



HELLSGATE FIRE DISTRICT

BOARD OF DIRECTORS

NOTICE OF REGULAR MEETING

March 20, 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, March 20, 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://us06web.zoom.us/j/8649865085?omn=84599370799>

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:** 2024 Fire District Levy Limit Worksheet

3. FINANCIAL REPORTS

- A. **FEBRUARY 2024:** Business Manager Lecher to review February financial reports



HELLSGATE FIRE DISTRICT

BOARD OF DIRECTORS

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March 20, 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 February 21, 2024

B. STRATEGIC PLANNING - UPDATE

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

C. CHIEF SERVICES – JOB POSTING

1. Discussion/Possible Action: Job posting review and approval.

D. MEET AND CONFER – RESOLUTION 2024-004

1. Discussion/Possible Action: Adoption of Resolution 2024-003 Meet and Confer agreement to allow for the development of the Memorandum of Understanding with the Hellsgate Fire Chapter of the IAFF Local 4135.

E. MEMORANDUM OF UNDERSTANDING – TONTO BASIN FIRE DISTRICT

1. Discussion/Possible Action: Adoption of a Memorandum of Understanding with Tonto Basin Fire District for Fire Rescue 1 Academy Training Program Billing.

F. SALE OF SURPLUS EQUIPMENT – RESOLUTION 2024-005

1. Discussion/Possible Action: Sale of BR213 chassis

G. APPARATUS USE AGREEMENT – L21

1. Discussion/Possible Action: Payson Fire to use L21 and store at ST13 providing HFD with an alternative backup apparatus.

H. BUDGET PLANNING - COMMITTEE

1. Discussion/Possible Action: Determine how the board wishes to develop the budget for FY2025.



HELLSGATE FIRE DISTRICT

BOARD OF DIRECTORS

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March 20, 2024

6. EXECUTIVE SESSION

The Board might vote to go into executive [closed] session, pursuant to ARS. §38-431.03(A)(3) & (4), for consultation and legal advice with the attorney or attorneys of the public body concerning an open meeting law complaint. Executive Sessions are confidential pursuant to ARS 38-431.03(C). Any formal action on this matter will be taken in public [open] session.

A. CONSULT WITH DISTRICT ATTORNEY

1. Discussion/Possible Action: Direct Attorney or Administrative Staff after resuming regular session.

7. 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.

8. 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 persons with disabilities. 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 District's 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: 3/13/2024

Time: 4:30 PM

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board
FROM: Morey Morris, Fire Chief
DATE: March 20, 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: 2024 Fire District Levy Limit Worksheet notice

RECOMMENDED MOTION

No motion for this agenda item



CHIEF'S REPORT

March 20, 2024

Correspondence



- Hireversaries: Angie Lecher-3/1
- Birthdays: Martha Bartlett-3/4



Statistic Report

- Total Calls For the Month of February: 40
YTD(2/29/24): 92
Mutual/Auto Aid Calls Received: 0 Given: 8
EMS: 29 Fire: 5 HazMat: 0 WL: 1 Spc Duty: 4 Still: 2
Tonto Village-1
- Building Plans Reviewed for February: 4
 - 3 Manufactured Homes
 - 1 Manufactured Homes with Garage/StorageTotal for year- 8
- Water Usage for February : 0 gallons
YTD(2/29/24): 0 gallons



Staffing Report

- Full Time Suppression Personnel: 4
 - Have completed Captain's Interviews
 - Have completed Fire Chief's Interviews
 - Waiting on background checks
- 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 and box sent to San Tan for radio/siren/lights installation
 - Local Shop to purchase older F550 Chassis (on tonight's agenda)
- 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 2nd week of April
- 2024- will look at re-applying for Prop 202 Grants with Indian Communities and with SAFER/AFG



Legislative Update Report

- HB2012- DFFM Continuation- At the Senate- will be approved for 8 years
- HB2274- PTSD coverage- requires Workers Compensation for employees diagnosed with PTSD to include treatment with methylenedioxymethamphetamine-2nd Reading
- HB2330-alternate form of Fire District formation- at the Senate



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 and added the FDAT to the bill- at Senate Rules
- HB2751- Interstate Compact- Allows DFFM to join the “Great Plains Fire Compact” to share fire resources- at the Senate
- HB2767-Authorizes AS DEMA to reimburse Fire Departments for Statewide mutual aid deployments- at Senate MAPS



Facilities

- SRPMIC funding has been received
- Conference Room remodel will begin on Feb. 27
- Placed Gutters and Snow Stops at FS21 and FS22
- Redone interior and Exterior lighting (lights are in-waiting on install)
- Revamp the UTV- awaiting parts
- Redo the parking lot at FS21 (after other exterior work)
- New WiFi package in place
- New Dispatch Alerting System (First Due- in process)
- New Note Books (Ipads)- already purchased
- New Windows- 3/21/24
- New Nozzles (in)
- New Chairs (in)

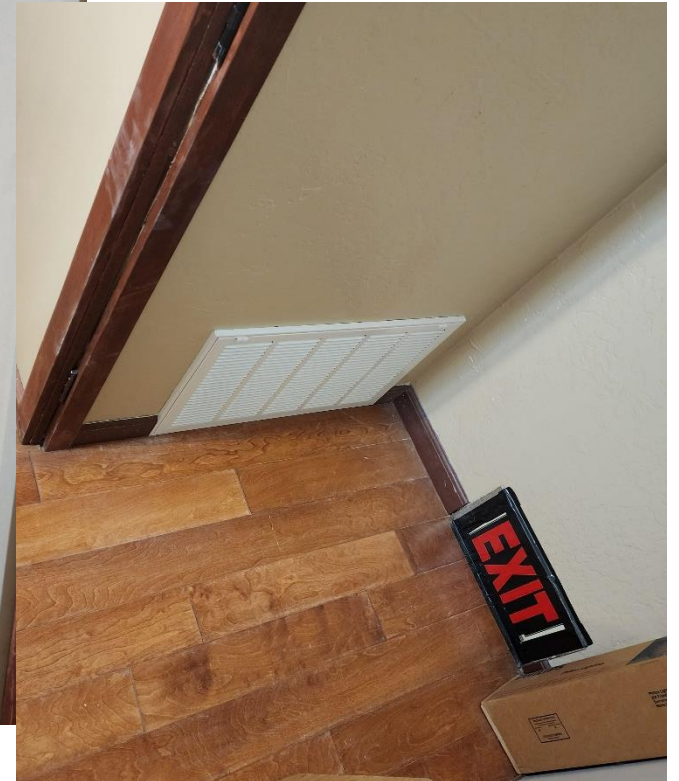


Facilities, updates



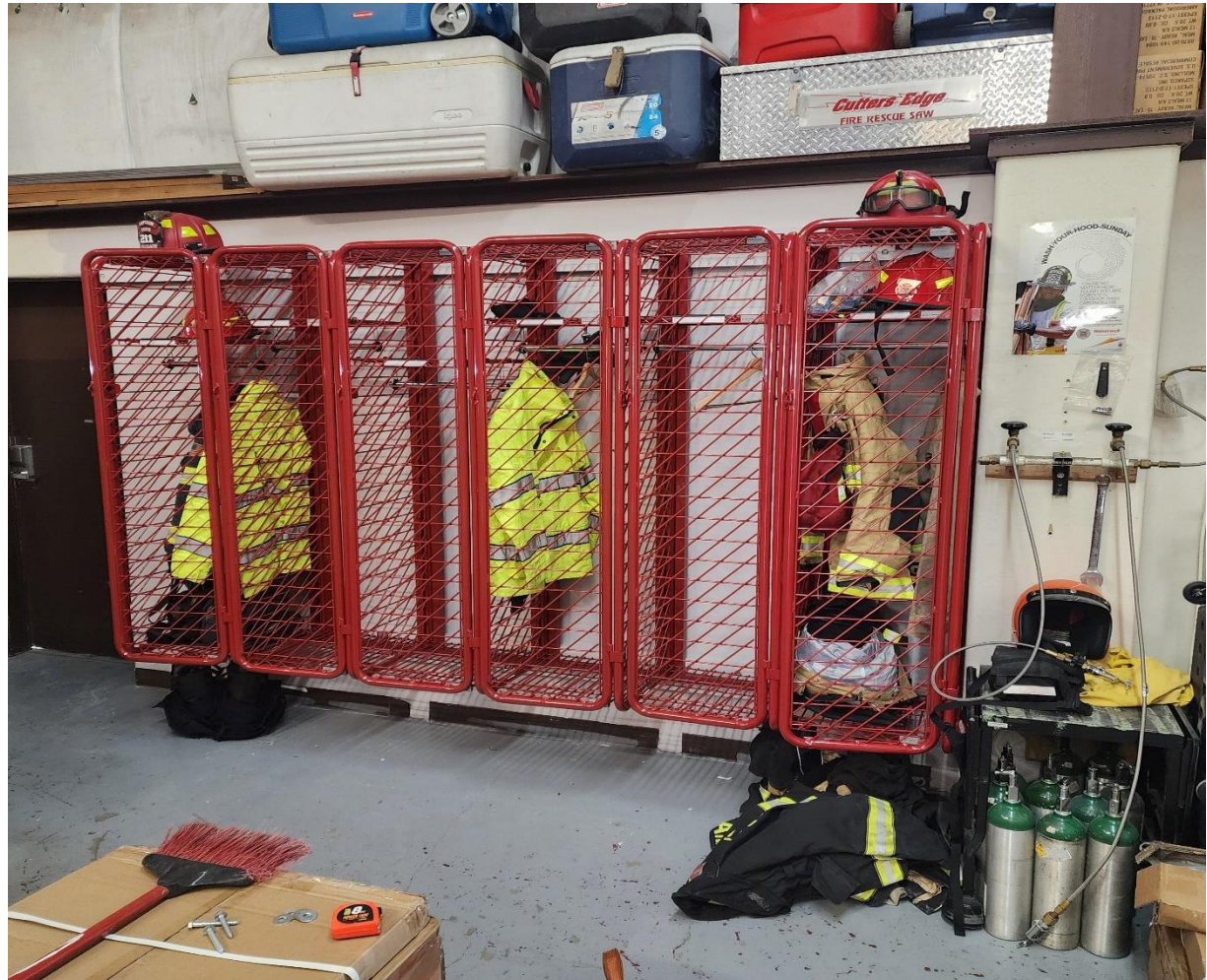


Facilities, updates





Facilities, updates





Facilities, updates





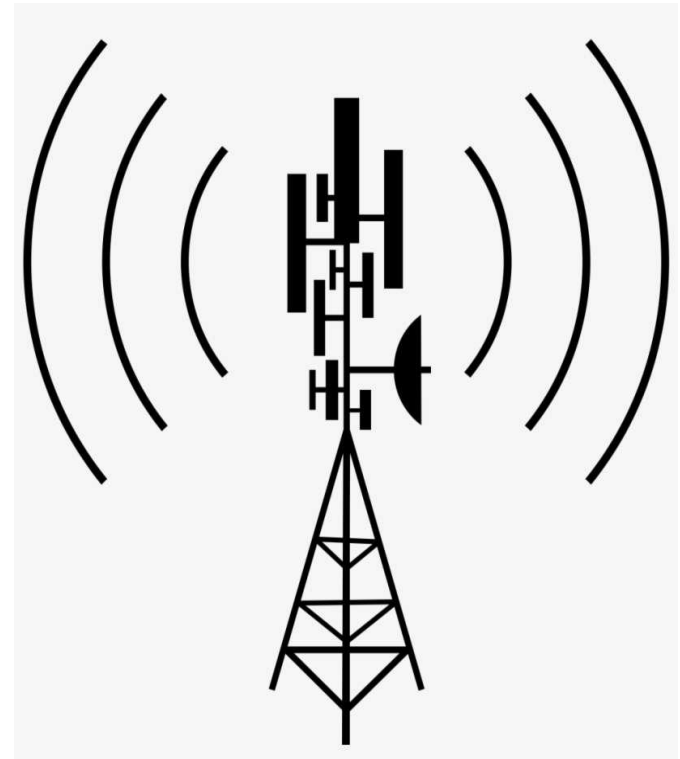
Facilities, updates





Cell Tower Report

- All work is completed
- Just waiting on Verizon Testing to open up tower to 100%



2024 FIRE DISTRICT LEVY LIMIT WORKSHEET

GILA COUNTY - HELLSGATE FIRE DISTRICT
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ADJUSTMENTS FOR ANNEXED PROPERTY	2023
A.1. Net Assessed Value of Property Annexed for TY 2024	\$0
A.2. A.1. divided by 100	\$0
A.3. Prior Year Actual Tax Rate (excluding debt service tax rate)	\$3.4739
A.4. Adjustment for Annexed Property (A.2. multiplied by A.3.)	\$0

MAXIMUM ALLOWABLE LEVY LIMIT	2024
B.1. Prior Year Maximum Allowable Levy Limit (B.4 from prior year)	\$2,641,761
B.2. Line B.1. multiplied by 1.08	\$2,853,102
B.3. Plus amount attributable to annexed property (Line A.4.)	\$0
B.4. MAXIMUM ALLOWABLE LEVY LIMIT (Line B.2. + B.3.)	\$2,853,102

CURRENT YEAR NET ASSESSED VALUES	2024
C.1. Centrally Assessed Property	\$700,603
C.2. Locally Assessed Real Property	\$30,216,048
C.3. Locally Assessed Personal Property	\$1,182,622
C.4. Total Net Assessed Values (C.1. through C.3.)	\$32,099,273
C.5. C.4. divided by 100	\$320,993

CURRENT YEAR TAX RATE / LEVY LIMIT CALCULATION	2024
D.1. Current Year Net Assessed Values / 100 (Line C.5.)	\$320,993
D.2. Maximum Allowable Levy Limit (Line B.4.)	\$2,853,102
D.3. Tax Rate (D.2. divided by D.1.; rounded to 4 decimals)	\$8.8884
D.4. Maximum Tax Rate (lesser of D.3. or \$3.75)	\$3.7500
D.5. Current Year Allowable Tax Rate ¹	\$3.7500
D.6. Current Year Allowable Levy Limit (D.5. multiplied by D.1.)	\$1,203,723
D.7. Prior Year Excess Collections	
D.8. Prior Year Excess Levy	
D.9. Current Year Allowable Levy Limit (D.6. - D.7. - D.8.)	\$1,203,723

¹ Adjusted D.5. to avoid a levy that exceeds the maximum allowable levy limit (Line E

