



# HELLSGATE FIRE DISTRICT

BOARD OF DIRECTORS

NOTICE OF REGULAR MEETING

April 16, 2025

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, April 16, 2025 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. SWEARING IN CEREMONY

- A. FIRE CHIEF WES TRAYNER
  - 1. Chief Wes Trayner to be sworn in as Fire Chief

### 3. 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. **AWARDS & RECOGNITION:** Years of service and birthday notifications and recognition awards
- B. **CHIEFS REPORT:** Chief Trayner 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)
- C. **CORRESPONDENCE:** None



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## 4. FINANCIAL REPORTS

**A. MARCH 2025:** Business Manager Lecher to review March financial reports

## 5. 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.*

## 6. 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 Meeting Minutes of March 19, 2025

### B. STEP SCALE – Fiscal Year 2026 Step Scale

1. Discussion/Possible Action: Review Step Scale for COLA approval.

### C. BUDGET – Fiscal Year 2026 Budget Review & Public Hearing

1. Discussion/Possible Action: Review proposed budget for fiscal year 2026

2. Hearing: Public hearing open for public comment on proposed budget

### D. MEET & CONFER – Memorandum of Understanding for FY 2026

1. Discussion/Possible Action: Review the memorandum of understanding with IAFF Local 4135 Hellsgate Chapter for fiscal year 2026.

### E. POLICY REVIEW – Proposed policy revisions to 20.08 Drug & Alcohol, 20.14 Uniforms & Grooming Standards, 20.18 Use of Telephones, 20.19 Use of Electronic Technology, 30.04 Timekeeping Requirements, 30.15 Telecommuting, 40.03 PTO, 40.22 Educational Assistance & Incentive, 40.23 Travel Expense & Per Diem

1. Discussion/Possible Action: Review and approve proposed changes to the listed Personnel Policies



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## 7. EXECUTIVE SESSION

The board might vote to go into executive [closed] session, pursuant to A.R.S. §38-431.3(A)(1) discussion consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting. Executive Sessions are confidential pursuant to A.R.S. §38-431.3(C). Any formal action on this matter will be taken in public [open] session. The following discussion(s) will be taken in executive [closed] session unless the employee elects a public [open] session.

### A. FIRE CHIEF 3 MONTH REVIEW

1. Discussion: Fire Chief Trayner's 3-month review

## 8. PUBLIC FORUM

*Speakers are limited to a three-minute oral presentation and may submit written comments of any length for Board files. Board Members may not discuss items that are not specifically identified on the Agenda. Therefore, pursuant to ARS §38-43101(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.*

## 9. ADJOURNMENT

Angie Lecher, On behalf and with Permission of Board Clerk, John Jackson  
John Jackson, Clerk of the Board

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

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

Posted by: Angie Lecher

Date: 4/14/2025

Time: 5:00 PM



**HELLSGATE FIRE DISTRICT  
FIRE BOARD REGULAR MEETING  
April 16, 2025**

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 Lisa Lamoureux at 5:34 PM on Wednesday, April 16, 2025, 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: Lisa Lamoureux – Chair; John Jackson – Clerk; Nick Fitch – Member; Allison Lloyd - Member. Board Absent: None. Staff Present: Fire Chief Wes Trayner; and Business Manager Angie Lecher – Recorder. Public Present: Chief Trayner’s family and friends, Ilyas Sekandari, Jeffery Yungkans, and Nick DeGroot; via zoom: Cris Lecher

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

Pledge of Allegiance led by all in attendance.

**2. SWEARING IN CEREMONY**

Board of Directors facilitated the swearing-in ceremony of Chief Trayner

**3. 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 Wes Trayner discussed the following topics: Calls for the month of March, type, and total for the year end. Building plan reviews for March. Maintenance report on all units. Detailed grant report including expenditures and remaining funds. Legislative updates were also given to the board.

**B. AWARDS & RECOGNITION**

Brandon French and John Jackson have birthdays in April and John Ceja, Brandon French, Nick DeGroot and Dustin Marsh have hireversary with the district.

**C. CORRESPONDENCE**

None.

**4. FINANCIAL REPORTS**

**A. MARCH 2025**

Business Manager Lecher presented an overview of the status of the FY2025 financial reports. Discussion on March as well as year to date for the fiscal year including income statement of revenue and expenditures, balance sheet, wildland report, and previous year comparisons.

