\$ (1,867)	113.3%	\$ 19,041	
Total	\$	364,831	\$ 572,917.36	\$ (208,086)	157.0%	\$ 687,528	
REVENUE TOTAL	\$	1,549,011	\$ 1,349,148.87	\$ 199,862	87.1%	\$ 1,619,043	\$ (70,032)
EXPENSES							
WAGES							
5010 Salaries	\$	601,870	\$ 304,607.34	\$ 297,263	50.6%	\$ 365,543	
5020 Overtime	\$	65,000	\$ 38,238.75	\$ 26,761	58.8%	\$ 45,888	
5030 Reserve	\$	95,000	\$ 80,203.50	\$ 14,797	84.4%	\$ 96,248	
5040 Wildland	\$	170,000	\$ 88,401.07	\$ 81,599	52.0%	\$ 106,086	
Total	\$	931,870	\$ 511,450.66	\$ 420,419	54.9%	\$ 613,765	
EMPLOYER TAXES							
5100 Medicare/SS	\$	11,047	\$ 9,359.91	\$ 1,687	84.7%	\$ 11,232	
5110 Unemployment	\$	2,500	\$ -	\$ 2,500	0.0%	\$ -	
Total	\$	13,547	\$ 9,359.91	\$ 4,187	69.1%	\$ 11,232	
EMPLOYEE BENEFITS							
5120 Health/Dental/Vision	\$	83,878	\$ 44,511.28	\$ 39,367	53.1%	\$ 53,416	
5130 Workers Compensation	\$	62,858	\$ 58,288.00	\$ 4,570	92.7%	\$ 69,948	
5200 PSPRS Retirement	\$	71,999	\$ 49,119.88	\$ 22,879	68.2%	\$ 58,946	

5210 ASRS Retirement	\$	11,237	\$	6,796.91	\$	4,440	60.5%	\$	8,157
5220 457 b/401 a Retirement	\$	19,622	\$	12,757.66	\$	6,864	65.0%	\$	15,310
5230 Wildland ER Expenses	\$	40,031	\$	-	\$	40,031	0.0%	\$	-
5240 Uniform/Phone Allowance	\$	11,100	\$	12,346.20	\$	(1,246)	111.2%	\$	14,816
5250 Employee Recruit/Retain	\$	850	\$	-	\$	850	0.0%	\$	-
5260 Physicals	\$	9,500	\$	2,076.91	\$	7,423	21.9%	\$	2,492
5270 PSPRS COP Liability	\$	115,465	\$	34,232.50	\$	81,233	29.6%	\$	41,081
5300 PSPRS UAAL	\$	100,000	\$	-	\$	100,000	0.0%	\$	-
Total	\$	526,540	\$	220,129.34	\$	306,411	41.8%	\$	264,166

BUILDINGS & LAND

6010 Utilities	\$	20,550	\$	12,076.82	\$	8,473	58.8%	\$	14,493
6020 Station & Janitorial Supplies	\$	2,000	\$	566.77	\$	1,433	28.3%	\$	680
6030 Building Repair & Maintenance	\$	2,500	\$	1,933.86	\$	566	77.4%	\$	2,321
Total	\$	25,050	\$	14,577.45	\$	10,473	58.2%	\$	17,494

VEHICLES & EQUIPMENT

6100 Vehicle Fuel	\$	16,000	\$	7,587.71	\$	8,412	47.4%	\$	9,106
6110 Vehicle Maintenance	\$	29,500	\$	7,690.23	\$	21,810	26.1%	\$	9,229
6120 Personal Protective Equipment	\$	1,500	\$	10.94	\$	1,489	0.7%	\$	13
6130 Small Tools & Equipment	\$	7,100	\$	2,100.31	\$	5,000	29.6%	\$	2,520
6140 EMS Equipment & Supplies	\$	4,500	\$	1,802.90	\$	2,697	40.1%	\$	2,164
6150 Inspection/Prevention/Rehab	\$	1,500	\$	-	\$	1,500	0.0%	\$	-
6160 Wildland Expenses	\$	17,500	\$	38,756.79	\$	(21,257)	221.5%	\$	46,510
Total	\$	77,600	\$	57,948.88	\$	19,651	74.7%	\$	69,541