2024 Abstract of Assessment

Gila County Assessor

121 Authorities as of: 01/29/2024

11218 - Hellsgate FD							
Account Type	Legal Class	Value Type	Accounts	LPV	Primary Assessed	Exempt Assessed	Net Assessed
C	01.03	Personal Property	4	2,829,111	466,802	0	466,802
C	01.06	Personal Property	3	247,574	40,850	0	40,850
C	01.11	Personal Property	4	218,353	36,029	8	36,021
C	01.03	Improvements	3	765,015	126,228	0	126,228
C	01.06	Improvements	3	122,827	20,267	0	20,267
C	01.06	Land	1	38,348	6,327	0	6,327
C	01.11	Improvements	1	24,906	4,108	0	4,108
M	01.13	Personal Property	1	4,975	821	0	821
M	02.P	Personal Property	1	36,735	5,510	5,510	0
M	03.1	Personal Property	312	6,412,413	641,265	27,417	613,848
M	03.2	Personal Property	3	76,346	7,636	0	7,636
M	04.1	Personal Property	214	3,922,800	392,289	1,352	390,937
M	04.2	Personal Property	57	845,438	84,551	0	84,551
P	01.13	Personal Property	69	571,829	94,355	10,164	84,191
P	04.2	Personal Property	2	6,377	638	0	638
R	01.06	Land	1	0	0	0	0
R	01.12	Improvements	38	5,557,599	917,001	0	917,001
R	01.12	Land	43	2,702,359	445,889	0	445,889
R	02.R	Improvements	80	3,718,464	557,774	317,933	239,841
R	02.R	Land	385	15,490,091	2,323,507	164,756	2,158,751
R	03.1	Improvements	666	108,223,589	10,822,400	81,942	10,740,458
R	03.1	Land	668	28,949,697	2,895,011	28,996	2,866,015
R	03.2	Improvements	24	3,084,821	308,483	0	308,483
R	03.2	Land	24	1,094,272	109,427	0	109,427
R	04.1	Improvements	563	85,817,764	8,581,801	0	8,581,801
R	04.1	Land	569	20,473,943	2,047,425	0	2,047,425
R	04.2	Improvements	88	10,118,297	1,011,838	0	1,011,838
R	04.2	Land	88	6,153,001	615,306	0	615,306
R	04.8	Land	29	11,826	1,190	0	1,190
R	06.1	Improvements	28	2,944,757	147,241	0	147,241
R	06.1	Land	28	507,592	25,382	0	25,382
Total			4,000	310,971,119	32,737,351	638,078	32,099,273
Account Type			Accounts	LPV	Primary Assessed	Exempt Assessed	Net Assessed
Centrally Assessed Personal Property			11	3,295,038	543,681	8	543,673
Centrally Assessed Real Property			7	951,096	156,930	0	156,930

2024 Abstract of Assessment

Gila County Assessor

121 Authorities as of: 01/29/2024

11218 - Hellsgate FD

Locally Assessed Real Property	1,809	294,848,072	30,809,675	593,627	30,216,048
Locally Assessed Mobile Homes	588	11,298,707	1,132,072	34,279	1,097,793
Locally Assessed Personal Property	70	578,206	94,993	10,164	84,829
Total	2,485	310,971,119	32,737,351	638,078	32,099,273

Legal Class (All Properties Combined)	Accounts	LPV	Primary Assessed	Exempt Assessed	Net Assessed
01.03	4	3,594,126	593,030	0	593,030
01.06	4	408,749	67,444	0	67,444
01.11	4	243,259	40,137	8	40,129
01.12	44	8,259,958	1,362,890	0	1,362,890
01.13	70	576,804	95,176	10,164	85,012
02.P	1	36,735	5,510	5,510	0
02.R	385	19,208,555	2,881,281	482,689	2,398,592
03.1	982	143,585,699	14,358,676	138,355	14,220,321
03.2	27	4,255,439	425,546	0	425,546
04.1	785	110,214,507	11,021,515	1,352	11,020,163
04.2	148	17,123,113	1,712,333	0	1,712,333
04.8	29	11,826	1,190	0	1,190
06.1	28	3,452,349	172,623	0	172,623
Total	2,511	310,971,119	32,737,351	638,078	32,099,273

Value Type (All Properties Combined)	Accounts	LPV	Primary Assessed	Exempt Assessed	Net Assessed
Land	1,805	75,421,130	8,469,465	193,752	8,275,712
Improvement	1,473	220,378,038	22,497,140	399,875	22,097,266
Personal Property	669	15,171,951	1,770,746	44,451	1,726,295
Total	3,947	310,971,119	32,737,351	638,078	32,099,273

2024 Abstract of Assessment

Gila County Assessor

121 Authorities as of: 01/29/2024

11218 - Hellsgate FD

Account Type	Legal Class	Value Type	Accounts	FCV	Secondary Assessed	Exempt Assessed	Net Assessed
C	01.03	Personal Property	4	2,829,111	466,802	0	466,802
C	01.06	Personal Property	3	247,574	40,850	0	40,850
C	01.11	Personal Property	4	218,353	36,029	8	36,021
C	01.03	Improvements	3	765,015	126,228	0	126,228
C	01.06	Improvements	3	122,827	20,267	0	20,267
C	01.06	Land	1	38,348	6,327	0	6,327
C	01.11	Improvements	1	24,906	4,108	0	4,108
M	01.13	Personal Property	1	20,950	3,457	0	3,457
M	02.P	Personal Property	1	67,060	10,059	10,059	0
M	03.1	Personal Property	312	9,191,640	919,187	35,503	883,684
M	03.2	Personal Property	3	110,882	11,089	0	11,089
M	04.1	Personal Property	214	5,784,643	578,479	1,352	577,127
M	04.2	Personal Property	57	1,389,679	138,969	0	138,969
P	01.13	Personal Property	69	571,829	94,355	10,164	84,191
P	04.2	Personal Property	2	6,377	638	0	638
R	01.06	Land	1	38,348	6,327	6,327	0
R	01.12	Improvements	38	7,455,179	1,230,105	0	1,230,105
R	01.12	Land	43	5,003,219	825,530	0	825,530
R	02.R	Improvements	80	6,989,635	1,048,447	633,103	415,344
R	02.R	Land	385	30,469,779	4,570,461	395,944	4,174,517
R	03.1	Improvements	666	199,110,260	19,911,055	81,943	19,829,112
R	03.1	Land	668	50,233,945	5,023,419	28,995	4,994,424
R	03.2	Improvements	24	5,250,111	525,013	0	525,013
R	03.2	Land	24	1,732,926	173,293	0	173,293
R	04.1	Improvements	563	168,081,275	16,808,155	0	16,808,155
R	04.1	Land	569	37,779,758	3,777,957	0	3,777,957
R	04.2	Improvements	88	18,006,304	1,800,634	0	1,800,634
R	04.2	Land	88	10,581,539	1,058,161	0	1,058,161
R	04.8	Land	29	14,500	1,450	0	1,450
R	06.1	Improvements	28	6,823,381	341,171	0	341,171
R	06.1	Land	28	1,154,012	57,697	0	57,697
Total			4,000	570,113,365	59,615,719	1,203,398	58,412,321
Account Type			Accounts	FCV	Secondary Assessed	Exempt Assessed	Net Assessed
Centrally Assessed Personal Property			11	3,295,038	543,681	8	543,673
Centrally Assessed Real Property			7	951,096	156,930	0	156,930

2024 Abstract of Assessment

Gila County Assessor

121 Authorities as of: 01/29/2024

11218 - Hellsgate FD					
	Accounts	FCV	Secondary Assessed	Exempt Assessed	Net Assessed
Locally Assessed Real Property	1,809	548,724,171	57,158,875	1,146,312	56,012,563
Locally Assessed Mobile Homes	588	16,564,854	1,661,240	46,914	1,614,326
Locally Assessed Personal Property	70	578,206	94,993	10,164	84,829
Total	2,485	570,113,365	59,615,719	1,203,398	58,412,321
Legal Class (All Properties Combined)	Accounts	FCV	Secondary Assessed	Exempt Assessed	Net Assessed
01.03	4	3,594,126	593,030	0	593,030
01.06	4	447,097	73,771	6,327	67,444
01.11	4	243,259	40,137	8	40,129
01.12	44	12,458,398	2,055,635	0	2,055,635
01.13	70	592,779	97,812	10,164	87,648
02.P	1	67,060	10,059	10,059	0
02.R	385	37,459,414	5,618,908	1,029,047	4,589,861
03.1	982	258,535,845	25,853,661	146,441	25,707,220
03.2	27	7,093,919	709,395	0	709,395
04.1	785	211,645,676	21,164,591	1,352	21,163,239
04.2	148	29,983,899	2,998,402	0	2,998,402
04.8	29	14,500	1,450	0	1,450
06.1	28	7,977,393	398,868	0	398,868
Total	2,511	570,113,365	59,615,719	1,203,398	58,412,321
Value Type (All Properties Combined)	Accounts	FCV	Secondary Assessed	Exempt Assessed	Net Assessed
Land	1,805	137,046,374	15,500,622	431,266	15,069,356
Improvement	1,473	412,628,893	41,815,183	715,046	41,100,137
Personal Property	669	20,438,098	2,299,914	57,086	2,242,828
Total	3,947	570,113,365	59,615,719	1,203,398	58,412,321

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Angie Lecher, Business Manager

DATE: March 20, 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 February 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

RECOMMENDED MOTION

Motion to approve the February Financial Reports



HELLSGATE FIRE DISTRICT

80 S. Walters Lane
Star Valley, AZ 85541



Monthly Financial Report – February 2024

Attached is the following for your information and review:

1. **Income Statement of Revenues and Expenditures:** This includes a comprehensive breakdown of our financial activity for February 2024, offering insights into budget-to-actual comparisons as well as year-to-date balances.
2. **Balance Sheet:** Reflecting our financial position as of February 29, 2024, this document provides a snapshot of our assets, liabilities, and equity.
3. **Staff Wage Reports:** Both full-time staff wage and overtime reports are included for your examination.
4. **Reconciliation Reports:** Offering a detailed analysis of all accounts as of February 2024, these reports ensure transparency and accuracy in our financial records.

Key Highlights:

- **QuickBooks Monthly Ending Register Balances (not bank statement balances):**
 - Warrant Account – End: \$912,924.89
 - NBAZ Payroll - End: \$115,477.22
 - Benefits - End: \$53,161.01
 - Capital – End: \$128,834.96
 - Enterprise – End: \$380.00
 - PSPRS Cont. – End: \$219,702.69
- **Budget Categories:** It's essential to note that budget categories should ideally trend at 66.64% for the YTD report.
- **Exceptional Cases:** We've identified a few exceptional cases requiring note, such as the uniform allowance for Chief Morris, Laughlin travel expenses, and Craig Tiger benefits, which were not originally budgeted.
- **Wildland Calculations:** The budget report now accurately incorporates wildland expenses, enhancing the accuracy and relevance of the monthly reports.
- **Staffing Updates:** We're currently in the testing phase for two full-time vacancies, with associated examination costs anticipated to exceed initial budget allocations.



HELLSGATE FIRE DISTRICT

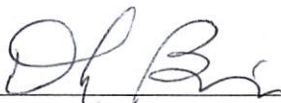
80 S. Walters Lane
Star Valley, AZ 85541



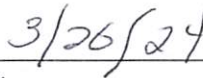
- **Benefit Analysis:** Preparations for benefit analysis and renewals are underway to ensure optimal budget planning and allocation.
- **Grant Funds:** As of February's end, unspent grant funds amount to \$122,712.97, while actual year to date income stands at \$187,512.10 not the \$310,225.07 noted on the YTD report. It's imperative to reconcile these figures for precise financial representation.
- **Overtime Management:** Prepared detailed reports on overtime expenditures due to last month's inquiries about overtime costs. Current spending is at \$40,213 against a budgeted amount of \$65,000, indicating judicious expense management.
- **Previous Year Comparison:** This report meticulously compares expenses across various major categories from last year to the current year-to-date. Its primary aim is to showcase fiscal progress against accurate budget figures, ensuring alignment with anticipated costs. The emphasis is not on inflating numbers but on allocating funds appropriately to meet the fiscal year's requirements. Despite reductions in certain categories this year, the budgetary data suggests an overallocation of funds due to prevailing spending patterns. Anticipated changes in certain categories are expected, as staff have been instructed to prioritize matters crucial for delivering safe and efficient emergency services.

Should you have any queries or require further clarification on any aspect of this report, please don't hesitate to contact the Business Manager, Angie Lecher, at (928)474-3835 or alecher@hellsgatefire.org for any questions or concerns regarding this report.

This report, along with its accompanying detailed reports, has undergone thorough review and approval by the Fire Board.



Board Clerk



Date

HELLSGATE FIRE DISTRICT FISCAL YEAR 2024 BUDGET REPORTS

February 2024

	FY 2024		Month Total		Period Difference
REVENUES					
TAX REVENUES					
40100 Property Tax Revenue	\$	89,321	\$	24,770.51	\$ 64,551
40200 FDAT Revenue	\$	7,694	\$	-	\$ 7,694
Total	\$	97,015	\$	24,770.51	\$ 72,244
NON-TAX LEVY REVENUES					
41100 State Revenues	\$	1,167	\$	-	\$ 1,167
41200 Fee Schedule Revenue	\$	458	\$	2,378.57	\$ (1,920)
41300 Call Revenue	\$	1,250	\$	829.50	\$ 421
41400 Lease Revenue	\$	2,000	\$	1,573.00	\$ 427
41500 Interest	\$	667	\$	3,136.37	\$ (2,470)
41600 Wildland Revenue	\$	19,378	\$	-	\$ 19,378
41700 Grants & Donations	\$	5,067	\$	-	\$ 5,067
41800 Sale of Assets	\$	417	\$	5.80	\$ 411
41900 Housing Contract	\$	-	\$	-	\$ -
Total	\$	30,403	\$	7,923.24	\$ 22,479
REVENUE TOTAL	\$	127,418	\$	32,693.75	\$ 94,724
EXPENSES					
WAGES					
50100 Salaries	\$	50,156	\$	43,839.68	\$ 6,316
50200 Overtime	\$	5,417	\$	1,974.26	\$ 3,442
50300 Reserve	\$	7,917	\$	5,007.00	\$ 2,910
50400 Wildland	\$	14,167	\$	-	\$ 14,167
Total	\$	77,656	\$	50,820.94	\$ 26,835
EMPLOYER TAXES					
51100 Medicare/SS	\$	921	\$	654.60	\$ 266
51200 Unemployment	\$	208	\$	190.62	\$ 18
Total	\$	1,129	\$	845.22	\$ 284
EMPLOYEE BENEFITS					
52100 Health/Dental/Vision	\$	6,990	\$	4,560.10	\$ 2,430
52200 Workers Compensation	\$	5,238	\$	-	\$ 5,238
52300 PSPRS Retirement	\$	6,000	\$	2,882.75	\$ 3,117
52400 ASRS Retirement	\$	936	\$	817.64	\$ 119
52500 457 b/401 a Retirement	\$	1,635	\$	1,775.21	\$ (140)
52600 Wildland ER Expenses	\$	3,336	\$	-	\$ 3,336
52700 Uniform/Phone Allowance	\$	925	\$	46.16	\$ 879
52800 Employee Recruit/Retain	\$	71	\$	-	\$ 71
52900 Physicals	\$	792	\$	-	\$ 792
53100 PSPRS COP Liability	\$	9,622	\$	-	\$ 9,622
53200 PSPRS UAAL	\$	8,333	\$	973.82	\$ 7,360
Total	\$	43,878	\$	11,055.68	\$ 32,823

