



PUBLIC NOTICE
PUBLIC HEARING FOR BUDGET AND
REGULAR BOARD MEETING AGENDA
Wednesday, November 20, 2019
Station 37, 5500 N Fort Valley Road, 3:00 p.m.

Pursuant to A.R.S. 38-431.01, notice is hereby given to the Board of Directors and the general public that the Summit Fire District will hold a Regular Meeting open to the public. The Governing Board of Summit Fire & Medical District will meet in **Regular Session on Wednesday, November 20, 2019, at 3:00 p.m. The meeting will be held at the District Station 37, 5500 N. Fort Valley Road, AZ 86004.** Members of the Governing Board will attend either in person or telephonically. The Board may vote to go into Executive Session on any agenda item, pursuant to ARS 38-431.03(A)(3) Discussion or consultation for legal advice with the county attorney or attorneys of the public body. **All items are set for possible action.**

1. CALL TO ORDER
2. ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM
3. PLEDGE OF ALLEGIANCE

4. CALL TO THE PUBLIC

The Chairman shall announce this portion of the District Board meeting as a Call to the Public which is for public input/comment. The Chairman shall ask those wishing to address the Board to raise their hand so they may be recognized. They must state their name and address for the record. Individuals addressing the Board are typically limited to three minutes for their comments. The Governing Board cannot discuss or take legal action on any issues raised during the Public Forum unless they are agendaized due to restrictions of the Open Meeting Laws. However individual Board members may be permitted to respond to criticism directed to them. Therefore, pursuant to A.R.S. 38-431.01(H), action taken as a result of public comment on non-agendaized topics will be 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. If warranted, issues raised may be placed on the agenda of a future meeting.

5. CONSENT AGENDA – Items on the consent agenda are of a routine nature or have been previously studied by the Governing Board. Items on the Consent agenda are intended to be acted upon in one motion unless the Board wishes to hear any of the items separately.
 - a. Discussion and Approval of the Regular Board Meeting Minutes of October 16, 2019
 - b. Approval of Reconciliations and Financial Reports for October 2019



6. Current Events Summaries, Reports, and/or Correspondence— In accordance with A.R.S. 38-431.02(K), the Board shall not propose, discuss, deliberate, or take legal action on any matter in the following summaries:
 - a. Monthly Department Updates – On-Duty BC, Chief Wilson, Chief Gaillard
 - b. Local 1505 Update
 - c. Other Items
7. **NEW BUSINESS / ACTION ITEMS - Public Comment:** Public comment/input is welcomed after each agenda item of New Business/Action Items and Unfinished Business. Individual comments are limited to two minutes per individual and must pertain to the specific agenda item
 - a. Review discuss and possible action on direction for Administration to solicitate request for proposals from auditors on behalf of the Fire Board.
 - b. Review discuss and possible action on Intergovernmental Agreement for Joint Hiring and Promotional processes with City of Flagstaff and Highlands Fire District.
 - c. Review discuss and possible action on accepting Governor's Office of Highway Safety Grant for Emergency Medical Services Equipment (Cutter, Spreader, Charger, Battery) for \$22,905
 - d. Review discuss and possible action on PO 20069 to replace flooring at Station 37.
 - e. Review discuss and possible action on Line of Credit Declaration for 2020
 - f. Topic of the month with Chief Staskey
 - g. Discuss possible agenda items for next month's board meeting. Pursuant to A.R.S. 38-431.01(H) action taken by a majority of the board, as a result of a suggested possible agenda items on non-agendized topics will be limited to directing staff to study or to put on the agenda for next month.
8. **FIRE BOARD COMMENTS-** Board Member comments are meant to inform and clarify. No actions will be taken. Only Board Members can speak.
9. **ADJOURNMENT**

Posted: November 19, 2019

The complete packet of information from the Board meetings or portions thereof is available from the Administrative Office upon completion of a Public Records Request. The District Administrative Office is accessible to the handicapped. In compliance with the Americans with Disabilities Act (ADA), those with special needs, such as large-type face print or other reasonable accommodations may request those through the Summit Fire and Medical District Administrative Offices (928-526-9537) at least twenty-four hours before the meeting.



**MINUTES
REGULAR BOARD MEETING
Wednesday, October 16, 2019
Station 32, 8905 Koch Field Road, 3:00 p.m.**

(Agenda items may have been taken out of order at the discretion of the Board Chairman)

1. CALL TO ORDER

Chairman Jim Daskocil called the Regular Board Meeting to order at 3:02 PM.

2. ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

A quorum of the Board Member were present.

Members Present: Chairman Jim Daskocil, Board Clerk Jim Timney, Member Rick Parker, Member Mike Milich, Member Don Woods

Administration: Fire Chief Mark Gaillard, Deputy Chief Pat Staskey, Administrative Officer Chris Gioia, Administrative Assistant Tammy Schieffer

Public: Jennifer Frank with Hinton Burdick, Sarah Benatar and Sue Walka with Coconino County Treasures Office

3. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

4. CALL TO THE PUBLIC – No public response

5. CONSENT AGENDA

- a. Discussion and Approval of the Regular Board Meeting Minutes of September 2019
- b. Approval of Reconciliations and Financial Reports for September 2019

Administrative Officer Gioia answered any questions from the Board regarding the Minutes of September 18, 2019, and Reconciliations and Financial Reports for September 2019.

Board Clerk Timney motions that the Minutes of September 18, 2019, and the Reconciliations and Financial Report for September 2019 be approved. Board Member Milich seconded the motion.

Vote conducted. **MOTION PAST ALL IN FAVOR**

Ayes: Daskocil, Timney, Parker, Milich, Woods

Nays: None



6. Current Events Summaries, Reports, and/or Correspondence

a. Monthly Department Updates

XO Captain Deck:

- Presented the run report for August 2019
- 2 off district wildland assignments for Line Medics
- 3 significant calls including a call to Twin Arrows for a wall falling on a patient that included Special Ops Team from Station 3; Dirt Bike accident able to approach with UTV from Station 33 to transport out to Guardian; Motor vehicle accident on Leupp Road handled by Station 32 and Station 3, since Station 31 was on I40 with a semi rollover at the same time.

Fire Chief Gaillard:

- Presented Firefighter of the Year XO Captain Duane Deck to the fire board. XO Captain was honored at the Exchange Club luncheon earlier that week.

b. Local 1505 Update

Engineer Jeff Miner:

- Operationally we are good
- Currently there is a Type 3 Engine in CA on Wildland Assignment
- Good fundraising for our Thanksgiving families

c. Other Items – No Other Items

7. NEW BUSINESS / ACTION ITEMS

- a. Review discuss and possible action on approving 2018/2019 Audit as presented – Jennifer Frank, CPA, CFE, CGFM, Hinton Burdick

Jennifer Frank, from Hinton Burdick presented the findings of the 2018/2019 Audit to the board and answered any questions. (A copy of the audit can be found in the board packet)

Board Member Parker motioned to accept the 2018/2019 Audit as presented. Board Member Milich seconded the motion.

Voted conducted. **MOTION CARRIED ALL IN FAVOR**

AYES: Dorskocil, Timney, Parker, Milich, Woods
NAYES: None



- b. Review discuss and possible action on transfer of funds from delinquent account to Emergency Fund for possible payment to Transwestern. - Sarah Benatar, Coconino County Treasurer will be in attendance to answer any questions the Board may have.

Coconino County Treasurer Sarah Benatar presented to the board Transwestern Pipeline is requesting their tax monies be refunded to them. This was the same thing that happened in 2014. 2010 to 2014 was settled out of court. They are requesting the same thing for 2016 to 2019. The refund is on hold for a year or so. Interest is not passed onto the districts. No attorney fees will be charged either, only the tax due. County Treasurer Benatar answered any questions from the board.

Board Member Parker motioned the transfer of funds from delinquent account to Emergency Fund for possible payment to Transwestern. Board Member Milich seconded the motion.

Voted conducted. **MOTION CARRIED ALL IN FAVOR**

AYES: Doskocil, Timney, Parker, Milich, Woods
NAYES: None

- c. Review discuss and possible action on the sell of property at Station 31 to Jean Libby.

This has been tabled until a more legal representation with solid proposal from realtor, and lawyer. It is Jacob Burkins property. Jean Libby will need legal authority on behalf of Jacob Burkins.

- d. Review discuss and possible action on adopting Community Room User Agreement

Administrative Officer Gioia presented to the board and answered any questions regarding adopting Community Room User Agreement. This increases the Yearly Rental to \$120.

Board Member Milich motioned to adopt the new Community Room User Agreement, Board member Parker seconded the motion.

Voted conducted. **MOTION CARRIED ALL IN FAVOR**

AYES: Doskocil, Timney, Parker, Milich, Woods
NAYES: None



- e. Review discuss and possible action on approving IGA for Regional Training Coordinator Extension 1

Fire Chief Gaillard presented to the board and answered and questions. This is a 5 year renewal for the Regional Training Coordinator.

Board Member Parker motioned to approve the Inter-Governmental Agreement for Regional Training Coordinator Extension 1. Board Clerk Timney seconded the motion.

Voted conducted. **MOTION CARRIED ALL IN FAVOR**

AYES: Dorskocil, Timney, Parker, Milich, Woods
NAYES: None

- f. Review discuss and possible action on approving transfer of funds from Operations to Capital account.

Administrative Officer Gioia presented to the board and answered any questions. This is used to pay for the Tahoe. This is the transfer for the county. The 2000 Ford sold for help to pay.

Board Member Parker motioned to approve the transfer of funds from Operations to Capital account. Board Member Milich seconded the motion.

Voted conducted. **MOTION CARRIED ALL IN FAVOR**

AYES: Dorskocil, Timney, Parker, Milich, Woods
NAYES: None

- g. Topic of the month with Chief Staskey There was no Topic of the Month.
h. Discuss possible action items for next months board meeting.

There was a discussion of possibly putting on next months board meeting addressing climate change that Summit Fire should be considering relative to climate change, since the City of Flagstaff is addressing it. Chief Gaillard will write an informational board memorandum. Then discuss about moving forward.

8. FIRE BOARD COMMENTS

Board Member Parker: I appreciate all the work administration and operations do. All the work operations does on the line. I hear a lot of comments out; people are appreciative of the fire department and professionalism you all show when you are out.

Board Chairman Dorskocil: It is heading in the right direction. The change in the last 5 years is phenomenal for this place.



9. ADJOURNMENT

Board Member Parker motioned to adjourn the regular board meeting. Board Clerk Timney seconded the motion.

Voted conducted. MOTION CARRIED ALL IN FAVOR

AYES: Daskocil, Timney, Parker, Milich, Woods
NAYES: None

The regular board meeting was adjourned at 4:48pm.

Respectfully submitted

Tammy Schieffer, Administrative Assistant



Summit Fire and Medical District Request for Proposals – Auditing Services

Issuance Date: December 1, 2019
Closing Date: February 3, 2020
Closing Time: 12:00 p.m.

Subject: Request of Proposal for Audit Services for Fiscal Years 2019/2020, 2020/2021, and 2021/2022

The Summit Fire and Medical District is seeking proposals from qualified firms to provide annual audit services beginning with fiscal year 2019/2020 and for two additional fiscal years (20/21, 21/22). The Summit Fire and Medical District (SFMD) desire an audit in compliance with applicable generally accepted auditing standards promulgated by the Government Accounting Standards Board (GASB). The audit and accompanying financial statements are to be prepared by the independent auditor and in compliance with the requirements of Arizona Revised Statute §48-253.

The annual audit will include an audit on the financial statements of the governmental activities, each major fund and the aggregated remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of SFMD. Audits must start no later than two months after the end of the fiscal year. Audits must be presented in person to the SFMD Governing Board at a regular board meeting, no later than five months after the close of the fiscal year.

If your audit firm is interested and is available during the timeframe, please submit your technical proposal and cost proposals. The cost proposal must be submitted as a separate attachment.

Your proposal must include and will be evaluated based on the following criteria:

- Past performance including timeliness, and quality of work.
- Past experience with Special Taxing District/Fire Districts.
- Proposed audit team with their proposed level of efforts on the engagement and qualifications.
- Proposed completion schedule.
- Proposed cost.
- A copy of your Peer Review
- Three references from any of the following, Fire Districts, Special Districts, or Government organizations that you have performed audits for.

The selection of the audit firm is the sole discretion of SFMD Governing Board and the governing board reserves the right to reject any and all proposals for auditing services. Past audits are available at www.summitfiredepartment.org. Proposals should be in a sealed envelope addressed to Summit Fire and Medical District, Attention SFMD Fire Board – Audit Services Proposal, 8905 Koch Field Road, Flagstaff, AZ 86004. Interested firms may contact Chris Gioia, Administrative Officer at chris@sfmd.org for more information.

Company	Address	City	State	Zip	Phone
Accounting Professionals LLC	16841 N. 31st Ave Ste 161	Phoenix	AZ	85053	602-430-5539
Alyx Cohan, CPA PC	8296 E. State Route 69, Suite 102	Prescott Valley	AZ	86314	928-771-9907
BDO USA LLP	2555 E. Camelback Road Ste 750	Phoenix	AZ	85016	610-406-7796
Clifton Larson Allen LLP	20 E. Thomas Road Ste 230	Phoenix	AZ	85012	
Dobridge & Company PC	1930 S. Alma School Road, Suite A-214	Mesa	AZ	85210	623-341-9050
Fester & Chapman P.C.	111 E. Oak Ave #37	Flagstaff	AZ	86001	928-774-0713
Grant Thornton LLP	2398 E. Camelback Road Ste 600	Phoenix	AZ	85016	602-474-3450
Haynie & Company	603 N. Beaver Street	Flagstaff	AZ	86001	928-433-6055
Heinfeld Meech & Co., P.C.	751 E. Pine Knoll Drive #1201	Flagstaff	AZ	86001	928-774-4201
Henry+Horne	7098 E. Cochise Road, Ste 100	Scottsdale	AZ	85253	480-483-1170
Hinton Burdick CPAs & Advisors	1757 E. Baseline Road #104	Gilbert	AZ	85233	480-633-5793
Kaiser & Carolin, P.C. CPAs	8767 E. Via De Ventura Ste 270	Scottsdale	AZ	85258	
Loren Cunningham Auditing	2200 E. Cedar Ave #5	Flagstaff	AZ	86004	928-526-8442
Lumbard & Associates PLLC	4143 N. 12th St Ste 100	Phoenix	AZ	85014	
Matthew B. McClure CPA PLLC	8603 E. Royal Palm Road #130	Scottsdale	AZ	85258	602-334-1898
Priscilla A. Chesler CPA PC	501 E Plaza Circle Ste 1	Avondale	AZ	85340	623-935-1080
REDW LLC	5353 N. 16th Ste 200	Phoenix	AZ	85016	
Saunders Company LTD	6008 W. Cortez St	Glendale	AZ	85304	602-476-8660
SC Audit & Accounting Solutions, LLC	1565 Plaza West Drive	Prescott	AZ	86303	928-778-6760
Seely, Mullins & Associates, PC	7141 N. 51st Ave C	Glendale	AZ	85301	623-939-7581
Shutte & Hilgendorf PLLC	2086 Willow Creek Road	Prescott Valley	AZ	86301	928-778-0079
Walker & Armstrong LLP	3838 N. Central Ave, Suite 1700	Phoenix	AZ	86012	602-230-1040
West Christensen CPA	705 N. Beaver Street	Flagstaff	AZ	86001	928-774-3636

Proposals to 2017 RFP for Auditing Services

Company	City	FY 2017	FY 2018	FY 2019	Total	Notes
Fester & Chapman P.C.	Scottsdale	\$ 11,380.00	\$ 11,800.00	\$ 12,300.00	\$ 35,480.00	Includes Travel, Meals & Lodging
Heinfeld Meech	Flagstaff	\$ 15,000.00	\$ 15,500.00	\$ 16,000.00	\$ 46,500.00	Could exceed
Henry + Horne	Tempe	\$ 13,520.00	\$ 13,520.00	\$ 13,520.00	\$ 40,560.00	Includes Travel, Meals & Lodging
Hinton Burdick CPA's	Flagstaff	\$ 9,900.00	\$ 10,200.00	\$ 10,500.00	\$ 30,600.00	Not to exceed
Lumbard & Associates PLLC	Phoenix	\$ 11,500.00	\$ 12,100.00	\$ 12,700.00	\$ 36,300.00	Original Proposal
Lumbard & Associates PLLC	Phoenix	\$ 9,500.00	\$ 9,800.00	\$ 10,100.00	\$ 29,400.00	After discount - All inclusive
Walker & Armstrong LLP	Phoenix	\$ 15,000.00	\$ 15,500.00	\$ 1,600.00	\$ 32,100.00	Estimated Fees

Summit Fire and Medical District Fire Board Meeting

Action Consent Agenda 19/20

To: SFMD Fire Board
From: SFMD Administration
Date: November 20, 2019
Title: October Consent Agenda Items

Recommended Action: Approve Minutes and Financial reports
Can be approved all together in one motion

Action Summary: Approve Minutes - Regular Board Meeting Minutes of October 16, 2019
Approve Financial Reports for August

Financial Impacts: Monthly accountability for finances

Relation to Goals: *Minutes – N/A
*Improve and account for the resources of the District both human and capital

Key Considerations: District is 33% through the 2019/2020 fiscal year. Income is at 29.54% and expenses at 28.13%.

We have two fires from California that are in the billing process

Additional Info:

Attachments:	Last Board Meeting Minutes County Warrant Account Petty Cash Income and Expense Westside Capital Fund Emergency Account	Board Report Nation Bank (Wildland Account) Visa Debt Services Accounts Capital Fund
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Fire Board Report
Board Report September 2019

Board Report September 2019

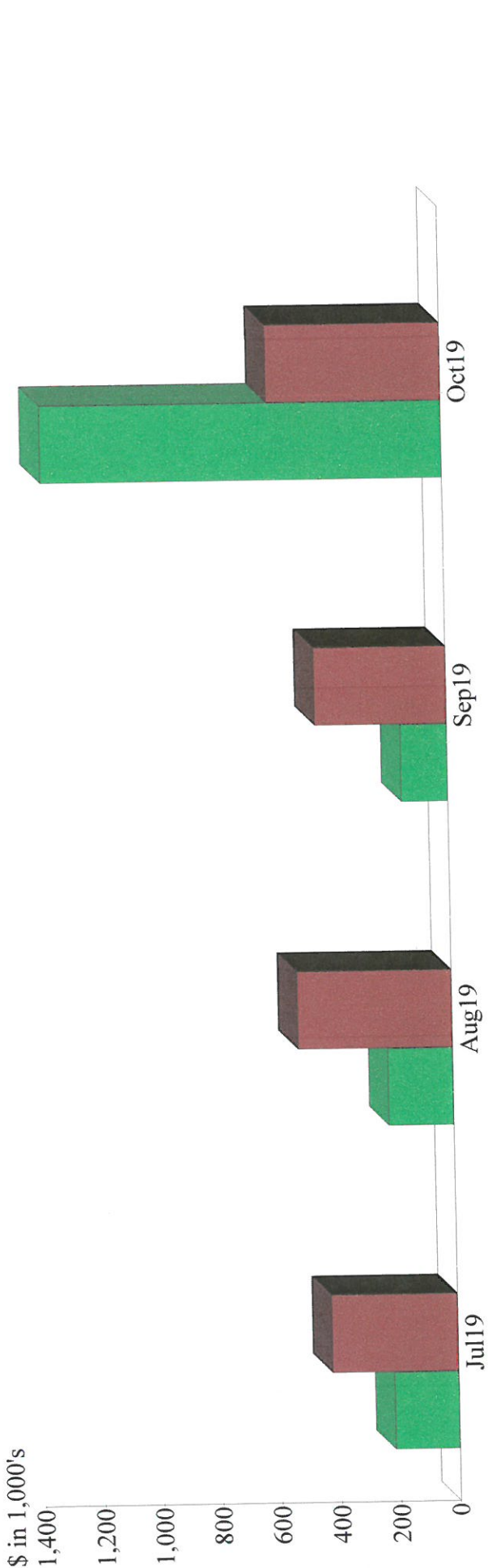
	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense			33% of Fiscal Year	
Income				
1100 TAX REVENUE				
1101 Property Tax	1,261,911.60	4,091,613.00	-2,829,701.40	30.84%
1102 FDAT	110,212.56	360,000.00	-249,787.44	30.62%
1103 Delinquent Property Tax	11,679.03	0.00	11,679.03	100.0%
1100 TAX REVENUE - Other	0.00	0.00	0.00	0.0%
Total 1100 TAX REVENUE	1,383,803.19	4,451,613.00	-3,067,809.81	31.09%
Total 1200 GRANTS	43,361.03	957,039.00	-913,677.97	4.53%
Total 1300 MISC INCOME	518,931.66	1,178,990.15	-660,058.49	44.02%
Total Income	1,946,095.88	6,587,642.15	-4,641,546.27	29.54%
Expense				
Total 2000 PERSONNEL SALARIES	1,140,734.18	3,119,335.18	-1,978,601.00	36.57%
Total 2200 PENSION	330,530.70	1,180,542.81	-850,012.11	28.0%
Total 2300 PAYROLL EXPENSES	44,351.27	238,682.16	-194,330.89	18.58%
Total 2400 PERSONNEL INSURANCE	91,073.48	272,795.52	-181,722.04	33.39%
Total 2500 PROFESSIONAL SERVICES	58,573.32	415,237.00	-356,663.68	14.11%
Total 3000 VEHICLES	36,850.67	80,250.00	-43,399.33	45.92%
Total 3100 EQUIPMENT	14,174.78	54,695.63	-40,520.85	25.92%
3200 SUPPLIES				
Total 3200 SUPPLIES	82,569.21	133,148.33	-50,579.12	62.01%
Total 3300 UNIFORMS/PROT. CLOTHING	7,141.17	86,478.68	-79,337.51	8.26%
Total 4000 UTILITIES	38,744.75	146,148.00	-107,403.25	26.51%
Total 4100 Training and Travel	12,031.14	58,800.00	-46,768.86	20.46%
Total 4200 OWA Expenses	23,122.31	51,975.00	-28,852.69	44.49%
Total 4300 INTERST / FEES	1,946.62	0.00	1,946.62	100.0%
Total 4500 Grant Expenses	0.00	918,000.00	-918,000.00	0.0%
Total 5000 CAPITAL	18,943.04	0.00	18,943.04	100.0%
Total Expense	1,900,786.64	6,756,088.31	-4,855,301.67	28.13%

Balance as of October 31, 2019

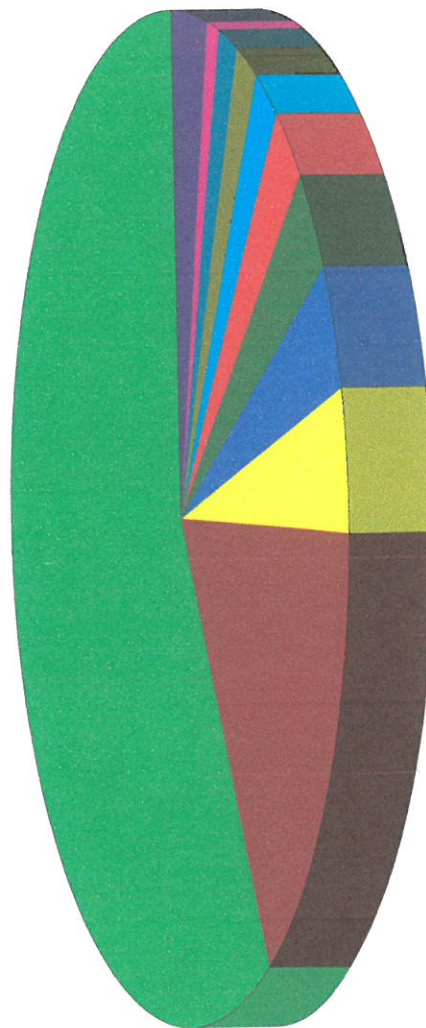
County Account	1,430,641.96
Wildland Account	11,960.00
Petty Cash	1,646.07
Sub Total	1,444,248.03
Visa	-13,945.56
Budget Stablization Fund October 1	1,430,302.47

Emergency Fund	75,768.38
Westside Capital Fund	430,005.63
SFMD Capital Fund	0.00
Debt Service Account for Bond	124,687.97

Income and Expense by Month July through October 2019



Expense Summary July through October 2019



2000 PERSONNEL SALARIES	57.83%
2200 PENSION	16.76
2400 PERSONNEL INSURANCE	4.62
3200 SUPPLIES	4.19
Payroll Expenses	3.63
2500 PROFESSIONAL SERVICES	2.97
2300 PAYROLL EXPENSES	2.25
4000 UTILITIES	1.96
3000 VEHICLES	1.87
4200 OWA Expenses	1.17
Other	2.75
Total	\$1,972,444.25

1:35 PM

11/07/19

Summit Fire District
Reconciliation Summary
101 County Treasurer, Period Ending 10/31/2019

	Oct 31, 19	
Beginning Balance		688,310.65
Cleared Transactions		
Checks and Payments - 119 items	-589,650.16	
Deposits and Credits - 109 items	1,354,122.67	
Total Cleared Transactions	764,472.51	
Cleared Balance		<u>1,452,783.16</u>
Uncleared Transactions		
Checks and Payments - 42 items	-258,664.84	
Deposits and Credits - 12 items	236,523.64	
Total Uncleared Transactions	-22,141.20	
Register Balance as of 10/31/2019		<u>1,430,641.96</u>
New Transactions		
Checks and Payments - 22 items	-36,929.92	
Total New Transactions	-36,929.92	
Ending Balance		<u>1,393,712.04</u>

