

**HIDDEN VALLEY FIRE DISTRICT  
REGULAR BOARD MEETING  
PUBLIC NOTICE**

**December 21st, 2023 - 4:30 P.M.**

The Hidden Valley Fire District Board will meet for a Regular Board Meeting at 4:30 on December 21st, 2023. via video conference call. Call in details will be available on the posted agenda for public participation.

The topics and any variables related thereto referenced in the agenda (attached hereto) will be subject to Board consideration, discussion, approval or other action. The Fire District Board may vote to go into Executive Session on any agenda item pursuant to A.R.S. 38-431.03. for legal advice

**A SIGN IN EMAIL ADDRESS WILL BE MADE AVAILABLE BEFORE THE MEETING FOR MEMBERS OF THE PUBLIC WISHING TO SPEAK UNDER THE FOLLOWING:**

- ***Call to the Public*** - According to the Arizona Open Meeting Law; the District Board can only discuss matters listed on the meeting agenda. There will be a general “Call to the Public” during which members of the public can present comments/opinions regarding their particular issues. Comments must be limited to three (3) minutes. Members of the Board may not respond to these comments unless they are personal criticism directed at a particular member. Board members are permitted to direct staff to review the matter or ask that it be put on a future agenda.
- ***Agenda Items*** - Members of the public can comment on items that are already on the agenda. The Chair will recognize the public at the appropriate time and comments must be limited to three (3) minutes. The Board can respond to and discuss these comments.

The Chair reserves the right to preserve order and decorum throughout the meeting in an appropriate manner and to change or alter the order of the Agenda. Reasonable accommodations will be made for the hearing/physically impaired upon at least a 24-hour prior notification to the District Administrator at 520.940.2338

**AGENDA: (See Attached)**

**Dated this 5<sup>th</sup> day of December 2023**

***Signature on file***

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**Lee Altar, Chair  
Hidden Valley Fire District**

# Regular Fire Board Meeting

December 21<sup>st</sup> at 4:30 P.M. 2023  
Via Video Conference

To Join Meeting please email [sdavis@esmconsulting.org](mailto:sdavis@esmconsulting.org) and a link will be sent to you.

Meeting is conducted on Microsoft Teams

## Agenda

- I. **CALL TO ORDER / ROLL CALL** – Lee Alter, Chair
- II. **CALL TO THE PUBLIC**
- III. **CLERKS REPORT**
  - A. Approval of Minutes - Regular Meeting October 26th, 2023
- IV. **RURAL METRO CHIEF’S REPORT** – Fire Chief Karl Isselhard
  - A. Staffing and Activities
- V. **ADMINISTRATIVE REPORT** – Administrator Simon Davis
  - A. Financials – Presentation of the October and November 2023 Financial Reports
  - B. Approval of the October and November 2023 Financial Reports
- VI. **OLD BUSINESS** –
  - A. Discussion and Action on Approving the Fire District By-Laws - Davis
- VII. **NEW BUSINESS** –
  - A. Discussion and Action on establishing a District Bank Account - Davis
- VIII. **FUTURE AGENDA ITEMS**
- IX. **ANNOUNCEMENTS**
  - A. AFDA Conference January 10<sup>th</sup> -12<sup>th</sup>
  - B. Next Meeting February 22<sup>nd</sup> in Person
- X. **ADJOURN REGULAR MEETING**

# Hidden Valley Fire District

## Minutes of the October 26<sup>th</sup>, 2023, Board Meeting

1. Call to Order and Roll Call: The regular meeting of the Hidden Valley Fire District Governing Board held at 4545 N Sabino Mountain Dr. was called to order by Chairman Alter at 16:30. All Board members were present. Also in attendance was Chief Karl Isselhard and Chief Karlic of Rural Metro and Administrator Simon Davis.
2. Call to the Public: No requests or call ins were made.
3. Reading and Approval of Minutes: Minutes of the August 24th regular meeting was presented for approval by Mr. Davis. Mr. Milward made a motion to approve the minutes as written, Mr. Flores seconded the motion. The motion passed unanimously.
4. Rural Metro Chief's Report:  
Chief Isselhard updated the Board on the Rural Metro run statistics and staffing for the responding units. He also gave an update on staffing and the Fire Academy graduation coming up in a few weeks. He also advised that there was a new engine now based out of Station 74.
5. Administrative Report:  
Financials - Mr. Davis presented the August and September financials for Board review and analysis, Mr. Alter made a motion to approve the presented financials and Mr. Milward seconded. Motion passed unanimously.
6. Old Business:
  - A. Discussion was held on opening a District bank account but was tabled for a future meeting once the new District Board By-Laws were in place to direct how the account would be used.
7. New Business:
  - A. Discussion was held on the draft Board By-Laws presented by Mr. Davis. Mr. Milward made a motion to submit the draft to the District's Attorney (Mr. Benavidez) for legal review prior to the Board adoption. Chairman Alter seconded and the motion passed unanimously. Mr. Davis advised he would send them to the Attorney and have them back for the next meeting.
  - B. Presentation and discussion was held on the District's annual report Mr. Davis advised he would have it posted per statute and submitted to the County. No Board action.
  - C. Mr. Davis made a brief presentation on what the Fire District Assistance Tax is and how it affects the district and community residents. No Board action taken.
8. Future Agenda items discussed.
  - A. Board Bylaws

The next meeting will be on December 21<sup>st</sup> at 16:30 and be held by video conference (links to be posted closer to the meeting)

With no further action being taken the Meeting was Adjourned at 17:33

# Hidden Valley Fire District

## Monthly Financial Report

ARS 48 § 805

October 2023

### Key Points

#### Revenue

- Beginning Balance - \$160,120.86
- County Real Estate/PP Tax for the month of October - \$76,548.36
- Fire District Assistance Taxes - \$14,755.63
- Interest earned - \$425.63

Total Monthly Revenue \$91,729.62

#### Expenses

- ESM Administration Fees and Reimbursement \$6,454.69

#### Ending Balance

- Ending Balance \$245,395.79

# Hidden Valley Fire District

## Monthly Financial Report

ARS 48 § 805

November 2023

### Key Points

#### Revenue

○ Beginning Balance -	\$245,395.79
○ County Real Estate/PP Tax for the month of November -	\$51,222.39
○ Fire District Assistance Taxes -	\$11,806.58
○ Interest earned -	\$716.08
Total Monthly Revenue	\$63,745.05

#### Expenses

○ R/M Annual Contract 1 <sup>st</sup> Payment	\$182,952.00
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#### Ending Balance

○ Ending Balance	\$126,188.84
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