**MOTION** by Chair Lamoureux to approve the March 2025 financial reports as provided by Business Manager Lecher.



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**MOTION SECONDED** by Member Lloyd

**MOTION CARRIED 4/0**

**5. PUBLIC FORUM**

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

None.

**6. 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 March 19, 2025

**MOTION** by Chair Lamoureux to approve the consent agenda items.

**MOTION SECONDED** by Clerk Jackson

**MOTION CARRIED 4/0**

**B. STEP SCALE – Fiscal Year 2026 Step Scale**

1. Board members reviewed the proposed step scale for fiscal year 2026 that includes a 2.5% COLA increase over last years scale. \*Item was discussed and motioned after Budget review.

**MOTION** by Chair Lamoure to approve the step scale for fiscal year 2026 with a 2.5% COLA increase.

**MOTION SECONDED** by Member Lloyd

**MOTION CARRIED 4/0**

**C. BUDGET – Fiscal Year 2026 Budget Review & Public Hearing**

1. Board members reviewed the proposed budget for fiscal year 2026. Chair Lamoureux requested further clarification on the use of enterprise funds to make the budget balance. Public having left after the chief's report negated a public hearing comment.

**MOTION** by Chair Lamoureux to approve the proposed fiscal year 2026 budget for posting per A.R.S. §48-805.02 (A). The final adoption is scheduled for review and public hearing at the public hearing at the March 21, 2025 meeting.

**MOTION SECONDED** by Member Lloyd

**MOTION CARRIED 4/0**



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**D. MEET & CONFER – Memorandum of Understanding for FY 2026**

1. Board members reviewed the Memorandum of Understanding contact. With no changes to the document, discussion was just a brief overview of the MOU.

**MOTION** by Chair Lamoureux to approve the fiscal year 2026 Memorandum of Understanding with IAFF Local 4135 Hellsgate Chapter.

**MOTION SECONDED** by Clerk Jackson

**MOTION CARRIED 4/0**

**E. POLICY REVIEW – Proposed policy revisions to 20.08 Drug & Alcohol, 20.14 Uniforms & Grooming Standards, 20.18 Use of Telephones, 20.19 Use of Electronic Technology, 30.04 Timekeeping Requirements, 30.15 Telecommuting, 40.03 PTO, 40.22 Educational Assistance & Incentive, 40.23 Travel Expense & Per Diem**

1. Board reviewed the proposed changes to personnel policies with Business Manager Lecher and Chief Trayner. Remaining discussions were held regarding the clothing stipends payment cycle.

**MOTION** by Chair Lamoureux to approve a bi-annual stipend payment of \$400 for suppression personnel and \$200 for the fire chief to take place every July and January. Approving the rest of the proposed changes to Personnel Policy 20.14 Uniform & Grooming Standards.

**MOTION SECONDED** by Member Lloyd

**MOTION CARRIED 4/0**

**MOTION** by Chair Lamoureux to approve the proposed changes to Personnel Policies 20.08 Drug & Alcohol, 20.18 Use of Telephones, 20.19 Use of Electronic Technology, 30.04 Timekeeping Requirements, 30.15 Telecommuting, 40.03 PTO, 40.22 Educational Assistance & Incentive, 40.23 Travel Expense & Per Diem.

**MOTION SECONDED** by Clerk Jackson

**MOTION CARRIED 4/0**

**7. EXECUTIVE SESSION**

**A. FIRE CHIEF 3 MONTH REVIEW**

**MOTION** by Chair Lamoureux to enter executive [closed] session for the 3-month review.

**MOTION SECONDED** by Member Fitch

**MOTION CARRIED 4/0**

\*Board and Chief Trayner entered executive session at 6:58 PM

\*Board resumed public session at 7:15 PM



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**8. PUBLIC FORUM**

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

\*This item was addressed prior to entering Executive Session. There was no public comment.

**9. ADJOURNMENT**

Board Chair Lamoureux called for an adjournment.

**MOTION** by Chair Lamoureux to adjourn the meeting.

**MOTION SECONDED** by Member Fitch

**MOTION CARRIED 4/0**

The meeting adjourned at 7:15 PM

Respectfully Submitted, Angie Lecher, Business Manager