Balanced Nov 7. 2019 cg

Board Approved

Date: _____

Signature: _____

County Acct

1:35 PM

11/07/19

Summit Fire District

Reconciliation Detail

101 County Treasurer, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						688,310.65
Cleared Transactions						
Checks and Payments - 119 items						
Transfer	06/28/2019			X	-5,697.00	-5,697.00
Bill Pmt -Check	09/12/2019	82000...	AmeriPride Services...	X	-84.38	-5,781.38
Paycheck	09/26/2019	82000...	Cooley, Nathan A	X	-5,029.25	-10,810.63
Bill Pmt -Check	09/26/2019	82000...	Perimeter Solutions ...	X	-4,939.34	-15,749.97
Liability Check	09/26/2019	82000...	Met-Life - Group Be...	X	-3,923.95	-19,673.92
Bill Pmt -Check	09/26/2019	82000...	Hughes Fire Equipm...	X	-2,609.56	-22,283.48
Paycheck	09/26/2019	82000...	Flood, Frederick T	X	-1,862.71	-24,146.19
Bill Pmt -Check	09/26/2019	82000...	Big Bear Heating & ...	X	-1,835.00	-25,981.19
Bill Pmt -Check	09/26/2019	82000...	Extrication Concepts	X	-1,770.00	-27,751.19
Bill Pmt -Check	09/26/2019	82000...	Redburn Tire	X	-1,444.55	-29,195.74
Liability Check	09/26/2019	82000...	AFLAC	X	-1,402.76	-30,598.50
Bill Pmt -Check	09/26/2019	82000...	Fendley & Sons	X	-920.00	-31,518.50
Bill Pmt -Check	09/26/2019	82000...	Nuido Embroidery	X	-478.50	-31,997.00
Bill Pmt -Check	09/26/2019	82000...	Flagstaff Counseling...	X	-340.00	-32,337.00
Bill Pmt -Check	09/26/2019	82000...	Suddenlink	X	-318.76	-32,655.76
Bill Pmt -Check	09/26/2019	82000...	Majestic Counseling,...	X	-300.00	-32,955.76
Check	09/26/2019	82000...	Jake McQuaid	X	-46.39	-33,002.15
Liability Check	10/02/2019		QuickBooks Payroll ...	X	-67,485.90	-100,488.05
Liability Check	10/03/2019	EFT	Public Safety Retire...	X	-38,943.58	-139,431.63
Liability Check	10/03/2019	EFT	United States Treas...	X	-10,237.38	-149,669.01
Liability Check	10/03/2019	EFT	Voya Financial	X	-4,300.92	-153,969.93
Liability Check	10/03/2019	82000...	Nationwide Trust Co...	X	-2,695.82	-156,665.75
Liability Check	10/03/2019	EFT	Health Equity	X	-2,420.66	-159,086.41
Liability Check	10/03/2019	EFT	Arizona Department ...	X	-2,419.09	-161,505.50
Paycheck	10/03/2019	82000...	Luna, Carlos L.	X	-2,267.21	-163,772.71
Liability Check	10/03/2019	EFT	Arizona State Retire...	X	-1,859.38	-165,632.09
Paycheck	10/03/2019	82000...	Slayton, Preston P	X	-1,766.26	-167,398.35
Bill Pmt -Check	10/03/2019	82000...	APS	X	-1,550.22	-168,948.57
Bill Pmt -Check	10/03/2019	82000...	Life Assist, Inc	X	-1,149.38	-170,097.95
Bill Pmt -Check	10/03/2019	82000...	Suddenlink	X	-627.07	-170,725.02
Bill Pmt -Check	10/03/2019	82000...	Mountain Heart Med...	X	-576.24	-171,301.26
Liability Check	10/03/2019	82000...	Support Payment Cl...	X	-463.85	-171,765.11
Bill Pmt -Check	10/03/2019	82000...	Northern Arizona W...	X	-297.00	-172,062.11
Check	10/03/2019	82000...	Carlos Luna	X	-253.00	-172,315.11
Bill Pmt -Check	10/03/2019	82000...	Matador Coffee Roa...	X	-216.00	-172,531.11
Liability Check	10/03/2019	EFT	Colonial Supplement...	X	-190.32	-172,721.43
Bill Pmt -Check	10/03/2019	82000...	Lighthouse	X	-174.49	-172,895.92
Liability Check	10/03/2019	82000...	Nationwide Retirem...	X	-125.00	-173,020.92
Bill Pmt -Check	10/03/2019	82000...	Right Water Hauling...	X	-102.74	-173,123.66
Liability Check	10/03/2019	EFT	Public Safety Retire...	X	-95.16	-173,218.82
Check	10/03/2019	82000...	DeGolier, James-	X	-92.00	-173,310.82
Check	10/03/2019	82000...	Max Wiedemann-	X	-92.00	-173,402.82
Bill Pmt -Check	10/03/2019	82000...	CenturyLink	X	-89.99	-173,492.81
Bill Pmt -Check	10/03/2019	82000...	AmeriPride Services...	X	-82.38	-173,575.19
Bill Pmt -Check	10/03/2019	82000...	Velocity Truck Center	X	-63.67	-173,638.86
Bill Pmt -Check	10/03/2019	82000...	AT&T Mobility	X	-26.64	-173,665.50
Bill Pmt -Check	10/10/2019	82000...	Niles Radio	X	-9,638.28	-183,303.78
Liability Check	10/10/2019		QuickBooks Payroll ...	X	-2,333.75	-185,637.53
Bill Pmt -Check	10/10/2019	82000...	Doney Park Water	X	-1,037.37	-186,674.90
Bill Pmt -Check	10/10/2019	82000...	Extrication Concepts	X	-1,028.89	-187,703.79
Bill Pmt -Check	10/10/2019	82000...	Flagstaff Industrial ...	X	-900.00	-188,603.79
Bill Pmt -Check	10/10/2019	82000...	Right Water Hauling...	X	-460.74	-189,064.53
Bill Pmt -Check	10/10/2019	82000...	APS	X	-263.07	-189,327.60
Check	10/10/2019	82000...	Torsten Palm	X	-259.23	-189,586.83
Bill Pmt -Check	10/10/2019	82000...	QC Office	X	-255.10	-189,841.93
Bill Pmt -Check	10/10/2019	82000...	NAPA	X	-238.05	-190,079.98
Bill Pmt -Check	10/10/2019	82000...	Coconino Auto Supply	X	-230.37	-190,310.35
Bill Pmt -Check	10/10/2019	82000...	Redburn Tire	X	-180.96	-190,491.31
Bill Pmt -Check	10/10/2019	82000...	Babbitt Ford	X	-125.70	-190,617.01
Bill Pmt -Check	10/10/2019	82000...	VFIS of Arizona	X	-125.00	-190,742.01
Bill Pmt -Check	10/10/2019	82000...	Mountain Heart Med...	X	-75.36	-190,817.37
Liability Check	10/11/2019	EFT	United States Treas...	X	-689.06	-191,506.43
Liability Check	10/11/2019	EFT	Arizona Department ...	X	-122.72	-191,629.15
Liability Check	10/16/2019		QuickBooks Payroll ...	X	-75,610.51	-267,239.66
Bill Pmt -Check	10/16/2019	82000...	Benchmark Insuranc...	X	-15,617.00	-282,856.66

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Summit Fire District Reconciliation Detail

101 County Treasurer, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Check	10/16/2019	82000...	National Bank of Ari...	X	-11,810.72	-294,667.38
Bill Pmt -Check	10/16/2019	82000...	BDS Fire Products L...	X	-6,700.00	-301,367.38
Bill Pmt -Check	10/16/2019	82000...	Hinton Burdick	X	-5,500.00	-306,867.38
Bill Pmt -Check	10/16/2019	82000...	Flagstaff IT	X	-3,095.04	-309,962.42
Bill Pmt -Check	10/16/2019	82000...	WEX BANK	X	-2,742.95	-312,705.37
Bill Pmt -Check	10/16/2019	82000...	Firetrucks Unlimited	X	-2,350.00	-315,055.37
Bill Pmt -Check	10/16/2019	82000...	Verizon Wireless	X	-1,591.45	-316,646.82
Bill Pmt -Check	10/16/2019	82000...	Niles Radio	X	-651.59	-317,298.41
Bill Pmt -Check	10/16/2019	82000...	Sam's Club	X	-627.06	-317,925.47
Bill Pmt -Check	10/16/2019	82000...	District Correction	X	-621.90	-318,547.37
Check	10/16/2019	EFT	Spartan	X	-582.11	-319,129.48
Bill Pmt -Check	10/16/2019	82000...	Suddenlink	X	-318.76	-319,448.24
Bill Pmt -Check	10/16/2019	82000...	Right Water Hauling...	X	-100.05	-319,548.29
Bill Pmt -Check	10/16/2019	82000...	Directv	X	-72.63	-319,620.92
Liability Check	10/17/2019	EFT	Public Safety Retire...	X	-41,176.18	-360,797.10
Liability Check	10/17/2019	EFT	United States Treas...	X	-11,856.52	-372,653.62
Liability Check	10/17/2019	EFT	Voya Financial	X	-4,364.39	-377,018.01
Paycheck	10/17/2019	82000...	Luna, Carlos L.	X	-2,962.83	-379,980.84
Liability Check	10/17/2019	EFT	Arizona Department ...	X	-2,749.32	-382,730.16
Liability Check	10/17/2019	82000...	Nationwide Trust Co...	X	-2,719.61	-385,449.77
Liability Check	10/17/2019	EFT	Health Equity	X	-2,420.66	-387,870.43
Paycheck	10/17/2019	82000...	Slayton, Preston P	X	-1,848.15	-389,718.58
Liability Check	10/17/2019	EFT	Arizona State Retire...	X	-1,798.76	-391,517.34
Liability Check	10/17/2019	82000...	Support Payment Cl...	X	-463.85	-391,981.19
Liability Check	10/17/2019	82000...	Nationwide Retirem...	X	-125.00	-392,106.19
Liability Check	10/17/2019	EFT	Public Safety Retire...	X	-99.40	-392,205.59
Bill Pmt -Check	10/23/2019	82000...	Teleflex	X	-1,779.35	-393,984.94
Bill Pmt -Check	10/23/2019	82000...	Performance Advant...	X	-1,726.90	-395,711.84
Bill Pmt -Check	10/23/2019	82000...	Titan propane	X	-851.33	-396,563.17
Bill Pmt -Check	10/23/2019	82000...	Flagstaff Counseling...	X	-595.00	-397,158.17
Bill Pmt -Check	10/23/2019	82000...	Blue Card	X	-346.50	-397,504.67
Bill Pmt -Check	10/23/2019	82000...	Suddenlink	X	-318.97	-397,823.64
Bill Pmt -Check	10/23/2019	82000...	Niles Radio	X	-225.00	-398,048.64
Bill Pmt -Check	10/23/2019	82000...	City of Flagstaff	X	-220.47	-398,269.11
Bill Pmt -Check	10/23/2019	82000...	Lawson Products	X	-144.20	-398,413.31
Bill Pmt -Check	10/23/2019	82000...	Life Assist, Inc	X	-142.71	-398,556.02
Bill Pmt -Check	10/23/2019	82000...	UniSource Energy S...	X	-134.39	-398,690.41
Bill Pmt -Check	10/23/2019	82000...	Fleet Pride	X	-125.18	-398,815.59
Liability Check	10/24/2019	82000...	KAIROS Health Ariz...	X	-22,511.00	-421,326.59
Liability Check	10/24/2019	82000...	Met-Life - Group Be...	X	-3,923.95	-425,250.54
Liability Check	10/24/2019	82000...	AFLAC	X	-1,402.76	-426,653.30
Check	10/24/2019	EFT	Arizona Department ...	X	-264.59	-426,917.89
Liability Check	10/30/2019		QuickBooks Payroll ...	X	-78,073.66	-504,991.55
Liability Check	10/30/2019		QuickBooks Payroll ...	X	-3,690.08	-508,681.63
Liability Check	10/31/2019	EFT	Public Safety Retire...	X	-47,747.23	-556,428.86
Liability Check	10/31/2019	EFT	United States Treas...	X	-15,346.34	-571,775.20
Paycheck	10/31/2019	82000...	Slayton, Preston P	X	-4,506.74	-576,281.94
Liability Check	10/31/2019	EFT	Voya Financial	X	-3,662.50	-579,944.44
Liability Check	10/31/2019	EFT	Arizona Department ...	X	-3,324.09	-583,268.53
Liability Check	10/31/2019	EFT	Health Equity	X	-2,420.66	-585,689.19
Liability Check	10/31/2019	EFT	Arizona State Retire...	X	-1,798.76	-587,487.95
Paycheck	10/31/2019	82000...	Slayton, Preston P	X	-1,766.27	-589,254.22
Liability Check	10/31/2019	EFT	Colonial Supplement...	X	-285.48	-589,539.70
Liability Check	10/31/2019	EFT	Public Safety Retire...	X	-110.46	-589,650.16
Total Checks and Payments					-589,650.16	-589,650.16

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Summit Fire District Reconciliation Detail 101 County Treasurer, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 109 items						
Transfer	09/13/2019			X	31,579.43	31,579.43
Deposit	10/05/2019			X	493.12	32,072.55
Bill Pmt -Check	10/16/2019	82000...	Firetrucks Unlimited	X	0.00	32,072.55
Paycheck	10/17/2019	702983	Jamison Jr., Richard...	X	0.00	32,072.55
Paycheck	10/17/2019	702957	Arthur, Nelson	X	0.00	32,072.55
Paycheck	10/17/2019	702958	Bain, Chuck A.	X	0.00	32,072.55
Paycheck	10/17/2019	702959	Black, William A	X	0.00	32,072.55
Paycheck	10/17/2019	703005	Walker, Michael J.	X	0.00	32,072.55
Paycheck	10/17/2019	702996	Schieffer, Tammy S	X	0.00	32,072.55
Paycheck	10/17/2019	702967	Deck, Duane G.	X	0.00	32,072.55
Paycheck	10/17/2019	702960	Boehm, Stefan R.	X	0.00	32,072.55
Paycheck	10/17/2019	703002	Wiedemann, Max	X	0.00	32,072.55
Paycheck	10/17/2019	703001	Walsh, Brian M	X	0.00	32,072.55
Paycheck	10/17/2019	702961	Brooks, Robert W	X	0.00	32,072.55
Paycheck	10/17/2019	702999	Vargo, Christopher	X	0.00	32,072.55
Paycheck	10/17/2019	703004	Zambeck, Christoph...	X	0.00	32,072.55
Paycheck	10/17/2019	703003	Yount, Kristofer G	X	0.00	32,072.55
Paycheck	10/17/2019	702962	Brown, Rhyan	X	0.00	32,072.55
Paycheck	10/17/2019	702985	Maynard, Jason R	X	0.00	32,072.55
Paycheck	10/17/2019	702963	Burns, Patrick D.	X	0.00	32,072.55
Paycheck	10/17/2019	702964	Christian III, Nikolas J	X	0.00	32,072.55
Paycheck	10/17/2019	702998	Tracy, Jacob	X	0.00	32,072.55
Paycheck	10/17/2019	702965	Cooley, Nathan A	X	0.00	32,072.55
Paycheck	10/17/2019	702966	Daulton, Levi D.	X	0.00	32,072.55
Paycheck	10/17/2019	702980	Greenwalt, David E	X	0.00	32,072.55
Paycheck	10/17/2019	702968	DeGoller, James	X	0.00	32,072.55
Paycheck	10/17/2019	702997	Swatzell, Brandon	X	0.00	32,072.55
Paycheck	10/17/2019	702969	Dougan, Ryland	X	0.00	32,072.55
Paycheck	10/17/2019	702995	Russo, David B.	X	0.00	32,072.55
Paycheck	10/17/2019	702970	Dunlap Jr., William W	X	0.00	32,072.55
Paycheck	10/17/2019	702994	Robinson, Casey L.	X	0.00	32,072.55
Paycheck	10/17/2019	702993	Riggs, Elliott A	X	0.00	32,072.55
Paycheck	10/17/2019	702971	Erickson, Norman P.	X	0.00	32,072.55
Paycheck	10/17/2019	702992	Pickett, Michael E.	X	0.00	32,072.55
Paycheck	10/17/2019	702972	Fennell, Christopher...	X	0.00	32,072.55
Paycheck	10/17/2019	702991	Palm, Torsten H.	X	0.00	32,072.55
Paycheck	10/17/2019	702973	Fischenich, Maxwell	X	0.00	32,072.55
Paycheck	10/17/2019	702974	Fisk, Benjamin J.	X	0.00	32,072.55
Paycheck	10/17/2019	702990	Modrell, Ian P.	X	0.00	32,072.55
Paycheck	10/17/2019	702989	Miner, Jeffrey J	X	0.00	32,072.55
Paycheck	10/17/2019	702976	Gibbs, Matthew L	X	0.00	32,072.55
Paycheck	10/17/2019	702988	McQuaid, Jacob	X	0.00	32,072.55
Paycheck	10/17/2019	702977	Gibbs, Reuben L.	X	0.00	32,072.55
Paycheck	10/17/2019	702987	McIntyre, Jacob P	X	0.00	32,072.55
Paycheck	10/17/2019	702986	McAuley, Mary	X	0.00	32,072.55
Paycheck	10/17/2019	702978	Gioia, Christina	X	0.00	32,072.55
Paycheck	10/17/2019	702975	Flood, Frederick T	X	0.00	32,072.55
Paycheck	10/17/2019	702979	Glazener, Cody R.	X	0.00	32,072.55
Paycheck	10/17/2019	702984	Koehler, Glenn	X	0.00	32,072.55
Paycheck	10/17/2019	702981	Hernandez, Fernand...	X	0.00	32,072.55
Paycheck	10/17/2019	702956	Allen, Michael W.	X	0.00	32,072.55
Paycheck	10/17/2019	702982	Hill, Ryan J.	X	0.00	32,072.55
Deposit	10/24/2019			X	1,013.42	33,085.97
Deposit	10/24/2019			X	3,741.57	36,827.54
Deposit	10/24/2019			X	5,495.40	42,322.94
Deposit	10/24/2019			X	18,569.09	60,892.03
Deposit	10/24/2019			X	102,999.28	163,891.31
Deposit	10/24/2019			X	1,190,231.36	1,354,122.67
Paycheck	10/31/2019	703030	Glazener, Cody R.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703031	Greenwalt, David E	X	0.00	1,354,122.67
Paycheck	10/31/2019	703027	Gibbs, Matthew L	X	0.00	1,354,122.67
Paycheck	10/31/2019	703007	Allen, Michael W.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703032	Hernandez, Fernand...	X	0.00	1,354,122.67
Paycheck	10/31/2019	703026	Flood, Frederick T	X	0.00	1,354,122.67
Paycheck	10/31/2019	703025	Fisk, Benjamin J.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703033	Hill, Ryan J.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703014	Burns, Patrick D.	X	0.00	1,354,122.67

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Summit Fire District Reconciliation Detail 101 County Treasurer, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	10/31/2019	703023	Fennell, Christopher...	X	0.00	1,354,122.67
Paycheck	10/31/2019	703024	Fischenich, Maxwell	X	0.00	1,354,122.67
Paycheck	10/31/2019	703022	Erickson, Norman P.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703035	Koehler, Glenn	X	0.00	1,354,122.67
Paycheck	10/31/2019	703021	Dunlap Jr., William W	X	0.00	1,354,122.67
Paycheck	10/31/2019	703020	Dougan, Ryland	X	0.00	1,354,122.67
Paycheck	10/31/2019	703019	DeGolier, James	X	0.00	1,354,122.67
Paycheck	10/31/2019	703036	Maynard, Jason R	X	0.00	1,354,122.67
Paycheck	10/31/2019	703018	Deck, Duane G.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703037	McIntyre, Jacob P	X	0.00	1,354,122.67
Paycheck	10/31/2019	703045	Russo, David B.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703038	McQuaid, Jacob	X	0.00	1,354,122.67
Paycheck	10/31/2019	703044	Robinson, Casey L.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703039	Miner, Jeffrey J	X	0.00	1,354,122.67
Paycheck	10/31/2019	703017	Daulton, Levi D.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703040	Modrell, Ian P.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703008	Arthur, Nelson	X	0.00	1,354,122.67
Paycheck	10/31/2019	703016	Cooley, Nathan A	X	0.00	1,354,122.67
Paycheck	10/31/2019	703015	Christian III, Nikolas J	X	0.00	1,354,122.67
Paycheck	10/31/2019	703013	Brown, Rhyann	X	0.00	1,354,122.67
Paycheck	10/31/2019	703042	Pickett, Michael E.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703012	Brooks, Robert W	X	0.00	1,354,122.67
Paycheck	10/31/2019	703043	Riggs, Elliott A	X	0.00	1,354,122.67
Paycheck	10/31/2019	703056	McIntyre, Jacob P	X	0.00	1,354,122.67
Paycheck	10/31/2019	703011	Boehm, Stefan R.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703034	Jamison Jr., Richard...	X	0.00	1,354,122.67
Paycheck	10/31/2019	703055	Cooley, Nathan A	X	0.00	1,354,122.67
Paycheck	10/31/2019	703010	Black, William A	X	0.00	1,354,122.67
Paycheck	10/31/2019	703041	Palm, Torsten H.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703046	Schieffer, Tammy S	X	0.00	1,354,122.67
Paycheck	10/31/2019	703054	Zambeck, Christoph...	X	0.00	1,354,122.67
Paycheck	10/31/2019	703047	Swatzell, Brandon	X	0.00	1,354,122.67
Paycheck	10/31/2019	703009	Bain, Chuck A.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703053	Yount, Kristofer G	X	0.00	1,354,122.67
Paycheck	10/31/2019	703048	Tracy, Jacob	X	0.00	1,354,122.67
Paycheck	10/31/2019	703049	Vargo, Christopher	X	0.00	1,354,122.67
Paycheck	10/31/2019	703050	Walker, Michael J.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703051	Walsh, Brian M	X	0.00	1,354,122.67
Paycheck	10/31/2019	703052	Wiedemann, Max	X	0.00	1,354,122.67
Paycheck	10/31/2019	703028	Gibbs, Reuben L.	X	0.00	1,354,122.67
Paycheck	10/31/2019	703029	Gioia, Christina	X	0.00	1,354,122.67
Paycheck	11/04/2019	703057	Johns, Martin R.	X	0.00	1,354,122.67

Total Deposits and Credits	1,354,122.67	1,354,122.67
Total Cleared Transactions	764,472.51	764,472.51
Cleared Balance	764,472.51	1,452,783.16

Uncleared Transactions						
Checks and Payments - 42 items						
Bill Pmt -Check	11/30/2016	Adj	Creekwood Insurance		-28,051.25	-28,051.25
Bill Pmt -Check	11/30/2016	Adj	Audit Adjustment		-16,740.48	-44,791.73
Bill Pmt -Check	11/30/2016	Adj	Farmer's Fitness Re...		-1,257.27	-46,049.00
General Journal	06/29/2017	JE 17-...	Audit		-21,664.99	-67,713.99
Liability Check	10/02/2017	EFT	Arizona Department ...		-414.28	-68,128.27
Check	10/27/2017	EFT	United States Treas...		-782.15	-68,910.42
General Journal	12/26/2017	JE 18-...			-43,746.63	-112,657.05
General Journal	12/27/2017	JE 18-...			-24,054.75	-136,711.80
Check	01/04/2018	80800...	Duane Deck		-80.00	-136,791.80
General Journal	06/30/2018	JE 18-...	Audit Adjustment		-33,638.86	-170,430.66
General Journal	06/30/2018	JE 18-...			-31,782.79	-202,213.45
General Journal	06/30/2018	JE 18-...			-30,941.10	-233,154.55
General Journal	06/30/2018	JE 18-...			-840.00	-233,994.55
Bill Pmt -Check	09/27/2018	80900...	Fendley & Sons		-90.64	-234,085.19
Liability Check	06/26/2019	EFT	Public Safety Retire...		-1,211.48	-235,296.67
Liability Check	08/22/2019	82000...	United Summit Fire ...		-161.00	-235,457.67
Check	08/22/2019	82000...	Max Wiedemann-		-479.00	-235,936.67
Bill Pmt -Check	09/12/2019	82000...	Flagstaff Industrial ...		-64.41	-236,001.08
Check	09/12/2019	82000...	Elliott Riggs			

Summit Fire District Reconciliation Detail

101 County Treasurer, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Liability Check	09/19/2019	82000...	United Summit Fire ...		-1,391.09	-237,392.17
Liability Check	10/03/2019	82000...	United Summit Fire ...		-1,391.09	-238,783.26
Bill Pmt -Check	10/16/2019	82000...	Majestic Counseling,...		-847.50	-239,630.76
Liability Check	10/17/2019	82000...	United Summit Fire ...		-1,391.09	-241,021.85
Bill Pmt -Check	10/23/2019	82000...	Trace Analytics		-428.00	-241,449.85
Bill Pmt -Check	10/23/2019	82000...	Flagstaff IT		-327.52	-241,777.37
Bill Pmt -Check	10/23/2019	82000...	Homco Ace Home C...		-38.20	-241,815.57
Paycheck	10/31/2019	82000...	Luna, Carlos L.		-3,301.98	-245,117.55
Paycheck	10/31/2019	82000...	Robinson, Casey L.		-3,175.68	-248,293.23
Paycheck	10/31/2019	82000...	Glazener, Cody R.		-3,026.07	-251,319.30
Liability Check	10/31/2019	82000...	Nationwide Trust Co...		-2,705.63	-254,024.93
Liability Check	10/31/2019	82000...	United Summit Fire ...		-1,391.09	-255,416.02
Bill Pmt -Check	10/31/2019	82000...	Titan propane		-676.44	-256,092.46
Bill Pmt -Check	10/31/2019	82000...	APS		-478.57	-256,571.03
Liability Check	10/31/2019	82000...	Support Payment Cl...		-463.85	-257,034.88
Bill Pmt -Check	10/31/2019	82000...	AT&T Mobility		-330.66	-257,365.54
Bill Pmt -Check	10/31/2019	82000...	Suddenlink		-318.76	-257,684.30
Bill Pmt -Check	10/31/2019	82000...	Majestic Counseling,...		-307.50	-257,991.80
Bill Pmt -Check	10/31/2019	82000...	Velocity Truck Center		-188.88	-258,180.68
Bill Pmt -Check	10/31/2019	82000...	Rush Truck		-157.00	-258,337.68
Liability Check	10/31/2019	82000...	Nationwide Retirem...		-125.00	-258,462.68
Bill Pmt -Check	10/31/2019	82000...	AmeriPride Services...		-92.66	-258,555.34
Liability Check	10/31/2019	82000...	5 Star Life Insuranc...		-69.34	-258,624.68
Bill Pmt -Check	10/31/2019	82000...	Copperstate Bolt & ...		-40.16	-258,664.84
Total Checks and Payments					-258,664.84	-258,664.84

Deposits and Credits - 12 items						
General Journal	06/30/2016	HB16-2			2,264.00	2,264.00
Deposit	06/30/2016				19,400.99	21,664.99
General Journal	06/29/2017	JE 17-...			16,740.48	38,405.47
General Journal	06/29/2017	JE 17-...			33,638.86	72,044.33
Deposit	06/30/2017				30,941.10	102,985.43
General Journal	12/08/2017	HB 16...	Richard Jamison		136.00	103,121.43
General Journal	06/30/2018	JE 18-...			841.69	103,963.12
General Journal	06/30/2018	JE 18-...			955.24	104,918.36
General Journal	06/30/2018	JE 18-...			24,054.75	128,973.11
General Journal	06/30/2018	JE 18-...			28,051.25	157,024.36
General Journal	06/30/2018	JE 18-...			43,746.63	200,770.99
Deposit	10/31/2019				35,752.65	236,523.64
Total Deposits and Credits					236,523.64	236,523.64
Total Uncleared Transactions					-22,141.20	-22,141.20
Register Balance as of 10/31/2019					742,331.31	1,430,641.96

New Transactions						
Checks and Payments - 22 items						
Liability Check	11/01/2019		QuickBooks Payroll ...		-1,546.77	-1,546.77
Liability Check	11/04/2019	EFT	United States Treas...		-408.12	-1,954.89
Liability Check	11/04/2019	EFT	Arizona Department ...		-79.37	-2,034.26
Check	11/06/2019	82000...	National Bank of Ari...		-12,850.95	-14,885.21
Bill Pmt -Check	11/06/2019	82000...	Serck Services, Inc.		-1,650.00	-16,535.21
Bill Pmt -Check	11/06/2019	82000...	APS		-1,261.83	-17,797.04
Bill Pmt -Check	11/06/2019	82000...	NAPA		-640.59	-18,437.63
Bill Pmt -Check	11/06/2019	82000...	RWC International		-468.49	-18,906.12
Bill Pmt -Check	11/06/2019	82000...	Hughes Fire Equipm...		-304.69	-19,210.81
Bill Pmt -Check	11/06/2019	82000...	Northern Arizona W...		-297.00	-19,507.81
Bill Pmt -Check	11/06/2019	82000...	Matador Coffee Roa...		-252.00	-19,759.81
Bill Pmt -Check	11/06/2019	82000...	Task Force Tips		-233.77	-19,993.58
Bill Pmt -Check	11/06/2019	82000...	Niles Radio		-225.00	-20,218.58
Bill Pmt -Check	11/06/2019	82000...	Babbitt Ford		-126.56	-20,345.14
Bill Pmt -Check	11/06/2019	82000...	Right Water Hauling...		-126.50	-20,471.64
Bill Pmt -Check	11/06/2019	82000...	Ninth Brain Suite, LLC		-110.50	-20,582.14
Bill Pmt -Check	11/06/2019	82000...	Coconino Auto Supply		-106.53	-20,688.67
Bill Pmt -Check	11/06/2019	82000...	Fleet Pride		-96.94	-20,785.61
Bill Pmt -Check	11/06/2019	82000...	CenturyLink		-89.99	-20,875.60
Bill Pmt -Check	11/06/2019	82000...	Velocity Truck Center		-70.26	-20,945.86

1:35 PM

11/07/19

Summit Fire District
Reconciliation Detail
101 County Treasurer, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Check	11/07/2019	82000...	Martin Johns		-367.06	-21,312.92
Check	12/20/2019	82000...	Benchmark Insuranc...		-15,617.00	-36,929.92
Total Checks and Payments					-36,929.92	-36,929.92
Total New Transactions					-36,929.92	-36,929.92
Ending Balance					<u>705,401.39</u>	<u>1,393,712.04</u>



Fund Balance Detail Report

Summit Fire District Fund Range: 300300-300399 Date Range: 10/1/2019 - 10/31/2019
Account Beginning Balance Debits Credits Ending Balance