COMMUNICATIONS/IT

6200 Communications	\$	1,000	\$	972.00	\$	28	97.2%	\$	1,166
6210 IT Services R&M	\$	7,500	\$	3,678.00	\$	3,822	49.0%	\$	4,414
6220 Computer Equipment & Supplies	\$	850	\$	479.39	\$	371	56.4%	\$	575
6230 Computer Software	\$	18,700	\$	8,535.79	\$	10,164	45.6%	\$	10,243
6240 Dispatch Contract	\$	22,500	\$	21,978.95	\$	521	97.7%	\$	26,376
Total	\$	50,550	\$	35,644.13	\$	14,906	70.5%	\$	42,775

MEETINGS, TRAVEL & TRAINING

6300 Training Supplies	\$	500	\$	-	\$	500	0.0%	\$	-
6310 Training, State Courses & Instruct	\$	2,050	\$	150.00	\$	1,900	7.3%	\$	180
6320 Training, Local	\$	3,000	\$	-	\$	3,000	0.0%	\$	-
6330 Training, EMT/Paramedic	\$	2,000	\$	-	\$	2,000	0.0%	\$	-
6340 Leadership Development	\$	5,000	\$	2,827.65	\$	2,172	56.6%	\$	3,393
6350 State Fire School	\$	1,000	\$	-	\$	1,000	0.0%	\$	-

6360 Travel Expenses	\$	500	\$	783.38	\$	(283)	156.7%	\$	940
Total	\$	14,050	\$	3,761.03	\$	10,289	26.8%	\$	4,513

MANAGERIAL EXPENSES

7000 Finance/Audit	\$	10,500	\$	10,000.00	\$	500	95.2%	\$	12,000
7010 Legal Expenses	\$	10,000	\$	1,143.75	\$	8,856	11.4%	\$	1,373
7020 Bank and Service Fees	\$	1,000	\$	403.75	\$	596	40.4%	\$	485
7030 Liability Insurance	\$	22,912	\$	11,442.00	\$	11,470	49.9%	\$	13,731
7040 Accident & Sickness Insurance	\$	3,292	\$	-	\$	3,292	0.0%	\$	-
7050 Life/STD/LTD Insurance	\$	3,815	\$	1,900.94	\$	1,914	49.8%	\$	2,281
7060 Office Supplies	\$	1,000	\$	241.16	\$	759	24.1%	\$	289
7070 Dues/Fees/Subscriptions	\$	1,500	\$	424.12	\$	1,076	28.3%	\$	509
7080 Misc. Expenses	\$	3,500	\$	491.10	\$	3,009	14.0%	\$	589
Total	\$	57,519	\$	26,046.82	\$	31,472	45.3%	\$	31,257

OTHER

8000 Debt Service	\$	51,650	\$	-	\$	51,650	0.0%	\$	-
8010 Contingency	\$	-	\$	-	\$	-	0.0%	\$	-
8020 Grant Expense	\$	60,000	\$	21,835.75	\$	38,164	36.4%	\$	26,204
Total	\$	111,650	\$	21,835.75	\$	89,814	19.6%	\$	26,204

FUNDING TO/FROM RESERVES

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

EXPENSE TOTAL \$ 1,549,011 \$ 900,753.97 \$ 648,257 58.2% \$ 1,080,948 \$ 468,063

Starting Funds	\$	1,126,492.85	Bond/Capital	\$	140,465
+/- Monthly Income	\$	448,394.90	Contingency	\$	50,000
Ending Funds	\$	1,574,887.75	Carry Over	\$	20,000
			Benefit Account	\$	50,000
			Stabilization Funds	\$	159,365
			PSPRS Cont	\$	216,564
			Enterprise Funds	\$	490,099
			Total	\$	1,126,493