BUILDINGS & LAND

60100 Utilities	\$	1,713	\$	1,576.44	\$	136
60200 Station & Janitorial Supplies	\$	167	\$	-	\$	167
60300 Building Repair & Maintenance	\$	208	\$	22.11	\$	186
Total	\$	2,088	\$	1,598.55	\$	489

VEHICLES & EQUIPMENT

61100 Vehicle Fuel	\$	1,333	\$	-	\$	1,333
61200 Vehicle Maintenance	\$	2,458	\$	-	\$	2,458
61300 Personal Protective Equipment	\$	125	\$	-	\$	125
61400 Small Tools & Equipment	\$	592	\$	-	\$	592
61500 EMS Equipment & Supplies	\$	375	\$	-	\$	375
61600 Inspection/Prevention/Rehab	\$	125	\$	-	\$	125
61700 Wildland Expenses	\$	1,458	\$	-	\$	1,458
Total	\$	6,467	\$	-	\$	6,467

COMMUNICATIONS/IT

62100 Communications	\$	83	\$	-	\$	83
62200 IT Services R&M	\$	625	\$	613.00	\$	12
62300 Computer Equipment & Supplies	\$	71	\$	40.65	\$	30
62400 Computer Software	\$	1,558	\$	325.69	\$	1,233
62500 Dispatch Contract	\$	1,875	\$	-	\$	1,875
Total	\$	4,213	\$	979.34	\$	3,233

MEETINGS, TRAVEL & TRAINING

63100 Training Supplies	\$	42	\$	-	\$	42
63200 Training, State Courses & Instruct	\$	171	\$	-	\$	171
63300 Training, Local	\$	250	\$	-	\$	250
63400 Training, EMT/Paramedic	\$	167	\$	-	\$	167
63500 Leadership Development	\$	417	\$	91.41	\$	325
63600 State Fire School	\$	83	\$	-	\$	83
63700 Travel Expenses	\$	42	\$	-	\$	42
Total	\$	1,171	\$	91.41	\$	1,079

MANAGERIAL EXPENSES

70100 Finance/Audit	\$	875	\$	-	\$	875
70200 Legal Expenses	\$	833	\$	-	\$	833
70300 Bank and Service Fees	\$	83	\$	112.00	\$	(29)
70400 Liability Insurance	\$	1,909	\$	-	\$	1,909
70500 Accident & Sickness Insurance	\$	274	\$	540.00	\$	(266)
70600 Life/STD/LTD Insurance	\$	318	\$	218.22	\$	100
70700 Office Supplies	\$	83	\$	136.00	\$	(53)
70800 Dues/Fees/Subscriptions	\$	125	\$	75.00	\$	50
70900 Misc. Expenses	\$	292	\$	501.61	\$	(210)
Total	\$	4,793	\$	1,582.83	\$	3,210

OTHER

80100 Debt Service	\$	4,304	\$	-	\$	4,304
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80200 Contingency	\$	-	\$	-	\$	-
80300 Grant Expense	\$	5,000	\$	106,171.92	\$	(101,172)
Total	\$	9,304	\$	106,171.92	\$	(96,868)

FUNDING TO/FROM RESERVES

90000 Capital Outlay	\$	-	\$	-	\$	-
Enterprise Funds	\$	(13,280)	\$	-	\$	(13,280)
PSPRS UAAL Funds	\$	(8,333)	\$	-	\$	(8,333)
Total	\$	(21,614)	\$	-	\$	(21,614)

EXPENSE TOTAL	\$	129,084	\$	173,145.89	\$	(44,062)
+/- Monthly Net Income			\$	(140,452.14)		

HELLSGATE FIRE DISTRICT FISCAL YEAR 2024 BUDGET REPORTS

JULY 2023-FEBRUARY 2024

	FY 2024	YTD TOTAL	REMAINING	% of TOTAL
REVENUES				
TAX REVENUES				
40100 Property Tax Revenue	\$ 1,071,854	\$ 743,224	\$ 328,630	69.3%
40200 FDAT Revenue	\$ 92,326	\$ 57,778	\$ 34,548	62.6%
Total	\$ 1,164,180	\$ 801,002	\$ 363,178	68.8%
NON-TAX LEVY REVENUES				
41100 State Revenues	\$ 14,000	\$ 63,252	\$ (49,252)	451.8%
41200 Fee Schedule Revenue	\$ 5,500	\$ 12,401	\$ (6,901)	225.5%
41300 Call Revenue	\$ 15,000	\$ 8,711	\$ 6,289	58.1%
41400 Lease Revenue	\$ 24,000	\$ 10,151	\$ 13,849	42.3%
41500 Interest	\$ 8,000	\$ 14,146	\$ (6,146)	176.8%
41600 Wildland Revenue	\$ 232,531	\$ 226,004	\$ 6,527	97.2%
41700 Grants & Donations	\$ 60,800	\$ 245,450	\$ (184,650)	403.7%
41800 Sale of Assets	\$ 5,000	\$ 707	\$ 4,293	14.1%
41900 Housing Contract	\$ -	\$ -	\$ -	0.0%
Total	\$ 364,831	\$ 580,823	\$ (215,992)	159.2%
REVENUE TOTAL	\$ 1,549,011	\$ 1,381,825	\$ 167,186	89.2%

EXPENSES**WAGES**

50100 Salaries	\$	601,870	\$	377,522	\$	224,348	62.7%
50200 Overtime	\$	65,000	\$	40,213	\$	24,787	61.9%
50300 Reserve	\$	95,000	\$	68,327	\$	26,674	71.9%
50400 Wildland	\$	170,000	\$	76,211	\$	93,790	44.8%
Total	\$	931,870	\$	562,272	\$	369,598	60.3%

EMPLOYER TAXES

51100 Medicare/SS	\$	11,047	\$	6,638	\$	4,409	60.1%
51200 Unemployment	\$	2,500	\$	191	\$	2,309	7.6%
Total	\$	13,547	\$	6,829	\$	6,718	50.4%

EMPLOYEE BENEFITS

52100 Health/Dental/Vision	\$	83,878	\$	46,888	\$	36,990	55.9%
52200 Workers Compensation	\$	62,858	\$	52,725	\$	10,133	83.9%
52300 PSPRS Retirement	\$	71,999	\$	35,266	\$	36,733	49.0%
52400 ASRS Retirement	\$	11,237	\$	7,615	\$	3,622	67.8%
52500 457 b/401 a Retirement	\$	19,622	\$	14,231	\$	5,391	72.5%
52600 Wildland ER Expenses	\$	40,031	\$	13,070	\$	26,961	32.7%
52700 Uniform/Phone Allowance	\$	11,100	\$	12,392	\$	(1,292)	111.6%
52800 Employee Recruit/Retain	\$	850	\$	-	\$	850	0.0%
52900 Physicals	\$	9,500	\$	2,077	\$	7,423	21.9%
53100 PSPRS COP Liability	\$	115,465	\$	1,000	\$	114,465	0.9%
53200 PSPRS UAAL	\$	100,000	\$	12,882	\$	87,118	12.9%
Total	\$	526,540	\$	198,146	\$	328,394	37.6%

EMPLOYEE EXPENSE TOTAL \$ 1,471,957 \$ 767,247 \$ 704,710 52.1%

BUILDINGS & LAND

60100 Utilities	\$	20,550	\$	13,636	\$	6,914	66.4%
60200 Station & Janitorial Supplies	\$	2,000	\$	567	\$	1,433	28.3%
60300 Building Repair & Maintenance	\$	2,500	\$	1,956	\$	544	78.2%
Total	\$	25,050	\$	16,159	\$	8,891	64.5%

VEHICLES & EQUIPMENT

61100 Vehicle Fuel	\$	16,000	\$	7,588	\$	8,412	47.4%
61200 Vehicle Maintenance	\$	29,500	\$	5,929	\$	23,571	20.1%
61300 Personal Protective Equipment	\$	1,500	\$	11	\$	1,489	0.7%
61400 Small Tools & Equipment	\$	7,100	\$	2,100	\$	5,000	29.6%
61500 EMS Equipment & Supplies	\$	4,500	\$	1,803	\$	2,697	40.1%
61600 Inspection/Prevention/Rehab	\$	1,500	\$	-	\$	1,500	0.0%
61700 Wildland Expenses	\$	17,500	\$	40,519	\$	(23,019)	231.5%
Total	\$	77,600	\$	57,949	\$	19,651	74.7%

COMMUNICATIONS/IT

62100 Communications	\$	1,000	\$	-	\$	1,000	0.0%
62200 IT Services R&M	\$	7,500	\$	4,291	\$	3,209	57.2%
62300 Computer Equipment & Supplies	\$	850	\$	539	\$	311	63.5%
62400 Computer Software	\$	18,700	\$	9,833	\$	8,867	52.6%
62500 Dispatch Contract	\$	22,500	\$	21,979	\$	521	97.7%
Total	\$	50,550	\$	36,643	\$	13,907	72.5%

MEETINGS, TRAVEL & TRAINING

63100 Training Supplies	\$	500	\$	-	\$	500	0.0%
63200 Training, State Courses & Instruct	\$	2,050	\$	464	\$	1,586	22.7%
63300 Training, Local	\$	3,000	\$	-	\$	3,000	0.0%
63400 Training, EMT/Paramedic	\$	2,000	\$	-	\$	2,000	0.0%
63500 Leadership Development	\$	5,000	\$	2,485	\$	2,515	49.7%
63600 State Fire School	\$	1,000	\$	-	\$	1,000	0.0%
63700 Travel Expenses	\$	500	\$	783	\$	(283)	156.7%
Total	\$	14,050	\$	3,733	\$	10,317	26.6%

MANAGERIAL EXPENSES

70100 Finance/Audit	\$	10,500	\$	10,000	\$	500	95.2%
70200 Legal Expenses	\$	10,000	\$	2,144	\$	7,856	21.4%
70300 Bank and Service Fees	\$	1,000	\$	516	\$	484	51.6%
70400 Liability Insurance	\$	22,912	\$	11,442	\$	11,470	49.9%
70500 Accident & Sickness Insurance	\$	3,292	\$	1,440	\$	1,852	43.7%
70600 Life/STD/LTD Insurance	\$	3,815	\$	2,119	\$	1,696	55.5%
70700 Office Supplies	\$	1,000	\$	477	\$	523	47.7%
70800 Dues/Fees/Subscriptions	\$	1,500	\$	499	\$	1,001	33.3%
70900 Misc. Expenses	\$	3,500	\$	993	\$	2,507	28.4%
Total	\$	57,519	\$	29,629	\$	27,890	51.5%

OTHER

80100 Debt Service	\$	51,650	\$	32,233	\$	19,418	62.4%
80200 Contingency	\$	-	\$	-	\$	-	0.0%
80300 Grant Expense	\$	60,000	\$	128,008	\$	(68,008)	213.3%
Total	\$	111,650	\$	160,240	\$	(48,590)	143.5%

FUNDING TO/FROM RESERVES

90000 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 \$ 1,071,600 \$ 477,411 69.2%

Starting Funds	\$	1,126,493	Bond/Capital	\$	140,465
+/- Monthly Income	\$	310,225	Contingency	\$	50,000
Ending Funds	\$	1,436,718	Carry Over	\$	20,000
			Benefit Account	\$	50,000
*Actual + for Income	\$	187,512	Stabilization Funds	\$	159,365
			PSPRS Cont	\$	216,564
			Enterprise Funds	\$	490,099
			Total	\$	1,126,493

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03/14/24
Cash Basis

Hellsgate Fire District Balance Sheet Prev Year Comparison As of February 29, 2024

	Feb 29, 24	Feb 28, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
BENEFIT 920 ACCOUNT	53,161.01	52,230.29	930.72	1.8%
CAPITAL 845 ACCOUNT	128,834.96	126,579.35	2,255.61	1.8%
ENTERPRISE 876 ACCOUNT	380.00	380.00	0.00	0.0%
PAYROLL CHASE ACCOUNT	0.00	73,901.63	-73,901.63	-100.0%
Payroll NBA	115,477.22	0.00	115,477.22	100.0%
PSPRS 890 CONTINGENCY ACCOUNT	219,702.69	315,081.90	-95,379.21	-30.3%
WARRANTS 830 ACCOUNT	912,924.89	695,780.86	217,144.03	31.2%
Total Checking/Savings	1,430,480.77	1,263,954.03	166,526.74	13.2%
Total Current Assets	1,430,480.77	1,263,954.03	166,526.74	13.2%
TOTAL ASSETS	1,430,480.77	1,263,954.03	166,526.74	13.2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Direct Deposit Liabilities	-0.03	0.00	-0.03	-100.0%
Payroll Liabilities				
AFLAC	37.14	96.18	-59.04	-61.4%
AZ Revenue	-619.81	0.00	-619.81	-100.0%
Dental	489.24	308.92	180.32	58.4%
IRS	-4,951.11	-27.53	-4,923.58	-17,884.4%
Liberty National	93.00	109.64	-16.64	-15.2%
Life/AD&D/STD/LTD	0.42	0.00	0.42	100.0%
Medical	356.07	375.67	-19.60	-5.2%
Nationwide	-0.03	-0.03	0.00	0.0%
PSPRS	1,382.72	-0.01	1,382.73	13,827,300.0%
Union Dues	-180.00	-20.00	-160.00	-800.0%
Vision	12.63	12.63	0.00	0.0%
Payroll Liabilities - Other	32,771.44	30,931.82	1,839.62	6.0%
Total Payroll Liabilities	29,391.71	31,787.29	-2,395.58	-7.5%
Total Other Current Liabilities	29,391.68	31,787.29	-2,395.61	-7.5%
Total Current Liabilities	29,391.68	31,787.29	-2,395.61	-7.5%
Total Liabilities	29,391.68	31,787.29	-2,395.61	-7.5%
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	310,225.07	-440.64	310,665.71	70,503.3%
Total Equity	1,401,089.09	1,232,166.74	168,922.35	13.7%
TOTAL LIABILITIES & EQUITY	1,430,480.77	1,263,954.03	166,526.74	13.2%