300300-11000 - Cash with Treasurer	\$719,890.08			\$1,452,783.16
Cash with Treasurer Totals		\$1,322,543.24	(\$589,650.16)	(\$1,610,251.89)
300300-29000 - Fund Balance	(\$1,610,251.89)			(\$21,472.69)
300300-29050 - Warrants-Outstanding	(\$30,165.80)	\$155,433.75	(\$146,740.64)	
Warrants-Outstanding Totals				
300300-29101 - LOC Principle				
300300-29102 - LOC Interest				
300300-31006 - In Lieu Tax-ADOT				
300300-31014 - In Lieu Tax-Arizona Game & Fish				
300300-33001 - Deposits-Misc	(\$557,025.02)			(\$574,652.10)
10/18/2019 20017 SFD 10/17/2019			(\$18,569.09)	✓ OWA
10/21/2019 JE 16248 / SUMMIT FD FROM M&O TO CAPITAL, PER CHRIS G.		\$5,697.00		Towers
OCTOBER 16, 2019 / bromero			(\$1,013.42)	✓ OWA
10/24/2019 SFD-23 SUMMIT FD 10/24/2019			(\$3,741.57)	
10/25/2019 20018 SFD 10/24/2019				
Deposits-Misc Totals		\$5,697.00	(\$23,324.08)	(\$6,881.28)
300300-33002 - Investment Interest	(\$6,388.16)			
10/04/2019 Journal fund interest allocation - 09/01/2019 to 09/30/2019			(\$493.12)	
Investment Interest Totals		\$0.00	(\$493.12)	
300300-33101 - Line of Credit-Advance				(\$1,261,911.60)
300300-33303 - Property Tax-Current	(\$71,680.24)			
10/01/2019 distribution			(\$9,728.67)	
10/02/2019 distribution			(\$15,229.58)	
10/03/2019 distribution			(\$4,014.78)	
10/04/2019 distribution			(\$4,336.28)	
10/07/2019 distribution			(\$16,027.92)	
10/08/2019 distribution			(\$33,301.99)	
10/09/2019 distribution			(\$16,101.86)	
10/10/2019 distribution			(\$28,017.94)	
10/11/2019 distribution			(\$28,281.98)	
10/14/2019 distribution			(\$50,086.74)	
10/15/2019 distribution			(\$35,391.06)	
10/16/2019 distribution			(\$6,205.34)	
10/17/2019 distribution			(\$17,122.67)	

Fund Balance Detail Report

10/18/2019	distribution		(\$122,767.68)
10/21/2019	distribution		(\$45,386.93)
10/22/2019	distribution		(\$112,435.12)
10/23/2019	distribution		(\$20,478.63)
10/24/2019	distribution		(\$56,473.19)
10/25/2019	distribution		(\$234,432.90)
10/28/2019	distribution		(\$65,877.10)
10/29/2019	distribution		(\$75,581.92)
10/30/2019	distribution		(\$116,971.96)
10/31/2019	distribution		(\$75,977.12)

Property Tax-Current Totals

\$0.00 (\$1,190,231.36) (\$11,459.70)

300300-33304 - Property Tax-Delinquent

10/01/2019	distribution		(\$645.72)
10/02/2019	distribution		(\$917.66)
10/14/2019	distribution		(\$96.04)
10/21/2019	distribution		(\$1,544.56)
10/22/2019	distribution		(\$49.70)
10/23/2019	distribution		(\$328.59)
10/25/2019	distribution		(\$199.84)
10/28/2019	distribution		(\$1,138.91)
10/29/2019	distribution		(\$314.54)
10/30/2019	distribution		(\$44.33)
10/31/2019	distribution		(\$215.51)

Property Tax-Delinquent Totals

\$0.00 (\$5,495.40)

300300-33305 - TRC INT PMNT TO TRANSWESTERN

(\$7,213.28) (\$479.91) (\$110,212.56)

300300-33333 - Disbursements-FDAT

10/31/2019	fund collection		(\$102,294.92)
10/31/2019	fund collection		(\$224.45)
10/31/2019	fund collection		(\$102,999.28)

Disbursements-FDAT Totals

\$0.00 (\$102,999.28)

300300-34250 - PSPRS Loan

300300-34350 - TR GO Bond Loan

300300-70000 - Expense Transfer

300300-70001 - Wire Out

10/01/2019	JE 16130 / SUMMIT FD PAYROLL / bromero	\$67,485.90	Payroll
10/02/2019	JE 16134 / SUMMIT FD PAYROLL TAXES / bromero	\$60,466.49	
		1859.38	
		10037.38	
		4300.92	
		2430.66	
		38943.58	
		95.16	
		190.30	
		\$950,128.59	
		\$1,378,648.00	



Fund Balance Detail Report

10/09/2019	JE 16186 / SUMMIT FD PAYROLL / bromero	\$2,333.75	Payroll
10/10/2019	JE 16195 / SUMMIT FD PAYROLL TAX / bromero	189.72	Payroll
10/15/2019	JE 16217 / SUMMIT FD PAYROLL / bromero	689.06	Payroll
10/16/2019	JE 16229 / SUMMIT FD PAYROLL TAX / bromero	\$75,610.51	Payroll
10/25/2019	JE 16288 / SUMMIT FD PAYROLL TAX / bromero	\$65,087.13	Payroll
10/29/2019	JE 16305 / SUMMIT FD PAYROLL / bromero	\$264.59	Payroll
10/29/2019	JE 16309 / SUMMIT FD PAYROLL (WILDLAND) / bromero	\$78,073.66	Payroll
10/31/2019	JE 16330 / SUMMIT FD PAYROLL TAX / bromero	\$3,690.08	Payroll
		\$74,695.52	Payroll
		15346.34	Payroll
		3662.50	Payroll
		2430.66	Payroll
		47747.23	Payroll
		110.46	Payroll
		\$428,519.41	Payroll
		\$0.00	Payroll

Wire Out Totals

\$846,674.05

\$1,002,107.80

300300-78001 - Warrants-Redeemed

10/01/2019	Warrant 00820000248	\$920.00
10/01/2019	Warrant 00820000240	\$1,402.76
10/01/2019	Warrant 00820000243	\$3,923.95
10/01/2019	Warrant 00820000235	\$5,029.25
10/01/2019	Warrant 00820000260	\$1,862.71
10/01/2019	Warrant 00820000256	\$1,444.55
10/01/2019	Warrant 00820000251	\$2,609.56
10/01/2019	Warrant 00820000253	\$300.00
10/02/2019	Warrant 00820000255	\$4,939.34
10/03/2019	Warrant 00820000245	\$1,835.00
10/03/2019	Warrant 00820000249	\$340.00
10/03/2019	Warrant 00820000257	\$318.76
10/03/2019	Warrant 00820000262	\$1,766.26
10/04/2019	Warrant 00820000281	\$63.67
10/04/2019	Warrant 00820000271	\$1,550.22
10/04/2019	Warrant 00820000267	\$463.85
10/04/2019	Warrant 00820000269	\$253.00
10/04/2019	Warrant 00820000261	\$2,267.21
10/04/2019	Warrant 00820000254	\$478.50
10/04/2019	Warrant 00820000247	\$1,770.00
10/07/2019	Warrant 00820000266	\$2,695.82
10/07/2019	Warrant 00820000259	\$46.39
10/08/2019	Warrant 00820000279	\$102.74
10/08/2019	Warrant 00820000270	\$82.38
10/08/2019	Warrant 00820000274	\$1,149.38
10/08/2019	Warrant 00820000275	\$174.49
10/08/2019	Warrant 00820000263	\$92.00
10/09/2019	Warrant 00820000272	\$26.64

11-7-19
one should be
\$1798.76
working w/ courts
to correct it

Fund Balance Detail Report

10/09/2019	Warrant 00820000273	\$89.99
10/10/2019	Warrant 00820000280	\$627.07
10/10/2019	Warrant 00820000264	\$92.00
10/11/2019	Warrant 00820000283	\$263.07
10/11/2019	Warrant 00820000265	\$125.00
10/15/2019	Warrant 00820000284	\$125.70
10/15/2019	Warrant 00820000286	\$1,037.37
10/15/2019	Warrant 00820000290	\$9,638.28
10/15/2019	Warrant 00820000293	\$460.74
10/15/2019	Warrant 00820000294	\$125.00
10/16/2019	Warrant 00820000289	\$75.36
10/16/2019	Warrant 00820000282	\$259.23
10/16/2019	Warrant 00820000277	\$576.24
10/16/2019	Warrant 00820000291	\$255.10
10/16/2019	Warrant 00820000292	\$180.96
10/16/2019	Warrant 00820000295	\$238.05
10/17/2019	Warrant 00820000285	\$230.37
10/17/2019	Warrant 00820000276	\$216.00
10/17/2019	Warrant 00820000297	\$1,848.15
10/18/2019	Warrant 00820000278	\$297.00
10/18/2019	Warrant 00820000316	\$463.85
10/18/2019	Warrant 00820000299	\$11,810.72
10/18/2019	Warrant 00820000287	\$1,028.89
10/21/2019	Warrant 00820000308	\$100.05
10/21/2019	Warrant 00820000309	\$627.06
10/21/2019	Warrant 00820000314	\$125.00
10/21/2019	Warrant 00820000301	\$15,617.00
10/21/2019	Warrant 00820000296	\$2,962.83
10/21/2019	Warrant 00820000298	\$2,719.61
10/22/2019	Warrant 00820000307	\$651.59
10/22/2019	Warrant 00820000310	\$582.11
10/22/2019	Warrant 00820000311	\$318.76
10/22/2019	Warrant 00820000312	\$1,591.45
10/22/2019	Warrant 00820000300	\$6,700.00
10/22/2019	Warrant 00820000302	\$72.63
10/22/2019	Warrant 00820000305	\$5,500.00
10/23/2019	Warrant 00820000313	\$2,742.95
10/23/2019	Warrant 00820000317	\$2,350.00
10/24/2019	Warrant 00820000200	\$84.38

Fund Balance Detail Report

10/25/2019	Warrant 00820000304	\$3,095.04	
10/25/2019	Warrant 00820000334	\$22,511.00	
10/25/2019	Warrant 00820000332	\$134.39	
10/28/2019	Warrant 00820000288	\$900.00	
10/28/2019	Warrant 00820000319	\$220.47	
10/28/2019	Warrant 00820000322	\$125.18	
10/28/2019	Warrant 00820000325	\$142.71	
10/28/2019	Warrant 00820000329	\$1,779.35	
10/29/2019	Warrant 00820000318	\$346.50	
10/29/2019	Warrant 00820000326	\$225.00	
10/29/2019	Warrant 00820000333	\$3,923.95	
10/29/2019	Warrant 00820000336	\$1,402.76	
10/29/2019	Warrant 00820000330	\$851.33	
10/30/2019	Warrant 00820000324	\$144.20	
10/30/2019	Warrant 00820000327	\$1,726.90	
10/30/2019	Warrant 00820000328	\$318.97	
10/31/2019	Warrant 00820000320	\$595.00	
10/31/2019	Warrant 00820000341	\$4,506.74	
10/31/2019	Warrant 00820000338	\$1,766.27	
Warrants-Redeemed Totals		\$155,433.75	\$0.00
300300-78002 - Disbursements-Miscellaneous	-		-
300300-78007 - Tax Abatements	-		-
300300-78100 - Line of Credit-Interest Payment	-		-
300300-78101 - Line of Credit-Principal Payment	-		-
300300-78250 - PSPRS Sinking Fund Transfer	-		-
300300-78300 - GO Bond Expense	-		-
300300-78475 - Trustee Fee	-		-
300300-79999 - Warrant Clearing	(\$228,004.03)		(\$236,697.14)
Warrant Clearing Totals		\$146,740.64	(\$155,433.75)
300305-11000 - Cash with Treasurer	(\$5,653.12)		\$43.88
Cash with Treasurer Totals		\$5,697.00	\$0.00
300305-29000 - Fund Balance	(\$28,789.55)		(\$28,789.55)
300305-33001 - Deposits/Misc	-		-
300305-33002 - Investment Interest	(\$43.33)		(\$43.33)
300305-70000 - Expense Transfer	\$34,486.00		\$28,789.00
10/21/2019	JE 16248 / SUMMIT FD FROM M&O TO CAPITAL, PER CHRIS G,		(\$5,697.00)
OCTOBER 16, 2019 / bromero			

Fund Balance Detail Report

Expense Transfer Totals				
300310-11000 - Cash with Treasurer		\$429,729.63		\$430,005.63
Cash with Treasurer Totals			\$276.00	\$0.00
300310-29000 - Fund Balance		(\$459,383.89)		(\$459,383.89)
300310-33001 - Deposits/Misc		-		-
300310-33002 - Investment Interest		(\$1,925.17)		(\$2,201.17)
10/04/2019	Journal fund interest allocation - 09/01/2019 to 09/30/2019			(\$276.00)
Investment Interest Totals				
300310-70000 - Expense Transfer		\$31,579.43	\$0.00	\$31,579.43
300315-11000 - Cash with Treasurer		\$37,698.74		\$124,687.97
Cash with Treasurer Totals			\$86,989.23	\$0.00
300315-29000 - Fund Balance		(\$31,977.44)		(\$31,977.44)
300315-29050 - Warrants-Outstanding		-		-
300315-31006 - In Lieu Tax-ADOT		-		-
300315-31007 - In Lieu Tax-Salt River Project		-		-
300315-31014 - In Lieu Tax-Arizona Game & Fish		-		-
300315-33001 - Deposits-Misc		-		-
300315-33002 - Investment Interest		-		-
300315-33303 - Property Tax-Current		(\$5,277.56)		(\$91,853.18)
10/01/2019	distribution			(\$707.65)
10/02/2019	distribution			(\$1,107.78)
10/03/2019	distribution			(\$292.03)
10/04/2019	distribution			(\$315.55)
10/07/2019	distribution			(\$1,165.85)
10/08/2019	distribution			(\$2,422.34)
10/09/2019	distribution			(\$1,171.22)
10/10/2019	distribution			(\$2,037.99)
10/11/2019	distribution			(\$2,057.19)
10/14/2019	distribution			(\$3,643.24)
10/15/2019	distribution			(\$2,574.28)
10/16/2019	distribution			(\$451.37)
10/17/2019	distribution			(\$1,245.48)
10/18/2019	distribution			(\$8,929.93)
10/21/2019	distribution			(\$3,301.37)
10/22/2019	distribution			(\$8,178.36)
10/23/2019	distribution			(\$1,489.59)
10/24/2019	distribution			(\$4,107.77)

Fund Balance Detail Report

Investment Interest Totals	
300320-70000 - Expense Transfer	\$0.00
300330-11000 - Cash with Treasurer	(\$47.24)
300330-29000 - Fund Balance	
300330-29050 - Warrants Outstanding	
300330-33001 - Deposits-Misc	
300330-33002 - Investment Interest	
300330-70000 - Expense Transfer	
300330-70001 - Wire Out	
300330-78001 - Warrants Redeemed	
300330-78205 - PSPRS Loan Repayment	
300330-78206 - PSPRS Loan Interest Repayment	
300330-79999 - Warrant Clearing	
300335-11000 - Cash with Treasurer	
300335-29000 - Fund Balance	
300335-29050 - Warrants Outstanding	
300335-33001 - Deposits-Misc	
300335-70000 - Expense Transfer	
300335-70001 - Wire Out	
300350-11000 - Cash with Treasurer	
300350-29000 - Fund Balance	
300350-29050 - Warrants Outstanding	
300350-33001 - Deposits-Misc	
300350-33002 - Investment Interest	
300350-70000 - Expense Transfer	
300350-70001 - Wire Out	
300350-78001 - Warrants Redeemed	
300350-79999 - Warrant Clearing	



COCONINO
COUNTY ARIZONA

Fund Balance Summary Report

Summit Fire District	Fund Range: 300300-300399	Date Range: 10/1/2019 - 10/31/2019			
Account	Beginning Balance	Debits	Credits	Ending Balance	
300300-11000 - Cash with Treasurer	\$719,890.08			\$1,452,783.16	
Cash with Treasurer Totals		\$1,322,543.24	(\$569,650.16)		
300300-29000 - Fund Balance	(\$1,610,251.89)			(\$1,610,251.89)	
300300-29050 - Warrants-Outstanding	(\$30,165.80)			(\$21,472.69)	
Warrants-Outstanding Totals		\$155,433.75	(\$146,740.64)		
300300-29101 - LOC Principle	-			-	
300300-29102 - LOC Interest	-			-	
300300-31006 - In Lieu Tax-ADOT	-			-	
300300-31014 - In Lieu Tax-Arizona Game & Fish	-			-	
300300-33001 - Deposits-Misc	(\$557,025.02)			(\$574,652.10)	
Deposits-Misc Totals		\$5,697.00	(\$23,324.08)		
300300-33002 - Investment Interest	(\$6,388.16)			(\$6,881.28)	
Investment Interest Totals		\$0.00	(\$493.12)		
300300-33101 - Line of Credit-Advance	-			-	
300300-33303 - Property Tax-Current	(\$71,680.24)			(\$1,261,911.60)	
Property Tax-Current Totals		\$0.00	(\$1,190,231.36)		
300300-33304 - Property Tax-Delinquent	(\$5,964.30)			(\$11,459.70)	
Property Tax-Delinquent Totals		\$0.00	(\$5,495.40)		
300300-33305 - TRC INT PMNT TO TRANSWESTERN	-			-	
300300-33333 - Disbursements-FDAT	(\$7,213.28)			(\$110,212.56)	
Disbursements-FDAT Totals		\$0.00	(\$102,999.28)		
300300-34250 - PSPRS Loan	-			-	
300300-34350 - TR GO Bond Loan	-			-	
300300-70000 - Expense Transfer	-			-	
300300-70001 - Wire Out	\$950,128.59			\$1,378,648.00	
Wire Out Totals		\$428,519.41	\$0.00		
300300-78001 - Warrants-Redeemed	\$846,674.05			\$1,002,107.80	
Warrants-Redeemed Totals		\$155,433.75	\$0.00		
300300-78002 - Disbursements-Miscellaneous	-			-	
300300-78007 - Tax Abatements	-			-	
300300-78100 - Line of Credit-Interest Payment	-			-	
300300-78101 - Line of Credit-Principal Payment	-			-	
300300-78250 - PSPRS Sinking Fund Transfer	-			-	
300300-78300 - GO Bond Expense	-			-	

Fund Balance Summary Report

Summit Fire District Fund Range: 300300-300399		Date Range: 10/1/2019 - 10/31/2019			
Account	Beginning Balance	Debits	Credits	Ending Balance	
300300-78475 - Trustee Fee	-			(236,697.14)	
300300-79999 - Warrant Clearing	(\$228,004.03)	\$146,740.64	(\$155,433.75)	\$43.88	
Warrant Clearing Totals	(\$5,653.12)	\$5,697.00	\$0.00	(\$28,789.55)	
300305-11000 - Cash with Treasurer	-			(\$43.33)	
Cash with Treasurer Totals	(\$28,789.55)			(\$28,789.55)	
300305-29000 - Fund Balance	-			(\$43.33)	
300305-33001 - Deposits/Misc	(\$43.33)			\$28,789.00	
300305-33002 - Investment Interest	\$34,486.00			\$430,005.63	
300305-70000 - Expense Transfer	-	\$0.00	(\$5,697.00)	(\$459,383.89)	
Expense Transfer Totals	\$429,729.63	\$276.00	\$0.00	(\$2,201.17)	
300310-11000 - Cash with Treasurer	(\$459,383.89)			(\$1,925.17)	
Cash with Treasurer Totals	(\$1,925.17)	\$0.00	(\$276.00)	(\$31,579.43	
300310-29000 - Fund Balance	-			\$124,687.97	
300310-33001 - Deposits/Misc	\$31,579.43			(\$31,977.44)	
300310-33002 - Investment Interest	\$37,698.74			\$86,989.23	
Investment Interest Totals	(\$31,977.44)			(\$31,977.44)	
300310-70000 - Expense Transfer	-			(\$31,977.44)	
300315-11000 - Cash with Treasurer	-			(\$31,977.44)	
Cash with Treasurer Totals	-			(\$31,977.44)	
300315-29000 - Fund Balance	-			(\$31,977.44)	
300315-29050 - Warrants-Outstanding	-			(\$31,977.44)	
300315-31006 - In Lieu Tax-ADOT	-			(\$31,977.44)	
300315-31007 - In Lieu Tax-Salt River Project	-			(\$31,977.44)	
300315-31014 - In Lieu Tax-Arizona Game & Fish	-			(\$31,977.44)	
300315-33001 - Deposits-Misc	-			(\$31,977.44)	
300315-33002 - Investment Interest	(\$5,277.56)	\$0.00	(\$86,575.62)	(\$91,853.18)	
300315-33003 - Property Tax-Current	(\$443.74)	\$0.00	(\$413.61)	(\$857.35)	
Property Tax-Current Totals	(\$443.74)			(\$857.35)	
300315-33304 - Property Tax-Delinquent	-			(\$857.35)	
Property Tax-Delinquent Totals	-			(\$857.35)	
300315-34450 - TR Bond Loan	-			(\$857.35)	
300315-70000 - Expense Transfer	-			(\$857.35)	
300315-70001 - Wire Out	-			(\$857.35)	
300315-78001 - Warrants-Redeemed	-			(\$857.35)	



Fund Balance Summary Report

Summit Fire District	Fund Range: 300300-300399	Date Range: 10/1/2019 - 10/31/2019			
Account		Beginning Balance	Debits	Credits	Ending Balance
300315-78002 - Disbursements-Miscellaneous		-			-
300315-78007 - Tax Abatements		-			-
300315-78400 - BOND PRINCIPLE PAYMENT		-			-
300315-78401 - BOND INTEREST PAYMENT		-			-
300315-78404 - TR 1st Yr Bnd Loan Principle		-			-
300315-78405 - TR 1st Yr Bnd Loan Interest		-			-
300315-78475 - Trustee Fee		-			-
300320-11000 - Cash with Treasurer		\$75,721.14			\$75,768.38
Cash with Treasurer Totals			\$47.24	\$0.00	
300320-29000 - Fund Balance		(\$75,405.13)			(\$75,405.13)
300320-33001 - Deposits/Misc		-			-
300320-33002 - Investment Interest		(\$316.01)			(\$363.25)
Investment Interest Totals			\$0.00	(\$47.24)	
300320-70000 - Expense Transfer		-			-
300330-11000 - Cash with Treasurer		-			-
300330-29000 - Fund Balance		-			-
300330-29050 - Warrants Outstanding		-			-
300330-33001 - Deposits-Misc		-			-
300330-33002 - Investment Interest		-			-
300330-70000 - Expense Transfer		-			-
300330-70001 - Wire Out		-			-
300330-78001 - Warrants Redeemed		-			-
300330-78205 - PSPRS Loan Repayment		-			-
300330-78206 - PSPRS Loan Interest Repayment		-			-
300330-79999 - Warrant Clearing		-			-
300335-11000 - Cash with Treasurer		-			-
300335-29000 - Fund Balance		-			-
300335-29050 - Warrants-Outstanding		-			-
300335-33001 - Deposits-Misc		-			-
300335-70000 - Expense Transfer		-			-
300335-70001 - Wire Out		-			-
300350-11000 - Cash with Treasurer		-			-
300350-29000 - Fund Balance		-			-



Fund Balance Summary Report

Summit Fire District	Fund Range: 300300-300399	Date Range: 10/1/2019 - 10/31/2019			
Account		Beginning Balance	Debits	Credits	Ending Balance
300350-29050 - Warrants Outstanding		-			-
300350-33001 - Deposits-Misc		-			-
300350-33002 - Investment Interest		-			-
300350-70000 - Expense Transfer		-			-
300350-70001 - Wire Out		-			-
300350-78001 - Warrants Redeemed		-			-
300350-79999 - Warrant Clearing		-			-



Tax Distribution Report

FD SUMMIT -- Date Range: 10/1/2019 - 10/31/2019

11206 - FD SUMMIT

	Tax Year	Taxes	Interest	Misc	Net Distribution
	2013	\$37.80	\$0.00	\$0.00	\$37.80
	2016	\$43.62	\$0.00	\$0.00	\$43.62
	2017	\$4.52	\$0.00	\$0.00	\$4.52
	2018	\$5,409.46	\$0.00	\$479.91	\$5,889.37
	2019	\$1,190,231.36	\$0.00	\$102,519.37	\$1,292,750.73
11206 -- Totals		\$1,195,726.76	\$0.00	\$102,999.28	\$1,298,726.04

2:06 PM

11/07/19

Summit Fire District
Reconciliation Summary
120 Capital Fund, Period Ending 10/31/2019

	<u>Oct 31, 19</u>
Beginning Balance	0.55
Cleared Balance	0.55
Register Balance as of 10/31/2019	0.55
Ending Balance	0.55

Balanced Nov 7, 2019 csg

Board Approved

Date: _____

Signature: _____

capital fund

2:06 PM

11/07/19

Summit Fire District
Reconciliation Detail
120 Capital Fund, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.55
Cleared Balance						0.55
Register Balance as of 10/31/2019						0.55
Ending Balance						<u>0.55</u>



Fund Balance Detail Report

10/25/2019	Warrant 00820000304	\$3,095.04	
10/25/2019	Warrant 00820000334	\$22,511.00	
10/25/2019	Warrant 00820000332	\$134.39	
10/28/2019	Warrant 00820000288	\$900.00	
10/28/2019	Warrant 00820000319	\$220.47	
10/28/2019	Warrant 00820000322	\$125.18	
10/28/2019	Warrant 00820000325	\$142.71	
10/28/2019	Warrant 00820000329	\$1,779.35	
10/29/2019	Warrant 00820000318	\$346.50	
10/29/2019	Warrant 00820000326	\$225.00	
10/29/2019	Warrant 00820000333	\$3,923.95	
10/29/2019	Warrant 00820000336	\$1,402.76	
10/29/2019	Warrant 00820000330	\$851.33	
10/30/2019	Warrant 00820000324	\$144.20	
10/30/2019	Warrant 00820000327	\$1,726.90	
10/30/2019	Warrant 00820000328	\$318.97	
10/31/2019	Warrant 00820000320	\$595.00	
10/31/2019	Warrant 00820000341	\$4,506.74	
10/31/2019	Warrant 00820000338	\$1,766.27	
	Warrants-Redeemed Totals	\$155,433.75	\$0.00
300300-78002 - Disbursements-Miscellaneous	-	-	-
300300-78007 - Tax Abatements	-	-	-
300300-78100 - Line of Credit-Interest Payment	-	-	-
300300-78101 - Line of Credit-Principal Payment	-	-	-
300300-78250 - PSPRS Sinking Fund Transfer	-	-	-
300300-78300 - GO Bond Expense	-	-	-
300300-78475 - Trustee Fee	-	-	-
300300-79999 - Warrant Clearing	(\$228,004.03)	\$146,740.64	(\$155,433.75)
	Warrant Clearing Totals		\$43.88
300305-11000 - Cash with Treasurer	(\$5,653.12)	\$5,697.00	\$0.00
	Cash with Treasurer Totals		(\$28,789.55)
300305-29000 - Fund Balance	(\$28,789.55)	-	(\$43.33)
300305-33001 - Deposits/Misc	(\$43.33)	-	\$28,789.00
300305-33002 - Investment Interest	\$34,486.00	-	(\$5,697.00)
300305-70000 - Expense Transfer			
10/21/2019	JE 16248 / SUMMIT FD FROM M&O TO CAPITAL PER CHRIS G.		
	OCTOBER 16, 2019 / brometo		

2:09 PM
11/07/19

Summit Fire District
Reconciliation Summary
136 Westside Capital Fund, Period Ending 10/31/2019

	Oct 31, 19
Beginning Balance	429,729.63
Cleared Transactions	
Deposits and Credits - 1 item	276.00
Total Cleared Transactions	276.00
Cleared Balance	430,005.63
Register Balance as of 10/31/2019	430,005.63
Ending Balance	430,005.63

Balanced Nov 7, 2019 ccg

Board Approved

Date: _____

Signature: _____

Westside Capital Fund

Summit Fire District
Reconciliation Detail
136 Westside Capital Fund, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
						429,729.63
Beginning Balance						
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/15/2019			X	276.00	276.00
					276.00	276.00
Total Deposits and Credits					276.00	276.00
Total Cleared Transactions					276.00	430,005.63
Cleared Balance					276.00	430,005.63
Register Balance as of 10/31/2019					276.00	430,005.63
Ending Balance					276.00	430,005.63