2:10 PM

02/13/24

Cash Basis

Hellsgate Fire District
Balance Sheet Prev Year Comparison
As of January 31, 2024

	Jan 31, 24	Jan 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
BENEFIT 920 ACCOUNT	53,016.63	52,153.89	862.74	1.7%
CAPITAL 845 ACCOUNT	128,485.07	126,394.17	2,090.90	1.7%
ENTERPRISE 876 ACCOUNT	380.00	380.00	0.00	0.0%
PAYROLL CHASE ACCOUNT	0.00	78,401.41	-78,401.41	-100.0%
Payroll NBA	117,433.62	0.00	117,433.62	100.0%
PSPRS 890 CONTINGENCY ACCOUNT	219,106.11	314,620.95	-95,514.84	-30.4%
WARRANTS 830 ACCOUNT	1,056,238.94	761,438.66	294,800.28	38.7%
Total Checking/Savings	<u>1,574,660.37</u>	<u>1,333,389.08</u>	<u>241,271.29</u>	<u>18.1%</u>
Total Current Assets	<u>1,574,660.37</u>	<u>1,333,389.08</u>	<u>241,271.29</u>	<u>18.1%</u>
TOTAL ASSETS	<u><u>1,574,660.37</u></u>	<u><u>1,333,389.08</u></u>	<u><u>241,271.29</u></u>	<u><u>18.1%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Direct Deposit Liabilities	-1,688.03	0.00	-1,688.03	-100.0%
Payroll Liabilities				
AFLAC	96.18	96.18	0.00	0.0%
AZ Revenue	-0.01	0.00	-0.01	-100.0%
Dental	489.19	308.85	180.34	58.4%
IRS	-111.01	-27.53	-83.48	-303.2%
Liberty National	109.64	109.64	0.00	0.0%
Life/AD&D/STD/LTD	0.38	0.00	0.38	100.0%
Medical	2,331.45	375.67	1,955.78	520.6%
Nationwide	-0.03	-0.03	0.00	0.0%
PSPRS	1,382.72	-0.01	1,382.73	13,827,300.0%
Union Dues	-300.00	-220.00	-80.00	-36.4%
Vision	19.53	12.63	6.90	54.6%
Payroll Liabilities - Other	33,071.44	25,917.74	7,153.70	27.6%
Total Payroll Liabilities	<u>37,089.48</u>	<u>26,573.14</u>	<u>10,516.34</u>	<u>39.6%</u>
Total Other Current Liabilities	<u>35,401.45</u>	<u>26,573.14</u>	<u>8,828.31</u>	<u>33.2%</u>
Total Current Liabilities	<u>35,401.45</u>	<u>26,573.14</u>	<u>8,828.31</u>	<u>33.2%</u>
Total Liabilities	<u>35,401.45</u>	<u>26,573.14</u>	<u>8,828.31</u>	<u>33.2%</u>
Equity				
Opening Balance Equity	721,735.48	721,735.48	0.00	0.0%
Unrestricted Net Assets	369,128.54	510,871.90	-141,743.36	-27.8%
Net Income	448,394.90	74,208.56	374,186.34	504.2%
Total Equity	<u>1,539,258.92</u>	<u>1,306,815.94</u>	<u>232,442.98</u>	<u>17.8%</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,574,660.37</u></u>	<u><u>1,333,389.08</u></u>	<u><u>241,271.29</u></u>	<u><u>18.1%</u></u>

2023 Wildland Billing Hellsgate Fire Department

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

Budget Needs: \$ 159,365.00
2023 Earnings \$ 81,390.26
Still Needed \$ (77,974.74)

2023 Wildland Season Employee Costs

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

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Governing Board

DATE: February 21, 2024

SUBJECT: Public Forum

ITEM #: 4 & 7

REQUIRED ACTION: Discussion Only Formal Motion Resolution

RECOMMENDED ACTION: Approve Conditional Approval Deny

PRESENTED BY: Administration Fire Chief Staff

REVIEWED BY: Legal Outside Consult

BACKGROUND

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

RECOMMENDED MOTION

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

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Angie Lecher, Business Manager

DATE: February 21, 2024

SUBJECT: Consent Agenda

ITEM #: 5. A.