Years of Service	Employee	# of OT HRS FY 2024	YTD FY 2024	Year End FY 2023	Year End FY 2022
16	Ceja, John	76.5	\$ 43,095.32	\$ 84,493.78	\$ 74,607.79
19	Doss, Bobbi	314.5	\$ 79,139.68	\$ 90,557.43	\$ 120,228.40
7	Marsh, Dusty	53	\$ 34,265.09	\$ 72,864.17	\$ 80,067.15
3	Minniss, Sean	208.5	\$ 39,251.05	\$ 72,926.23	\$ 74,709.95
12	Wiggins, Brian	109.75	\$ 55,591.01	\$ 98,259.54	\$ 107,703.68
18	Yungkans, Jeffery	147.75	\$ 73,273.93	\$ 101,325.49	\$ 112,532.76
26.75	Lecher, Angie	66.75	\$ 64,594.32	\$ 88,371.71	\$ 75,489.70

Things of Note:

Doss on WC Injury	7/6/2022	2/1/2023	7 months
Doss on Light Duty	2/2/2023	3/29/2023	2 months

Minniss on WC Injury	12/26/2022	2/27/2023	2 months
Minniss on Light Duty	3/4/2023	6/3/2023	3 months
Minniss Personal Injury	6/22/2023	7/5/2023	-112
Minniss Personal Injury	8/31/2023	10/9/2023	-283.5

*All OT numbers exclude standard OT and Wildland Assignment or Wildland Coverage

Percent of OT assigned per employee	Employee	Total OT	\$	40,213.01
	Ceja, John	\$	2,838.15	7.06%
	Doss, Bobbi	\$	14,196.53	35.30%
	Marsh, Dusty	\$	1,646.72	4.09%
	Minniss, Sean	\$	6,953.82	17.29%
	Wiggins, Brian	\$	4,204.53	10.46%
	Yungkans, Jeffery	\$	6,071.72	15.10%
	Lecher, Angie	\$	4,301.54	10.70%

Ceja, John

TOTAL

	<u>Hours</u>	<u>Rate</u>	<u>Jul 23-Feb 24</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
Coverage WL Double-time	24.00		1,187.04
Coverage WL OT	192.00		7,123.20
Double-time hourly	0.00		0.00
Engineer 1	816.00		20,179.68
Overtime hourly Shift	76.50		2,838.15
Overtime Standard	60.00		2,226.00
PTO Suppression	334.86667		8,281.25
WL Double-time	0.00		0.00
WL OT	0.00		0.00
WL Regular	0.00		0.00
Total Gross Pay	<u>1,503.36667</u>		<u>41,835.32</u>

Doss, Bobbi

TOTAL

	<u>Hours</u>	<u>Rate</u>	<u>Jul 23-Feb 24</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
Captain 1	1,395.00		41,975.55
Coverage WL Double-time	0.00		0.00
Coverage WL OT	120.00		5,416.80
Double-time hourly	0.00		0.00
Overtime hourly Shift	314.50		14,196.53
Overtime Standard	96.00		4,333.44
PTO Suppression	269.00		8,094.21
WL Double-time	0.00		0.00
WL OT	65.50		2,956.67
WL Regular	72.00		2,166.48
Total Gross Pay	<u>2,332.00</u>		<u>79,139.68</u>

Marsh, Dusty

TOTAL

Employee Wages, Taxes and Adjustments

Gross Pay

	<u>Hours</u>	<u>Rate</u>	<u>Jul 23-Feb 24</u>
Coverage WL Double-time	0.00		0.00
Coverage WL OT	24.00		745.68
Double-time hourly	0.00		0.00
Engineer 2	724.00		14,994.04
Overtime hourly Shift	53.00		1,646.72
Overtime Standard	60.00		1,864.20
PTO Suppression	339.45		7,030.01
WL Double-time	0.00		0.00
WL OT	145.00		4,505.16
WL Regular	168.00		3,479.28
Total Gross Pay	1,513.45		34,265.09

Minniss, Sean

TOTAL

	Hours	Rate	Jul 23-Feb 24
Employee Wages, Taxes and Adjustments			
Gross Pay			
Coverage WL Double-time	0.00		0.00
Coverage WL OT	0.00		0.00
Double-time hourly	24.00		1,027.68
Engineer 3	950.50		20,350.21
Engineer 3 LD	0.00		0.00
Overtime hourly Shift	184.50		5,926.14
Overtime Standard	48.00		1,541.76
PTO Suppression	486.00		10,405.26
WL Double-time	0.00		0.00
WL OT	0.00		0.00
WL Regular	0.00		0.00
Total Gross Pay	1,693.00		39,251.05

Wiggins, Brian

TOTAL

	<u>Hours</u>	<u>Rate</u>	<u>Jul 23-Feb 24</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
Captain 3	1,446.00		36,930.84
Coverage WL Double-time	0.00		0.00
Coverage WL OT	72.00		2,758.32
Double-time hourly	0.00		0.00
Overtime hourly Shift	109.75		4,204.53
Overtime Standard	96.00		3,677.76
PTO Suppression	314.00		8,019.56
WL Double-time	0.00		0.00
WL OT	0.00		0.00
WL Regular	0.00		0.00
Total Gross Pay	<u>2,037.75</u>		<u>55,591.01</u>

Yungkans, Jeffery

TOTAL

	<u>Hours</u>	<u>Rate</u>	<u>Jul 23-Feb 24</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
Captain 2	1,328.00		36,214.56
Coverage WL Double-time	0.00		0.00
Coverage WL OT	48.00		1,963.68
Double-time hourly	2.00		109.08
Overtime hourly Shift	145.75		5,962.64
Overtime Standard	96.00		3,927.36
PTO Suppression	264.00		7,199.28
WL Double-time	0.00		0.00
WL OT	277.50		11,352.53
WL Regular	240.00		6,544.80
Total Gross Pay	<u>2,401.25</u>		<u>73,273.93</u>

Lecher, Angie

TOTAL

	<u>Hours</u>	<u>Rate</u>	<u>Jul 23-Feb 24</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
Business Manager	1,127.50		47,609.27
Overtime hourly Administration	66.75		4,301.54
PTO Administration	<u>290.50</u>		<u>12,683.51</u>
Total Gross Pay	1,484.75		64,594.32

Previous Year Comparisons

July-February FY 2023	Budgeted	Spent	%
FT Salaries	\$ 562,022	\$ 352,344	63%
Overtime	\$ 50,000	\$ 28,425	57%
Reserves	\$ 75,000	\$ 69,553	93%
Vehicle Repairs	\$ 34,000	\$ 24,401	72%
EMS Supplies	\$ 8,700	\$ 1,326	15%
Fuel	\$ 20,000	\$ 8,681	43%
Training	\$ 15,100	\$ 2,056	14%
Administrative	\$ 57,445	\$ 35,957	63%
Utilities	\$ 19,350	\$ 13,227	68%
Total	\$ 1,705,104	\$ 1,283,154	75%
Income	\$ 1,705,104	\$ 1,282,713	75%

July-February FY 2024	Budgeted	Spent	%
FT Salaries	\$ 601,870	\$ 377,522	63%
Overtime	\$ 65,000	\$ 40,213	62%
Reserves	\$ 95,000	\$ 68,327	72%
Vehicle Repairs	\$ 29,500	\$ 5,929	20%
EMS Supplies	\$ 4,500	\$ 1,803	40%
Fuel	\$ 16,000	\$ 7,588	47%
Training	\$ 14,050	\$ 3,733	27%
Administrative	\$ 57,519	\$ 29,629	52%
Utilities	\$ 20,550	\$ 13,636	66%
Total	\$ 1,549,011	\$ 1,071,600	69%
Income*	\$ 1,549,011	\$ 1,259,112	81%

*Removed Excess Grant funds from income for more accuracy

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Governing Board

DATE: March 20, 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: March 20, 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. FEBRUARY 21, 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**

February 21, 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 5:30 PM on Wednesday, February 21, 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; Nick Fitch – Member. Board Absent: Garah Monnich – Member. Staff Present: Fire Chief Morey Morris; and Business Manager Angie Lecher – Recorder. Public Present: Gigi Morris, Jeffery Yungkans, Biran Wiggins, Sean Minniss, Robert Bain via zoom: Cris Lecher, Ilyas Sekandari and Chad Richey

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 January, type, and total for the year end. Building plan reviews for January. 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. Grant report included the award notification on the AFG grant in the amount of \$23,295.45. AZ DFFM SB 1720 the district applied for a new Type 6 award notifications should be the first of March. 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, HB2012 has passed LARA and scheduled for Rules. HB2148 passed House and transmitted to Senate. HB2274 is with COW. HB2330 is also with COW. HB2418 is in the House Rules. HB2751 is also in the House Rules. HB2767 is in the House Rules. Facilities grant update discussed all the covered items and that the grant is now underway for expenditures. The cell tower update is that the work is completed. Fire station 23 update is that the lease payments are continuing from Payson Water.

B. AWARDS & RECOGNITION

Coby Smith and Nate Blazer had hireversaries. Garrett Turley and Thorry Smith had birthdays.

C. CORRESPONDENCE

Business Manager Angie Lecher provided a new 2024 Election Timeline document for the board to review.



HELLSGATE FIRE DISTRICT
FIRE BOARD REGULAR MEETING

February 21, 2024

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

3. FINANCIAL REPORTS

A. JANUARY 2024

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 January. FDAT funds have been received. Wildland billing is complete for the 2023 season. Posting for hire for the Full-Time vacancies is in progress. All annual calendar reports are underway and will meet deadlines. At the end of January the annual increase from the beginning funds are \$277,341.66. Board members Scott Plummer, Deb Bain and Nick Fitch are up for election as discussed with the new election timeline document. Budget preparations are underway and awaiting renewal rates and labor requests. Vice Chair Lamoureux questioned the overtime costs as it relates to the employees. Asking which employees are entitled to overtime. Business Manager Lecher explained that everyone is able to have overtime except chief. Vice Chair Lamoureux asked about it being \$5,000 each month, that she has no problems with staff getting overtime but administrative staff usually don't get overtime and clarified she means administrative. Chief Morris explained that we try to have a reserve cover the shift first and that he understands but needs to make sure we don't down a truck and he doesn't get overtime. Further questions were asked about training being paid. Chief Morris explained that some trainings are paid and some are not. This item might be something of the negotiations with labor.

MOTION by Vice Chair Lamoureux to approve the January 2024 financial reports as provided by Business Manager Lecher.

MOTION SECONDED by Clerk Bain

MOTION CARRIED 4/0

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 BUSINESS

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 January 17, 2024

MOTION by Clerk Bain to approve the consent agenda.

MOTION SECONDED by Member Fitch

MOTION CARRIED 4/0



**HELLSGATE FIRE DISTRICT
FIRE BOARD REGULAR MEETING**

February 21, 2024

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

B. STRATEGIC PLANNING

1. Chief Morris provided the board with a update on the strategic planning committee. Although they didn't meet the last month, Chief Morris described the items the planning committee discussed at their last meeting. Analyzed apparatus needs to determine that BR213 needed replacement. That BR226 would be the truck sold if awarded the DFFM grant. Discussed the pros and cons of hiring full-time for the two vacant engineer positions. Discussed options to hire for chief services including in-house, outside hire, share a chief, outsource, contract services or other. Have the chief a three year contract, 75% first year and 100% thereafter. Also a discussion of having reserves 4 days a week to have the truck staffed with three personnel. Facilities were discussed as it relates to the Salt River grant award. Chief then asked if the board wished for the committee to continue. Clerk Bain asked if there was more items for the committee to cover. Chief Morris commented that apparatus is always a concern. Discussion of the apparatus needs and replacement ideas were proposed. Clerk Bain asked if this committee should be standing for the new chief or have it put together after they start. Member Fitch thought it was a good idea to have it in place. Chief Morris believed that allowed a seamless transition.

DISCUSSION ONLY

C. CHIEF SERVICES

1. Clerk Bain led the discussion. The committee met last week and said what they were going to do but nothing was prepared for the board to review. Thought there was going to be a discussion about salary and other items, but it didn't take place. Clerk Bain apologized as the committee chair for not having that completed. What was agreed is that we go forward with hiring a full-time chief as well as exploring options of contract services. Clerk Bain volunteered to have her and the Chair have a discussion with the chief about the contract chief. Chief Morris explained that the process of reaching out to other departments is lengthy and complicated. Chair Plummer felt hiring a full-time chief should be the priority. Working both paths, posting for full-time and contract services, at the same time does allow in case it takes longer than anticipated to find a full-time chief. Chief Morris proposed that the staff review the job description with staff. That a consideration be if the candidate has engine boss qualifications to generate additional funds for the district. Clerk Bain explained that she has several conversations with Chief Connolly with Christopher-Kohls that indicated we should consider a battalion chief position. Believed this would only cost \$8,000 to \$10,000. Chief Morris asked Captain Yungkans to explain the benefits of CKFD's system. He stated that they were able to work hand in hand to cover operations how they did things. Clerk Bain said this system allows the district not to be in the position we currently are in because someone will be ready to take over for the chief. Business Manager Lecher explain benefit costs considerations for the full-time chief.



**HELLSGATE FIRE DISTRICT
FIRE BOARD REGULAR MEETING**

February 21, 2024

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

MOTION by Vice-Chair Lamoureux to direct administrative staff to compile a posting for full-time Fire Chief services to approve at the March meeting.

MOTION SECONDED by Clerk Bain

MOTION CARRIED 4/0

Further discussion was held on how a dual process worked and if it would deter potential fire chief applicants. Business Manager Lecher said it didn't have an impact when we did so 4 years ago.

MOTION by Member Fitch 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.

MOTION SECONDED by Clerk Bain

MOTION CARRIED 4/0

D. DESIGNATED SIGNERS – ACCOUNTS PAYABLE PROCESS

1. Business Manager Lecher explained the process of having district checks signed. With the board changes discussions were held on who to designate as standard signers for checks and when they would be processed. It was agreed that Chair Plummer and Clerk Bain would be the expected signers of the checks. Member Monnich was named as the alternate should they not be available. Additionally, Business Manager Lecher agreed that checks would be processed and available the first and third Wednesdays as an overall rule.

DISCUSSION ONLY

E. DODGE STAFF VEHICLE

1. Chief Morris explained to the board the history of the truck that was provided to the board on the communications form. Chief Morris also explained why the truck is not surplus and the uses for the vehicle for the district. It is the duty of the board to hire and fire a Fire Chief. Staff wishes to retain the vehicle for these reasons.