Fund Balance Detail Report

Expense Transfer Totals		\$0.00	(\$5,697.00)	\$430,005.63
300310-11000 - Cash with Treasurer				
Cash with Treasurer Totals		\$276.00	\$0.00	(\$459,383.89)
300310-29000 - Fund Balance				
300310-33001 - Deposits/Misc				
300310-33002 - Investment Interest				
10/04/2019 Journal fund interest allocation - 09/01/2019 to 09/30/2019				
Investment Interest Totals		\$0.00	(\$276.00)	\$31,579.43
300310-70000 - Expense Transfer				
300315-11000 - Cash with Treasurer				
Cash with Treasurer Totals		\$86,989.23	\$0.00	(\$31,977.44)
300315-29000 - Fund Balance				
300315-29050 - Warrants-Outstanding				
300315-31006 - In Lieu Tax-ADOT				
300315-31007 - In Lieu Tax-Salt River Project				
300315-31014 - In Lieu Tax-Arizona Game & Fish				
300315-33001 - Deposits-Misc				
300315-33002 - Investment Interest				
300315-33303 - Property Tax-Current				
10/01/2019 distribution			(\$707.65)	
10/02/2019 distribution			(\$1,107.78)	
10/03/2019 distribution			(\$292.03)	
10/04/2019 distribution			(\$315.55)	
10/07/2019 distribution			(\$1,165.85)	
10/08/2019 distribution			(\$2,422.34)	
10/09/2019 distribution			(\$1,171.22)	
10/10/2019 distribution			(\$2,057.99)	
10/11/2019 distribution			(\$2,057.19)	
10/14/2019 distribution			(\$3,643.24)	
10/15/2019 distribution			(\$2,574.28)	
10/16/2019 distribution			(\$451.37)	
10/17/2019 distribution			(\$1,245.48)	
10/18/2019 distribution			(\$8,929.93)	
10/21/2019 distribution			(\$3,301.37)	
10/22/2019 distribution			(\$8,178.36)	
10/23/2019 distribution			(\$1,489.59)	
10/24/2019 distribution			(\$4,107.77)	

(\$91,853.18)

2:12 PM

11/07/19

Summit Fire District
Reconciliation Summary
150 Emergency Fund, Period Ending 10/31/2019

	Oct 31, 19
Beginning Balance	75,721.14
Cleared Transactions	
Deposits and Credits - 1 item	47.24
Total Cleared Transactions	47.24
Cleared Balance	<u>75,768.38</u>
Register Balance as of 10/31/2019	75,768.38
Ending Balance	75,768.38

Balanced Nov 7, 2019 cg

Board Approved

Date: _____

Signature: _____

Emergency Fund

2:12 PM

11/07/19

Summit Fire District
Reconciliation Detail
150 Emergency Fund, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						75,721.14
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2019			X	47.24	47.24
Total Deposits and Credits					47.24	47.24
Total Cleared Transactions					47.24	47.24
Cleared Balance					47.24	75,768.38
Register Balance as of 10/31/2019					47.24	75,768.38
Ending Balance					<u>47.24</u>	<u>75,768.38</u>

Fund Balance Detail Report

10/25/2019	distribution			(\$17,052.29)	
10/28/2019	distribution			(\$4,791.80)	
10/29/2019	distribution			(\$5,497.72)	
10/30/2019	distribution			(\$8,508.36)	
10/31/2019	distribution			(\$5,526.46)	
		\$0.00	(\$86,575.62)		
Property Tax-Current Totals					(\$857.35)
300315-33304 - Property Tax-Delinquent					
10/01/2019	distribution			(\$443.74)	
10/02/2019	distribution				(\$43.15)
10/14/2019	distribution				(\$69.82)
10/21/2019	distribution				(\$7.34)
10/22/2019	distribution				(\$118.10)
10/23/2019	distribution				(\$3.80)
10/25/2019	distribution				(\$25.12)
10/28/2019	distribution				(\$15.28)
10/29/2019	distribution				(\$87.08)
10/30/2019	distribution				(\$24.05)
10/31/2019	distribution				(\$3.39)
				(\$16.48)	
Property Tax-Delinquent Totals		\$0.00	(\$413.61)		
300315-34450 - TR Bond Loan					
300315-70000 - Expense Transfer					
300315-70001 - Wire Out					
300315-78001 - Warrants-Redeemed					
300315-78002 - Disbursements-Miscellaneous					
300315-78007 - Tax Abatements					
300315-78400 - BOND PRINCIPLE PAYMENT					
300315-78401 - BOND INTEREST PAYMENT					
300315-78404 - TR 1st Yr Bnd Loan Principle					
300315-78405 - TR 1st Yr Bnd Loan Interest					
300315-78475 - Trustee Fee					
300320-11000 - Cash with Treasurer					
				\$75,721.14	
Cash with Treasurer Totals					\$0.00
300320-29000 - Fund Balance				(\$75,405.13)	
300320-33001 - Deposits/Misc					
300320-33002 - Investment Interest					
10/04/2019	Journal fund interest allocation - 09/01/2019 to 09/30/2019			(\$316.01)	
					(\$47.24)
					(\$363.25)

2:31 PM

11/07/19

Summit GO Bond Account
Reconciliation Summary
300315 Debt Services Account, Period Ending 10/31/2019

	Oct 31, 19
Beginning Balance	37,698.74
Cleared Transactions	
Deposits and Credits - 2 items	86,989.23
Total Cleared Transactions	86,989.23
Cleared Balance	<u>124,687.97</u>
Register Balance as of 10/31/2019	124,687.97
Ending Balance	124,687.97

Balanced Nov 7, 2019
Board Approved
Date: _____
Signature: _____

Debt Services Acct

2:31 PM
11/07/19

Summit GO Bond Account
Reconciliation Detail
300315 Debt Services Account, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
						37,698.74
Beginning Balance						
Cleared Transactions						
Deposits and Credits - 2 items						
				X	413.61	413.61
Deposit	10/15/2019			X	86,575.62	86,989.23
Deposit	10/15/2019					
Total Deposits and Credits					86,989.23	86,989.23
Total Cleared Transactions					86,989.23	86,989.23
Cleared Balance					86,989.23	124,687.97
Register Balance as of 10/31/2019					86,989.23	124,687.97
Ending Balance					<u>86,989.23</u>	<u>124,687.97</u>

Fund Balance Detail Report

Expense Transfer Totals				
300310-11000 - Cash with Treasurer	\$429,729.63			\$430,005.63
Cash with Treasurer Totals		\$276.00	\$0.00	(\$459,383.89)
300310-29000 - Fund Balance	(\$459,383.89)	-		(\$2,201.17)
300310-33001 - Deposits/Misc				
300310-33002 - Investment Interest	(\$1,925.17)			
10/04/2019 Journal fund interest allocation - 09/01/2019 to 09/30/2019				
Investment Interest Totals		\$0.00	(\$276.00)	\$31,579.43
300310-70000 - Expense Transfer	\$31,579.43			\$124,687.97
300315-11000 - Cash with Treasurer	\$37,698.74			
Cash with Treasurer Totals		\$86,989.23	\$0.00	(\$31,977.44)
300315-29000 - Fund Balance	(\$31,977.44)	-		-
300315-29050 - Warrants-Outstanding	-	-		-
300315-31006 - In Lieu Tax-ADOT	-	-		-
300315-31007 - In Lieu Tax-Salt River Project	-	-		-
300315-31014 - In Lieu Tax-Arizona Game & Fish	-	-		-
300315-33001 - Deposits-Misc	-	-		-
300315-33002 - Investment Interest				
300315-33303 - Property Tax-Current	(\$5,277.56)			(\$91,853.18)
10/01/2019 distribution			(\$707.65)	
10/02/2019 distribution			(\$1,107.78)	
10/03/2019 distribution			(\$292.03)	
10/04/2019 distribution			(\$315.55)	
10/07/2019 distribution			(\$1,165.85)	
10/08/2019 distribution			(\$2,422.34)	
10/08/2019 distribution			(\$1,171.22)	
10/09/2019 distribution			(\$2,037.99)	
10/10/2019 distribution			(\$2,057.19)	
10/11/2019 distribution			(\$3,643.24)	
10/14/2019 distribution			(\$2,574.28)	
10/15/2019 distribution			(\$451.37)	
10/16/2019 distribution			(\$1,245.48)	
10/17/2019 distribution			(\$8,929.93)	
10/18/2019 distribution			(\$3,301.37)	
10/21/2019 distribution			(\$8,178.36)	
10/22/2019 distribution			(\$1,489.59)	
10/23/2019 distribution			(\$4,107.77)	
10/24/2019 distribution				

Fund Balance Detail Report

10/25/2019	distribution			(\$17,052.29)	
10/28/2019	distribution			(\$4,791.80)	
10/29/2019	distribution			(\$5,497.72)	
10/30/2019	distribution			(\$8,508.36)	
10/31/2019	distribution			(\$5,526.46)	
Property Tax-Current Totals					
			\$0.00	(\$86,575.62)	
300315-33304 - Property Tax-Delinquent					(\$857.35)
10/01/2019	distribution	(\$443.74)		(\$43.15)	
10/02/2019	distribution			(\$69.82)	
10/14/2019	distribution			(\$7.34)	
10/21/2019	distribution			(\$118.10)	
10/22/2019	distribution			(\$3.80)	
10/23/2019	distribution			(\$25.12)	
10/25/2019	distribution			(\$15.28)	
10/28/2019	distribution			(\$87.08)	
10/29/2019	distribution			(\$24.05)	
10/30/2019	distribution			(\$3.39)	
10/31/2019	distribution			(\$16.48)	
			\$0.00	(\$413.61)	
Property Tax-Delinquent Totals					
300315-34450 - TR Bond Loan					-
300315-70000 - Expense Transfer					-
300315-70001 - Wire Out					-
300315-78001 - Warrants-Redeemed					-
300315-78002 - Disbursements-Miscellaneous					-
300315-78007 - Tax Abatements					-
300315-78400 - BOND PRINCIPLE PAYMENT					-
300315-78401 - BOND INTEREST PAYMENT					-
300315-78404 - TR 1st Yr Bnd Loan Principle					-
300315-78405 - TR 1st Yr Bnd Loan Interest					-
300315-78475 - Trustee Fee					-
300320-11000 - Cash with Treasurer		\$75,721.14		\$0.00	\$75,768.38
300320-11000 - Cash with Treasurer			\$47.24		
Cash with Treasurer Totals					
300320-29000 - Fund Balance		(\$75,405.13)			(\$75,405.13)
300320-33001 - Deposits/Misc					-
300320-33002 - Investment Interest		(\$316.01)			(\$363.25)
10/04/2019	Journal fund interest allocation - 09/01/2019 to 09/30/2019			(\$47.24)	

1:15 PM

11/06/19

Summit Fire District
Reconciliation Summary
118 Visa Control Account, Period Ending 10/24/2019

	<u>Oct 24, 19</u>
Beginning Balance	11,810.72
Cleared Transactions	
Charges and Cash Advances - 78 items	-13,599.70
Payments and Credits - 4 items	12,559.47
Total Cleared Transactions	<u>-1,040.23</u>
Cleared Balance	<u>12,850.95</u>
Uncleared Transactions	
Charges and Cash Advances - 11 items	-1,428.02
Payments and Credits - 3 items	2,465.94
Total Uncleared Transactions	<u>1,037.92</u>
Register Balance as of 10/24/2019	<u>11,813.03</u>
New Transactions	
Charges and Cash Advances - 25 items	-4,014.36
Total New Transactions	<u>-4,014.36</u>
Ending Balance	<u>15,827.39</u>

Balanced Nov 6, 2019 eg

Board Approved

Date: _____

Signature: _____

Visa

1:15 PM

11/06/19

Summit Fire District Reconciliation Detail

118 Visa Control Account, Period Ending 10/24/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,810.72
Cleared Transactions						
Charges and Cash Advances - 78 items						
Credit Card Charge	09/24/2019	5657	Suspension Connect...	X	-125.24	-125.24
Credit Card Charge	09/24/2019	3690	Home Depot	X	-41.36	-166.60
Credit Card Charge	09/25/2019	5657	Weather Tech	X	-409.85	-576.45
Credit Card Charge	09/25/2019	5657	Zagg Inc	X	-144.28	-720.73
Credit Card Charge	09/25/2019	5350	Homco Ace Home C...	X	-10.68	-731.41
Credit Card Charge	09/26/2019	5657	Weather Tech	X	-135.95	-867.36
Credit Card Charge	09/30/2019	5350	Central Yavapai Fire...	X	-800.00	-1,667.36
Credit Card Charge	10/02/2019	5855	Gall's Inc.	X	-265.01	-1,932.37
Credit Card Charge	10/02/2019	1194	Fuel	X	-33.33	-1,965.70
Credit Card Charge	10/03/2019	5350	Home Depot	X	-1,139.68	-3,105.38
Credit Card Charge	10/04/2019	5350	Central Yavapai Fire...	X	-150.00	-3,255.38
Credit Card Charge	10/06/2019	0294	Lodging	X	-400.92	-3,656.30
Credit Card Charge	10/06/2019	5855	Gall's Inc.	X	-352.27	-4,008.57
Credit Card Charge	10/06/2019	5855	5.11 Tactical	X	-229.79	-4,238.36
Credit Card Charge	10/06/2019	5855	Gall's Inc.	X	-134.00	-4,372.36
Credit Card Charge	10/07/2019	5657	Food	X	-31.47	-4,403.83
Credit Card Charge	10/07/2019	5350	Marshalls	X	-27.27	-4,431.10
Credit Card Charge	10/07/2019	5350	Tuesday Morning	X	-27.26	-4,458.36
Credit Card Charge	10/09/2019	0294	Lodging	X	-163.18	-4,621.54
Credit Card Charge	10/09/2019	3799	Lodging	X	-122.63	-4,744.17
Credit Card Charge	10/09/2019	3690	Fuel	X	-67.58	-4,811.75
Credit Card Charge	10/09/2019	3799	Fuel	X	-53.58	-4,865.33
Credit Card Charge	10/09/2019	3799	Amazon.com	X	-31.92	-4,897.25
Credit Card Charge	10/09/2019	3799	Food	X	-31.00	-4,928.25
Credit Card Charge	10/10/2019	5459	Lodging	X	-245.23	-5,173.48
Credit Card Charge	10/10/2019	3799	Lodging	X	-124.87	-5,298.35
Credit Card Charge	10/10/2019	3799	Lodging	X	-124.87	-5,423.22
Credit Card Charge	10/10/2019	3799	Lodging	X	-124.87	-5,548.09
Credit Card Charge	10/10/2019	3799	Lodging	X	-124.87	-5,672.96
Credit Card Charge	10/10/2019	3799	Lodging	X	-122.63	-5,795.59
Credit Card Charge	10/10/2019	3799	Lodging	X	-122.63	-5,918.22
Credit Card Charge	10/10/2019	3799	Lodging	X	-122.63	-6,040.85
Credit Card Charge	10/10/2019	3799	Fuel	X	-100.00	-6,140.85
Credit Card Charge	10/10/2019	3799	Food	X	-73.54	-6,214.39
Credit Card Charge	10/10/2019	3799	Food	X	-51.13	-6,265.52
Credit Card Charge	10/10/2019	3799	Fuel	X	-43.08	-6,308.60
Credit Card Charge	10/10/2019	3799	Lodging	X	-2,312.24	-8,620.84
Credit Card Charge	10/11/2019	3690	Lodging	X	-326.36	-8,947.20
Credit Card Charge	10/11/2019	3799	Food	X	-75.15	-9,022.35
Credit Card Charge	10/11/2019	3799	Food	X	-60.75	-9,083.10
Credit Card Charge	10/11/2019	3799	Fuel	X	-55.53	-9,138.63
Credit Card Charge	10/11/2019	3690	Fuel	X	-39.30	-9,177.93
Credit Card Charge	10/11/2019	0294	Office Depot	X	-30.56	-9,208.49
Credit Card Charge	10/12/2019	3799	Food	X	-51.28	-9,259.77
Credit Card Charge	10/12/2019	3799	Food	X	-44.16	-9,303.93
Credit Card Charge	10/12/2019	3799	Food	X	-27.56	-9,331.49
Credit Card Charge	10/13/2019	3799	Food	X	-109.78	-9,441.27
Credit Card Charge	10/13/2019	3799	Food	X	-53.44	-9,494.71
Credit Card Charge	10/13/2019	3799	Food	X	-49.92	-9,544.63
Credit Card Charge	10/14/2019	3799	Food	X	-77.19	-9,621.82
Credit Card Charge	10/14/2019	3799	Food	X	-31.27	-9,653.09
Credit Card Charge	10/15/2019	3799	Food	X	-64.16	-9,717.25
Credit Card Charge	10/15/2019	3799	Food	X	-44.20	-9,761.45
Credit Card Charge	10/15/2019	3690	Fuel	X	-39.44	-9,800.89
Credit Card Charge	10/16/2019	3799	Lodging	X	-1,728.22	-11,529.11
Credit Card Charge	10/16/2019	3799	Food	X	-126.81	-11,655.92
Credit Card Charge	10/16/2019	3799	Food	X	-17.50	-11,673.42
Credit Card Charge	10/17/2019	3799	Food	X	-44.81	-11,718.23
Credit Card Charge	10/17/2019	5756	AirServer Kopavogur	X	-39.99	-11,758.22
Credit Card Charge	10/17/2019	3799	Food	X	-31.38	-11,789.60
Credit Card Charge	10/17/2019	5756	AirServer Kopavogur	X	-1.20	-11,790.80
Credit Card Charge	10/18/2019	3799	Food	X	-127.90	-11,918.70
Credit Card Charge	10/18/2019	3799	Food	X	-57.55	-11,976.25
Credit Card Charge	10/18/2019	5459	Home Depot	X	-25.96	-12,002.21
Credit Card Charge	10/18/2019	3591	Home Depot	X	-17.12	-12,019.33

Summit Fire District Reconciliation Detail

118 Visa Control Account, Period Ending 10/24/2019

Type	Date	Num	Name	Clr	Amount	Balance
Credit Card Charge	10/19/2019	3799	Food	X	-95.42	-12,114.75
Credit Card Charge	10/19/2019	3799	Food	X	-66.49	-12,181.24
Credit Card Charge	10/20/2019	3799	Food	X	-202.98	-12,384.22
Credit Card Charge	10/20/2019	3799	Misc.OWA Purchases	X	-65.07	-12,449.29
Credit Card Charge	10/21/2019	3799	Food	X	-53.91	-12,503.20
Credit Card Charge	10/21/2019	3799	Food	X	-45.97	-12,549.17
Credit Card Charge	10/22/2019	5350	Food	X	-91.35	-12,640.52
Credit Card Charge	10/22/2019	3799	Food	X	-83.56	-12,724.08
Credit Card Charge	10/22/2019	3799	Food	X	-59.37	-12,783.45
Credit Card Charge	10/23/2019	5657	Food	X	-65.74	-12,849.19
Credit Card Charge	10/23/2019	3799	Food	X	-38.89	-12,888.08
Credit Card Charge	10/25/2019	3690	Lodging	X	-489.54	-13,377.62
Credit Card Charge	10/30/2019	1194	Drop Box	X	-222.08	-13,599.70
Total Charges and Cash Advances					-13,599.70	-13,599.70
Payments and Credits - 4 items						
Credit Card Credit	09/16/2019	5657	Home Depot	X	99.00	99.00
Credit Card Credit	09/16/2019	5756	Home Depot	X	149.75	248.75
Credit Card Credit	09/26/2019	Cashb...	National Bank of Ari...	X	500.00	748.75
Check	10/16/2019	82000...	National Bank of Ari...	X	11,810.72	12,559.47
Total Cleared Transactions					-1,040.23	-1,040.23
Cleared Balance					1,040.23	12,850.95
Uncleared Transactions						
Charges and Cash Advances - 11 items						
General Journal	06/30/2018	JE 18-...			-346.03	-346.03
Credit Card Charge	07/21/2019	3690	Misc.OWA Purchases		-35.00	-381.03
Credit Card Charge	08/13/2019	3591	Food		-34.21	-415.24
Credit Card Charge	08/13/2019	3591	Fuel		-20.02	-435.26
Credit Card Charge	08/15/2019	0294	Fuel		-51.85	-487.11
Credit Card Charge	08/24/2019	0294	Food		-30.39	-517.50
Credit Card Charge	09/10/2019	1194	Fire Station Furnitur...		-599.00	-1,116.50
Credit Card Charge	10/23/2019	3799	Food		-43.97	-1,160.47
Credit Card Charge	10/23/2019	5657	Food		-38.76	-1,199.23
Credit Card Charge	10/24/2019	3799	Food		-159.89	-1,359.12
Credit Card Charge	10/24/2019	3799	Food		-68.90	-1,428.02
Total Charges and Cash Advances					-1,428.02	-1,428.02
Payments and Credits - 3 items						
General Journal	06/29/2017	JE 17-...	Audit		7.00	7.00
General Journal	06/30/2018	JE 18-...			2,308.52	2,315.52
Credit Card Credit	10/24/2019	3799	Lodging		150.42	2,465.94
Total Uncleared Transactions					1,037.92	1,037.92
Register Balance as of 10/24/2019					2.31	11,813.03
New Transactions						
Charges and Cash Advances - 25 items						
Credit Card Charge	10/25/2019	3799	Fuel		-154.59	-154.59
Credit Card Charge	10/25/2019	3799	Lodging		-123.20	-277.79
Credit Card Charge	10/25/2019	3799	Lodging		-123.20	-400.99
Credit Card Charge	10/25/2019	3799	Lodging		-123.20	-524.19
Credit Card Charge	10/25/2019	3799	Lodging		-123.20	-647.39
Credit Card Charge	10/25/2019	3799	Fuel		-102.25	-749.64
Credit Card Charge	10/25/2019	3690	Fuel		-44.74	-794.38
Credit Card Charge	10/25/2019	3799	Food		-22.25	-816.63
Credit Card Charge	10/25/2019	3799	Food		-20.30	-836.93
Credit Card Charge	10/25/2019	3799	Food		-16.12	-853.05
Credit Card Charge	10/25/2019	3690	Fuel		-50.77	-903.82
Credit Card Charge	10/28/2019	5657	Home Depot		-274.89	-1,178.71
Credit Card Charge	10/29/2019	5855	Amazon.com		-340.04	-1,518.75
Credit Card Charge	10/29/2019	3799	Amazon.com		-243.92	-1,762.67
Credit Card Charge	10/29/2019	3799	Amazon.com		-16.01	-1,778.68
Credit Card Charge	10/31/2019	3690	Extrication Concepts		-250.00	-2,028.68
Credit Card Charge	10/31/2019	3690	Flagstaff Chamber o...		-75.00	-2,103.68

1:15 PM

11/06/19

Summit Fire District
Reconciliation Detail
118 Visa Control Account, Period Ending 10/24/2019

Type	Date	Num	Name	Clr	Amount	Balance
Credit Card Charge	10/31/2019	3799	Amazon.com		-28.85	-2,132.53
Credit Card Charge	11/01/2019	0294	Fuel		-57.00	-2,189.53
Credit Card Charge	11/05/2019	3690	AZ Wildfire & Incide...		-423.55	-2,613.08
Credit Card Charge	11/05/2019	5855	Amazon.com		-311.60	-2,924.68
Credit Card Charge	11/05/2019	0294	Redback Boots USA		-159.00	-3,083.68
Credit Card Charge	11/05/2019	0294	Home Depot		-57.07	-3,140.75
Credit Card Charge	11/05/2019	0294	US Postal Service		-4.53	-3,145.28
Credit Card Charge	11/06/2019	1194	Home Depot		-869.08	-4,014.36
Total Charges and Cash Advances					-4,014.36	-4,014.36
Total New Transactions					-4,014.36	-4,014.36
Ending Balance					4,016.67	15,827.39

12:51 PM

11/05/19

Summit Fire District
Reconciliation Summary
105 Petty Cash, Period Ending 11/05/2019

	Nov 5, 19
Beginning Balance	1,382.61
Cleared Transactions	
Checks and Payments - 5 items	-131.15
Deposits and Credits - 8 items	410.00
	<hr/>
Total Cleared Transactions	278.85
	<hr/>
Cleared Balance	1,661.46
	<hr/>
Register Balance as of 11/05/2019	1,661.46
Ending Balance	1,661.46

Balanced Nov 5. 2019. cg

Board Approved

Date: _____

Signature: _____

Petty Cash

12:51 PM

11/05/19

Summit Fire District
Reconciliation Detail
105 Petty Cash, Period Ending 11/05/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,382.61
Cleared Transactions						
Checks and Payments - 5 items						
Check	10/15/2019	1153	Max Wiedemann-	X	-33.25	-33.25
Check	10/28/2019	1154	City of Flagstaff Lan...	X	-20.00	-53.25
Check	10/31/2019	1155	Office Depot	X	-33.29	-86.54
Check	11/05/2019	1157	Office Depot	X	-25.10	-111.64
Check	11/05/2019	1156	Fuel	X	-19.51	-131.15
Total Checks and Payments					-131.15	-131.15
Deposits and Credits - 8 items						
Deposit	10/16/2019			X	50.00	50.00
Deposit	10/17/2019			X	50.00	100.00
Deposit	10/18/2019			X	50.00	150.00
Deposit	10/22/2019			X	50.00	200.00
Deposit	10/24/2019			X	50.00	250.00
Deposit	10/31/2019			X	100.00	350.00
Deposit	11/05/2019			X	10.00	360.00
Deposit	11/05/2019			X	50.00	410.00
Total Deposits and Credits					410.00	410.00
Total Cleared Transactions					278.85	278.85
Cleared Balance					278.85	1,661.46
Register Balance as of 11/05/2019					278.85	1,661.46
Ending Balance					278.85	1,661.46

2:05 PM

11/07/19

Summit Fire District
Reconciliation Summary
106 Wildland Checking, Period Ending 10/31/2019

	Oct 31, 19
Beginning Balance	11,040.00
Cleared Transactions	
Deposits and Credits - 1 item	920.00
Total Cleared Transactions	920.00
Cleared Balance	<u>11,960.00</u>
Register Balance as of 10/31/2019	11,960.00
Ending Balance	11,960.00

Balanced Nov 7, 2019

Board Approved

Date: _____

Signature: _____

Wildland Acct

2:05 PM

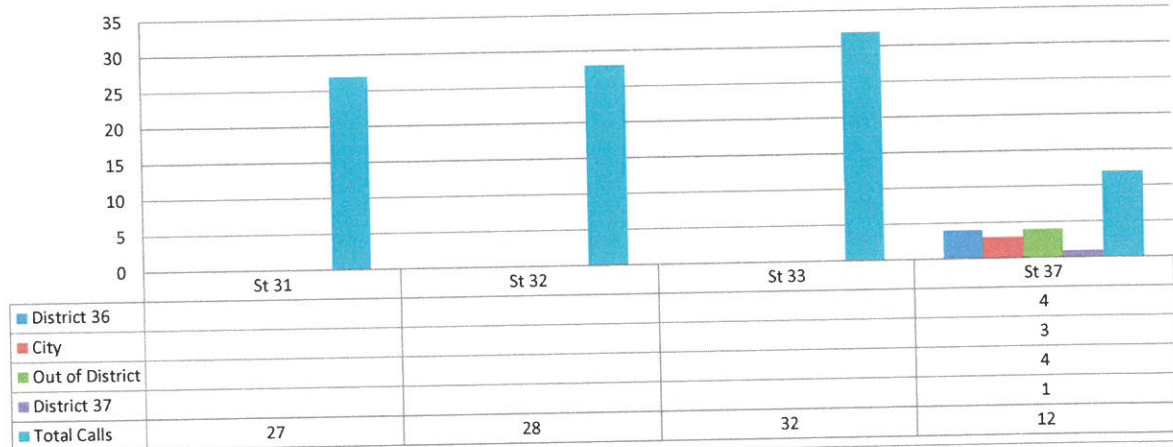
11/07/19

Summit Fire District
Reconciliation Detail
106 Wildland Checking, Period Ending 10/31/2019

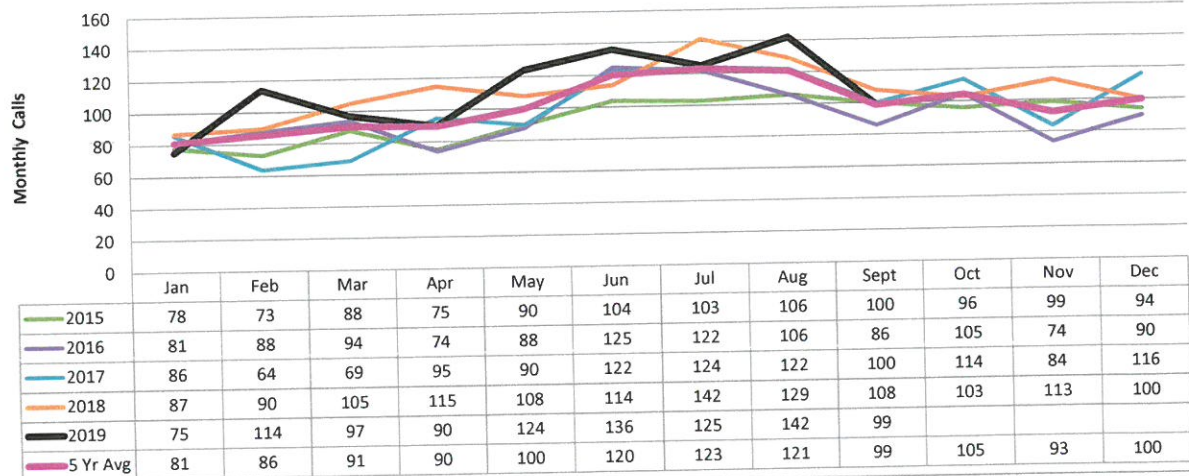
Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,040.00
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/01/2019			X	920.00	920.00
Total Deposits and Credits					920.00	920.00
Total Cleared Transactions					920.00	920.00
Cleared Balance					920.00	11,960.00
Register Balance as of 10/31/2019					920.00	11,960.00
Ending Balance					<u>920.00</u>	<u>11,960.00</u>

Run Report - September, 2019

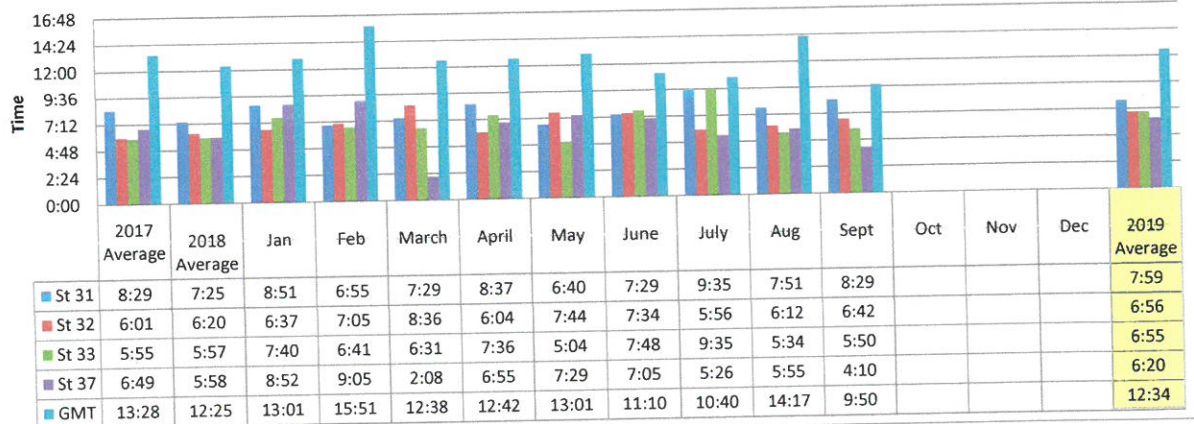
Monthly Calls to Service



Monthly Trends



Average Run Times



Calls to Service in District 37 January 2019 through September 2019

Total # of	Out of					
Calls	District 37	District 36	District 32	City	District	
	92	21	25	1	26	19

Summit Fire and Medical District Fire Board Meeting

Action

To: SFMD Fire Board
From: SFMD Administration
Date: September 19, 2018
Title: Intergovernmental Agreement for Joint Hiring and Promotional processes.