REQUIRED ACTION: Discussion Only Formal Motion Resolution

RECOMMENDED ACTION: Approve Conditional Approval Deny

PRESENTED BY: Administration Fire Chief Staff

REVIEWED BY: Legal Outside Consult

BACKGROUND

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

A. JANUARY 17, 2024 REGULAR SESSION

RECOMMENDED MOTION

Motion to approve the Consent Agenda.

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

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



**HELLSGATE FIRE DISTRICT
FIRE BOARD REGULAR MEETING
January 17, 2024**

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

~MINUTES~

1. CALL TO ORDER

Pursuant to notice, a regular meeting of the Hellsgate Fire District (HFD) was called to order by Chair Scott Plummer at 5:31 PM on Wednesday, January 17, 2024, at the Hellsgate Fire Department Station #21, 80 S. Walters Lane, Star Valley, Arizona. Business Manager Angie Lecher recorded the minutes. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

A. ROLL CALL

Board Present: Scott Plummer – Chair; Lisa Lamoureux – Vice Chair; Deb Bain – Clerk; Garah Monnich via Zoom – Member. Board Absent: Nick Fitch – Member. Staff Present: Fire Chief Morey Morris; and Business Manager Angie Lecher – Recorder. Public Present: Robert Bain, Ilyas Sekandari, Jeffery Yungkans via zoom: Cris Lecher and Bobbi Doss

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

Pledge of Allegiance led by all in attendance.

2. REPORTS & CORRESPONDENCE

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

A. CHIEFS REPORT

Fire Chief Morey Morris discussed the following topics: Calls for the month of December, type, and total for the year end. Building plan reviews for December and total for the year end. Staffing report, no changes. No wildland update. Maintenance report included an update about the new ford chassis, WT22 brake issues have been completed and will need some additional work completed, compression tests was completed and BR226 is worse off mechanically than BR216.

Recommendation for sale of BR226 is listed on the agenda. Chief Morris is still working on an IGA with Payson Fire for use of WT22 while theirs gets repaired. Grant report included the award notification on the AFG grant in the amount of \$23,295.45. AZ DFFM SB 1720 the district will be applying for a new Type 6. Chief Morris will continue to look at funding from Prop 202 Grants with Indian Communities and with SAFER/AFG for 2024 needs. The Legislative update included that the session began on Monday Jan. 8, to date no new bills will directly affect Fire Districts and no new money will become available. Facilities grant update discussed all the covered items and that the grant is now underway for expenditures. The cell tower update is that Verizon should be completed with the fiber installation in February. Fire station 23 update is that the lease payments have begun, and they will assume all electricity costs paid monthly to the district.

B. AWARDS & RECOGNITION

Garrett Stallings has 1 year of service on January 3. Chief Morris celebrated his birthday in the month of January. Additionally, so did Garah Monnich and Deb Bain.



**HELLSGATE FIRE DISTRICT
FIRE BOARD REGULAR MEETING
January 17, 2024**

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

C. CORRESPONDENCE

Business Manager Angie Lecher provided the letter of declaration for the county chase account allowing the district to utilize line of credit if needed. This is an annual letter that chase requires to be on file even if we have no intention of using line of credit. An election timeline was provided to the board for the upcoming election. Hellsgate Fire District has three members whose seats are up for election.