DISCUSSION ONLY



HELLSGATE FIRE DISTRICT
FIRE BOARD REGULAR MEETING

February 21, 2024

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

6. **PUBLIC FORUM**

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

Robert Bain commented that the tires on the Dodge staff vehicle are not snow tires. With the correct tires the truck would've performed better.

7. **ADJOURNMENT**

Board Chair Plummer called for an adjournment.

MOTION by Member Fitch to adjourn the meeting.

MOTION SECONDED by Vice Chair Lamoureux

MOTION CARRIED 4/0

The meeting adjourned at 6:45 PM

Respectfully Submitted, Angie Lecher, Business Manager

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Strategic Planning Committee

DATE: March 20, 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: Morey Morris, Fire Chief

DATE: March 20, 2024

SUBJECT: Chief Services – Job Posting

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 Job Description, posting and policy 10.14 Residency Requirements to determine the seeking of a full-time fire chief to start July 1, 2024

RECOMMENDED MOTION

Make a motion to direct administrative staff to post for the position of full-time fire chief as discussed.

Make a motion to direct administrative staff to revise any Job Description or policy changes as discussed.



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

HUMAN RESOURCE POLICY GUIDELINES

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

I. PURPOSE

To provide prudent response times to emergency scenes.

II. SCOPE

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

III. POLICY

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

IV. GUIDELINES

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

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Angie Lecher, Business Manager

DATE: March 20, 2024

SUBJECT: Meet and Confer – Resolution 2024-004

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

Annually the board adopts a resolution that allows for the meet and confer process for the following fiscal year. This is the first step in the process. If the board approves the meet and confer resolution, next month a memorandum of understanding will be presented for the boards consideration.

RECOMMENDED MOTION

Make a motion to approve Resolution 2024-004 Meet and Confer



**HELLSGATE FIRE DISTRICT
RESOLUTION NO. 2024-004**

**A RESOLUTION TO AUTHORIZE
A DISTRICT POLICY ON MEET AND CONFER**

WHEREAS, the Northern Gila County Fire Fighters Association, IAFF Local 4135 (the “Association”) is an employee organization representing certain of the District’s firefighters up to and including the rank of Captain; and,

WHEREAS, the Association has requested that the Fire Board consider adoption of a meet and confer policy and associated process; and,

WHEREAS, the District’s Board of Directors (the “Board”) has considered the request of the Association and desires to adopt a meet and confer policy (“Meet & Confer”) as set forth in this Resolution; and,

WHEREAS, the Board has determined it is in the best interest of the District to adopt this RESOLUTION.

NOW, THEREFORE, THE FIRE DISTRICT BOARD OF DIRECTORS DOES, UPON A MOTION DULY MADE, SECONDED AND PASSED, HEREBY RESOLVES THAT:

I. Purpose.

- A. The District has a fundamental interest in the development of harmonious and cooperative relationships between and among its elected officials, administrators, and employees.
- B. The District recognizes that progressively engaging in communication between public employers and public employees can prevent and alleviate conflict, which may benefit not only the District and its employees, but also the community they serve.
- C. The District recognizes that setting forth a framework for discussions between the District’s Fire Chief and the District’s employees relating to working conditions, wages, benefits, and hours of work can facilitate an affirmative willingness to be informed, resolve issues, and build positive consensus.

II. Meet & Confer Process.

- A. The process set forth in this Resolution will be known at the District's "Meet & Confer Policy".
- B. As a condition of Meet & Confer, the Fire Chief and the Association are required to participate in good faith.
- C. From the date of this Resolution until further action by the Board, the Fire Chief is directed to schedule and meet on a regular basis, at least quarterly, with one designated representative of the Association ("Regular Meetings"). The Fire Chief may include in the Regular Meetings additional personnel as the Fire Chief in his discretion deems appropriate. The Association may designate up to three additional members to attend with the designated representative.
- D. The Fire Chief shall use reasonable efforts to facilitate meeting times and locations mutually agreeable to the Fire Chief and the designated Association representative.
- E. The Fire Chief may take notes or designate a person to take notes at the Regular Meetings. The Fire Chief may distribute the notes to the District's employees by E-mail distribution.
- F. The Fire Chief shall include in his Chief's Report to the Board a brief summary of the general topics and discussion from the Regular Meetings.

III. Meet & Confer Topics.


- A. Topics for Regular Meetings shall include priorities, issues, and concerns regarding working conditions, wages, benefits, and hours of work.
- B. Individual personnel matters are specifically excluded from the scope of Meet & Confer.
- C. Either the Association or the Fire Chief, or both, may present a proposed list of topics for discussion provided the topics expressly fall within the scope of working conditions, wages, benefits, and hours of work.
- D. District insurance benefits are subject to change from time to time as determined by the Board. The Fire Chief is directed to provide reasonable notification to the Association or its designated representative of the Association of anticipated changes to the District's insurance benefits.

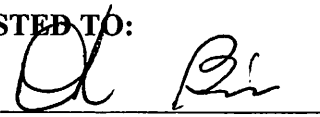
IV. Meet & Confer Intent.

- A. The Board has sole responsibility of setting District policy and setting the District's budget. However, the Board recognizes that coloration and consensus between its Fire Chief and the Association on matters within the scope of Meet & Confer may provide additional insight into the challenges facing the District from time to time.

- B. Following good faith discussions of priorities, issues, and concerns regarding working conditions, wages, benefits, and hours of work, and to the extent the Fire Chief and Association reach a consensus on one or more topic within the scope of Meet & Confer, the Fire Chief and Association jointly shall prepare a Memorandum which shall be presented to the Board identifying each area of consensus including the potential budgetary impact to the District as well as any other relevant information.
- C. In the event the Fire Chief and the Association reach a stalemate on any issue within the scope of Meet & Confer, either party may, but is not required to, request a Mediator to facilitate consensus on the issue. In the event a Mediator is used, the District and the Association shall share the costs equally with the District's obligation capped at a budgeted amount of \$500 per fiscal year.
- D. Any Memorandum arising from Meet & Confer shall be presented to the Board not later than the fourth Monday in April of the then current fiscal year. Any Memorandum not presented by this date may be disregarded by the Board.
- E. The Board shall take into consideration any matters within the scope of Meet & Confer upon which the Fire Chief and Association have reached a consensus as set forth in the Memorandum; however, the Board has the final decision on any matters presented.

PASSED AND ADOPTED by majority vote this 20th day of March 2024,

By: 
Scott Plummer, Chair

ATTESTED TO:

Deb Bain, Clerk

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Morey Morris, Fire Chief

DATE: March 20, 2024

SUBJECT: Memorandum of Understanding – Tonto Basin Fire

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 members to review the provided Memorandum of Understanding between Tonto Basin Fire District and Hellsgate Fire District. Group benefits for services provided from Fire Rescue 1 Academy.

Currently the district has been paying for these services thru an agreement directly from Fire Rescue 1 Academy. Last year's pricing was \$88.58 per account.

See attached documents for consideration.

RECOMMENDED MOTION

Make a motion to approve the Memorandum of Understanding with Tonto Basin Fire District.



Tonto Basin Fire District

P.O. Box 48
Tonto Basin, AZ 85553-0048
Phone 928-479-2203
Fax 928-492-1144



Memorandum of Understanding (MOU)

Between Tonto Basin Fire District (TBFD) and _____

Subject: Fire Rescue 1 Academy Training Program Billing Arrangement

This Memorandum of Understanding (MOU) is entered into on November 09, 2023, by and between Tonto Basin Fire District (TBFD), hereinafter referred to as "TBFD," and, _____ hereinafter referred to as _____.

Background

Whereas, TBFD has undertaken the administration of the Fire Rescue 1 Academy training program on behalf of the involved departments within Gila County.

Whereas the _____ recognize the benefits of transitioning to Fire Rescue 1 Academy for training purposes, as outlined in previous communications.

Whereas, it has been mutually agreed upon that the subscription cost for the Fire Rescue 1 Academy training program is \$79.00 per person annually, with an additional \$24.00 per person for the optional Evaluate module, and that these costs shall remain unchanged unless otherwise agreed upon.

Terms of Agreement

1. Billing Date: TBFD shall bill _____ for the annual subscription cost of the Fire Rescue 1 Academy training program on February 1 of each year, commencing on February 1, 2023.
2. Payment: _____ agrees to remit payment to TBFD for the subscription costs in a timely manner, no later than the 28th of February of each year. Payment shall be made in accordance with the payment instructions provided by TBFD.
3. Price Adjustment: The subscription cost of \$79.00 per person and \$24.00 per person for the optional Evaluate module shall remain in effect for the initial year and subsequent years unless both parties agree in writing to adjust the pricing. Any proposed price adjustments shall be communicated in writing at least [Notice Period] prior to the next billing date.
4. Termination: In the event that any Department(s) wish to discontinue their participation in the Fire Rescue 1 Academy training program, written notice must be provided to TBFD no later than 90 days before the next billing date.



Tonto Basin Fire District

P.O. Box 48
Tonto Basin, AZ 85553-0048
Phone 928-479-2203
Fax 928-492-1144



5. Accountability: TBFD shall maintain accurate records of the subscriptions and payments received from the Department(s). TBFD will provide an annual statement of subscriptions and payments to each Department.

Conclusion

This MOU serves as an agreement between TBFD and _____ for the administration and billing of the Fire Rescue 1 Academy training program. By signing below, both parties acknowledge their commitment to the terms outlined herein.

Signatures

For Tonto Basin Fire District:

Signature: _____ Date: _____

Printed Name: _____

Title: _____

For _____ :

Signature: _____ Date: _____

Printed Name: _____

Title: _____



SOLUTIONS PROPOSAL



PREPARED FOR:

Tonto Basin Fire District
Chief James Stoltenberg
jstoltenberg@tontobasinfire.org
(928) 479-2203

PREPARED BY:

Ray Shanahan
rshanahan@lexipol.com

2611 Internet Blvd, Ste 100
Frisco, Texas 75034
(844) 312-9500
www.lexipol.com

Executive Summary

Public safety agencies and local government organizations today face challenges of keeping personnel safe and healthy, reducing risk and maintaining a positive reputation. Add to that the dynamically changing legislative landscape and evolving best practices, and even the most progressive, forward-thinking departments can struggle to keep up.

Lexipol's solutions are designed to save you time and money while protecting your personnel and your community. Our team consists of professionals with expertise in public safety law, policy, state and federal accreditation, training, mental and physical wellness and grants. We continually monitor changes and trends in legislation, case law and best practices and use this knowledge to create policies, training, wellness resources and funding services that minimize risk and help you effectively serve your community.

THE LEXIPOL ADVANTAGE

Lexipol was founded by public safety experts who saw a need for a better, safer way to run a public safety agency. Since the company launch in 2003, Lexipol has grown to form an entire risk management solution for public safety and local government. Today, we serve more than 10,000 agencies and municipalities and 2 million public safety and government professionals with a range of informational and technological solutions to meet the challenges facing these dynamic industries. In addition to providing policy management, accreditation, online training, wellness resources, and grant assistance, we provide 24/7 industry news and analysis through the digital communities Police1, FireRescue1, Corrections1, EMS1 and Gov1.

Our customers choose Lexipol to make an investment in the safety and security of their personnel, their agencies and their communities. We help agencies address issues that create substantial risk, including:

- Inconsistent and outdated policies
- Lack of technology to easily update and issue policies and training electronically
- Unchecked mental health needs of staff
- Difficulty keeping up with new and changing legislation and practices
- Inability to produce policy acknowledgment and training documentation
- Unfamiliarity of city legal resources with the intricacies of public safety law
- The need to secure grant funding for critical equipment, infrastructure and personnel

Lexipol is backed by the expertise of 440 employees with more than 2,075 years of combined experience in constitutional law, civil rights, ADA and discrimination, mental health, psychology, labor negotiations, Internal Affairs, use of force, hazmat, instructional design, federal and state grants and a whole lot more. That means no more trying to figure out policy, achieve accreditation, develop training or wellness content, or secure funding on your own. You can draw on the experience of our dedicated team members who have researched, taught and lived these issues.

We look forward to working with Tonto Basin Fire District to address your unique challenges.

Scope of Services

FireRescue1 Academy

Training is key to improving safety and effectiveness in fire department operations. FireRescue1 Academy's online training platform combines high-quality content with time-saving features to help your training resources go further.

- 24/7 access to online learning, allowing your firefighters to train when it's convenient
- More than 1,000 courses and videos, including more than 440 hours of approved EMS CEUs
- Reports to help you monitor and track training completion, compliance and license renewal
- Features that allow you to automatically document and report ISO training for audits
- Ability to upload and build your own content and create personalized learning plans
- 360-degree customer support, including a personalized onboarding implementation plan, recurring services to help you maximize your training program, and a dedicated Customer Success Manager

EMS1 Academy

Training is key to improving safety and effectiveness in EMS operations. EMS1 Academy's online training platform combines high-quality content with time-saving features to help your training resources go further.

- 24/7 access to online learning, allowing your personnel to train when it's convenient
- More than 550 courses and videos totaling more than 440 hours of approved EMS CEUs
- Reports to help you monitor and track training completion, compliance and license renewal
- Courses accredited by CAPCE and recognized by the National Registry
- Ability to upload and build your own content and create personalized learning plans
- 360-degree customer support, including a personalized onboarding implementation plan, recurring services to help you maximize your training program, and a dedicated Customer Success Manager

Proposal

Prepared By: Ray Shanahan
Phone:
Email: rshanahan@lexipol.com

Quote #: Q-72502-1
Date: 11/7/2023
Valid Through: 2/5/2024

Overview

Lexipol empowers first responders and public servants to best meet the needs of their residents safely and responsibly. We are the experts in policy, training and wellness support, committed to improving the quality of life for all community members. Our solutions include state-specific policies, online learning, behavioral health resources, funding assistance, and industry news and information offered through the websites Police1, FireRescue1, EMS1 and Corrections1. Lexipol serves more than 2 million public safety and government professionals in over 10,000 agencies and municipalities. The services proposed below are designed to meet your agency's specific goals and needs.

QTY	DESCRIPTION	UNIT PRICE	EXTENDED
171	Fire & EMS Learning Platform With Services (12 Months)	USD 79.00	USD 13,509.00
171	EVALS Skills Add On	USD 24.00	USD 4,104.00
	Subscription Line Items Total		USD 17,613.00
			USD 17,613.00
		TOTAL:	USD 17,613.00

*Fire pricing is based on 10 Fire Authorized Staff.

Notes

This proposal would provide access to FR1A to Tonto Basin (30), Globe (27), Tri Cities (40), Pine-Strawberry (15), Payson (51) and Hellsgate (8). Invoicing directly to Tonto Basin.