Recommended Action:

Staff recommends Board Approval of the proposed IGA for Hiring and promotional process with the City of Flagstaff and the Highlands Fire District.

Action Summary: The parties to this agreement wish to expand interagency cooperation to include hiring new firefighters and conducting promotional exams. Hiring and promoting processes can be taxing and labor intensive, especially conducting hiring processes for new firefighters. The IGA allows for greater efficiency for the parties and a standardization of processes among the partners to improve results towards hiring and promoting the best candidates while maintaining our shared desire to be non-discriminatory and equal opportunity employers.

Financial Impacts: None

Relation to Goals: Create efficiencies that improve and sustain the capabilities of the district.
Improve the resources of the District both Human and Capital.

Key Considerations: The intent of the IGA is to work collaboratively with our partners to conduct hiring and promotional processes that yield the best results in the most efficient manner possible.

Hiring.

As demonstrated by Addendum B of the IGA, firefighter hiring and selection is a multi-faceted and arduous process both in terms of process requirements and impacts to the applicants. The opportunity to share resources and streamline the process is an efficiency to each participant organization and to the actual applicants. When fire departments engaged in this IGA participate in hiring, there is one physical agility test, not multiple. There will be one peer interview not multiple. The Greater Flagstaff Region's goal in this IGA is to attract and hire the best candidates and keep them in our region.

Promotions.

The IGA further describes a mechanism in Addendum E by which the participants may choose to cooperate in promotional assessment centers. Assessment Centers are a reliable method for the promotion of skilled and management positions based upon demonstrated skills and using outside and unbiased observers with the required backgrounds to participate in the assessment. As such, there are expenses to the conduct of this type of promotional process that benefits from interagency collaboration. The results of the collaboration are improved standardization of knowledge, skills and abilities used in determination of promotional lists and reduced costs and efforts to achieve them.

Participation in shared hiring and promotional processes is elective on a case by case basis.

Additional Info:

Attachments: Joint Hiring IGA

**INTERGOVERNMENTAL AGREEMENT
FOR JOINT HIRING AND PROMOTIONAL PROCESS**

**between
the City of Flagstaff
and**

This intergovernmental agreement ("Agreement") is entered into this ____ day of _____, _____, between the City of Flagstaff ("CITY"), an Arizona municipal corporation, with offices at 211 W. Aspen Avenue, Flagstaff, Arizona, and Highlands Fire District, Pinewood Fire District, Ponderosa Fire District, and Summit Fire and Medical District ("GREATER FLAGSTAFF REGION HIRING AND PROMOTION GROUP"), all of which are independent political subdivisions of the State of Arizona, duly organized and administered pursuant to Chapter 5 of Title 48 of the Arizona Revised Statutes (all of the foregoing entities hereafter collectively together referred to as the "PARTIES OR PARTY").

RECITALS

- A. The PARTIES desire to enter into this Agreement for a Joint Hiring and Promotion Processes; and
- B. The PARTIES recognize the importance of interagency cooperation; and
- C. The PARTIES participate in the "Cooperative Greater Flagstaff Area Fire Agencies All Risk Emergency Intergovernmental Agreement," an IGA intended to maximize interagency cooperation to include training; and
- D. The PARTIES of this agreement make up the Greater Flagstaff Region Hiring and Promotion Group (GFR Hiring and Promotion Group) comprised of the Fire Chiefs of the Departments participating; and
- E. The PARTIES concur that working collaboratively yields the highest levels of services in conjunction with the most effective use of local fire, rescue, and emergency medical department resources; and
- F. The PARTIES recognize that a Joint Hiring and Promotion Process will assist the PARTIES in recruiting, selecting, and promoting the most qualified candidates.

NOW THEREFORE, pursuant to A.R.S. § 11-952, authorizing contracts between public agencies for services or the joint exercise of powers common to both, and the inherent powers of each party to protect the health and welfare of its constituents, for and in consideration of the mutual obligations and covenants set forth herein, the parties agree as follows:

AGREEMENT

1. Purpose

The purpose of this Agreement is to set forth the process and agreement between the PARTIES for the Joint Hiring and Promotional Processes to pool resources and recruit, hire and promote qualified candidates for each PARTY.

2. Scope

The PARTIES agree to confer and develop a Joint Hiring Process that will be attached and incorporated as Addendum A/to this agreement which sets forth the process for the joint hiring and selection of qualified candidates for the position of Firefighter/EMT and/or Firefighter/Paramedic. Addendum B which is attached and incorporated into this agreement is a flow chart visual representation of the process set forth in Addendum A. The process described in Addendums A and B may be amended by the unanimous agreement of the Fire Chiefs of the Departments that are parties to this agreement and the City of Flagstaff Human Resources Division.

The PARTIES agree to confer and develop a Joint Promotion Process that will be attached and incorporated as Addendum D. Addendum E which is attached and incorporated into this agreement is a flow chart visual representation of the process set forth in Addendum D to this agreement which sets forth the process for the joint promotion process to select and promote qualified candidates for the positions of, Engineer, Captain, and Battalion Chief. The process described in Addendums E and D may be amended by the unanimous agreement of the Fire Chiefs of the Departments that are parties to this agreement and the City of Flagstaff Human Resources Division.

The personnel from the different PARTIES who participate in the Joint Hiring Process shall be familiar with and shall follow the Greater Flagstaff Region Hiring Group Interview Panel Guidelines attached and incorporated as Addendum C, while participating in the Joint Hiring Process. Addendum C may be amended by the unanimous agreement of the Fire Chiefs of the Departments that are parties to this agreement and the City of Flagstaff Human Resources Division.

3. Indemnification

Each PARTY to this Agreement shall indemnify, defend and hold harmless the other PARTIES, their members, directors, officers, employees, agents, attorneys and assigns from and against any and all claims, losses, liability, costs or expenses resulting from the negligence or willful misconduct of the indemnifying PARTY or PARTIES, provided however, nothing herein shall be construed to expand the liability of any PARTY or its employees beyond the gross negligence/intentional misconduct standard applicable to emergency medical technicians or paramedics providing emergency medical aid as provided for in A.R.S. §48-818. This indemnification shall survive termination of this Agreement or the termination of the participation of any of its PARTIES.

4. Liability Insurance

Each PARTY shall bear the risk of its own actions and shall determine for itself an appropriate level of liability insurance coverage and maintain such coverage. Nothing in this Agreement shall be construed as a waiver of any limitation on liability that may apply to a PARTY.

5. Effective Date; Term; Effect of Termination on Remaining PARTIES; Renewal

- A. Effective Date. This Agreement will become effective for each PARTY after approval by its governing body (the "Effective Date").
- B. Term. Except as otherwise provided in this Agreement, this Agreement will remain in effect for a period of five years, unless extended or terminated by action of the PARTIES.
- C. Termination. Any PARTY may terminate its participation in this Agreement by providing the other PARTY (or PARTIES) thirty (30) days written notice. Termination by one or more

of the PARTIES to this Agreement shall not affect the operation of the Agreement as between the other PARTIES thereto.

- D. Renewal. This Agreement may be renewed for two (2) additional five (5) year periods, subject to agreement by the PARTIES. For the City of Flagstaff, the City Manager shall be authorized to approve such renewals.

6. Cancellation for Conflict of Interest

This Agreement is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511.

7. Compliance with All Laws

Each PARTY shall comply with all federal, state, and local laws, rules and regulations.

8. Execution Procedure

This Agreement will be executed in counterparts by the governing body of each PARTY.

9. Non-Discrimination

Each PARTY warrants that it complies with any state and federal laws, rules and regulations which mandate that all persons, regardless of race, color, pregnancy, religion, sex, sexual orientation, gender identify, genetic information, age, national origin, disability, veterans status, care-giving responsibilities, or familial status shall have equal access to employment opportunities. Each PARTY shall take affirmative action to ensure that it will not participate either directly or indirectly in the discrimination prohibited by or pursuant to Title VI of the Civil Rights Act of 1964, Pregnancy Discrimination Act of 1978, Americans with Disabilities Act of 2008 as amended, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Age Discrimination Act of 1975, Age Discrimination and Employment Act of 1967 as amended, Genetic Information Nondiscrimination Act of 2008.

10. Legal Arizona Workers Act Compliance

PARTIES are required to comply with A.R.S. §41-4401, and hereby warrants that they will, at all times during the term of this Agreement, comply with all federal immigration laws applicable to the employment of their respective employees, the requirements of A.R.S. §41-4401, and with the e-verification requirements of A.R.S. §23-214(A) (together the "state and federal immigration laws"). Parties further agree to ensure that each subcontractor that performs any work under this Agreement likewise complies with the state and federal immigration laws.

A breach of a warranty regarding compliance with the state and federal immigration laws shall be deemed a material breach of the Agreement and the Party who breaches may be subject to penalties up to and including termination of the Agreement.

Each Party retains the legal right to inspect the papers of any contractor or subcontract employee working under the terms of the Agreement to ensure that the other Party is complying with the warranties regarding compliance with the state and federal immigration laws.

11. Non-appropriation

This Agreement shall be subject to shared costs which may include but is not limited to human resources personnel, legal personnel, and advertising, and to available funding for each PARTY,

and nothing in this Agreement shall bind any PARTY to expenditures in excess of funds appropriated and allotted for the purposes outlined in this Agreement.

12. No Third Party Beneficiaries

The PARTIES acknowledge and agree that the terms, provisions, conditions, and obligations of this Agreement are for the sole benefit of, and may be enforceable solely by, the PARTIES, and none of the terms, provisions, conditions, and obligations of this Agreement are for the benefit of, or may be enforced by, any person or entity not a PARTY to this Agreement.

13. Right to Enter into Additional Agreements

The PARTIES to this Agreement are not precluded from participating in additional or supplemental IGA's or contracts as deemed appropriate by the PARTIES. Nothing in this Agreement shall limit the ability of a PARTY to provide or collaborate with another jurisdiction, which is not a participant in this Agreement.

14. Waiver of Potential Conflict

The HIGHLANDS FIRE DISTRICT and the SUMMIT FIRE & MEDICAL DISTRICT (these foregoing hereafter collectively referred to as the "jointly-represented parties") consent to the Coconino County Attorney's Office representing all of them jointly, and acknowledge that they have all been advised of the potential for conflicts of interest, including the specific advantages and risks involved with joint representation, and potential consequences that would be created by future conflicts, if any should arise. For instance, these jointly-represented parties were instructed that although joint representation could yield a cost savings on attorneys' fees and also result in easier coordination, no one party's interests could be advocated above that of the others by the attorney. It was explained to all of the jointly-represented parties that this could result in less favorable terms for either one or another of them, because negotiations could not be conducted in a partisan manner with the assistance of counsel as between and amongst the jointly-represented parties. It was further explained to the jointly-represented parties that as amongst them only, joint representation would result in the loss of confidentiality as to each other with regard to the subject matter of the joint representation. It was further explained that if the joint representation should result in an irreconcilable conflict in the future, which either required or resulted in one or more of their number filing a lawsuit against one or more of the others with respect to the subject matter of the joint representation, or else resulted from another non-waivable conflict, then the Coconino County Attorney's Office would be required to withdraw from representing all parties involved with the irreconcilable and non-waivable conflict, and all such parties involved therewith would have to incur the expense of retaining new replacement counsel. The jointly-represented parties additionally acknowledge that they have been advised and are aware that the Coconino County Attorney does represent several fire districts, including the undersigned. The jointly-represented parties additionally acknowledge that they have the right to have independent counsel review this Agreement and/or the Coconino County Attorney's Office's joint representation in this matter, and all of the jointly-represented parties hereby acknowledge that they have consulted such counsel or have waived the right to consult such counsel. The jointly-represented parties further acknowledge that they understand their rights, and notwithstanding this disclosure, do hereby confirm their waiver any conflict of interest that may arise by reason of the Coconino County Attorney's Office's

representation of the undersigned in this matter, and consent to the joint representation of all of the jointly-represented parties by the Coconino County Attorney's Office.

15. Signatures

Each PARTY represents and warrants that all necessary approvals for this Agreement have been obtained, and the persons whose signatures appear below have the authority necessary to execute this Agreement on behalf of the PARTIES indicated.

City of Flagstaff

Mayor

Attest:

City Clerk

Approved as to form:

Date of formal approval by governing
body:

City Attorney

**INTERGOVERNMENTAL AGREEMENT
FOR JOINT HIRING PROCESS**

Signature Page

IN WITNESS WHEREOF, the PARTIES each sign this Intergovernmental Agreement on a separate signature page. The signatories warrant that they have been duly authorized to bind the jurisdiction to the terms and conditions in this Agreement by formal approval of the jurisdiction's governing body.

PARTY:

Highlands Fire District
Authorized signatory:

Name: _____
Title: _____

Attest:

Name: _____
Title: _____

Date of formal approval by governing body:

~~Highlands Fire District~~
Authorized signatory:

SFMD

Name: _____
Title: _____

Attest:

Name: _____
Title: _____

Date of formal approval by governing body:

Attorney's Approval:

Name: Brian Y. Furuya,
Title: Attorney for Highlands Fire District
Attorney for Summit Fire & Medical District

Addendum A

Joint Hiring Process

The PARTIES, who have vacant, funded positions to fill, will participate in the following steps of the Joint Hiring Process:

1. Advertisement and posting for Joint Hiring Process
2. Written Test
3. Employment Application
4. Matrix
5. Physical Agility Test
6. Peer Interviews
7. Ranked List of Candidates

The PARTIES, who have vacant, funded positions to fill, will provide personnel to participate in the assessment of the Employment Application, Matrix, Physical Agility Test, and the Peer Interviews. The personnel from the different PARTIES who participate in the Joint Hiring Process shall be familiar with and shall follow the Greater Flagstaff Region Hiring Group Interview Panel Guidelines in Addendum C, while participating in the Joint Hiring Process.

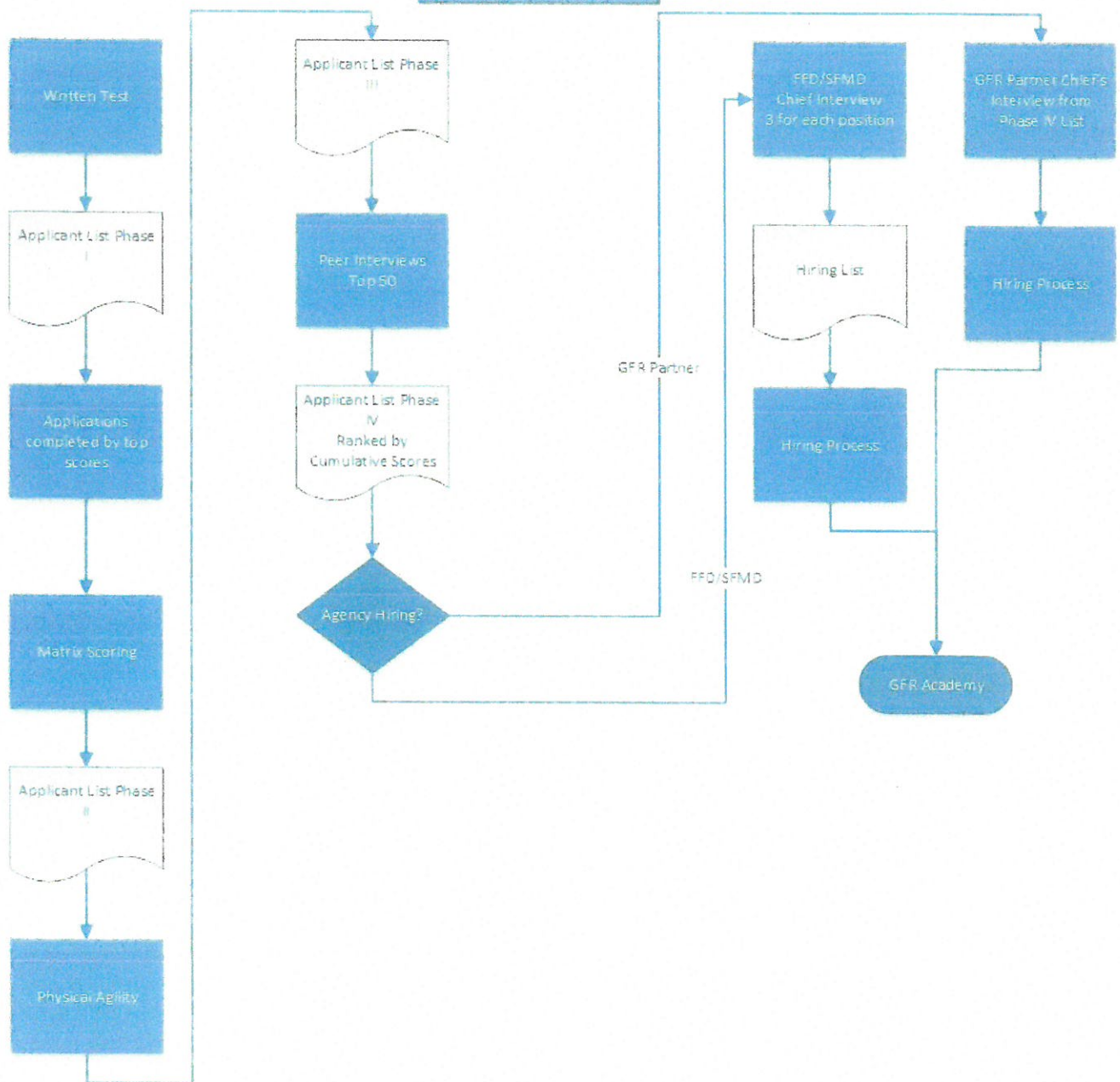
The Fire Chiefs of those agencies who are participating in that Joint Hiring Process and the City of Flagstaff Human Resources Department shall develop the Matrix to be used during that Joint Hiring Process. The Fire Chiefs of the participating agencies will be provided copies of candidate testing and matrix results. The number of applicants who will move on to the next phase of the Joint Hiring Process will be agreed upon by the PARTIES who are participating in that Joint Hiring Process.

The cumulative scores including the Written Test, Matrix, Physical Agility Test, and Peer Interviews are calculated and ranked. The Ranked List of Candidates will be provided to each PARTY who have vacant, funded position to fill and who are participating in the Joint Hiring Process.

Each PARTY will use the Ranked List of Candidates to separately complete the final step in their agency's hiring process. The PARTIES shall not confer in the final step of the process or share information obtained in the final step of the process but will coordinate the timing of the final step. However, the single Fire Chief for the City of Flagstaff and the Summit Fire and Medical District may jointly conduct the Executive Fire Chief Interview pursuant to the Intergovernmental Agreement for Shared Services between the City of Flagstaff and Summit Fire and Medical District Section 5.4.2 as seen in Addendum B Joint Hiring .

Addendum B

Greater Pittsburgh Region Hiring and
Promotion Group
Regional Firefighter Recruitment
& Hiring Process



Addendum C
Greater Flagstaff Region Hiring Group
Interview Panel Guidelines

Position Title: _____

Panel Chair: _____ **Date:** _____

Introduction:

- ☐ Thank you panel members for agreeing to participate on the panel.
- ☐ The Chair's role will be to introduce the candidates to the panel, start and keep the interviews moving, and explain the next steps in the process.

Recommendations:

- ✓ Treat all candidates the same.
- ✓ Keep the atmosphere relaxed.
- ✓ Practice good listening skills and let the candidate do most of the talking.
- ✓ Let candidate know that you will be taking notes.
- ✓ Discourage rambling by explaining the time limit and the number of questions at the beginning of the interview. It is okay to cut someone off if they are taking too much time on any one question.
- ✓ Avoid commenting on the candidate's responses, for example, "Great Answer".

Panel's Charge:

- ☐ You will provide the hiring supervisor with your recommendation for the most highly qualified candidate(s) for the position. When the panel comes to a consensus on the scoring of candidates, these scores are provided to Human Resources. These scores are given to Human Resources who will use your recommendation, as well as other factors, in finalizing a ranked list for the participating departments.
- ☐ Remember that interviews are considered tests under the EEOC and as such must be job related, administered fairly, and not be discriminatory.
- ☐ Each candidate will be asked the same questions. You may ask follow-up questions to clarify answers, but not to explore new areas or lead the candidate to a particular answer.
- ☐ Document and objectively evaluate each candidate's answer. Notes should provide a record of what the candidate said, how well the question was answered, and the likelihood for success in the position based on the candidate's response. Your notes will be collected at the end of the interview process. Remember not to include any information that isn't job related in your notes as they may be used in any EEOC investigations or in the event of a public record request.
- ☐ Be sure to secure panel materials (i.e. applications, questions, hiring summaries, etc.) if you will be leaving for lunch. Return all materials to Human Resources at the conclusion of the interviews.
- ☐ Interviews should be considered confidential and you should not discuss candidates' performance or the process with anyone other than Human Resources, other panel members, or the hiring authority. Also, remember that if there are any internal candidates that you should not share any information regarding their candidacy with others inside or outside the organization.

Panel's Conduct:

- ☐ The City Of Flagstaff is a Tobacco and Smoke Free Workplace. Tobacco and use of electronic cigarettes are prohibited in all city property including indoor, outdoor work areas, buildings and city vehicles. Tobacco products include cigarettes, e-cigarettes, pipes, cigars, and chewing tobacco, etc. Electronic cigarette is any product containing or delivering nicotine or any other similar substance and includes e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen.
- ☐ The GFR prohibits discrimination and harassment and is an equal employment opportunity employer.
 - Discrimination means to exclude individuals from an opportunity or participation in any activity because of race, color, religion, sex, pregnancy, national origin, age, disability, genetic information, sexual orientation, gender identity, veteran status, familial status, care giving responsibilities, and occurs whenever similarly situated individuals of a different group are accorded different and/or unequal treatment in the context of a similar situation.
 - Harassing conduct includes but is not limited to: derogatory comments, offensive words or comments on the basis of any protected status, inappropriate comments on appearance including dress or physical features, sexual rumors, code words, or stories.
 - The GFR ensures equal employment opportunity employment to all qualified persons based solely upon an individual's ability to perform the essential functions of the job without discrimination or harassment.
- ☐ The GFR does not discriminate against qualified individuals in hiring or employment practices. Applicants may be asked about their ability to perform specific job functions. The GFR shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant upon request.

Acknowledgement:

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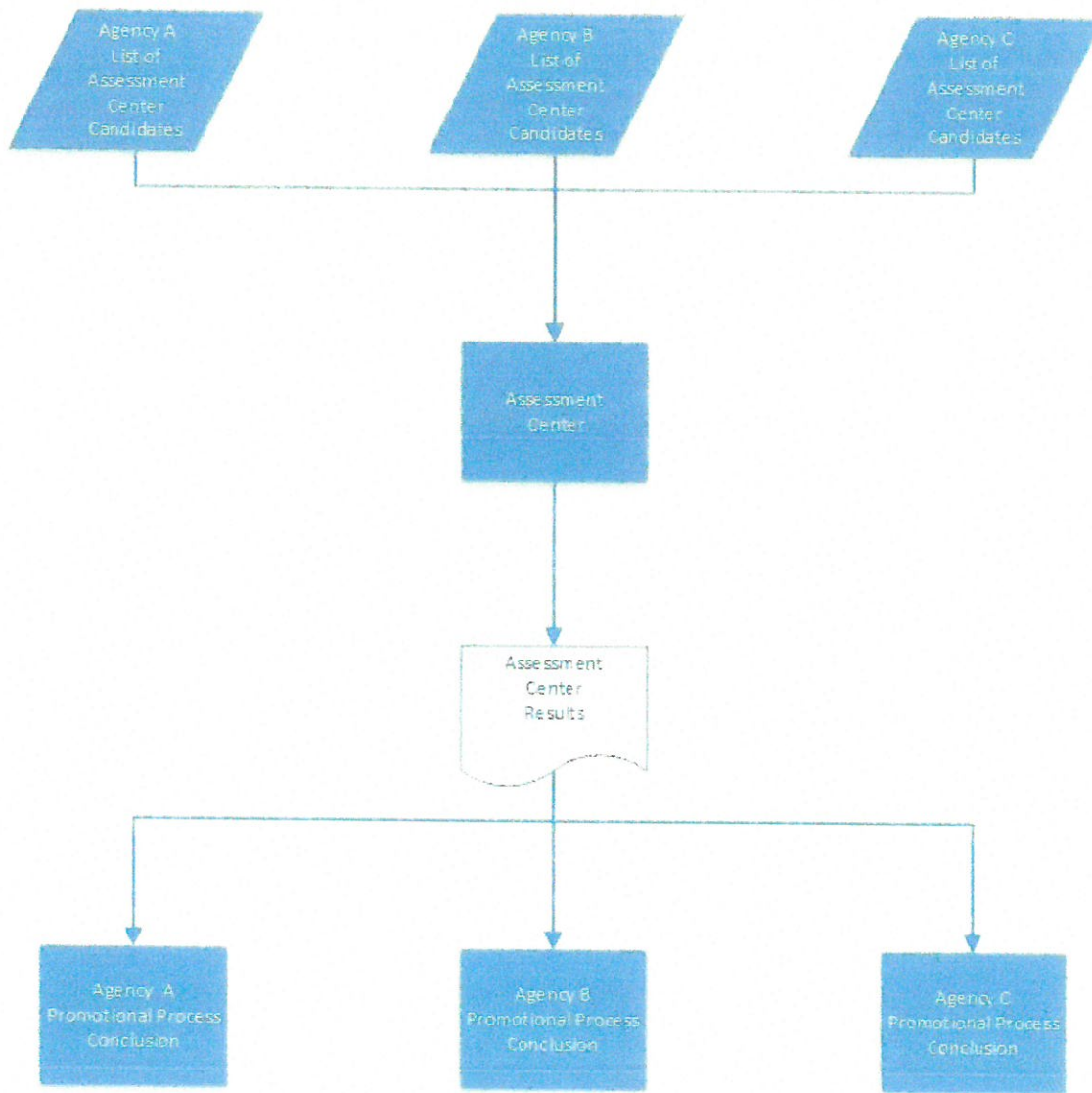
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Addendum D
Joint Promotional Process

The PARTIES, who have a promotional vacancy to fill, may participate in the following steps of the Joint Promotional Process:

1. Each PARTY will post their own vacancy announcement setting their own minimum qualifications for the vacant position.
2. Each PARTY will conduct their own evaluation of the applicants in the manner they choose.
3. Each PARTY will participate in a combined Assessment Center, designating agency representatives to plan and implement the Assessment Center for the qualified candidates.
4. Each Party will take the results of the assessment center evaluation and independently choose the candidate for the promotional vacancy.

