



HELLSGATE FIRE DISTRICT

BOARD OF DIRECTORS

NOTICE OF REGULAR MEETING

March 19, 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, March 19, 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. 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 & R RECOGNITION:** Years of service and birthday notifications
- B. **CHIEFS REPORT:** Chief Trayer 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



HELLSGATE FIRE DISTRICT

BOARD OF DIRECTORS

NOTICE OF REGULAR MEETING

March 19, 2025

3. FINANCIAL REPORTS

A. FEBRUARY 2025: Business Manager Lecher to review February financial reports

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 Meeting Minutes of February 19, 2025

B. DONATION – Station 21 Remodel Donation

1. Discussion/Possible Action: Review and approval of donation funds for station 21 remodel.

C. MEET & CONFER – Memorandum of Understanding for FY 2026

1. Discussion/Possible Action: Begin review process for next fiscal year memorandum of understanding.

D. 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 proposed changes to the Personnel Policies

E. STRATEGIC PLANNING – Strategic Planning

1. Discussion/Possible Action: Form a committee to start a Strategic Plan for the Fire District

6. PUBLIC FORUM

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



HELLSGATE FIRE DISTRICT

BOARD OF DIRECTORS

NOTICE OF REGULAR MEETING

March 19, 2025

7. ADJOURNMENT

Angie Lecher, On behalf and with Permission of Board Chair, Lisa Lamoureux

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: 3/13/2025

Time: 5:00 PM



**HELLSGATE FIRE DISTRICT
FIRE BOARD REGULAR MEETING
March 19, 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 Clerk John Jackson at 5:44 PM on Wednesday, March 19, 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 (via Zoom); 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: Jamie Trayner and Sean Minniss; via zoom: Cris Lecher

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

B. AWARDS & RECOGNITION

Martha Bartlett have birthdays in March and Angie Lecher and Dave Wells have hireversary with the district.

C. CORRESPONDENCE

None.

3. FINANCIAL REPORTS

A. FEBRUARY 2025

Business Manager Lecher presented an overview of the status of the FY2025 financial reports. Discussion on February 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 Member Fitch to approve the February 2025 financial reports as provided by Business Manager Lecher.

MOTION SECONDED by Member Lloyd

MOTION CARRIED 4/0



**HELLSGATE FIRE DISTRICT
FIRE BOARD REGULAR MEETING
March 19, 2025**

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

4. PUBLIC FORUM

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

None.

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 February 19, 2025

MOTION by Member Fitch to approve the consent agenda items.

MOTION SECONDED by Member Lloyd

MOTION CARRIED 4/0

B. DONATION – Station 21 Remodel Donation

1. Board members reviewed the donation for Station 21 remodel scope of work. Chief Trayner explained the process, what projects were to be addressed and the total amount of the donation.

MOTION by Member Fitch to approve the acceptance of the donation to complete the remodel as proposed in the acceptance.

MOTION SECONDED by Member Lloyd

MOTION CARRIED 4/0

C. MEET & CONFER – Memorandum of Understanding for FY 2026

1. Board members reviewed the requests from labor for the next fiscal year budget planning along with Chief Trayner's response to their request. Board was provided a current copy of the MOU for consideration of adopting a new one for next fiscal year.

DISCUSSION ONLY

D. 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. Discussions were held regarding the stipends provided to full-time staff and how they would be paid. Each policy will be revised for wording and final approval next month.

DISCUSSION ONLY



**HELLSGATE FIRE DISTRICT
FIRE BOARD REGULAR MEETING
March 19, 2025**

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

E. STRATEGIC PLANNING – Strategic Planning

1. Board members discussed forming a committee to make strategic plans for the district.

Discussions regarding how many members of the committee would be named and who wished to be part of this committee.

MOTION by Chair Lamoureux to form a strategic committee with herself, Clerk Jackson, Chief Trayner, Business Manager Lecher and one suppression staff member as the committee board.

MOTION SECONDED by Clerk Jackson

MOTION CARRIED 4/0

6. PUBLIC FORUM

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

None.

7. ADJOURNMENT

Board Clerk Jackson called for an adjournment.

MOTION by Member Fitch to adjourn the meeting.

MOTION SECONDED by Clerk Jackson

MOTION CARRIED 4/0

The meeting adjourned at 6:51 PM

Respectfully Submitted, Angie Lecher, Business Manager