3. FINANCIAL REPORTS

A. DECEMBER 2023

Business Manager Lecher presented an overview of the status of the FY2024 Budget, noting that the district financial standing is still strong and in line with expectations. No unexpected expenses were incurred in December. The county has yet to transfer the fire district assistant tax funds owed. Wildland billing is complete for the 2023 season. All annual calendar reports are underway and will meet deadlines. The loss of two full-time employees will have an impact on our PSPRS unfunded liabilities. All indications show we are keeping within budget figures and maintaining operations. Board will discuss how to approach the upcoming chief services needs later in the meeting. Budget preparations are underway, and figures will come in over the next couple of months for board presentation.

MOTION by Member Monnich to approve the December 2023 financial reports as provided by Business Manager Lecher.

MOTION SECONDED by Vice-Chair Lamoureux

MOTION CARRIED 5/0

4. PUBLIC FORUM

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

No public comments made.

5. REGULAR BUISNESS

A. CONSENT AGENDA

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

1. Regular Minutes of December 20, 2023

MOTION by Clerk Bain to approve the consent agenda.

MOTION SECONDED by Vice-Chair Lamoureux

MOTION CARRIED 5/0



**HELLSGATE FIRE DISTRICT
FIRE BOARD REGULAR MEETING
January 17, 2024**

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

B. STRATEGIC PLANNING

1. Chief Morris provided the board with a memo that discussed the committee meeting. Chief Morris covered the date and time of the meeting and who was in attendance. Fire apparatus was discussed as well as the option for a new fire chief. Chief Morris indicated he would cover the findings of the committee in other agenda items for the evening. Member Monnich asked why a strategic planning committee was discussing the hiring of a new chief when it is a board decision. We shouldn't have community members putting in their input to hiring that fire chief. Chief Morris explained that it was just covering the options to present to the board tonight. It isn't the job of the committee to make the decisions. Member Monnich stated that she doesn't feel the general public should have any input on that process. Vice-Chair Lamoureux asked why not. Member Monnich stated that the general public does not hire the fire chief. Vice-Chair Lamoureux explained it's just input. Member Monnich asked why the general public should have input on how we hire a new chief. Member Monnich stated she was not going to argue with Vice-Chair Lamoureux. She doesn't find it appropriate and that's her opinion. Chief followed up with further discussions will be had later tonight and the board can decide how they want to proceed forward. Clerk Bain clarified that this was just suggestions and Chief Morris covered that this was just options to be considered. *Chief Morris returned to this agenda item at the beginning of the chief services agenda item to include the findings of the strategic committee about the topic. Options discussed were hiring from within. He indicated he didn't know if there were any individuals qualified within the department. Hiring outside or sharing with another organization chief services. Lastly, outsourcing the position. The committee recommends that if there is someone within the organization. Chief Morris referenced the provided letter for the ranking preference made by the committee. Also, the possibility of having a fire captain be named and compensated for a Battalion Chief. This person could be an Operations or Administration BC. They also want staffing to increase to three people on the weekends and two days a week. Discussion moved back to item E.

DISCUSSION ONLY

C. SURPLUS EQUIPMENT

1. Chief Morris directed the board's attention to the lists that had been compiled regarding surplus property. Business Manager Lecher discussed several of the items listed and why they may or may not have value. Chief Morris completed the discussion by covering the radios and related equipment that he has been offered \$200 for as well as the surplus type 6 vehicle listed. Chief Morris referenced the letter from the strategic planning committee that recommends the sale of BR226. This unit was selected as BR216 is in better mechanical shape. The vehicle will be posted for sale on websites like we have used in the past for other vehicles. The strategic planning committee discussed the Dodge Ram, and their recommendation is to retain that vehicle for use. The items were split into three resolutions to make follow up reporting to the board regarding the progress easier. Member Monnich asked about the insurance cost and maintenance cost on the



**HELLSGATE FIRE DISTRICT
FIRE BOARD REGULAR MEETING
January 17, 2024**

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

Dodge truck. Chief Morris explained the maintenance costs are minimal due to a contract with a shop and Business Manager Lecher said the annual insurance cost is \$500 on the vehicle.