Addendum E



Summit Fire and Medical District Fire Board Meeting

Action

To: SFMD Fire Board
From: SFMD Administration
Date: November 20, 2019
Title: Line of Credit with JP Morgan

Recommended Action: Approve revolving line of credit with JP Morgan Chase Bank

Action Summary: Approve revolving line of credit with JP Morgan Chase Bank through Coconino County Treasures Office

Financial Impacts: Annual Renewal

Relation to Goals: Diversify and improve revenue stream

Key Considerations: This is a line of credit to cover the District in the extreme instance that we have overspent and do not have the funding to cover our obligations.

Additional Info:

Attachments: Form of Declaration



FORM OF DECLARATION

November 20, 2019

Dan Warren, Vice President
JPMorgan Chase Bank, N.A.
Government Banking
201 North Central Ave, 21st Floor, AZ1-1178
Phoenix, Arizona 85004

Re: Letter of Declaration for Summit Fire and Medical District for calendar year 2020

Dear Mr. Warren:

The above-referenced district ("District") in Coconino County ("County") has approved obtaining a revolving line of credit ("Line of Credit") for the District from JPMorgan Chase Bank, N.A. ("Bank") pursuant to Arizona Revised Statutes Section 11-604.01 *et. seq.* and requests the County Treasurer to enter into an agreement with the Bank to provide the Line of Credit to the District.

In accordance with the Internal Revenue Code of 1986, as amended from time to time ("Code"), the District hereby certifies that it is reasonably anticipated that the aggregate amount of "tax-exempt obligations" (as defined in Code Section 265(b)(3)) which will be issued by the District during the above-referenced calendar year will not exceed \$10,000,000.00 and hereby designates all borrowings under the Line of Credit as "qualified tax-exempt obligations" (as defined in Code Section 265(b)(3)(B)).

In the event the anticipated amount for such year changes to the extent that the above certification changes, the District agrees to deliver to the Bank a supplement to this letter notifying the Bank of such change.

To the best of the undersigned's knowledge, information and belief, the expectations set forth in this Declaration are reasonable and there are no other facts, estimates or circumstances that would materially change the expectations expressed herein.

Summit Fire and Medical District Fire Board Meeting

Action

To: SFMD Fire Board
From: SFMD Administration
Date: November 20, 2019
Title: Governor's Office of Homeland Security Grant

Recommended Action: Approve Governor's Office of Homeland Security Grant

Action Summary: Approve Governor's Office of Homeland Security Grant for extrication tool and related equipment.

Financial Impacts: This grant is for \$22,905.00. The District does not need to match funds.

Relation to Goals: Diversify and improve revenue stream

Key Considerations: The District currently has 4 extrication tools. One that is 25 years old; no longer able to be repair and out of commission. One that is 15 years old works, but parts are no longer available; and two that are 13 years old still able to be repaired at this point. Currently the District keeps extrication tools on engines 31, 33 and 37. This grant will replace the 15-year-old at Station 31.

Additional Info: Chief Bills once again came through for the District.

Attachments: Grant

GOVERNOR'S OFFICE OF
HIGHWAY SAFETY

STATE OF ARIZONA

HIGHWAY SAFETY CONTRACT

This page, the Project Director's Manual and attached hereto and incorporated herein by reference, constitute the entire Contract between the parties hereto unless the Governor's Highway Safety Representative authorizes deviation in writing.

FAIN: 69A37520300004020AZ0		Assistance Listings: 20.600
1. APPLICANT AGENCY Summit Fire and Medical District	GOHS CONTRACT NUMBER: 2020-EM-008	
ADDRESS 8905 Koch Field Road, Flagstaff, AZ 86004	PROGRAM AREA: 402-EM	
2. GOVERNMENTAL UNIT Summit Fire and Medical District	AGENCY CONTACT: Jerry Bills	
ADDRESS 8905 Koch Field Road, Flagstaff, AZ 86004	3. PROJECT TITLE: Emergency Medical Services Related Materials and Supplies (110 Power Supply), and Related Equipment (Cutter, Spreader, Charger, Battery)	
4. GUIDELINES: 402-Emergency Medical Services (EM)		
5. BRIEFLY STATE PURPOSE OF PROJECT: Federal 402 funds will support Materials and Supplies: 110 Power Supply, and Capital Outlay: Cutter and Spreader with Charger and Battery to enhance Emergency Medical Services throughout the Summit Fire and Medical District.		
6. BUDGET	Project Period	
COST CATEGORY	FFY 2020	
I. Personnel Services	\$0.00	
II. Employee Related Expenses	\$0.00	
III. Professional and Outside Services	\$0.00	
IV. Travel In-State	\$0.00	
V. Travel Out-of-State	\$0.00	
VI. Materials and Supplies	\$645.00	
VII. Capital Outlay	\$22,260.00	
TOTAL ESTIMATED COSTS	\$22,905.00	
PROJECT PERIOD	FROM: Effective Date (Date of GOHS Director Signature)	TO: 09-30-2020
CURRENT GRANT PERIOD	FROM: 10-01-2019	TO: 09-30-2020
TOTAL FEDERAL FUNDS OBLIGATED THIS FFY: \$22,905.00		

A political subdivision or State agency that is mandated to provide a certified resolution or ordinance authorizing entry into this Contract must do so prior to incurring any expenditures. Failure to do so may result in termination of the awarded Contract.

PROBLEM IDENTIFICATION AND RESOLUTION:

Agency Background:

Number of emergency responders: 39

Total Population in city/town or county: 10,000

Total Road Mileage: Highway: 25 Local: 27 Total: 52

	2017	2016	2015
Total Crashes	93	80	70
Total Injury Crashes	36	50	45
Total Fatal Crashes	2	3	2
Traffic Calls for Service	101	86	75
Total Serious Injuries	48	54	47
Total Fatalities	2	3	2
Crash to Hospital Arrival Times (Min.)	55		

The data above represents: District ☒ City/Town ☐

Agency Problem/Attempts to Solve Problem:

Summit Fire & Medical District provides direct services to the community of 10,000 with an estimated 5.2 million visitors coming through the district area last year. SFMD has seen a 44% increase (70v. 101) in the number of accidents involving motor vehicles SFMD responded to from 2013 to 2018. The number of accidents involving semi-tractor trailers on the interstates within the Region are higher than average due to severe snow and ice found at the higher elevations during winter months. SFMD has seen higher speed accidents with higher impact damage to both large semi type vehicles and smaller passenger vehicles on the interstate or if they leave the road and impact trees or other obstacles. In turn, this is causing increased scene times which jeopardize crew and patient safety/outcomes.

Due to the nature of the call and limited access, having the ability to be mobile is extremely important. Often SFMD is unable to access the accident due to traffic blocking or distance they are off the road. Hauling around older equipment is man-power intensive, creates safety issues (have documented injuries sustained from carrying the heavy power plant to scenes), and has significantly less power to perform the necessary extrications compared to the newer battery operated set being requested.

Agency Funding:

Federal 402 funds will support Materials and Supplies: 110 Power Supply, and Capital Outlay: Cutter and Spreader with Charger and Battery to enhance Emergency Medical Services throughout the Summit Fire and Medical District.

How Agency Will Solve Problem with Funding:

The new equipment will reduce the number of units needed to respond to a scene, decrease extrication times which will in turn assist with traffic flow and safety impacts of longer scene times. Safe and effective extrications that provide access and maneuverability are key for crash events.

PROJECT MEASURES:

To decrease the average Crash to Hospital Arrival Time in extrication crashes from 55 minutes during calendar year 2017 to 45 minutes by December 31, 2020.

Contract Objectives:

1. Decrease the average time it takes to extricate patients in larger semi type vehicles by ten (10) minutes. This improves patient outcome and reduces exposure to crews working the incident.
2. Decrease overall scene time while working MVA's on the highway/interstate. This will decrease the impact to traffic flow and in turn reduce secondary accident risks to motorists.

GOALS/OBJECTIVES:

Federal 402 funds will support Materials and Supplies: 110 Power Supply, and Capital Outlay: Cutter and Spreader with Charger and Battery to enhance Emergency Medical Services throughout the Summit Fire and Medical District.

Expenditures of funding pertaining to the EM/Emergency Medical Services Program including Personnel Services and ERE, Materials and Supplies, Capital Equipment, and/or Travel In and Out-of-State shall comply with the Emergency Medical Services Program goals provided by the Arizona Governor's Office of Highway Safety. The Emergency Medical Services Program goal is to support rural fire departments and fire districts with the necessary resources to respond to traffic crashes in rural areas of Arizona.

MEDIA RELEASE:

To prepare complete press release information for media (television, radio, print, and on-line) during each campaign period including a main press release, schedule of events, departmental plans, and relevant data. The material will emphasize the campaign's purpose, aggressive enforcement, and the high cost of Emergency Medical Services in terms of money, criminal, and human consequences.

PLEASE NOTE: Failure to submit Quarterly Reports, and/or Report of Costs Incurred (RCIs) timely and correctly may delay reimbursement for expenditures to your Agency.

METHOD OF PROCEDURE:

The Summit Fire and Medical District will make expenditures, as follows, to meet the outlined Program Goals/Objectives:

Materials and Supplies - To purchase/procure the following Materials and Supplies for Emergency Medical Services Activities: 110 Power Supply

Capital Outlay - To purchase/procure the following Capital Outlay for Emergency Medical Services Activities:
Cutter and Spreader with Charger and Battery

PRESS RELEASE:

Agencies are **required** to develop and distribute a press release announcing this grant award **upon receipt** of the executed Contract. A copy of this press release shall be sent to the GOHS Director for approval prior to being sent to the media. This press release shall include the objective and specify that the funding is from the Governor's Office of Highway Safety.

EQUIPMENT:

Cutter and Spreader with Charger and Battery

Agencies receiving funding for Capital Outlay (major equipment) such as DUI processing vans, marked and unmarked enforcement sedans, and marked enforcement motorcycles shall schedule a press conference acknowledging the grant award from the Governor's Office of Highway Safety. The purpose of this press conference is for the Agency to present the equipment to their community.

The Summit Fire and Medical District shall immediately notify GOHS if any equipment purchased under this Contract ceases to be used in the manner described in this Contract. In such event, the Summit Fire and Medical

District further agrees to dispose of this equipment using the Summit Fire and Medical District's, city, town, or county ordinance, code, or rule regarding disposal of equipment.

In the absence of an ordinance, code, or rule regarding the disposal of the property, the Summit Fire and Medical District may refer to that of the State. The Summit Fire and Medical District shall maintain or cause to be maintained for its useful life, any equipment purchased under this Contract. The Summit Fire and Medical District shall incorporate any equipment purchased under this Contract into its inventory records. The Summit Fire and Medical District shall insure any equipment purchased under this Contract for the duration of its useful life. Self-insurance meets this requirement.

Administrative and Maintenance Costs:

The Summit Fire and Medical District shall be responsible for all administrative, maintenance, operational costs, and the costs of any damage relating to the Cutter and Spreader with Charger and Battery.

Decals:

The Governor's Office of Highway Safety shall provide the Summit Fire and Medical District with decals depicting the Governor's Office of Highway Safety logo. These decals shall be affixed to the equipment before being placed in service.

Equipment Purchase:

The equipment purchased under this Contract shall be ordered, received, training completed, and placed in service prior to the end of the project period.

If the Agency cannot meet this requirement, the Agency must submit a letter of explanation signed by the Project Director on the Agency's letterhead via mail or hand delivered to the Director of the Governor's Office of Highway Safety within sixty (60) days before the end of the project period.

The application of 2 CFR Part 200 "Procurement Standards" requires that:

Grantees and sub-grantees will use their own procurement procedures, which reflect applicable State and local laws and regulations, provided that the procurement procedures conform to applicable Federal and State laws and standards. The most stringent purchasing requirement at each level must be met. If the Agency does not have a procurement process, the Agency shall use the State procurement process.

Original Purpose of Equipment:

Pursuant to 23 CFR §1300.31, all equipment purchased under this Contract is to be used for the original purpose intended under this Contract. All equipment shall be used for the originally authorized grant purposes for as long as needed for those purposes. Neither the State nor the Agency (sub-grantees) or contractors shall encumber the title or interest while such need exists.

The Governor's Office of Highway Safety shall reserve the right to transfer title of equipment acquired under the Section 402 program to the Federal government or to a third party when such third party is otherwise eligible under existing statutes.

Furthermore, 2 CFR §200.313 states that equipment (acquired under this grant) shall be used by the grantee in the program or project for which it was acquired as long as needed, whether or not the project or program

continues to be supported by Federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency.

Insurance:

It is agreed that the Summit Fire and Medical District shall adequately insure all capital equipment purchased under this Contract for repair or replacement.

SPECIFIC REQUIREMENTS:

EQUIPMENT –

Requirements for Equipment:

The Summit Fire and Medical District shall provide a high quality color photograph of all equipment purchased under this Contract. The Summit Fire and Medical District shall complete the attached **Capital Outlay Equipment** form for all individual equipment purchases of \$5,000.00 or more. The form is to be attached and submitted with the next quarterly report subsequent to the delivery of the equipment.

METHOD OF PROCUREMENT:

The application of 2 CFR Part 200 "Procurement Standards" requires that:

Grantees and sub-grantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided the procurement procedures conform to applicable Federal laws and standards. The most stringent purchasing requirement at each level must be met. If the Agency does not have a procurement process, the Agency may use the State procurement process.

A clear audit trail must be established to determine costs charged against this Contract. Substantiation of costs shall, where possible, be made utilizing the Summit Fire and Medical District documentation consisting of, but not limited to, copies of time sheets, purchase orders, copies of invoices, and proof of payment.

The Agency shall retain copies of all documentation in the project file.

State Contract:

Procurement may be made using an open State contract award. Documents submitted to substantiate purchases using an open State contract must bear the contract number.

PROJECT EVALUATION:

This project shall be administratively evaluated to ensure the objectives have been met.

Quarterly Report

The purpose of the Quarterly Report is to provide information on contracted grant activities conducted at the conclusion of each active quarter. The information provided is used to review progress of the funded project and the successfulness in meeting outlined goals and objectives. The information, photos, highlights, obstacles,

and mandatory statistical data provided in this report are analyzed by the assigned Project Coordinator. It is critical the report contains the following information:

- **Original signatures on all Quarterly Reports and RCIs**
 - All Quarterly Reports and RCIs shall include the signature of the Project Director unless prior authorization for another is on file with GOHS.

Report Schedule

Reporting Period	Due Date
1 st Quarterly Report and RCI (October 1 to December 31, 2019)	January 30, 2020
2 nd Quarterly Report and RCI (January 1 to March 31, 2020)	April 20, 2020
3 rd Quarterly Report and RCI (April 1 to June 30, 2020)	July 20, 2020
4 th Quarterly Report and RCI (July 1 to September 30, 2020)	October 15, 2020
Final Statement of Accomplishments	October 15, 2020

The Quarterly Report **shall be completed on the form available on-line and can be submitted by email** to the Governor's Office of Highway Safety.

NOTE: IT IS REQUIRED THAT ALL LAW ENFORCEMENT AGENCIES MUST ENTER STATISTICAL AND ENFORCEMENT ACTIVITY INTO THE ON-LINE GOHS DUI REPORTING SYSTEM, IN ADDITION TO SUBMITTING THE QUARTERLY ENFORCEMENT REPORT.

Final Statement of Accomplishments

The Project Director shall submit a Final Statement of Accomplishments Report to the GOHS **no later than fifteen (15) days after the conclusion of each Federal Fiscal Year (September 30th)**. All agencies receiving funding are required to submit a Final Statement of Accomplishments Report.

Note: Failure to comply with the outlined GOHS reporting requirements may result in withholding of Federal funds or termination of the Contract.

PROFESSIONAL AND TECHNICAL PERSONNEL:

Mark Gaillard, Fire Chief, Summit Fire and Medical District, shall serve as Project Director.

Jerry Bills, Deputy Chief, Summit Fire and Medical District, shall serve as Project Administrator.

Jenise Moreno, Governor's Office of Highway Safety, shall serve as Project Coordinator.

REPORT OF COSTS INCURRED (RCI):

The Agency shall submit a Report of Costs Incurred (RCI), with supporting documentation attached, to the Governor's Office of Highway Safety on a quarterly basis, for each active quarter, in conjunction with the required report. Agencies may submit additional RCI forms for expenditures when funds have been expended for which reimbursement is being requested.

Accepted supporting documentation to submit with a Report of Cost Incurred (RCI) includes, but is not limited to; scanned copies of timesheets, payroll records, paid invoices/purchase orders, and other account records.

RCIs shall be typed and delivered via mail or hand delivered with appropriate supporting documentation to the Governor's Office of Highway Safety. **Electronically submitted RCIs will not be accepted.** Final RCIs will not be accepted fifteen (15) days after the conclusion of each Federal Fiscal Year (September 30th). **Expenditures submitted after the expiration date may not be reimbursed and the Agency will accept fiscal responsibility.**

PROJECT MONITORING:

Highway safety grant project monitoring is used by GOHS project coordinators to track the progress of project objectives, performance measures, and compliance with applicable procedures, laws, and regulations.

The process is used throughout the duration of the contracted project and serves as a continuous management tool. Project monitoring also presents an opportunity to develop partnerships, share information, and provide assistance to contracted agencies. Additionally, project monitoring outlines a set of procedures for project review and documentation.

Project monitoring serves as a management tool for:

- Detecting and preventing problems
- Helping to identify needed changes
- Identifying training or assistance needed
- Obtaining data necessary for planning and evaluation
- Identifying exemplary projects

Types of Monitoring

Monitoring is formal and informal, financial and operational. The most common types of monitoring are:

- Ongoing contact with the contracted grantee through phone calls, e-mails, correspondence, and meetings
- On-Site and/or In-House monitoring reviews of project operations, management, and financial records and systems
- Review of project Quarterly Reports
- Review and approval of Report of Costs Incurred (RCIs)
- Desk review of other documents in the project grant files for timely submission and completeness

Monitoring Schedule	
Total Awarded Amount:	Type of Monitoring:
Under \$50,000	Desk Review/Phone Conference
\$50,000 and over	May have an In-House GOHS Review
\$100,000+	May have an On-Site Review
Capital Outlay Greater than \$25,000 (combined)	May have an On-Site Review
Desk Review and Phone Conference	Internal review of all written documentation related to contractual project including, but not limited to the Contract, Quarterly Reports, enforcement data, financial data, e-mails, letters, notes, press releases, photographs, inventories, and other written correspondence. A phone conference call conducted during the course of the project which includes the date and time of the call, the person(s) contacted, and the results. It serves as an informational review to determine progress of programmatic/financial activities. Both the designated project administrator and fiscal contact should be present, if possible, during the phone conference. If identified financial or operational problems are present, GOHS reserves the right to bring

	the grantee in for an in-house meeting at GOHS. Monitoring form written by Project Coordinator, any findings, areas of improvement, concern, or recognition will be provided to the grantee.
In-House Review	Documents performance review results including project activities, reimbursement claims review, equipment purchases, approvals, and other information. Reviews applicable information related to the project(s) including, but not limited to the Contract, Quarterly Reports, enforcement data, financial data, e-mails, letters, notes, press releases, photographs, inventories, and other written correspondence. Completed at GOHS in a meeting with appropriate operational and financial personnel. Monitoring form written by Project Coordinator, any findings, areas of improvement, concern, or recognition will be provided to the grantee.
On-Site Monitoring	Documents performance review results including project activities, reimbursement claims review, equipment purchases, and other information. Reviews applicable information related to the project(s) including, but not limited to the Contract, Quarterly Reports, enforcement data, financial data, e-mails, letters, notes, press releases, photographs, inventories, and other written correspondence. Conducted on-site at the grantee's Agency with monitoring form completed on-site by Project Coordinator. Any findings, areas of improvement, concern, or recognition, will be provided to the grantee.

On-site and/or in-house monitoring for grantees of designated projects with large Capital Outlay purchases, personnel services, and complex projects must be completed within the second or third quarter of the fiscal year. Contracted projects displaying any problems may need on-site monitoring more than once during the fiscal year.

On-site and/or In-house monitoring includes a review and discussion of all issues related to ensure the effective administration of the contracted project. The following are the most important items to review:

- Progress toward meeting goals/objectives and performance measures
- Adherence to the contract specifications, timely submission of complete and correct reports, including required documentation
- Quarterly Reports
- Status of expenditures related to the outlined budget
- Accounting records and RCT's
- Supporting documentation (training documentation, inventory sheets, photographs, press releases, etc.)

In addition, the designated Agency will ensure that any equipment purchased will be available for inspection and is being used for the purpose for which it was bought under the outlined contractual agreement.

Documentation

The Governor's Office of Highway Safety will retain all findings documented on the GOHS Monitoring Form in the Agency's respective Federal file. Findings will be discussed with the designated contract representative (Project Administrator, fiscal specialist) by phone and/or e-mail. All noted deficiencies will be provided to the grantee with guidance for improvement and solutions to problems. Grantees that exhibit significantly poor performance may be placed on a performance plan as outlined by the GOHS Director. Grantee monitoring information will additionally provide documentation for potential funding in subsequent fiscal year grant proposal review.

PROJECT PERIOD:

The project period shall commence on the date the GOHS Director signs the Highway Safety Contract and terminate on September 30th of that or subsequent year as indicated on the Highway Safety Contract.

DURATION:

Contracts shall be effective on the date the Governor's Office of Highway Safety Director signs the Contract and expire at the end of the project period.

If the Agency is unable to expend the funds in the time specified, the Agency will submit notification on the Agency's letterhead and hand deliver or submit via regular mail to the Director of the Governor's Office of Highway Safety a minimum of sixty days (60) prior to the end of the project period.

The Agency shall address all requests to modify the Contract to the Director of the Governor's Office of Highway Safety on Agency's official letterhead and either hand deliver or submit the request via regular mail. All requests for modification must bear the signature of the Project Director.

Failure to comply may result in cancellation of the Contract. Any unexpended funds remaining at the termination of the Contract shall be released back to the Governor's Office of Highway Safety.

ESTIMATED COSTS:

I.	Personnel Services (overtime)	\$0.00
II.	Employee Related Expenses (ERE)	\$0.00
III.	Professional and Outside Services	\$0.00
IV.	Travel In-State	\$0.00
V.	Travel Out-of-State	\$0.00
VI.	Materials and Supplies 110 Power Supply	\$645.00
VII.	Capital Outlay Cutter and Spreader with Charger and Battery	\$22,260.00
TOTAL ESTIMATED COSTS		*\$22,905.00

*Includes all applicable training, tax, freight, and advertising costs. The GOHS reserves the right to limit reimbursement of Employee Related Expenses from zero (0) to a maximum rate of forty (40) percent. This is the maximum ERE amount to be reimbursed. It is agreed and understood that the Summit Fire and Medical District shall absorb any and all expenditures in excess of \$22,905.00.

**Summit Fire and Medical
District**

**GOHS HIGHWAY
SAFETY CONTRACT**

2020-EM-008

**Arizona Governor's Office of Highway Safety
Capital Outlay Equipment Record
Equipment \$5,000.00 or more**

Equipment Description	Make/Model	Serial Number	Date Ordered	Date Received	Cost Per Unit

Note: Photographs of all Capital Outlay Equipment must be submitted with form

CERTIFICATIONS AND AGREEMENTS

This CONTRACT, is made and entered into by and between the STATE OF ARIZONA, by and through the Governor's Office of Highway Safety (GOHS) hereinafter referred to as "STATE", and the agency named in this Contract, hereinafter referred to as "AGENCY".

WHEREAS, the National Highway Safety Act of 1966, as amended (23 USC §§401-404), provides Federal funds to STATE for approved highway safety projects; and

WHEREAS, STATE may make said funds available to various state, county, tribal, or municipal agencies, governments, or political subdivisions upon application and approval by STATE and the United States Department of Transportation (USDOT); and

WHEREAS, AGENCY must comply with the requirements listed herein to be eligible for Federal funds for approved highway safety projects; and

WHEREAS, AGENCY has submitted an application for Federal funds for highway safety projects;

NOW, THEREFORE, IN CONSIDERATION OF MUTUAL PROMISES AND OTHER GOODS AND VALUABLE CONSIDERATION, it is mutually agreed that AGENCY will strictly comply with the following terms and conditions and the following Federal and State Statutes, Rules, and Regulations:

I. Project Monitoring, Reports, and Inspections

- A. AGENCY agrees to fully cooperate with representatives of STATE monitoring the project, either on-site or by telephone, during the life of the Contract.
- B. AGENCY will submit Quarterly Reports (one for each three-month period of the project year) to STATE in the form and manner prescribed by STATE. Notice of the specific requirements for each report will be given in this Contract or at any time thereafter by giving thirty (30) days written notice to AGENCY by ordinary mail at the address listed on the Contract. Failure to comply with Quarterly Report requirements may result in withholding of Federal funds or termination of this Contract.
- C. AGENCY will submit a Final Report/Statement of Accomplishment at completion of the Contract to include all financial, performance, and other reports required as a condition of the grant to STATE within thirty (30) days of the completion of the Contract.
- D. Representatives authorized by STATE and the National Highway Traffic Safety Administration (NHTSA) will have the right to visit the site and inspect the work under this Contract whenever such representatives may determine such inspection is necessary.

II. Reimbursement of Eligible Expenses

- A. AGENCY's Project Director, or Finance Personnel, will submit a Report of Costs Incurred Form (RCI) to STATE each time there have been funds expended for which reimbursement is being requested. Failure to meet this requirement may be cause to terminate the project under Section XX herein, "Termination and Abandonment".

- B. AGENCY will reimburse STATE for any ineligible or unauthorized expenses for which Federal funds have been claimed and reimbursement received, as may have been determined by a State or Federal audit.
- C. STATE will have the right to withhold any installments equal to the reimbursement received by AGENCY for prior installments which have been subsequently determined to be ineligible or unauthorized.

III. Property Agreement

- A. AGENCY will immediately notify STATE if any equipment purchased under this Contract ceases to be used in the manner as set forth by this Contract. In such event, AGENCY further agrees to either give credit to the project cost or to another active highway safety project for the residual value of such equipment in an amount to be determined by STATE or to transfer or otherwise dispose of such equipment as directed by STATE.
- B. No equipment will be conveyed, sold, salvaged, transferred, etc., without the express written approval of STATE, or unless otherwise provided elsewhere in this Contract.
- C. AGENCY will maintain or cause to be maintained for its useful life, any equipment purchased under this Contract.
- D. AGENCY will incorporate any equipment purchased under this Contract into its inventory records.
- E. AGENCY will insure any equipment purchased under this Contract for the duration of its useful life. Self-insurance meets the requirements of this section.

IV. Travel

In-State and Out-of-State Travel

In state and out-of-state travel claims will be reimbursed at rates provided by AGENCY's regulations, provided that such regulations are as restrictive as those of STATE. Where they are less restrictive, ARS §38-624 will apply.

The State must approve all out-of-state travel in writing and in advance.

V. Standard of Performance

AGENCY hereby agrees to perform all work and services herein required or set forth, and to furnish all labor, materials, and equipment, except that labor, material, and equipment as STATE agrees to furnish pursuant to this Contract.

VI. Hold Harmless Agreement

Neither party to this agreement agrees to indemnify the other party or hold harmless the other party from liability hereunder. However, if the common law or a statute provides for either a right to indemnify and/or a right to contribution to any party to this agreement then the right to pursue one or both of these remedies is preserved.

VII. Non-Assignment and Sub-Contracts

This Contract is not assignable nor may any portion of the work to be performed be subcontracted unless specifically agreed to in writing by STATE. No equipment purchased hereunder may be assigned or operated by other than AGENCY unless agreed to in writing by STATE.

VIII. Work Products and Title to Commodities and Equipment

- A. The work product and results of the project are the property of STATE, unless otherwise specified elsewhere in this Contract. All property, instruments, non-consumable materials, supplies, and the like, which are furnished or paid for by STATE under the terms of this Contract, unless otherwise provided for elsewhere in this Contract, are and remain the property of STATE and will be returned at the completion of this project upon request of STATE. The work product and results of the project will be furnished to STATE upon request, if no provision is otherwise made by this Contract.
- B. The provisions of subparagraph A apply whether or not the project contracted for herein is completed.

