



# HELLSGATE FIRE DISTRICT

BOARD OF DIRECTORS

NOTICE OF REGULAR MEETING

December 18, 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, December 18, 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. PROMOTION CEREMONY

- A. **PROMOTION:** Joe Lynch promotion to Engineer

### 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. **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)
- B. **AWARDS & RECOGNITION:** Years of service and birthday notifications
- C. **CORRESPONDENCE:** None



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## 4. FINANCIAL REPORTS

**A. NOVEMBER 2024:** Business Manager Lecher to review November 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 November 13, 2024
2. Special Meeting Minutes of December 13, 2024

### B. MEETING DATES – Meeting Dates of 2025

1. Discussion/Possible Action: Set meeting dates for 2025 for posting notice

### C. CONFLICT OF INTEREST – Annual Declarations

1. Discussion/Possible Action: Board members to declare any conflicts of interest

### D. BOARD TRAINING – A.R.S. §48-803(H)

1. Discussion: New board members to register for required training courses

### E. PSPRS BOARD – Appointment per A.R.S. §38-847(A)(3)

1. Discussion/Possible Action: Board to appoint a citizen whom has experience in personnel administration for a 4 year term.

### F. AUDIT – Fiscal Year 2024 Audit

1. Discussion: Review of draft audit

### G. HANDBOOK & BYLAWS – Governing Board Handbook & Bylaws

1. Discussion/Possible Action: Review draft Governing Board Handbook & Bylaws

### H. RESOLUTION 2024-008 – Sale of Surplus Support Vehicle

1. Discussion/Possible Action: Review of Resolution 2024-008 Sale of Surplus Support Vehicle



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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 actions will be taken in executive [closed] session unless the candidate elects a public [open] session.

### A. EMPLOYMENT – Fire Chief Candidates

1. Discussion: Board to continue their review of each candidate and discuss their qualifications/candidacy for the position of Fire Chief.

## 8. SPECIAL BUSINESS

### A. APPOINTMENT – Full-Time Fire Chief

1. Discussion/Possible Action: Appointment of Full-Time Fire Chief.

### B. CONTRACT – Full-Time Fire Chief

1. Discussion/Possible Action: Contract for Full-Time Fire Chief

## 9. 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.*

## 10. 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: 12/16/2024

Time: 5:00 PM



**Hellsgate Fire District  
Board Meeting Action Notice  
Regular Meeting  
December 18, 2024**

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**1. CALL TO ORDER**

Meeting was called to order at: 5:30 PM

Board Members Present: Chair Lisa Lamoureux, Clerk John Jackson, Member Nick Fitch, and Member Allison Lloyd

Board Members Absent: None

Public: Jamie Trayner, Joe Lynch, Jeff Yungkans, Ilyas Sekandari; via zoom: Cris Lecher, Bobbi Doss

**2. PROMOTIONAL CEREMONY**

Delayed to next month

**3. REPORTS & CORRESPONDENCE**

No action taken

**4. FINANCIAL REPORTS**

**MOTION** by Member Fitch to approve the November 2024 financial reports as provided by Business Manager Lecher.

**MOTION SECONDED** by Chair Lamoureux

**MOTION CARRIED 4/0**

**5. PUBLIC FORUM**

No action taken

**6. REGULAR BUSINESS**

**A. CONSENT AGENDA**

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

**MOTION SECONDED** by Clerk Jackson

**MOTION CARRIED 4/0**

**B. MEETING DATES – Meeting Dates of 2025**

**MOTION** by Chair Lamoureux to approve the meeting dates as detailed in the Public Notice of Meeting 2025.

**MOTION SECONDED** by Member Lloyd

**MOTION CARRIED 4/0**



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**C. CONFLICT OF INTEREST – Annual Declarations  
DISCUSSION ONLY**

**D. BOARD TRAINING – A.R.S. §48-803(H)  
DISCUSSION ONLY**

**E. PSPRS BOARD – Appointment per A.R.S. §38-847(A)(3)**  
**MOTION** by Chair Lamoureux to appoint Business Manager Angie Lecher as the citizen at large with personnel administration experience per A.R.S. §38-847(A)(3).  
**MOTION SECONDED** by Member Fitch  
**MOTION CARRIED 4/0**

**F. AUDIT – Fiscal Year 2024 Audit  
DISCUSSION ONLY**

**G. HANDBOOK & BYLAWS – Governing Board Handbook & Bylaws  
DISCUSSION ONLY**

**H. RESOLUTION 2024-008 – Sale of Surplus Support Vehicle**  
**MOTION** by Member Fitch to approve Resolution 2024-008 Sale of Surplus Support Vehicle.  
**MOTION SECONDED** by Member Lloyd  
**MOTION CARRIED 4/0**

**7. EXECUTIVE SESSION**

**A. EMPLOYMENT – Fire Chief Candidates**

**MOTION** by Clerk Jackson to enter into executive session to discuss Wes Trayner's candidacy for the position of Fire Chief.

**MOTION SECONDED** by Member Lloyd

**MOTION CARRIED 4/0**

\*Board entered into executive session at 6:12 PM

\*Board resumed public session at 6:38 PM



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**8. SPECIAL BUSINESS**

**A. APPOINTMENT – Full-Time Fire Chief**

**MOTION** by Chair Lamoureux to offer conditional employment to Wes Trayner for the full-time position of Fire Chief to be finalized upon successful completion of a background, physical and mental health evaluations, PSPRS preexisting condition notification and contract negotiation.

**MOTION SECONDED** by Clerk Jackson

**MOTION CARRIED 4/0**

**B. CONTRACT – Full-Time Fire Chief**

**MOTION** by Chair Lamoureux to have herself work with Business Manager Lecher and Wes Trayner to gather any requests being made for consideration under the contract. Review of Board and Wes Trayner's requests will be presented to the District Attorney Thomas Benavidez prior to adoption. This will be presented to the board at the January 22, 2025 regularly scheduled meeting.

**MOTION SECONDED** by Member Lloyd

**MOTION CARRIED 4/0**

**9. PUBLIC FORUM**

No action taken.

**10. ADJOURNMENT**

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

**MOTION SECONDED** by Clerk Jackson

**MOTION CARRIED 4/0**

Meeting Adjourned at: 6:45 PM