Member Monnich believes these costs are high for the truck to sit in the parking lot. Chief Morris explained how often and why he has used the vehicle. That is gets used one or two times a month. Chief Morris explained that he would provide a report on this vehicle at next month's meeting.

MOTION by Vice-Chair Lamoureux to approve Resolutions 2024-001, 002 and 003 as provided.

MOTION SECONDED by Clerk Bain

MOTION CARRIED 5/0

D. DISTRICT ATTORNEY OF RECORD

1. Business Manager Lecher explained that this contract from Thomas Benevidez was provided to the board last month after a recommendation from Brenda Tranchina due to our issues with Donna Aversa. Business Manager Lecher asked a few people attending the Laughlin Fire District conference for recommendations. Many discussions centered around districts making a change due to their frustrations about Donna Aversa, but no other recommendations were provided. Since the board is not actually obligated to use the services from Mr. Benevidez by signing this contract, Business Manager Lecher recommends signing the contract to have it available should we need him. Board members discussed the hourly rate for Donna Aversa vs Thomas Benevidez. The district has used Nick Cornelius and Bill Whittington in the past as well. Chair Plummer clarified that there were no costs associated with signing the agreement. Vice-Chair Lamoureux asked who's allowed to contact the attorney for items. Business Manager Lecher explained that the administration can contact the attorney for contract negotiations and items related to business operations. Board members can contact the attorney but should not do so independently unless the board has assigned a task to a member as board members can't act alone. Vice-Chair Lamoureux asked if there was a different attorney for HR items. Business Manager Lecher explained that Brenda Tranchina isn't an attorney. She is an independent contractor aiding fire districts that range from policy creating to investigation services. Brenda was hired by the district when Chief Bathke was placed on leave to conduct an external investigation as well as help the board get district policies corrected.

MOTION by Vice-Chair Lamoureux to approve the engagement services by Thomas Benavidez.

MOTION SECONDED by Clerk Bain

MOTION CARRIED 5/0

E. CHIEF SERVICES

1. Chief Morris explained to the board that it is the duty of the board to hire and fire a Fire Chief. Chief Morris began given a further report about the strategic committee meeting and Business Manager Lecher pointed out that the agenda item was for the board to decide how they were going to proceed, suggesting that we go back the strategic committee item on the agenda if he wished to provide that report. *Chief Morris' comments from the strategic committee regarding



**HELLSGATE FIRE DISTRICT
FIRE BOARD REGULAR MEETING
January 17, 2024**

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

chief services are under that agenda item. Chair Plummer acknowledged Member Monnich referencing her prior experience in hiring a chief. Member Monnich confirmed that the board formed a chief services committee that had two board members, the chief, the business manager, and the labor representative, that researched the options for chief services and reported back to the board. Business Manager Lecher provided the board with an overview of how the committee worked last time. The committee reviewed the possibly option available and worked out the particulars of these options for the board to then direct administrative staff on how to proceed. The committee presented each option considered along with a budget impact for each option. The board then chose to pursue three options simultaneously, post for a part-time chief, continue discussions with Payson Fire and continue discussions with Christopher-Kohls Fire. Vice-Chair Lamoureux asked questions regarding how many board members can attend a workshop or committee meeting and if they are open to the public. Business Manager Lecher explained that all workshops and committee meetings are open to the public and must follow the same rules as a board meeting. The floor isn't open to the public during these meetings.

MOTION by Clerk Bain motioned to form a chief services committee and have them report back to the board by February 21, 2024.

MOTION SECONDED by Vice-Chair Lamoureux

AMENDMENT by Member Monnich to appoint Member Monnich, Clerk Bain, Chief Morris, Business Manager Lecher and Labor Representative Doss to the committee.

MOTION SECONDED by Clerk Bain

MOTION CARRIED 5/0

6. PUBLIC FORUM

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

No public comments made.