14 month subscription, January 2024-March 2025, for the cost of 12 month subscription. Tonto Basin to be invoiced in March 2024

IMPROVE SAFETY & EFFECTIVENESS WITH TRAINING YOU CAN TRUST

Is Your Department Meeting Training Goals?

As a fire department leader, you have the responsibility to properly train your firefighters and ensure your department can demonstrate compliance. Without an effective system in place, your personnel could face challenges they're unprepared to meet, and your department could face "failure to train" liability.

Improve the safety and effectiveness of your department and personnel with FireRescue1 Academy, an online training solution from Lexipol.

Enhance Your Training and Reduce Risk With FireRescue1 Academy

Our total training solution includes:

- 24/7 access to online learning, allowing your firefighters to train when it's convenient
- More than 1,000 courses and videos, including more than 440 hours of approved EMS CEUs
- Reports to help you monitor and track training completion, compliance and credentials
- Features that allow you to automatically document and report ISO training for audits
- 360-degree support tailored for your department's goals and needs

KEY FEATURES



Meet training requirements by tracking course completions, classroom activity and hands-on training in one location



Manage and track credential renewal by level, state and category requirement



Upload and build your own content, including tests and quizzes to assign to personnel



Create and reuse learning plans for situations such as onboarding, annual EMT recertification and ISO

Solve Your Training Challenges With FireRescue1 Academy



Meet Annual Training Mandates

Select and assign the courses your personnel need and track progress so there's no scrambling as recertification and compliance dates approach



Improve Firefighter Learning

Incorporate online learning with your hands-on training to increase knowledge retention and firefighter competence



Decrease Departmental Liability

Use visual analytics dashboards that include course and policy status, as well as active and past-due assignments, to reduce risk associated with noncompliance



Maximize Training Resources

Use online courses to save on overtime and travel costs and to prepare your personnel for in-person training, allowing for more hands-on time



Develop Future Leaders

Use Learning Plans and Task Books to create promotional tracks and capitalize on leadership development courses



Simplify Training Administration

Centralize training documentation with the capability to schedule online training and track and document offline training

Courses For Every Training Need

FireRescue1 Academy includes an extensive library of online fire and EMS continuing education that can be delivered during in-service or field training or in a self-paced format. Topics include:

- Fire Service Management
- Fire Officer 1 & 2
- Fire Inspector
- Incident Command
- Modern Medic (ALS, BLS)
- Health & Wellness
- Mass Casualty Incidents
- Fireground Operations
- Hazards & Hazmat
- Pump Operator
- EVOC-Fire/EMS
- Firefighter 1 & 2

Trusted by Hundreds of Departments Across the Country



"The format of FireRescue1 Academy is well put together and that helps our firefighters stay attentive. One of the best things about this training solution is that we have the ability to start and stop training at any time as we are in and out of the station responding to calls. We also really like that this program utilizes more video and audio formats, which our previous solution did not provide. FireRescue1 is a great addition to Mesquite Fire and we are happy to have a program that supports our industry's continuing education."

Deputy Fire Chief Shawn Tobler
Mesquite (NV) Fire Rescue



"Previously, we had been searching for an online training platform that not only ensured cost savings but offered a strong content library and custom course builder that would allow for our department to add specific training content. Since implementing FireRescue1 Academy, we are taking full advantage of this modern-day training solution for applied learning, which has led us to maintaining our ISO 2 rating."

Chief Thomas Ebsen
Oak Park (IL) Fire Department



ONLINE COURSE CATALOG

CONTENTS

FIRE TRAINING

- 3** Aircraft Rescue and Firefighting (ARFF)
EVOC-Fire/EMS
Fire Attack/Fireground Operations
Fire Inspector
Fire Officer 1 and 2
Fire Service Instructor
- 4** Fire Service Management
Firefighter 1 and 2
FR1 Reality Training
General Health and Wellness
General Human Resources
- 5** General Management Skills
General Professional Skills
General Safety/Compliance
- 6** Hazards and Hazmat
Health and Wellness for Fire
Products and Technologies for Fire
Pump Operator
Technical Rescue

EMS TRAINING

- 6** Airway Management
Capnography
Cardiac Care
Dispatch Communications for EMS
- 7** eACLS Recertification
EMS Operations and Management
EMT Interactive
- 8** EVOC-Fire/EMS
Health and Wellness for EMS
Health Care Provider CPR Interactive
Mass Casualty Incidents for EMS
Modern Medic/Medic Monthly (ALS)
- 9** Modern Medic/Medic Monthly (BLS)
- 10** Medical/Clinical
Paramedic Interactive Series 8th Edition
- 11** Patient Handling
Pediatric Care
Products and Technologies for EMS
Trauma



MASTER CLASSES

Master Class courses feature nationally renowned speakers and leaders in an up-close and personal format to tackle tough issues of leadership, department and people management, and risk management.

- Foster career development and inspire current and future leaders to grow
- Enhance or start a company/chief officer development curriculum
- Increase learning retention and apply key concepts to your department

AVAILABLE COURSES

- 2H** Career Development in the Fire Service
- 2H** Leadership and Change Management
- 2H** Survival on the Job

The Master Class series will feature 4 new courses every year and is available as an add-on purchase to your FireRescue1 Academy subscription.

ALSO FEATURING MICROLEARNING OPPORTUNITIES

Leverage technology to make daily briefings and other short windows of training time more effective for your department. FireRescue1 Academy includes more than 400 short videos perfect for microlearning. And with our full-service learning management system, you can make kitchen table learning count by tracking training completed as a group with just a few clicks and combining videos into training blocks to create courses approved for continuing education credits.

- Use your 5-15 minute windows available during station time to communicate key concepts
- Break up learning into shorter “bursts” to drive firefighter engagement and retention
- Smaller segments are ideal for adult learners who may have short attention spans

MICROLEARNING TOPICS INCLUDE:

- Reality Training
- Health and Wellness
- Patient Handling
- Search and Rescue
- Mass-Casualty Response
- Fire Service Management

FIRE TRAINING

AIRCRAFT RESCUE AND FIREFIGHTING (ARFF)

- 2H** Aircraft Rescue and Firefighting (ARFF) Advanced Skills
- 2.5H** Aircraft Rescue and Firefighting (ARFF) Basic Skills

EVOC-FIRE/EMS

- 30M** Emergency Vehicle Characteristics
- 1H** Emergency Vehicle Driving Dynamics
- 1H** Emergency Vehicle Driving Requirements
- 1H** Emergency Vehicle Driving Techniques
- 1H** Selecting the Proper Personnel - Ability and Attitude

FIRE ATTACK/FIREGROUND OPERATIONS

- 1H** Performing a V-E-I-S (Vent-Enter-Isolate-Search) Operation
- 30M** Salvage and Overhaul- Chutes
- 30M** Salvage and Overhaul-Gas Monitoring
- 1H** Salvage and Overhaul-Introduction and Tarps
- 1H** Wildland Fire Observations & Origin Scene Protection
- 1H** Wildland Urban Interface (WUI) Structure Defense

FIRE INSPECTOR

- 45M** Fire Inspector - Module 01: Inspector Authority: How to Become a Fire Inspector
- 3.5H** Fire Inspector - Module 02: Building Construction
- 1.5H** Fire Inspector - Module 03: Occupancy Loads and Means of Egress
- 3H** Fire Inspector - Module 04: Fire Detection and Alarm Systems
- 2.5H** Fire Inspector - Module 05: Water Supply and Fire Flows
- 2H** Fire Inspector - Module 06: Fire Suppression Systems
- 2H** Fire Inspector - Module 07: Fire Growth and Spread Factors
- 3.5H** Fire Inspector - Module 08: Hazardous Materials Awareness
- 2.5H** Fire Inspector - Module 09: Fire Hazard Recognition

- 1.5H** Fire Inspector - Module 10: Emergency Planning and Preparedness Procedures

FIRE OFFICER 1 AND 2

- 45M** FO: Leader, Mentor, and Coach
- 45M** FO: Community Outreach
- 45M** FO: Fire Incident Safety
- 45M** FO: Fire Investigation and Determination
- 45M** FO: Fire Officer Leadership Skills
- 45M** FO: Fire Officer Safety
- 45M** FO: Firefighter Professional Development
- 1H** FO: Incident and Crew Management
- 45M** FO: Information Management
- 45M** FO: Labor Relations
- 45M** FO: Managing the Budget and Change
- 45M** FO: Officer Communications
- 1H** FO: Organizational Risk Management
- 45M** FO: Personnel Management and Discipline
- 45M** FO: Planning and Code Enforcement
- 45M** FO: Preparing for the Promotion
- 1H** FO: Professional Ethics
- 45M** FO: Public Fire Education
- 1H** FO: The Company Officer

FIRE SERVICE INSTRUCTOR*

- 1H** Fire and Emergency Services Instructor - Module 1: Today's Fire and Emergency Services Instructor
- 1H** Fire and Emergency Services Instructor - Module 2: The Learning Process
- 45M** Fire and Emergency Services Instructor - Module 3: Methods of Instruction
- 30M** Fire and Emergency Services Instructor - Module 4: Communication Skills
- 30M** Fire and Emergency Services Instructor - Module 5: Foundations of Instructional Delivery
- 30M** Fire and Emergency Services Instructor - Module 6: Technology in Training
- 30M** Fire and Emergency Services Instructor - Module 7: Training Safety
- 30M** Fire and Emergency Services Instructor - Module 8: Evaluating the Learning Process

* Jones and Bartlett courses available as an add-on for agency subscriptions only.

FIRE SERVICE MANAGEMENT

- 1H** Financial Controls for Preventing Theft
- 3H** Fire 20/20 Partnering for Prevention Program

FIREFIGHTER 1 AND 2

- 1H** FF: Ropes and Knots
- 1H** FF: Assisting Special Rescue Teams
- 1H** FF: Building Construction
- 1H** FF: Community Outreach
- 1H** FF: Decontamination Techniques
- 1H** FF: Fire and Emergency Medical Care
- 1H** FF: Fire Behavior
- 1H** FF: Fire Cause Determination
- 1H** FF: Fire Detection, Protection, and Suppression Systems
- 1H** FF: Fire Streams
- 1H** FF: Fire Suppression
- 1H** FF: Firefighter Communications
- 1H** FF: Firefighter Safety
- 1H** FF: Firefighter Survival
- 1H** FF: Firefighter Tools
- 1H** FF: Forcible Entry
- 1H** FF: History and Orientation of the Fire Service
- 1H** FF: Implement a Response
- 1H** FF: Incident Command
- 1.5H** FF: Ladders
- 1H** FF: Personal Protective Equipment (PPE)
- 1H** FF: Properties and Effects
- 1H** FF: Recognizing and Identifying the Hazards
- 1H** FF: Response and Size Up
- 1H** FF: Response Priorities and Actions
- 1H** FF: Salvage and Overhaul
- 1H** FF: Search and Rescue
- 1H** FF: Terrorism Awareness
- 1H** FF: Vehicle Rescue and Extrication Techniques
- 1.25H** FF: Ventilation
- 1H** FF: Wildland and Ground Fires
- 1H** Forcible Entry
- 1H** FF: Ropes and Knots

FR1 REALITY TRAINING

- 30M** Reality Training - Fire and the Hazards of Tilt-up Construction

GENERAL HEALTH AND WELLNESS

- 1H** Dealing with Stress
- 1H** Diabetic Emergencies

- 1H** High Blood Pressure – Reducing Your Risks
- 1H** Managing Your Healthcare
- 1H** Sleep and Your Health
- 1H** Smoking Cessation
- 1H** Tourette Syndrome and Other Neurological Disorders
- 1H** Understanding Anxiety Disorders, OCD, and PTSD
- 1H** Understanding Autism Spectrum Disorder
- 1H** Understanding Behavior, Burnout, and Depression
- 1H** Understanding Carpal Tunnel Syndrome
- 1H** Understanding Depression and Bipolar Disorder
- 1H** Understanding Eating Disorders
- 1H** Understanding Prediabetes
- 1H** Walking Your Way to Fitness
- 1H** Yoga for First Responders

GENERAL HUMAN RESOURCES

- 1H** Acoso Sexual en el Lugar de Empleo
- 2H** Acoso Sexual para Gerentes
- 1H** ADA Compliance in Business
- 1H** Anti-Harassment in the Workplace
- 1H** Dealing with Angry Employees
- 1H** Dealing with the Media
- 1H** Diversity in the Workplace
- 1H** Drug and Alcohol Awareness
- 1H** Family and Medical Leave Act (FMLA)
- 1H** FMLA Training for Supervisors
- 1H** Form I-9 and Employment Eligibility Verification
- 1H** HR Recruitment and Selection Process
- 1H** Managing a Remote Workforce
- 1H** Personnel Record Retention (Federal Standards)
- 2H** Reasonable Suspicion Training for Supervisors
- 1H** Recognizing Child Abuse
- 2H** Recognizing Domestic Violence
- 2H** Risks of Social Media in the Workplace
- 2H** Sexual Harassment Awareness AB 1825 (California)
- 2H** Sexual Harassment For Managers
- 1H** Sexual Harassment in the Workplace
- 1H** Sexual Harassment in the Workplace AB 1825 (California)
- 1H** Violence in the Workplace
- 1H** Workers' Compensation: Sprain and Strain Injury Prevention
- 1H** Workplace Bullying

GENERAL MANAGEMENT SKILLS

- 1H Conflict and Dispute Resolution
- 1H Parliamentary Procedures
- 1H Press Conference and Briefing Basics
- 1H Running an Effective Board Meeting
- 1H Training for Small Communities

GENERAL PROFESSIONAL SKILLS

- 1H An Introduction to Requests for Proposal
- 1H Basic Math Concepts
- 1H Basic Telephone Skills
- 1H Business Writing Basics
- 1H Career Professionalism
- 1H Developing Effective Communication Skills
- 1H Developing Leadership
- 1H Effective Presentation Basics
- 1H Emotional Intelligence for Leaders
- 1H Employee Recognition
- 1H Employee Retention
- 1H Enhancing Work Relationships
- 1H Finance 101 for Non-Financial Managers
- 1H Generational Differences
- 1H Goal Setting Skills
- 1H Interviewing Skills for Managers: Conducting an Interview
- 1H Leadership v. Management
- 1H Managing Risk in an Aging Workforce
- 1H Meeting Management
- 1H Navigating the Work Environment
- 1H Performance Management
- 1H Providing Effective Onboarding
- 1H Retaining Talent
- 1H Science of Employee Engagement
- 1H Shaping an Ethical Workplace Culture
- 1H Skills for the New Trainer
- 1H Supervisor Skills
- 1H The Aging Workforce: Leveraging the Talents of Mature Employees
- 1H Time Management Skills
- 1H Transition from Peer to Supervisor
- 1H Workplace Stress Resiliency