IX. Copyrights and Patents

Any copyrightable materials, patentable discovery, or invention produced in the course of this project may be claimed by STATE and a copyright or patent obtained by it at its expense. In the event STATE does not wish to obtain such copyright or patent, AGENCY may do so, but in any event, provision will be made by AGENCY for royalty-free, nonexclusive, nontransferable, and irrevocable licenses to be given the United States Government and STATE and its political subdivisions to use such copyrightable material, patented discoveries, or inventions in any manner they see fit. The STATE reserves the right to impose such other terms and conditions upon the use of such copyrights or patents as may be deemed in the best interest of STATE in the event AGENCY is allowed to obtain a copyright or patent.

X. Uniform Administrative Requirements

(2 CFR Part 1201): Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:

The application of 2 CFR Part 200 "Procurement Standards" Requires that:

AGENCY and sub-grantees will use their own procurement procedures, which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law. The most stringent purchasing requirement at each level must be met.

The Arizona Procurement Code (ARS §41-2501, et. seq.) and promulgated rules (A.A.C. Title 2, Chapter 7) are a part of this Contract as if fully set forth herein and AGENCY agrees to fully comply with these requirements for any procurement using grant monies from this Contract.

XI. Non-Discrimination

During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

- A. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- B. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 21 and herein;
- C. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- D. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including, but not limited to, withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- E. To insert this clause, including paragraphs A through E, in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

XII. Executive Order 2009-09

It is mutually agreed that AGENCY will comply with the terms and conditions of Executive Order 2009-09, *Non-Discrimination in Employment by Government Contractors and Subcontractors*. Executive Order 2009-09 is located in Part II of the Project Director's Manual.

XIII. Application of Hatch Act

The AGENCY will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

XIV. Minority Business Enterprises (MBE) Policy and Obligation

- A. Policy: It is the policy of the USDOT that minority business enterprises as defined in 49 CFR Part 23, will have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this Contract. Consequently, the minority business enterprises requirements of 49 CFR Part 23 apply to this Contract.
- B. Obligation: The recipient or its contractor agrees to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the subcontracts financed in whole or in part with Federal funds provided under this Contract. In this regard, all recipients or contractors will take all necessary and reasonable steps in accordance with 49 CFR, Part 23 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors will not discriminate on the basis of race, color, creed, sex, or national origin in the award and performance of USDOT-assigned contracts.

XV. Arbitration Clause, ARS §12-1518

Pursuant to ARS §12-1518, the parties agree to use arbitration, after exhausting applicable administrative reviews, to resolve disputes arising out of this Contract where the provisions of mandatory arbitration apply.

XVI. Inspection and Audit, ARS §35-214

Pursuant to ARS §35-214, all books, accounts, reports, files, and other records relating to this Contract will be subject at all reasonable times to inspection and audit by STATE for five (5) years after completion of this Contract. The records will be produced at the Governor's Office of Highway Safety.

XVII. Appropriation of Funds by U.S. Congress

It is agreed that in no event will this Contract be binding on any party hereto unless and until such time as funds are appropriated and authorized by the U.S. Congress and specifically allocated to the project submitted herein and then only for the fiscal year for which such allocation is made. In the event no funds are appropriated by the U.S. Congress or no funds are allocated for the project proposed herein for subsequent fiscal years, this Contract will be null and void, except as to that portion for which funds have then been appropriated or allocated to this project, and no right of action or damages will accrue to the benefit of the parties hereto as to that portion of the Contract or project that may so become null and void.

XVIII. Continuation of Highway Safety Program

It is the intention of AGENCY to continue the Highway Safety Program identified in this Contract once Federal funding is completed. This intended continuation will be based upon cost effectiveness and an evaluation by AGENCY of the program's impact on highway safety.

XIX. E-Verify

Both parties acknowledge that immigration laws require them to register and participate with the E-Verify Program (employment verification program administered by the United States Department of Homeland Security and the Social Security Administration or any successor program) as they both employ one or more employees in this State. Both parties warrant that they have registered with and participate with E-Verify. If either party later determines that the other non-compliant party has not complied with E-Verify, it will notify the non-compliant party by certified mail of the determination and of the right to appeal the determination.

XX. Termination and Abandonment

- A. The STATE and AGENCY hereby agree to the full performance of the covenants contained herein, except that STATE reserves the right, at its discretion, to terminate or abandon any portion of the project for which services have not been already performed by AGENCY.
- B. In the event STATE abandons the services or any part of the services as herein provided, STATE will notify AGENCY in writing and within twenty-four (24) hours after receiving such notice, AGENCY will discontinue advancing the work under this Contract and proceed to close said operations under the Contract.

- C. The appraisal value of work performed by AGENCY to the date of such termination or abandonment shall be made by STATE on a basis equitable to STATE and AGENCY and a final reimbursement made to AGENCY on the basis of costs incurred. Upon termination or abandonment, AGENCY will deliver to STATE all documents, completely or partially completed, together with all unused materials supplied by STATE.
- D. AGENCY may terminate or abandon this Contract upon thirty (30) days written notice to STATE, provided there is subsequent concurrence by STATE. Termination or abandonment by AGENCY will provide that costs can be incurred against the project up to and including sixty (60) days after notice is given to STATE.
- E. Any equipment or commodities which have been purchased as a part of this Contract and which have not been consumed or reached the end of its useful life will be returned to STATE upon its written request.

XXI. Cancellation Statute

All parties are hereby put on notice that this Contract is subject to cancellation pursuant to ARS §38-511, the provisions of which are stated below.

In accordance with ARS §38-511, this Contract may be cancelled without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of the STATE, its political subdivisions or any department or agency of either, is at any time while the Contract or any extension of the Contract is in effect, an employee of any other party to the Contract in any capacity or a consultant to any other party of the Contract with respect to the subject matter or the Contract.

The cancellation shall be effective when written notice from the Governor or Chief Executive Officer or governing body of the political subdivision is received by all other parties to the Contract unless the notice specifies a later time.

AGREEMENT OF UNDERSTANDING AND CERTIFICATION OF COMPLIANCE

Acceptance of Condition

It is understood and agreed by the undersigned that a grant received as a result of this Contract is subject to the Highway Safety Act of 1966, as amended (23 U.S.C.A. §§401-404), ARS §28-602, and all administrative regulations governing grants established by the USDOT and STATE. It is expressly agreed that this Highway Safety Project constitutes an official part of the STATE's Highway Safety Program and that AGENCY will meet the requirements as set forth in the accompanying Project Director's Manual, which are incorporated herein and made a part of this Contract. All State and Federal Statutes, Rules, Regulations, and Circulars referenced in this Contract are a part of this document as if fully set forth herein. It is also agreed that no work will be performed nor any obligation incurred until AGENCY is notified in writing that this project has been approved by the Governor's Highway Safety Representative.

Certificate of Compliance

This is to certify that AGENCY will comply with all of the State and Federal Statutes, Rules and Regulations identified in this Contract.

Certification of Non-Duplication of Grant Funds Expenditure

This is to certify that AGENCY has no ongoing nor completed projects under contract with other Federal fund sources which duplicate or overlap any work contemplated or described in this Contract. It is further certified that any pending or proposed request for other Federal grant funds which would duplicate or overlap work described in the Contract will be revised to exclude any such duplication of grant fund expenditures. It is understood that any such duplication of Federal funds expenditures subsequently determined by audit will be subject to recovery by STATE.

Single Audit Act

If your political subdivision has had an independent audit meeting the requirements of the Single Audit Act of 1984, (31 U.S.C.A. §7501 et. seq.), please forward a copy to GOHS, Attention: Fiscal Services Officer, within thirty (30) days of the effective date of this Contract. If such audit has not been performed, please advise when it is being scheduled.

Buy America Act

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron, and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than twenty-five (25) percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the Secretary of Transportation.

Prohibition on Using Grant Funds to Check for Helmet Usage

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

Certification Regarding Debarment and Suspension

- A. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
- B. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- C. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in

addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.

- D. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- E. The terms *covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- F. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- G. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled Instructions for Lower Tier Certification including the Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transaction, provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
- H. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
- I. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- J. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matter

- A. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principal:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- B. Where the prospective primary tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Certification

- A. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
- B. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- C. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- D. The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
- E. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4,

debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

- F. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
- G. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions Website (<https://www.sam.gov>).
- H. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- I. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

REIMBURSEMENT INSTRUCTIONS

1. Agency Official preparing the Report of Costs Incurred:

Name: _____

Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

2. Agency's Fiscal Contact:

Name: _____

Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Federal Identification Number: _____

3. REIMBURSEMENT INFORMATION:

Warrant/Check to be made payable to:

Warrant/Check to be mailed to:

(Agency)

(Address)

(City, State, Zip Code)

4. DUNS Number:

(DUNS #)

(Registered Address & Zip Code)

Restriction on State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Certification for Contracts, Grant, Loans, and Cooperative Agreements (Federal Lobbying)

The undersigned certifies, to the best of his or her knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients will certify and disclose accordingly.
- D. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Project Director:

Mark Gaillard, Fire Chief
Summit Fire and Medical District

Date Telephone

*Signature of Authorized Official of
Governmental Unit:*

Rick Parker, Chairman
Summit Fire and Medical District

Date Telephone

Summit Fire and Medical District Fire Board Meeting

Action

To: SFMD Fire Board
From: SFMD Administration
Date: November 20, 2019
Title: Solicitate Request for Proposal for Auditors

Recommended Action: Authorize Administration to send out request for proposal for Auditors

Action Summary: Authorize Administration to send out request for proposal for Auditors.

Financial Impacts:

Relation to Goals: Diversify and improve revenue stream

Key Considerations: A.R.S. §48-253 and §48-805 Each district is required to make an annual report under this article and have its reports audited in accordance with generally accepted government auditing standards

Additional Info: We will request proposals for fiscal years 2019/2020; 2020/2021 and 2021/2022. We will ask for bids to be submitted by January 31, 2020 for the Fire Board to review in February and possible select an auditor at that time.

Included in the proposals we will ask each interested party to submit: Peer Reviews; Government Courses and hours for the last year; list their experience with government accounting and three references from any of the following, Fire District, Special district or Government organizations that they have performed audits for.

Attachments:



**PUBLIC NOTICE
PUBLIC HEARING FOR BUDGET AND
REGULAR BOARD MEETING AGENDA
Wednesday, November 20, 2019
Station 37, 5500 N Fort Valley Road, 3:00 p.m.**

Pursuant to A.R.S. 38-431.01, notice is hereby given to the Board of Directors and the general public that the Summit Fire District will hold a Regular Meeting open to the public. The Governing Board of Summit Fire & Medical District will meet **in Regular Session on Wednesday, November 20, 2019, at 3:00 p.m. The meeting will be held at the District Station 37, 5500 N. Fort Valley Road, AZ 86004.** Members of the Governing Board will attend either in person or telephonically. The Board may vote to go into Executive Session on any agenda item, pursuant to ARS 38-431.03(A)(3) Discussion or consultation for legal advice with the county attorney or attorneys of the public body. **All items are set for possible action.**

1. CALL TO ORDER

2. ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

3. PLEDGE OF ALLEGIANCE

4. CALL TO THE PUBLIC

The Chairman shall announce this portion of the District Board meeting as a Call to the Public which is for public input/comment. The Chairman shall ask those wishing to address the Board to raise their hand so they may be recognized. They must state their name and address for the record. Individuals addressing the Board are typically limited to three minutes for their comments. The Governing Board cannot discuss or take legal action on any issues raised during the Public Forum unless they are agendaized due to restrictions of the Open Meeting Laws. However individual Board members may be permitted to respond to criticism directed to them. Therefore, pursuant to A.R.S. 38-431.01(H), action taken as a result of public comment on non-agendaized topics will be 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. If warranted, issues raised may be placed on the agenda of a future meeting.

5. CONSENT AGENDA – Items on the consent agenda are of a routine nature or have been previously studied by the Governing Board. Items on the Consent agenda are intended to be acted upon in one motion unless the Board wishes to hear any of the items separately.

- a. Discussion and Approval of the Regular Board Meeting Minutes of October 16, 2019
- b. Approval of Reconciliations and Financial Reports for October 2019



6. Current Events Summaries, Reports, and/or Correspondence— In accordance with A.R.S. 38-431.02(K), the Board shall not propose, discuss, deliberate, or take legal action on any matter in the following summaries:
 - a. Monthly Department Updates – On-Duty BC, Chief Wilson, Chief Gaillard
 - b. Local 1505 Update
 - c. Other Items
7. **NEW BUSINESS / ACTION ITEMS - Public Comment:** Public comment/input is welcomed after each agenda item of New Business/Action Items and Unfinished Business. Individual comments are limited to two minutes per individual and must pertain to the specific agenda item
 - a. Review discuss and possible action on direction for Administration to solicitate request for proposals from auditors on behalf of the Fire Board.
 - b. Review discuss and possible action on Intergovernmental Agreement for Joint Hiring and Promotional processes with City of Flagstaff and Highlands Fire District.
 - c. Review discuss and possible action on accepting Governor's Office of Highway Safety Grant for Emergency Medical Services Equipment (Cutter, Spreader, Charger, Battery) for \$22,905
 - d. Review discuss and possible action on PO 20069 to replace flooring at Station 37.
 - e. Review discuss and possible action on Line of Credit Declaration for 2020
 - f. Topic of the month with Chief Staskey
 - g. Discuss possible agenda items for next month's board meeting. Pursuant to A.R.S. 38-431.01(H) action taken by a majority of the board, as a result of a suggested possible agenda items on non-agendized topics will be limited to directing staff to study or to put on the agenda for next month.
8. **FIRE BOARD COMMENTS-** Board Member comments are meant to inform and clarify. No actions will be taken. Only Board Members can speak.
9. **ADJOURNMENT**



Posted: November 19, 2019

The complete packet of information from the Board meetings or portions thereof is available from the Administrative Office upon completion of a Public Records Request. The District Administrative Office is accessible to the handicapped. In compliance with the Americans with Disabilities Act (ADA), those with special needs, such as large-type face print or other reasonable accommodations may request those through the Summit Fire and Medical District Administrative Offices (928-526-9537) at least twenty-four hours before the meeting.

Wildland Fire Management

Program Overview

Nov 2019

	
City of Flagstaff 211 W. Aspen Flagstaff AZ 86001 928-213-2509 www.flagstaff.az.gov/wildlandfire	Summit Fire & Medical 8905 N Koch Field Rd Flagstaff, AZ 8604 928- 526-9537 https://summitfiredepartment.org/

The Flagstaff Fire Dept (FFD) and Summit Fire & Medical Dept (SFMD) Wildland Fire Management Program operates as a single joint entity. Residents in either jurisdiction may contact either Dept for any related Wildland Fire Management needs. This includes, but is not limited to:

- *Firewise Home & Property Assessments,*
- *Hazard Tree identification and Evaluation,*
- *Identification and Thinning/Removal of Hazardous Fuels, and*
- *Prescribed fire assistance.*

Together, we are stronger and more efficient. We look forward to serving you as we work to Restore our forests, Protect our communities, and Provide safe, effective wildfire response

Our Commitment
Cooperation & Collaboration
Innovative Action
Adaptive Management

STAFF

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Firewise Specialist
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Background: A sustainable, healthy forest is the very backdrop of our area, and the reason many call the Flagstaff area home. Our Wildland Fire Management (WFM) program is a unique joint-effort for both Municipal and District government to ensure the future of our greater community. It has been dubbed “a national model” for others who face similar challenges.

Destructive wildfire is the greatest natural threat facing us and it has the largest potential of virtually any hazard we face to inflict long-lasting damage to the community. It also is a recurring, annual threat that is identifiable, predictable, and solvable.

Our FOCUS:

- **Educating** citizens and stakeholders to understand the issues and to make wise choices;
- **Engineering** our built environment to withstand damage from destructive fire events;
- **Enforcing** applicable codes, Fire Adapted Community standards, and Firewise practices; and
- **Environmental** actions that restore and maintain natural processes to reduce the threat of, and impacts from, wildfire.

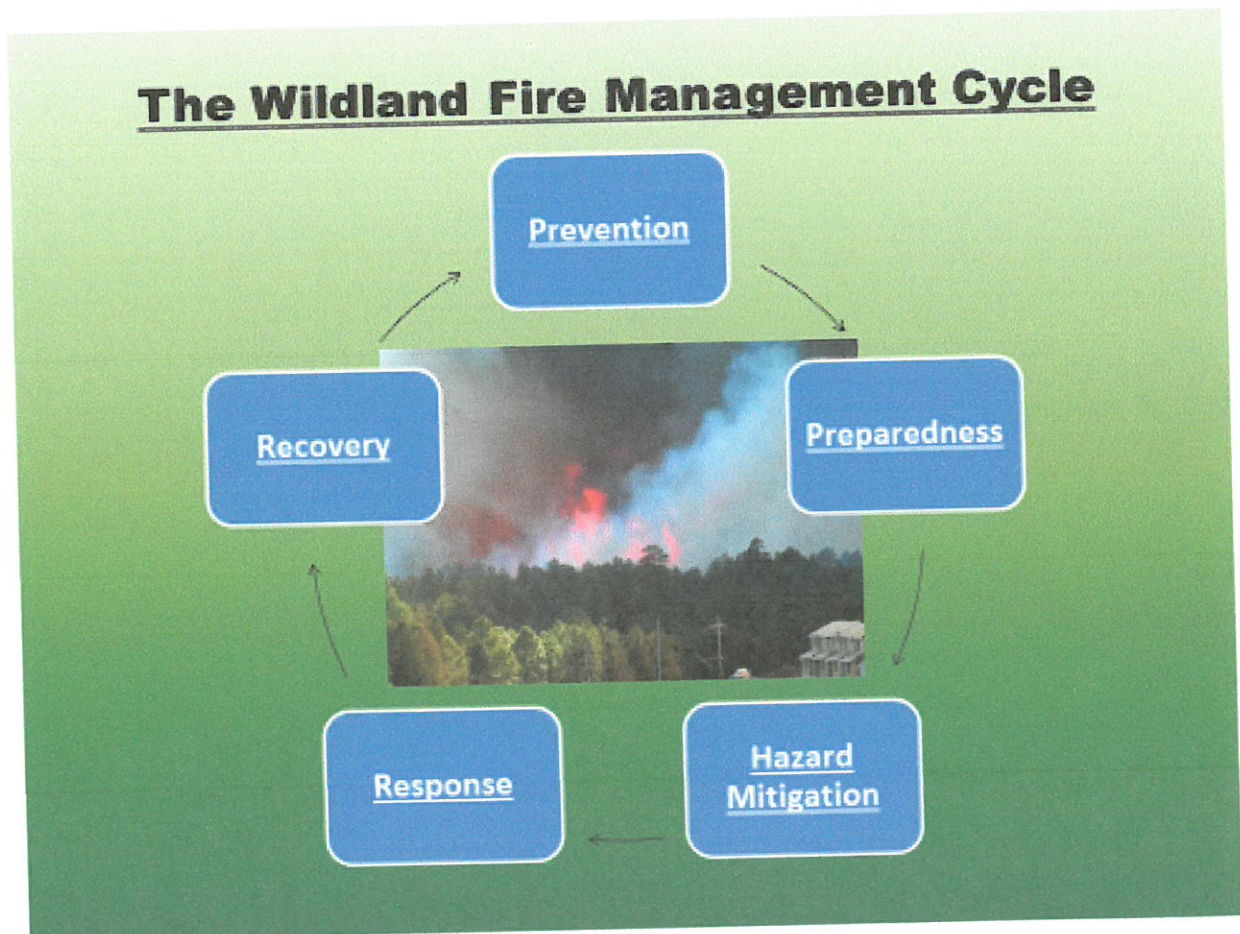
Following a damaging wildfire, post-fire impacts, notably uncontrolled flooding, is a real possibility. These events often continue for years after the fire, and are often more destructive than the fire. Once the ecosystem begins to unravel, it is very difficult to protect those impacted and even harder to restore.

To protect our community and promote healthy, sustainable forests, our WFM program, first initiated in 1997, acts throughout the Flagstaff Wildland/Urban Interface (WUI), an area that encompasses several jurisdictions and ownerships and can extend for miles outside our jurisdictions.

Goals: Using the *National Cohesive Strategy* as a guide, we have three over-arching goals

1. **Our forests are resilient** to disturbances in accordance with management objectives as identified in the City's Forest Stewardship Plan, Community Wildfire Protection Plan (CWPP), site-specific Vegetation Management plans, Rx-Fire plans, the City Land Development Code, the Flagstaff Watershed Protection Project, and other related planning documents.
Outcome: Risk to resiliency of our forests is diminished; sustainability is enhanced
2. **Our community can withstand a wildland fire without loss of life and property** because we have assessed our level of risk via the CWPP and other assessment methodologies, and practice a shared responsibility for mitigating both the threat and the consequence via application of the Flagstaff Wildland Urban Interface Code and other professional resource management standards, engagement of stakeholders, collaboration with partners, use of volunteers, and accountable grant management.
Outcome: Risk to Flagstaff is diminished; community well-being is enhanced
3. **We make and implement safe, effective, efficient risk-based wildland fire decisions.** Risk Management is an on-going process in all we do.
Outcome: Risk to the public and emergency personnel is diminished; response and recovery is efficient and effective.

To achieve our goals, we operate in five core-areas, each inter-related and necessary for success:



These five areas encompass the following:

Prevention	Actions to protect lives and property through avoidance and intervention that stop wildfires from occurring, or limiting damage that would otherwise occur (Ex: WUI Code enforcement, Firewise/ and/or Fire Adapted Communities standards)
Preparedness	A cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to reduce wildfire risk to the community (Ex: Training, certification, fire preparedness planning, Restrictions & Closure Plan)
Hazard Mitigation	Activities that directly affect fire behavior, thus reducing the loss of life and property from wildfire while creating a safer community (Ex: thinning, prescribed fire, debris disposal).
Response	Activities that address the short-term, direct impacts of a wildfire incident, including immediate actions to save lives, protect property, and meet basic human needs (Ex: Emergency Operations Center leadership, fire response, Interagency cooperation)
Recovery	Actions taken to restore services, recover costs, and provide basic human needs following a wildfire, to include documenting Lessons Learned, and identifying items to minimize impact of future fires (Ex: After Action Reviews, Cost reimbursements)

Accomplishments:

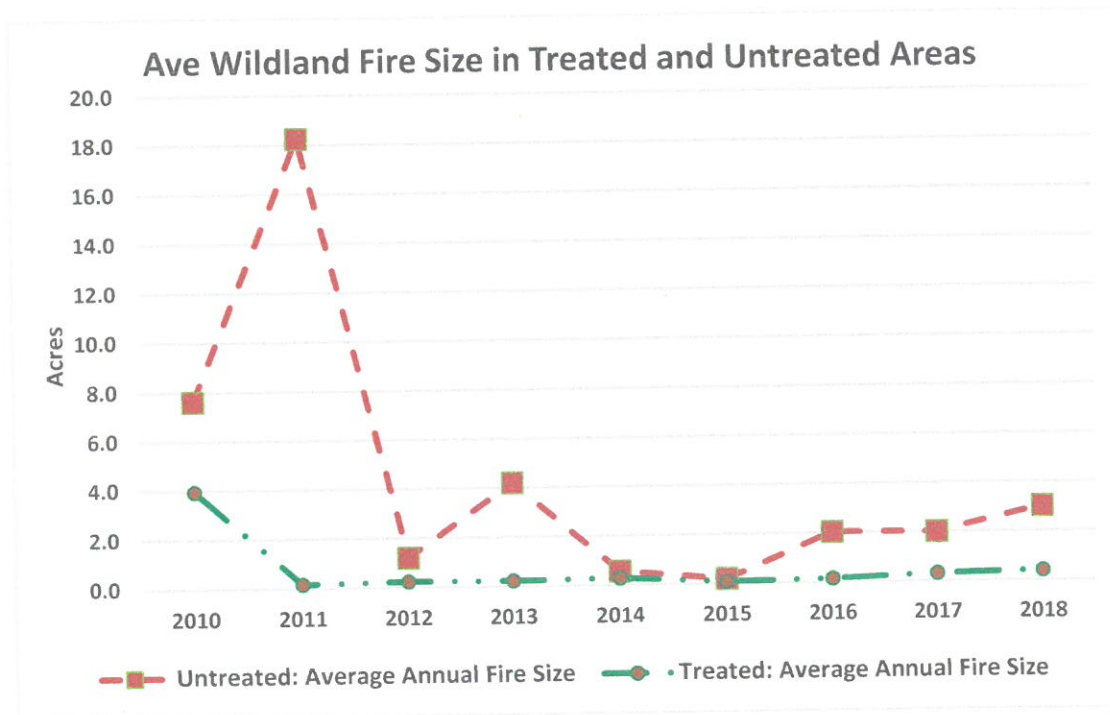
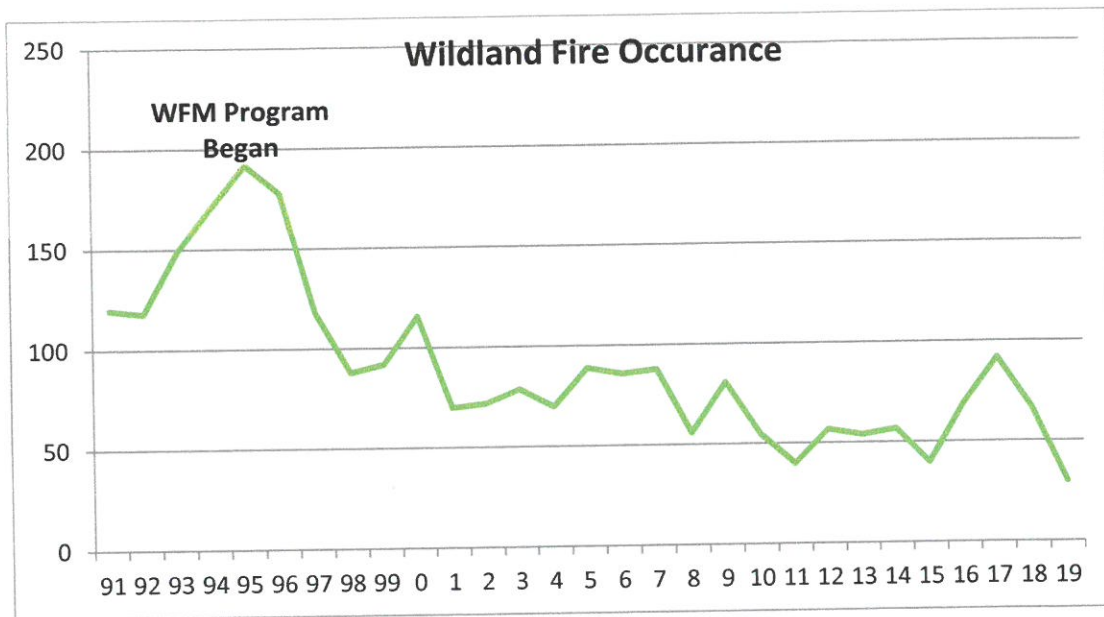
Since 1999, we have completed:	
<ul style="list-style-type: none"> Plans <ul style="list-style-type: none"> General Forest Stewardship, Vegetation Management, Prescribed Burns) Flagstaff Watershed Protection Project 	18,653 acres
Marked	12,000 acres
Thinned – hand and/or mechanical	8,285 acres
Burned – pile (Debris-disposal) or broadcast (ecosystem health)	16,209 acres
Chipped	14,140 acres
Hazard Trees (removed)	1,835 acres
Designated Firewise neighborhoods (national)	2,692 trees
	13
Since 2001, Volunteers have	
Contributed 49,248 hours of service (primarily in Outreach and Hazard Mitigation efforts) . . . ,	
Valued at \$738,720	



The **Flagstaff Watershed Protection Project (FWPP)** is truly the “first-of-its kind”. Passed in Nov 2012 with 74% approval, the \$10M bond is designed to treat city, state, and federal lands, much of it located outside the City boundaries, to prevent catastrophic wildfire and post-fire flooding. It is the only known voter-approved bond funded forest-treatment project in the country. Since Jan 2013, much has been accomplished: much remains to be done. For more info, visit:

www.flagstaffwatershedprotection.org

Two other key metrics of success are to look at trends for both # of wildfires burning within the City and the average size of those fires when they occur in untreated areas vs treated areas:



Our efforts have demonstrated success:

- Woody Fire – 2005: Evacuated 1,000+ residents, closed W. Hwy 66 & westbound I-40. All evacuees allowed home and freeway re-opened within four hours. Due to treatments in-place, City not responsible for non-city related suppression costs (est \$250K).
- Hardy Fire – 2010: Evacuated 1,000+ residents, closed area businesses and E. butler Ave. All evacuees allowed home, and businesses and E. Butler Ave re-opened that evening. Took a week to fully control, but due to treatments in-place, City not responsible for non-city related suppression costs (\$750K).