7. ADJOURNMENT

Board Chair Plummer called for an adjournment.

MOTION by Member Monnich to adjourn the meeting.

MOTION SECONDED by Clerk Bain

MOTION CARRIED 5/0

The meeting adjourned at 6:51 PM

Respectfully Submitted, Angie Lecher, Business Manager

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Strategic Planning Committee

DATE: February 21, 2024

SUBJECT: Strategic Planning

ITEM #: 5. B.

REQUIRED ACTION: Discussion Only Formal Motion Resolution

RECOMMENDED ACTION: Approve Conditional Approval Deny

PRESENTED BY: Administration Fire Chief Staff

REVIEWED BY: Legal Outside Consult

BACKGROUND

See attached report on the strategic planning committee update.

RECOMMENDED MOTION

No suggested motion

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Chief Services Committee

DATE: February 21, 2024

SUBJECT: Chief Services

ITEM #: 5. C.

REQUIRED ACTION: Discussion Only Formal Motion Resolution

RECOMMENDED ACTION: Approve Conditional Approval Deny

PRESENTED BY: Administration Fire Chief Staff

REVIEWED BY: Legal Outside Consult

BACKGROUND

See attached report on the chief services committee.

RECOMMENDED MOTION

Make a motion to direct administrative staff to compile a posting for full-time Fire Chief services to approve at the March meeting.

Make a motion to direct administrative staff and/or board chairman to send out requests to neighboring departments for consideration of contract services to bring back to the board for consideration.

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Angie Lecher, Business Manager

DATE: February 21, 2024

SUBJECT: Designated Signers – Accounts Payable Process

ITEM #: 5. D.

REQUIRED ACTION: Discussion Only Formal Motion Resolution

RECOMMENDED ACTION: Approve Conditional Approval Deny

PRESENTED BY: Administration Fire Chief Staff

REVIEWED BY: Legal Outside Consult

BACKGROUND

Administration wishes to designate two members of the board that will customarily sign checks. An alternate should be identified in case of an absence. Administration wishes to continue the goal to have accounts payable completed the first and third Wednesday of the month. When changes arise, administration will make all efforts to notify members 24 hours in advance.

RECOMMENDED MOTION

No suggested motion. Discussion only noting which two members are designated with an alternate. Discussion only noting when checks will be ready for signature.

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Morey Morris, Fire Chief

DATE: February 21, 2024

SUBJECT: Dodge Staff Vehicle

ITEM #: 5. E.

REQUIRED ACTION: Discussion Only Formal Motion Resolution

RECOMMENDED ACTION: Approve Conditional Approval Deny

PRESENTED BY: Administration Fire Chief Staff

REVIEWED BY: Legal Outside Consult

BACKGROUND

Board member Monnich has requested an assessment regarding the necessity of retaining the Dodge staff vehicle, urging a consideration of its status as potentially surplus.

Here's some background information: The Dodge truck was acquired in August of 2015, with an initial expenditure of \$27,878.43 to put it into service. Notably, it registered 42,482 miles after arriving from Detroit to Payson by September 14, 2015. Presently, as of February 14, 2024, the vehicle's mileage stands at 78,182 miles.

Chief Morris utilized the vehicle for his daily commute starting from October 20, 2020, when it had a mileage of 50,180. This usage continued until the Tahoe was introduced into service in November 2022, accumulating 26,606 miles and reaching a total of 76,786 miles. Subsequently, several staff members have contributed an additional 1,396 miles to the truck since then.

Over the last three years, there has been minimal expenditure on maintaining the truck in service. Annual costs include a \$500 insurance fee. However, a comprehensive analysis is yet to be conducted to assess potential future expenses, such as major milestone maintenance or the need for new tires. This information will be crucial in determining the overall cost-effectiveness and necessity of retaining the Dodge staff vehicle.

RECOMMENDED MOTION

No suggested motion.