GENERAL SAFETY/COMPLIANCE

- 1H Absorbents and Spills
- 1H Advanced Defensive Driving Techniques
- 1H Airborne and Bloodborne Pathogens
- 1H Back Injuries
- 2H Basic First Aid

- 1H Bloodborne Pathogens for Public Entities
- 1H Computer Security Basics
- 1H Confined Spaces 101
- 1H Confined Spaces 102
- 1H Crisis Management
- 1H Dealing with Cold Stress
- 1H Dealing with Heat Stress
- 1H Defensive Driving Basics
- 1H Electrical and Fire Safety
- 1H Emergency Preparation and Egress
- 1H Equipment Safety
- 1H Fall Protection
- 30M FEMA Benefit-Cost Analysis Fundamentals
- 1H FEMA Emergency Support Function #6: Mass Care, Emergency Assistance, Housing, and Human Services
- 4H FEMA Fundamentals of Emergency Management
- 2H FEMA Fundamentals of Risk Management
- 2H FEMA Integrated Public Alert and Warning System (IPAWS) for Alerting Authorities
- 2H FEMA Introduction to Homeland Security Planning
- 2H FEMA Social Media in Emergency Management
- 1H FEMA Surveillance Awareness: What You Can Do?
- 2H FEMA The Role of Voluntary Organizations in Emergency Management
- 1H FEMA Wildfire Mitigation Basics
- 1H Global SDS and the Hazardous Communication Standards
- 2H Highway Incident Safety Guidelines for Emergency Responders
- 1H HIPAA: Protected Health Information for Public Entities
- 2H ICS-100c: Introduction to the Incident Command System
- 1H Ladder Safety
- 1H Lockout/Tagout 101
- 1H Lockout/Tagout 102
- 1H Means of Egress
- 1H Personal Protective Equipment
- 1H Preventing Accidents in the Workplace
- 1H Preventing Slips, Trips, and Falls
- 1H Public Employee Safety in the Community
- 30M Respirators and Air Quality
- 1H Safeguarding Your Community from Terrorism
- 1H Workplace Ergonomics

HAZARDS AND HAZMAT

- 2H Hazmat First Responder Awareness (FRA) Level I
- 1H HAZMAT: Air Monitoring and Sampling
- 1H HAZMAT: Basic Toxicology
- 2H HAZMAT: Evidence Preservation and Sampling
- 1H HAZMAT: Mass Decontamination
- 2H HAZMAT: Overview Hazardous Materials and Substances
- 2H HAZMAT: Personal Protective Equipment
- 1H HAZMAT: Planning and Responding to Hazardous Materials Incidents
- 1H HAZMAT: Preparing for Potential Harm and Response
- 1H HAZMAT: Product Control
- 1H HAZMAT: Responder Safety
- 1H HAZMAT: Responder Safety from Fire Smoke
- 1H HAZMAT: Responding to Terrorist Incidents
- 1H HAZMAT: Response to Illicit Laboratories
- 1H HAZMAT: Technical Decontamination
- 1H HAZMAT: Transportation
- 1H HAZMAT: Victim Rescue and Recovery

HEALTH AND WELLNESS FOR FIRE

- 1H Firefighter Cancer: Prevention and Health
- 1H Firefighter Fitness
- 1H Firefighter Fitness Techniques
- 1H Firefighter PTSD (NFPA 1500)
- 1H Mental Health and Wellness for Firefighters

PRODUCTS AND TECHNOLOGIES FOR FIRE

- 1H Globe NFPA 1851, 2020 Edition

PUMP OPERATOR

- 1H Pump Operator: Apparatus Performance Testing
- 1H Pump Operator: Approaching the Fireground
- 1H Pump Operator: Driver Operator Hydraulics
- 1H Pump Operator: Driver/Operator Overview
- 1H Pump Operator: Fire Apparatus Types
- 1H Pump Operator: Fire Pump Systems
- 1H Pump Operator: Fireground Response Tactics
- 1H Pump Operator: Foam Operations
- 1H Pump Operator: Properties of Water
- 1H Pump Operator: Pump Operator Safety
- 2H Pump Operator: Pumper Apparatus
- 1H Pump Operator: Water Supply Overview

TECHNICAL RESCUE

- 1H Technical Rescue: Incident Management
- 1H Technical Rescue: Overview
- 1H Technical Rescue: Rope Rescues
- 2H Technical Rescue: Search and Rescue for Confined Spaces
- 1H Technical Rescue: Search and Rescue for Structural Collapse
- 1H Technical Rescue: Search and Rescue for Trench Excavation
- 1H Technical Rescue: Search and Rescue for Vehicles and Machinery Incidents
- 1H Technical Rescue: Search and Rescue for Water Incidents
- 1H Technical Rescue: Search and Rescue for Wilderness
- 1H Technical Rescue: Search Tactics and Handling Victims
- 1H Technical Rescue: Vehicles and Equipment

EMS TRAINING

AIRWAY MANAGEMENT

- 3H Advanced Airway: Intubation
- 1H Airway 1
- 1H Basic Airway Mastery
- 2H Respiratory

CAPNOGRAPHY

- 1H Capnography for BLS: Getting Started with Capnography

CARDIAC CARE

- 3H 12-Lead EKG
- 1H Acute MI and STEMI (ALS)
- 1H Acute MI and STEMI (BLS)
- 1H Considerations for Pediatric Cardiac Arrest
- 1H Current Trends in Stroke Care
- 1H Techniques for Improving the Effectiveness of Your Chest Compressions

DISPATCH COMMUNICATIONS FOR EMS

- 1H Radio Communications for EMS

EACLS RECERTIFICATION*

8H eACLS Recertification

*Jones and Bartlett course available as an add-on for agency subscriptions only.

EMS OPERATIONS AND MANAGEMENT

- 1H** Ambulance Safety and Design
- 1H** Customer Service
- 1H** Emergency Operations EMS1
- 1H** EMS Crew Resource Management
- 1H** EMS Research
- 1H** EMS Street Survival - 1
- 1H** EMS Street Survival - 2
- 1H** EMS Street Survival - 3
- 1H** EMS Street Survival - 4
- 1H** Evidence-based Guidelines for EMS Providers
- 1.5H** Leading a Safe and High Performing Ambulance Team
- 2H** Legal
- 1H** Lights and Sirens: Deadly Epidemic
- 1H** Operations EMS1
- 2H** Preparing for the EMS Texas Jurisprudence Exam
- 1H** Six Core Elements of the EMS Culture of Safety
- 1H** The Culture of Ambulance Safety
- 1H** Vehicle Operations EMS1

EMT INTERACTIVE*

- 30M** EMT Interactive-Module 01-EMS Systems
- 30M** EMT Interactive-Module 02-Workforce Safety and Wellness
- 30M** EMT Interactive-Module 03-Medical Legal and Ethical Issues
- 2.5H** EMT Interactive Module 04-Communications and Documentation
- 30M** EMT Interactive-Module 05-Medical Terminology
- 1.5H** EMT Interactive-Module 06-The Human Body
- 30M** EMT Interactive-Module 07-Life Span Development
- 30M** EMT Interactive-Module 08-Lifting and Moving Patients
- 30M** EMT Interactive-Module 09-Patient Assessment
- 1.5H** EMT Interactive-Module 10-Airway Management
- 30M** EMT Interactive-Module 11-Principles of Pharmacology
- 30M** EMT Interactive-Module 12-Shock
- 30M** EMT Interactive-Module 13-BLS Resuscitation

- 30M** EMT Interactive Module 14-Medical Overview
- 30M** EMT Interactive-Module 15-Respiratory Emergencies
- 1H** EMT Interactive-Module 16-Cardiovascular Emergencies
- 30M** EMT Interactive-Module 17-Neurological Emergencies
- 30M** EMT Interactive-Module 18-Gastrointestinal and Urologic Emergencies
- 30M** EMT Interactive-Module 19-Endocrine and Hematologic Emergencies
- 30M** EMT Interactive-Module 20-Immunologic Emergencies
- 1H** EMT Interactive-Module 21-Toxicology
- 30M** EMT Interactive-Module 22-Psychiatric Emergencies
- 30M** EMT Interactive-Module 23-Gynecologic Emergencies
- 30M** EMT Interactive-Module 24-Trauma Overview
- 1H** EMT Interactive-Module 25-Bleeding
- 1H** EMT Interactive-Module 26-Soft Tissue Injuries
- 1H** EMT Interactive-Module 27-Face and Neck Injuries
- 1H** EMT Interactive-Module 28-Head and Spine Injuries
- 1H** EMT Interactive-Module 29-Chest Injuries
- 1H** EMT Interactive-Module 30-Abdominal and Genitourinary Injuries
- 1.5H** EMT Interactive-Module 31-Orthopaedic Injuries
- 1.5H** EMT Interactive-Module 32-Environmental Emergencies
- 2H** EMT Interactive-Module 33-Obstetrics and Neonatal Care
- 3H** EMT Interactive-Module 34-Pediatric Emergencies
- 1H** EMT Interactive-Module 35-Geriatric Emergencies
- 1H** EMT Interactive-Module 36-Patients With Special Challenges
- 30M** EMT Interactive-Module 37-Transport Operations
- 30M** EMT Interactive-Module 38-Vehicle Extrication and Special Rescue
- 2H** EMT Interactive-Module 39-Incident Management
- 30M** EMT Interactive-Module 40-Terrorism Response and Disaster Management
- 30M** EMT Interactive-Module 41-A Team Approach to Health Care

* Jones and Bartlett courses available as an add-on to agency subscriptions and to individual subscribers.

EVOC-FIRE/EMS

- 30M** Emergency Vehicle Characteristics
- 1H** Emergency Vehicle Driving Dynamics
- 1H** Emergency Vehicle Driving Requirements
- 1H** Emergency Vehicle Driving Techniques
- 1H** Selecting the Proper Personnel - Ability and Attitude

HEALTH AND WELLNESS FOR EMS

- 1H** Provider Well-Being

HEALTH CARE PROVIDER CPR INTERACTIVE

Online CPR recertification; requires in-person skills portion to receive course completion card. Jones and Bartlett course available as an add-on for agency subscriptions only.

MASS CASUALTY INCIDENTS FOR EMS

- 1H** Disaster Operations
- 1H** Disaster Response for EMS

MODERN MEDIC/MEDIC MONTHLY (ALS)

- 1H** Abdominal Aortic Aneurysm (ALS)
- 1H** Abdominal Trauma (ALS)
- 1H** Acute Psychosis (ALS)
- 1H** Alcohol-Related Emergencies (ALS)
- 1H** Altered Mental Status in the Elderly (ALS)
- 1H** Alternative Drugs of Abuse (ALS)
- 1H** Altitude Illness (ALS)
- 1H** Amputation and Hemorrhage Control (ALS)
- 1H** Anaphylaxis (ALS)
- 1H** Animal Bites (ALS)
- 1H** Anticholinergic Overdose (ALS)
- 1H** Asthma (ALS)
- 1H** Back Pain/Injuries (ALS)
- 1H** Blast Injuries (ALS)
- 1H** Body Piercing (ALS)
- 1H** Burns (ALS)
- 1H** Capnography for Respiratory Distress (ALS)
- 1H** Carbon Monoxide Poisoning (ALS)
- 1H** Chest Pain (ALS)
- 1H** Chest Trauma (ALS)
- 1H** CHF Vs. COPD (ALS)
- 1H** Child Abuse (ALS)
- 1H** Club Drugs (ALS)
- 1H** Customer Service (ALS)

- 1H** Dehydration (ALS)
- 1H** Dementia and Prehospital Implications (ALS)
- 1H** Depression/Suicide (ALS)
- 1H** Determination of Death (ALS)
- 1H** Diabetic Emergencies (ALS)
- 1H** Diving Emergencies (ALS)
- 1H** DNR (ALS)
- 1H** Dyspnea (ALS)
- 1H** Elder Abuse (ALS)
- 1H** Elderly Falls (ALS)
- 1H** Elderly Hip Fracture (ALS)
- 1H** Electrical Injuries (ALS)
- 1H** EMS Lawsuits - Documentation/Patient Refusals (ALS)
- 1H** EMS Response to Active Shooter Incidents (ALS)
- 1H** Excited Delirium (ALS)
- 1H** Eye Injuries (ALS)
- 1H** Facial Trauma (ALS)
- 1H** Gastrointestinal Bleeding (ALS)
- 1H** Head Injuries (ALS)
- 1H** Headaches (ALS)
- 1H** Hepatitis and Job-Related Infectious Disease Concerns (ALS)
- 1H** Hyperthermic Patient (ALS)
- 1H** Hypothermic Patient (ALS)
- 1H** Kidney Disease (ALS)
- 1H** Liver Disease (ALS)
- 1H** Managing Chronic Care Patients (ALS)
- 1H** Managing the Pediatric Arrest (ALS)
- 1H** Medication Errors (ALS)
- 1H** Methamphetamine Abuse (ALS)
- 1H** Myocardial Infarction (ALS)
- 1H** Narcotic Abuse (ALS)
- 1H** Narcotic Abuse (ALS) - 2016
- 1H** Near Drowning (ALS)
- 1H** Pediatric Abdominal Trauma (ALS)
- 1H** Pediatric Altered Mental Status (ALS)
- 1H** Pediatric Burns (ALS)
- 1H** Pediatric Chest Pain (ALS)
- 1H** Pediatric Emergencies (ALS)
- 1H** Pediatric Falls (ALS)
- 1H** Pediatric Head Trauma (ALS)
- 1H** Pediatric Overdose (ALS)
- 1H** Pediatric Seizures (ALS)
- 1H** Pediatric Shock (ALS)
- 1H** Pediatric Shortness of Breath (ALS)
- 1H** Pediatric Spinal Injuries (ALS)
- 1H** Pediatric Toxic Ingestion (ALS)
- 1H** Penetrating Neck Trauma (ALS)
- 1H** Pit Crew CPR (ALS)

- 1H Pregnancy and Dyspnea (ALS)
- 1H Pregnancy and Trauma (ALS)
- 1H Radiation Injuries (ALS)
- 1H Return of Spontaneous Circulation (ALS)
- 1H Safe and Effective Pain Management (ALS)
- 1H Safe Transport of the Pediatric Patient (ALS)
- 1H Scene Safety at MCI (ALS)
- 1H Seizures (ALS)
- 1H Sepsis (ALS)
- 1H Sickle Cell Crisis (ALS)
- 1H Snakebites and Stings (ALS)
- 1H Spinal Injuries (ALS)
- 1H Spinal Motion Restriction (ALS)
- 1H Stabbings (ALS)
- 1H Stroke (ALS)
- 1H Sudden Infant Death Syndrome (SIDS) (ALS)
- 1H The Art of Patient Refusal (ALS)
- 1H The Obese Patient (ALS)
- 1H Toxic Inhalations (ALS)
- 1H Treating Neck and Spinal Injuries (ALS)
- 1H Triage (ALS)
- 1H Ventricular Assist Devices: Assessment and Treatment Considerations (ALS)
- 1H Wheezing (ALS)

MODERN MEDIC/MEDIC MONTHLY (BLS)

- 1H Abdominal Aortic Aneurysm (BLS)
- 1H Abdominal Trauma (BLS)
- 1H Acute Psychosis (BLS)
- 1H Alcohol-Related Emergencies (BLS)
- 1H Altered Mental Status in the Elderly (BLS)
- 1H Alternative Drugs of Abuse (BLS)
- 1H Altitude Illness (BLS)
- 1H Amputation and Hemorrhage Control (BLS)
- 1H Anaphylaxis (BLS)
- 1H Animal Bites (BLS)
- 1H Anticholinergic Overdose (BLS)
- 1H Asthma (BLS)
- 1H Back Pain/Injuries (BLS)
- 1H Blast Injuries (BLS)
- 1H Body Piercing (BLS)
- 1H Burns (BLS)
- 1H Capnography for Respiratory Distress (BLS)
- 1H Carbon Monoxide Poisoning (BLS)
- 1H Chest Pain (BLS)
- 1H Chest Trauma (BLS)
- 1H CHF Vs. COPD (BLS)
- 1H Child Abuse (BLS)
- 1H Club Drugs (BLS)

- 1H Customer Service (BLS)
- 1H Dehydration (BLS)
- 1H Dementia and Prehospital Implications (BLS)
- 1H Depression/Suicide (BLS)
- 1H Determination of Death (BLS)
- 1H Diabetic Emergencies (BLS)
- 1H Diving Emergencies (BLS)
- 1H DNR (BLS)
- 1H Dyspnea (BLS)
- 1H Elder Abuse (BLS)
- 1H Elderly Falls (BLS)
- 1H Elderly Hip Fracture (BLS)
- 1H Electrical Injuries (BLS)
- 1H EMS Lawsuits - Documentation/Patient Refusals (BLS)
- 1H EMS Response to Active Shooter Incidents (BLS)
- 1H Excited Delirium (BLS)
- 1H Eye Injuries (BLS)
- 1H Facial Trauma (BLS)
- 1H Gastrointestinal Bleeding (BLS)
- 1H Head Injuries (BLS)
- 1H Headaches (BLS)
- 1H Hepatitis and Job-Related Infectious Disease Concerns (BLS)
- 1H Hyperthermic Patient (BLS)
- 1H Hypothermic Patient (BLS)
- 1H Kidney Disease (BLS)
- 1H Liver Disease (BLS)
- 1H Managing Chronic Care Patients (BLS)
- 1H Managing the Pediatric Arrest (BLS)
- 1H Medication Errors (BLS)
- 1H Methamphetamine Abuse (BLS)
- 1H Myocardial Infarction (BLS)
- 1H Narcotic Abuse (BLS)
- 1H Narcotic Abuse (BLS) - 2016
- 1H Near Drowning (BLS)
- 1H Pediatric Abdominal Trauma (BLS)
- 1H Pediatric Altered Mental Status (BLS)
- 1H Pediatric Burns (BLS)
- 1H Pediatric Chest Pain (BLS)
- 1H Pediatric Emergencies (BLS)
- 1H Pediatric Falls (BLS)
- 1H Pediatric Head Trauma (BLS)
- 1H Pediatric Overdose (BLS)
- 1H Pediatric Seizures (BLS)
- 1H Pediatric Shock (BLS)
- 1H Pediatric Shortness of Breath (BLS)
- 1H Pediatric Spinal Injuries (BLS)
- 1H Pediatric Toxic Ingestion (BLS)
- 1H Penetrating Neck Trauma (BLS)

- 1H Pit Crew CPR (BLS)
- 1H Pregnancy and Dyspnea (BLS)
- 1H Pregnancy and Trauma (BLS)
- 1H Radiation Injuries (BLS)
- 1H Return of Spontaneous Circulation (BLS)
- 1H Safe and Effective Pain Management (BLS)
- 1H Safe Transport of the Pediatric Patient (BLS)
- 1H Scene Safety at MCI (BLS)
- 1H Seizures (BLS)
- 1H Sepsis (BLS)
- 1H Sickle Cell Crisis (BLS)
- 1H Snakebites and Stings (BLS)
- 1H Spinal Injuries (BLS)
- 1H Spinal Motion Restriction (BLS)
- 1H Stabbings (BLS)
- 1H Stroke (BLS)
- 1H Sudden Infant Death Syndrome (SIDS) (BLS)
- 1H The Art of Patient Refusal (BLS)
- 1H The Obese Patient (BLS)
- 1H Toxic Inhalations (BLS)
- 1H Treating Neck and Spinal Injuries (BLS)
- 1H Triage (BLS)
- 1H Ventricular Assist Devices: Assessment and Treatment Considerations (BLS)
- 1H Wheezing (BLS)

MEDICAL/CLINICAL

- 1H Environmental
- 1H HIV/AIDS
- 1H Medical
- 1H Medication-Resistant Pathogens (MRSA, TB, VRE, C.Diff)
- 1H Obstetrics
- 1H What Would You Do?

PARAMEDIC INTERACTIVE SERIES 8TH EDITION*

- 1H Paramedic Interactive - Module 01 EMS Systems 8th Edition
- 30M Paramedic Interactive - Module 02 Workforce Safety and Wellness 8th Edition
- 30M Paramedic Interactive - Module 03 Public Health 8th Edition
- 1H Paramedic Interactive - Module 04 Medical, Legal, and Ethical Issues 8th Edition
- 1H Paramedic Interactive - Module 05 Communications 8th Edition
- 30M Paramedic Interactive - Module 06 Documentation 8th Edition

- 15M Paramedic Interactive - Module 07 Medical Terminology 8th Edition
- 3H Paramedic Interactive - Module 08 Anatomy and Physiology 8th Edition
- 1.5H Paramedic Interactive - Module 09 Pathophysiology 8th Edition
- 30M Paramedic Interactive - Module 10 Life Span Development 8th Edition
- 2H Paramedic Interactive - Module 11 Patient Assessment 8th Edition
- 15M Paramedic Interactive - Module 12 Critical Thinking and Decision Making 8th Edition
- 1.5H Paramedic Interactive - Module 13 Principles of Pharmacology 8th Edition
- 1.5H Paramedic Interactive - Module 14 Medication Administration 8th Edition
- 2H Paramedic Interactive - Module 15 Airway Management 8th Edition
- 1H Paramedic Interactive - Module 16 Respiratory Emergencies 8th Edition
- 2.5H Paramedic Interactive - Module 17 Cardiovascular Emergencies 8th Edition
- 1H Paramedic Interactive - Module 18 Neurologic Emergencies 8th Edition
- 30M Paramedic Interactive - Module 19 Diseases of the Eyes, Ears, Nose, and Throat 8th Edition
- 30M Paramedic Interactive - Module 20 Abdominal and Gastrointestinal Emergencies 8th Edition
- 15M Paramedic Interactive - Module 21 Genitourinary and Renal Emergencies 8th Edition
- 30M Paramedic Interactive - Module 22 Gynecologic Emergencies 8th Edition
- 1H Paramedic Interactive - Module 23 Endocrine Emergencies 8th Edition
- 15M Paramedic Interactive - Module 24 Hematologic Emergencies 8th Edition
- 30M Paramedic Interactive - Module 25 Immunologic Emergencies 8th Edition
- 1H Paramedic Interactive - Module 26 Infectious Diseases 8th Edition
- 1H Paramedic Interactive - Module 27 Toxicology 8th Edition
- 1H Paramedic Interactive - Module 28 Psychiatric Emergencies 8th Edition
- 1.5H Paramedic Interactive - Module 29 Trauma Systems and Mechanism of Injury 8th Edition
- 1H Paramedic Interactive - Module 30 Bleeding 8th Edition

- 15M** Paramedic Interactive - Module 31 Soft-Tissue Trauma 8th Edition
- 1H** Paramedic Interactive - Module 32 Burns 8th Edition
- 1H** Paramedic Interactive - Module 33 Face and Neck Trauma 8th Edition
- 1.5H** Paramedic Interactive - Module 34 Head and Spine Trauma 8th Edition
- 15M** Paramedic Interactive - Module 35 Chest Trauma 8th Edition
- 30M** Paramedic Interactive - Module 36 Abdominal and Genitourinary Trauma 8th Edition
- 30M** Paramedic Interactive - Module 37 Orthopaedic Trauma 8th Edition
- 1.5H** Paramedic Interactive - Module 38 Environmental Emergencies 8th Edition
- 30M** Paramedic Interactive - Module 39 Responding to the Field Code 8th Edition
- 1.5H** Paramedic Interactive - Module 40 Management and Resuscitation of the Critical Patient 8th Edition
- 1H** Paramedic Interactive - Module 41 Obstetrics 8th Edition
- 1H** Paramedic Interactive - Module 42 Neonatal Care 8th Edition
- 1.5H** Paramedic Interactive - Module 43 Pediatric Emergencies 8th Edition
- 2.5H** Paramedic Interactive - Module 44 Geriatric Emergencies 8th Edition
- 2.5H** Paramedic Interactive - Module 45 Patients With Special Challenges 8th Edition

- 1H** Paramedic Interactive - Module 46 Transport Operations 8th Edition
- 30M** Paramedic Interactive - Module 47 Incident Management and Mass-Casualty Incidents 8th Edition
- 1.5H** Paramedic Interactive - Module 48 Vehicle Extrication and Special Rescue 8th Edition

* Jones and Bartlett courses available as an add-on to agency subscriptions and to individual subscribers.

PATIENT HANDLING

- 1H** Patient Assessment and Exam

PEDIATRIC CARE

- 1H** Children with Complex Medical Conditions
- 1H** Pediatric Assessment
- 1H** Pediatric Respiratory Emergencies

PRODUCTS AND TECHNOLOGIES FOR EMS

- 1H** Body Armor and the Changing Landscape of Public Safety

TRAUMA

- 1.5H** Trauma EMS1

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Morey Morris, Fire Chief

DATE: March 20, 2024

SUBJECT: Sale of Surplus Equipment – Resolution 2024-005

ITEM #: 5. F.

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 members have already discussed the sale of BR213 but have not approved a resolution approving it.

Mid State Mechanical is the intended buyer of the truck. It has a possible trade-in value around \$10,000. The chassis is not worth this amount due to the amount of repairs needed for the 6.4 liter diesel engine. The value is more aligned to around \$6,500.

Mid State has performed the following and their assigned amount:

- 1. Compression Checks on Brush 226 - \$805.42
- 2. Compression Checks on Brush 216 - \$805.42
- 3. Removal of pump and box from shop #082 - \$1,960
- 4. Replaced the pump and box to new shop #224 - \$1,400

Total amount of work performed - \$4,970.84

Mid State has proposed a value of the Chassis @ \$2,500

Grand Total of work and value - \$7,470.84

RECOMMENDED MOTION

Make a motion to approve Resolution 2024-005 Sale of Surplus Equipment – BR213.



**HELLSGATE FIRE DISTRICT
RESOLUTION NO. 2024-005**

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

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

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

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

SECTION 1: Item(s) for Disposal:

1. 2008 F550 VIN 1FDAW57R28EC66697 (BR213 G690FS) – Value \$7,470.84

SECTION 2: Method of Disposal:

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

SECTION 3: Value of Items for Disposal:

The Chief of the Department has negotiated the value of the vehicle as follows: Mid State has performed the following and their assigned amount:

1. Compression Checks on Brush 226 - \$805.42
2. Compression Checks on Brush 216 - \$805.42
3. Removal of pump and box from shop #082 - \$1,960
4. Replaced the pump and box to new shop #224 - \$1,400

Total amount of work performed - \$4,970.84

Mid State to pay \$2,500.00


Grand Total of work and value - \$7,470.84

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

PASSED AND ADOPTED by majority vote of the District Board at its open meeting held on March 20th, 2024.



Scott Plummer, Chair

ATTEST:


Deb Bain, Clerk

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Morey Morris, Fire Chief

DATE: March 20, 2024

SUBJECT: Apparatus Use Agreement – L21

ITEM #: 5. G.

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

A discussion has been had with Payson Fire regarding the use of L21. They have ordered a new ladder truck that will take 3+ years for delivery. Based on that, there is thought of seeing if Hellsgate could place L21 at FS13 and PFD will co-staff the truck. We will do joint training with them and PFD will respond on all first alarms with the ladder, tactics and deployment to be decided. PFD will then allow us to use a reserve engine when our engine goes out of service.

RECOMMENDED MOTION

Discussion only, board to direct staff if they wish to have further discussions to place it on next months agenda.

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board
FROM: Deb Bain, Clerk
DATE: March 20, 2024
SUBJECT: Budget Planning - Committee
ITEM #: 5. H.

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

Deb Bain aims to establish a budget planning committee for compiling the 2025 budget.

Historically, the district has favored conducting a budget workshop rather than forming a specific budget planning committee. Business Manager Lecher contacted attorney Bill Whittington to explore the removal of the passage regarding the establishment of a Finance and Budget Committee from the Arizona Fire District’s handbook. According to Mr. Whittington, AFDA removed this passage, along with several others, as some districts found them to be limiting in their applicability. Both state statute and district policy empower the board to either form a committee or convene a workshop for budget planning purposes. Mr. Whittington refrained from expressing a preference for either option, leaving the decision to the discretion of the board.

Should the board opt to establish a committee, it should consist of two board members and three additional members. Alternatively, if the board prefers a workshop, a date can be arranged to accommodate everyone's schedules.

RECOMMENDED MOTION

Make a motion to form a budget planning committee to compile the fiscal year 2025 budget and name the members.

AND/OR

Direct staff to post for the board to have a workshop to compile the fiscal year 2025 budget.

**HELLSGATE FIRE DISTRICT
BOARD COMMUNICATION MEMORANDUM**

TO: Governing Board

FROM: Thomas Benavidez, District Attorney

DATE: March 20, 2024

SUBJECT: Executive Session – Open Meeting Law Complaint

ITEM #: 6. 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

District attorney Thomas Benavidez will be available for the board to enter into executive session to discuss an open meeting law complaint. Board to determine if they will enter into executive session to discuss the with the attorney.

Executive sessions are confidential pursuant to ARS 38-431.03 (C). Any action on this matter will be taken in public session.

RECOMMENDED MOTION

After resuming regular session, board can direct the district attorney or staff regarding any action to take place at next months scheduled meeting.