Key Program Highlights include:

1996	<i>First demonstration project</i>
1997	<i>Staff hired</i>
1999	<i>Be Prepared Public Education campaign initiated</i>
2001	<i>Volunteer Program launched</i>
2004	<i>Simple Steps to Protect Your Property from Wildfire CD developed Community Wildfire Protection Plan (CWPP) completed</i>
2005	<i>Needle project with Charter school and Juvenile Court system begun Movie promotions at local theaters released City-wide Neighborhood Risk Assessment completed Greater Flagstaff Area Community Wildfire Protection Plan (CWPP) adopted</i>
2006	<i>First Firewise Neighborhood designated</i>
2007	<i>Recipient – National FireWise Leadership Award</i>
2008	<i>Wildland Urban Interface Fire Code adopted City Well-field project</i>
2009	<i>Vegetation Permit & Fee policy begun</i>
2010	<i>City Airport project Slash recovery/utilization effort with City Public Works initiated</i>
2011	<i>Social Media program developed and launched Auxiliary Staffing program initiated</i>
2012	<i>\$10M Flagstaff Watershed Protection Project (FWPP) bond passed (74% approval)</i>
2013	<i>FWPP: kick-off, with emphasis on public outreach and agreement development</i>
2014	<i>FWPP: Draft Environmental Impact Statement (DEIS) and Cost Avoidance Study Hazard Tree removal program initiated</i>
2015	<i>Recipient - First National Wildfire Innovation Mitigation Award People's Choice Award – Innovation for Disaster Preparation</i>
2016	<i>Initiated new partnership with American Conversation Experience (ACE) Pioneered use of Tablet Technology in harvesting operations Initiated partnership relationship with Santa Fe (NM) Fire Dept's wildland fire program</i>
2017	<i>FWPP 5-Year Anniversary Established cross-state Type 2 IA (Initial Attack) fire crew with Santa Fe (NM) Fire Department</i>
2018	<i>Initiated partnership with Team Rubicon: 1st deployment</i>
2019	<i>Integration of effort between City of Flagstaff and Summit Fire & Medical District</i>
SINCE 1999	<i>In addition to on-going City funding and reimbursable fire/emergency incidents, we have benefitted from a number of grants, contracts, and donations, totaling in excess of \$4,600,000</i>

Partners: Our success is largely due to the incredible partnerships we have forged over the years. These include:

- Over 1,000 individual property owners, and counting
- Private business
- Flagstaff Unified School District (FUSD)
- Coconino County
- Ponderosa Fire Advisory Council (PFAC)
- Greater Flagstaff Forests Partnership (GFFP)
- Northern AZ University:

- School of Forestry
- Ecological Restoration Institute
- Rural Policy Institute
- School of Communication
- State of AZ:
 - State Dept of Forestry & Fire Management (DFFM)
 - Dept of Corrections (ADOC)
 - Division of Emergency Management (ADEM): Camp Navajo Army Depot
 - Game & Fish Dept (F&G)
- American Conservation Experience (ACE)
- AZ Conservation Corps (AZCC)
- Willow Bend Environmental Education Center
- Navajo Nation
- Friends of the Rio
- Flagstaff Arboretum
- Team Rubicon
- Museum of Northern AZ
- Four Forests Restoration Initiative (4FRI)
- Federal:
 - US Forest Service (USFS)
 - US Naval Observatory (NOFS)
 - Grand Canyon National Park (GCNP)
 - US Fish and Wildlife Service (USF&WS)

We have:

- ❖ Seen a community and area-wide paradigm shift regarding our forests and needed actions
- ❖ Assisted many other at-risk communities – locally, nationally, and internationally
- ❖ Been recognized as a “national model”
- ❖ Hosted: *Regional Fuel Management/Forest Stewardship symposiums*
National Academy of Public Administration wildfire workshop
- ❖ Provided testimony to: *US House of Representatives* regarding National Fire Plan
AZ State Legislature regarding pending forest legislation
- ❖ Presented at: *AZ Forest Economic & Resiliency workshop*
Western Communities Water Sustainability conference
Firewise Backyards & Beyond national conference
American Planning Association national conference
American Waterworks Association national conference
National Wildfire Leadership Council
ASU School of Law – Will AZ Learn or Burn conference
International Association of Fire Chiefs national conference
National Fire Protection Association national conference
- ❖ Published: *Flagstaff Interface Treatment Prescription: Success in the Wildland/Urban Interface* (Fire Management Today)
Wildland/Urban Interface: What’s Really At Risk (Fire Management Today)
Community Protection & Well-Being (American Planning Association)
Testing for Deck Material Flammability (Fire Management Today)
Interface Code Adoption (Fire Chief Magazine)
The Flagstaff Experience (AZ State Law Journal)
- ❖ Conducted ad-hoc testing of various composite deck materials

- ❖ Helped found the Greater Flagstaff Forests Partnership (GFFP) - www.gffp.org
- ❖ Led and/or participated in: *State Forest Health Council*
Four Forests Restoration Initiative
NAU Centennial Forest
AZ Firewise Communities Committee
Ponderosa Fire Advisory Council
AZ Prescribed Fire Council
- ❖ Hosted research and monitoring projects:
 - Insect and Bird Populations in a Treated Area – FUSD*
 - The Effects of Pile Burning on Forest Soil Ecology – NAU-SoF*
 - The Effects of Burning or Chipping on Herbaceous Plants – Flagstaff Arboretum*
 - Vegetative Response on Treated Sites – NAU-ERI*
 - Recovery of Disturbed Sites Using Myco-Filtration – Practical Mycology*
 - Distribution of Seeds by Rodents in Burned Areas – NAU-ERI*
 - Squirrel Response to Thinning – AZ G&F*
 - Bat Use of Harvested Areas – NAU-ERI*
 - Wood Properties of Harvested Material – NAU-ERI*
 - Slash Drying and Insect Populations – NAU-ERI*
- ❖ Developed and manage the FWPP Monitoring Plan, to include
 - Mexican Spotted Owl Habitat*
 - Steep Slope Ground-Based Equipment Operation*
 - Lake Mary & Dry Lake Hills monitoring gauge stations*

Experience, Studies, and Reports demonstrate the impact of destructive fires, nationally, regionally, and locally:

- 2003 –
 - *Bureau of Land Management* – Flagstaff rated #1 threatened community in AZ;
 - *City Report* – Projected \$60M 1st year tourism-generated economic loss to Flagstaff economy.
- 2005 – *City Multi-Hazard Mitigation Plan*: \$897M “collective community-wide wildfire exposure”.
- 2010 –
 - *Wildland Fires in Municipal Jurisdictions*: Annual repeating pattern affecting monthly workload and service delivery, and 8% chance of injury/death to citizens/responders per incident;
 - *Flagstaff*: \$850K one-week suppression cost of Hardy Fire.
- 2013 –
 - *Schultz Fire Full-Cost Accounting Report*, NAU: \$10M in suppression costs + \$135M in recovery costs;
 - *FWPP Cost Avoidance Study*, NAU: \$550M-\$1.2B projected community impact.
- 2014 – *Sedona Chamber of Commerce*: \$100M loss in first three months following Slide Fire in Oak Creek Canyon.
- 2015 –
 - *Core Logic*: 8,000 homes at Very High risk in AZ, with 4,000 of those in Flagstaff, and Flagstaff is in top 10 of all statistical areas identified in 13 western states;
 - *Verisk Insurance Solutions*: 27% of all Coconino County homes at High-Extreme risk.

The Flagstaff community has shown remarkable understanding and support for the WFM program over the past 20 years:

- 2001 – *Community Survey (NAU Social Research Lab)*
 - 87% - support for forest treatments;
 - 91% - forest treatments have positive impact on area forests;
 - 81% - forest treatments effective in reducing fire risk.
- 2005 – *Community Wildfire Protection Plan* adopted by Council without opposition or negative comment.
- 2006 – *Community Survey (NAU Social Research Lab)*
 - 91% - forest treatments have positive impact on area forests;
 - 81% - forest treatments effective in reducing fire risk.
- 2008 – *Flagstaff Wildland Urban Interface Code* adopted by Council without opposition or negative comment.
- 2009 – *City of Flagstaff Community Survey*
 - 92% - support use of prescribed fire to maintain healthy forests;
 - 90% - support requirements that property owners meet requirements to protect community.
- 2010 – *Southern Fire Exchange*: Nationally, Flagstaff is an “upper-tier” community in terms of acceptance of/support for prevention and preparedness efforts.
- 2012 –
 - *Willingness to Pay community Survey (NAU Ecological Restoration Institute)*
 - ✓ 4.52 (out of 5) – wildfire prevention as a high priority;
 - ✓ 3.97 (out of 5) – importance of watershed health;
 - ✓ \$4.76/month – average \$ to fund forest treatments;
 - *Q405 (FWPP)*
 - ✓ Approved by 74% of Flagstaff voters,
 - ✓ Exit poll surveys revealed those who voted YES believed their individual tax bill would increase by \$128/year.
- 2013 – *City of Flagstaff Community Survey*
 - Quality of overall natural environment received highest rating, higher than given to peer communities across the country;
 - 92% - support use of prescribed fire to maintain healthy forests;
 - 90% - support requirements that property owners meet requirements to protect community;
 - Rating of Fire Dept was higher than national benchmark.

Our Success:

... is built on **Council and Public support, Leadership and Action:**

- Recognition of issue and solutions;
- Development of community consciousness;
- Cultivation and promotion of relationships and partnerships;
- Innovative approaches;
- Focused goal; and
- Timely, professional, sensitive practices



ARIZONA FIRE DISTRICT ASSOCIATION

Program Schedule

2020 WINTER CONFERENCE
JANUARY 16-18, 2020

AQUARIUS CASINO RESORT
1900 S. CASINO DR., LAUGHLIN, NV

THURSDAY, JANUARY 16, 2020

8:00 a.m. - 2:00 p.m.	AFDA Golf Tournament
1:30 p.m. - 5:00 p.m.	Conference Registration Desk Open
2:30 p.m. - 2:45 p.m.	Conference Opening - Presentation of the Colors/Pledge/Anthem/Invocation
2:45 p.m. - 3:30 p.m.	General Membership Meeting - AFDA Board of Directors
3:30 p.m. - 4:30 p.m.	Keynote - General Opening Session - Dr. Dara Rampersad - First Responder Post-Traumatic Stress, Suicide and Recovery.
4:30 p.m. - 5:30 p.m.	Hospitality Hour with conference exhibitors

FRIDAY, JANUARY 17, 2020

7:30 a.m. - 8:30 a.m.	Continental Breakfast in Vendor Hall / Attendee Check-In
7:30 a.m. - 5:30 p.m.	AFDA Vendor Expo Open / Visit AFDA Vendor Expo
8:30 a.m. - 10:00 a.m.	Concurrent Workshops (Select One)

1. New Facilities: Programming to Function

James Murphy, President and CEO, Willmeng Construction, Inc.; Keith Sabia, Principal-In-Charge, Willmeng Construction, Inc.; Ken Leake, Deputy Chief, City of Phoenix Fire
Given the turn in economic conditions nationally, many long overdue facilities are finally being funded. This panel discussion will encompass lessons learned spanning more than 45 new public sector facilities including more than 35+ fire stations. From the initial needs assessment and building programming to the year one warranty walk, any Fire Chief or team that is endeavoring to deliver a station that will service the community at the highest level will want to be in attendance.

2. PSPRS System Update

William Buividas, Chairman, PSPRS Board of Trustees, Brian Moore, PSPRS Board of Trustees
The Arizona Public Safety Personnel Retirement System (PSPRS) provides retirement and disability benefits for 1,800 firefighters working for 56 fire districts throughout suburban and rural Arizona. The PSPRS has seen a number of changes in recent years to address ongoing financial challenges. Mr. Will Buividas, Chair of the PSPRS Board of Trustees and Mr. Brian Moore, Chair of the Daisy Mountain Fire District and a PSPRS Trustee will present information on the current state of the pension system and what is being done to ensure the PSPRS is sustainable for the future. Fire district PSPRS employers should plan to attend this informative session.

3. EMS Roundtable

Rebecca Haro, Administrative EMS Manager, Sun City Fire and Medical Department, AFDA EMS Section Director
Update membership as to the latest in EMS trends, legislation, and any other topics that impact AZ EMS providers.

4. Leading Beyond Fire District Operations

Scott Freitag, Fire Chief, Central Arizona Fire and Medical Authority, Randy Karrer, Fire Chief, Golder Ranch Fire District
Managing in an administrative environment is quite different than managing in a fire station. For senior level chief officers, the internal and external politics are far more complex than in lower level positions. As firefighters we are accustomed to working with other strong personalities in a fire station. Everyone is in a uniform; we eat together, train together and enjoy time together on days off.

On the floor, our job is to mitigate emergencies in a citizen's darkest hour; in the office, we have to figure out how to balance purchasing toilet paper and fire trucks. We are in an environment where data and statistical analysis rule the day as opposed to a hearty discussion at the kitchen table. In short, our lives, environment and the culture within which we work have changed.

The people we work with in the office and in support services divisions have different educational backgrounds as well as different professional norms. Their culture, inner office politics, and the challenges that have to be addressed are different than those in the fire station. For some newly promoted senior level chiefs, going from a largely male dominated fire station environment to a largely female dominated office environment can be a challenge. In general terms, you cannot address professionals in an office environment in the same way you might address a firefighter. Different people and professions respond differently to what and how you say things.

You are now in charge not only of setting the cultural standard for you station or battalion, you must set the cultural standard for the entire organization. Your actions and attitude speak louder than your words.

If you're still interested in the position, you'll need to understand what communities and organizations expect in their Chief Officers. You need to be prepared.

10:00 a.m. - 10:30 a.m.

10:30 a.m. - 12:00 p.m.

Morning Break - Visit the exhibitors in the exhibit areas.

Concurrent Sessions (Select One)

1. Statutory Training: Open Meeting Laws

Bill Whittington Esq., Boyle, Pecharich, Cline, Whittington & Stallings, PLLC

One of four training modules required of fire district elected officials and fire chiefs to meet the requirements of A.R.S. §48-803.H. This training module addresses requirements of Arizona's Open Meeting Law and officials' responsibilities under the law for conducting public meetings and public business.

2. Implicit Bias – What is it and why do we need to understand it?

Cheryl Horvath, Fire Chief, Tubac Fire District

An awareness of implicit bias is paramount to our understanding of how we make decisions every day. This workshop will focus on defining implicit bias and focus participants on how to become more aware of their own implicit biases to ensure they are making the best decisions possible for their organization.

3. PSPRS Local Board Administration

Brian Moore, PSPRS Board of Trustees, Stan Hoover, Principal Securities Registered Representative, Principal Financial Group

This session will provide a detailed overview of the procedures and processes necessary to effectively manage a PSPRS local board in accordance with the law. The presenters have extensive experience working with and administering PSPRS local board operations. Best practices and strategies for administering PSPRS local boards will be presented.

4. Combination/Volunteer Section Roundtable

Joseph DeWolf, Fire Chief, Sonoita-Elgin Fire District

Open discussion for members of combination or volunteer departments.

12:00 p.m. - 1:00 p.m.

Buffet Lunch - take time to visit and show your support for the exhibitors in the exhibit areas.

NOTE: Conference Badge or lunch ticket required.

1:00 p.m. - 2:30 p.m.

Concurrent Sessions (Select One)

1. Statutory Training: Board Roles & Responsibilities

Bill Whittington Esq., Boyle, Pecharich, Cline, Whittington & Stallings, PLLC

One of four training modules required of fire district elected officials and fire chiefs to meet the requirements of A.R.S. §48-803.H. Participants will learn the proper and lawful ways to prepare, notice and run a Fire Board meeting.

2. Grants for Fire Districts

Denise Roggio, Recruitment & Retention Coordinator/Grants Specialist, Yarnell Fire District

"Grants for Fire Districts" is a discussion addressing topics including where to find fire grant opportunities, using collaboration in rural areas, writing a stellar proposal, key terminology and examples of funded awards. Participants will be introduced to the C.H.I.P.S. Principle®, a model that helps win grant awards.

3. Internal Controls & Monthly Reporting

Gabriel Buldra, Principal, The James Vincent Group, Melissa Tomlinson, CPA, CGFM, Senior Consultant, The James Vincent Group, Lydia Hunter, CPA/CGFM, BeachFleischman

Understanding the internal financial controls necessary to ensure compliance with laws and regulations specific to financial management and fiduciary responsibilities.

4. Merger & Consolidation Panel Discussion

John Flynn, Executive Director, Arizona Fire District Association

This session will overview the latest changes to Arizona law for fire district mergers (ARS §48-820) and consolidations (ARS §48-822). Best practices for leading a merger or consolidation project and determining whether merger or consolidation is an effective strategy for improving the delivery of fire and EMS will be presented. The session will be facilitated by chiefs and elected officials who have successfully merged and or consolidated fire districts providing lessons learned.

2:30 p.m. - 3:00 p.m.

Afternoon Break - Visit the exhibitors in the exhibit areas.

3:00 p.m. - 4:30 p.m.

Concurrent Sessions (Select One)

1. Statutory Training: Finance

Pat Moore, Fire Chief, Bullhead City Fire Department;

Mary Dalton, Assistant Chief, Arizona Fire & Medical Authority, AFDA President

One of four training modules required of fire district elected officials and fire chiefs to meet the requirements of A.R.S. §48-803.H. This session covers budgeting and financial responsibilities.

2. Becoming a Person of Influence

Yanick Hicks, Pharm.D, Speaker, Coach & Trainer, The JOHN MAXWELL Team

"Becoming a Person of Influence" discusses the myths of leadership, different ways to lead and solid actionable steps to increase overall leadership effectiveness.

3. HR/Legal Roundtable

Bill Whittington Esq., Boyle, Pecharich, Cline, Whittington & Stallings, PLLC,

Brenda Tranchina, President, Human Resource Strategies

Discuss current issues in fire district governance and administration. The legal roundtable provides fire district elected officials the opportunity to pose questions / discuss issues with the attorneys who present the AFDA Statutory Training.

4. Labor Management Relationships

Simon Davis, Fire Chief, Corona de Tucson Fire District,

Nate Weber, Board Clerk, Corona de Tucson Fire District, Vice President, Local 479, Tucson Fire Fighters Association

Join a panel of IAFF Local Officials and Fire Chiefs in a discussion and presentation on the benefits of maintaining a strong labor management partnership and how it can benefit your Fire District in Operations, Community relationships and meeting the challenges of the future fire service.

4:30 p.m. - 5:30 p.m.

Hospitality hour with conference exhibitors

SATURDAY, JANUARY 18, 2020

7:30 a.m. - 8:30 a.m.

Registration/Continental Breakfast - Vendor Hall

8:30 a.m. - 10:00 a.m.

Concurrent Sessions (Select One)

1. Roles and Responsibilities of Auditors, Management, Governance

Jay Parke, CPA, Walker & Armstrong

What do auditors REALLY do and why should you care?!? This session will provide an overview of the objectives and limitations of an audit and the roles and responsibilities of management and the board in financial reporting and fraud.

2. Fire District 101

Pat Moore, Fire Chief, Bullhead City Fire Department,

Mary Dalton, Assistant Chief, Arizona Fire & Medical Authority, AFDA President

This seminar provides the foundational information necessary to effectively govern, administer and operate a fire district.

Focused on rural / small community-based fire districts, the information presented will provide elected officials, chief officers and administrative staff with strategies for leading and managing volunteer and combination fire districts within current statutory framework and operating standards.

3. Wildland Roundtable

Dirch Foreman, Fire Chief, Highlands Fire District

Open discussion regarding wildland issues.

4. Career Section Roundtable

Scott Freitag, Fire Chief, Central Arizona Fire and Medical Authority

This will be a roundtable discussion of Career Fire Districts to determine goals and objectives of the Arizona Fire Districts Association Career Section, with a focus on future needs. The intent is to re-energize the Career Section as a group and to identify challenges and issues specific to the career fire districts to include developing an action plan to provide support to career fire districts.

10:00 a.m. - 10:30 a.m.

Morning Break - Visit the exhibitors in the exhibit areas.

10:30 a.m. - 12:00 p.m.

Concurrent Sessions (Select One)

1. Statutory Training: Board's Human Resource Responsibilities

Brenda Tranchina, President, Human Resource Strategies

One of four training modules required of fire district elected officials and fire chiefs to meet the requirements of A.R.S. §48-803.H. This training module addresses the Fire Board's role in human resource management, including the hiring and oversight of the Fire Chief, adopting sound HR policies, and being familiar with the HR responsibilities within the District.

2. How to Make it to Retirement--The Wellness Model

Kepra Jack, COO, Co-founder, Owner, HeartFit For Duty, LLC

How to recognize the health pitfalls that will change your retirement. Focusing on wellness-not illness and finding the Dr's that can help make that happen. How do everyday food choices, sleep, hormones and hobbies play into health and how can we make it better.

3. Administrative Roundtable

Susanne Dixon, Administrative Manager, Central Arizona Fire and Medical Authority

The goal of the Administrative Roundtable is to assist fire district administrative personnel by sharing information and networking. Through this information sharing we are able to communicate new information that will effect administration and assist members in preparing and planning for upcoming changes.

4. What First Responders Need to Know About HB2502

Sergeant Marc Therre & Detective Jonathon Appel - Peer Team Coordinator, Mesa Police Department

House Bill 2502, also known as the Craig Tiger Act, was made law in August of 2018. Dramatic changes were made to the previous version of the bill which now provides first responders the right to additional care benefits defined by ARS §38-673. The Craig Tiger Act significantly affects first responders and the administrations that are responsible to assure that their employees have access to the care. This presentation will cover the law, methods to provide care and considerations while developing a program to care for your employees.

12:00 p.m. - 1:00 p.m.

Buffet Lunch - Conference Closing Remarks

NOTE: Conference Badge or lunch ticket required.

1:00 p.m.

Conference Ends

STATUTORY TRAINING CLASSES

Newly elected fire board members (includes incumbents' reelected) and newly appointed fire district chiefs are required to complete six (6) hours of statutorily mandated training within one (1) year of election or appointment. Attending each of the following four statutory training sessions offerings fulfill the law's requirements.

SCHOLARSHIP PROGRAM

Fire Districts with an annual budget of less than \$100,000 may have their conference registration fee waived for one (1) attendee (Please note: one scholarship per district). A limited number of scholarships are available and will be granted by the AFDA Board based upon financial need. To apply: please submit a written request on Fire District letterhead signed by the Board Chair.

Requests should be sent by December 31, 2019 to: admin@azfiredistricts.org

TO REGISTER:

Register on-line at www.azfiredistricts.org. Use the *On-line Conference Registration* link on the Home or Conferences page.

CONFERENCE REGISTRATION - \$200. Includes class registration and breakfast and lunch Friday & Saturday.

Need Extra Meal Tickets? During registration, you will have the option of purchasing extra meal tickets for \$25/each.

Golf Tournament, Thursday, January 16, 2020 - You will also have the option of registering for the AFDA golf tournament during conference registration. \$90/person and includes lunch. More details on the AFDA registration website.

QUESTIONS?

Contact Kelly Vaughn,
AFDA Administrator
Phone: 480-496-4331
admin@azfiredistricts.org

Summit Fire and Medical District Fire Board Meeting

Action

To: SFMD Fire Board
From: SFMD Administration
Date: November 18, 2019
Title: New flooring in primary walkways at St #37

Recommended Action: Approve

Action Summary: Recommend approval for the removal of old carpet and installation of new laminate style flooring for St #37.

Financial Impacts: The recommended quote is from Matt's Drywall & Patch General Contracting for the price of \$16,422.21. This keeps us under budget of the overall approved \$50k for the St #37 improvement.

Relation to Goals: Improve the resources of the district both human and capital

Key Considerations: This is the final work recommended as part of the St#37 capital improvement project approved earlier by the board. This work will make the station more functional, meet cancer initiatives and will increase future resale value. We requested numerous companies to provide bids and three came out to measure. Of those three, we only received two official bids from Canyon Carpet One and Matt's General Contracting. The third company (Highland Floor Covering) never produced an estimate even after multiple attempts to get one.

Additional Info: We are recommending Matt's General Contracting for two primary reasons over the Canyon Bid: 1) The material spec'd out (Gemcore) is superior in durability and waterproofing over the material spec'd by Canyon (Mohawk). The stairs are also a solid piece on the tread by Gemcore vs. a nose cap by Mohawk. 2) The bid from Matt's included new base molding professionally painted prior to install vs. a remove and reinstall by Canyon.



To Coconino County Treasures Office

WESTSIDE CAPITAL FUND

On November 20, 2019, at a Regular Business meeting open to the public, Summit Fire Board voted and approved for the Coconino County Treasures office to move an amount not to exceed \$17,000, from Summit Fire and Medical District WESTSIDE CAPITAL FUND to Summit Fire and Medical District General or Operational fund for:

\$17,000 - Payments for installing flooring at Station 37 with Fire Board approved contractors and all related fixed and variable cost associated with the project. This project could include multiple contractors.

Approved on November 20, 2019

Jim Daskocil, Fire Board Chairman _____

Jim Timney, Clerk of the Board _____

Mike Milich, Board Member _____

Rick Parker, Board Member _____

Don Woods, Board Member _____

COPY

Date	Contractor	Warrant #	Purpose	Amount

Administration Tracking Purposes



Bill to:
Summit Fire and Medical District
8905 Koch Field Road
Flagstaff AZ 86004
Phone 9285269537
Fax 928-526-2750
Email: tammy@sfmd.org

Purchase Order

P.O. No.	20069
Date	11/19/2019

Vendor
TBA

Ship To
Summit Fire District 8905 N. Koch Field Rd. Flagstaff, AZ 86004

Program Lead
Wilson

Apparatus / Program
Station 37

Item	Description	Qty	Rate	Amount
3225 Bldg Maint	Replace all carpet areas and stairs in house Not to exceed	1	17,000.00	17,000.00
Total				\$17,000.00

Approval

Approval Process Program Capt > Battalion Chief > Administration

Program Captain / EVT Mechanic / Admin Asst. _____ Date _____

Battalion Chief _____ Date _____

Administration _____ Date _____

Fire Board _____ Date _____

Purchase over \$5,000 must be approved by the Fire Board at a public meeting.

3900 E Route 66 Suite 4
 Flagstaff, AZ 86004
 (928)214-8714
 canyonflooring@gmail.com

Estimate

ESTIMATE # 2612
 DATE 10/30/2019

ADDRESS
 Flagstaff Fire Dept

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

SERVICE	ACTIVITY	QTY	RATE	AMOUNT
10/30/2019	5500 N FORT VALLEY			
10/30/2019	Vinyl Sales Mohawk, Weston Heights, 20 Mil, Vinyl Plank In /Specified Rooms, Hallways And 3 Sets Of Stairs With Treds And Risers	1	6,670.00	6,670.00T
10/30/2019	Vinyl Install Install Vinyl Plank Floating Installation	1	7,160.00	7,160.00
10/30/2019	Vinyl Sales Stair Nose, Reducer Transitions And 1/4 Round Trim Pieces	1	1,025.00	1,025.00T
10/30/2019	Vinyl Install Remove And Dispose Existing Carpet	1	210.00	210.00
10/30/2019	Vinyl Install Remove And Reinstall Base Molding	1	525.00	525.00
10/30/2019	handling Shipping Of Vinyl Plank	1	75.00	75.00

Thank you for the opportunity to serve you.

Taxes are Included in Material Price on all Invoices

Thank You for your business!

Carpet One is not a professional moving company. Homeowner/occupant will assume full responsibility for engaging our assistance moving furniture and appliances.

Floor Prep is estimated at this time. Once Existing flooring is removed subfloor will be evaluated. If at that time additional floor prep is deemed necessary, this will be an additional cost.

SUBTOTAL 15,665.00
 TAX (9.181%) 706.48
TOTAL \$16,371.48

Signature _____

Please call or visit Carpet One to finalize your purchase and payment terms.

4730 Camino De Los Vientos
Flagstaff AZ 86004
Roc 168990 K-10.
ROC 287048 kB-2
928-525-1004
928-853-9200
Fax 877-402-3065
Mattsdrywall@gmail.com
WWW.mattsdrywall.com



Estimate

Estimate No: 18610
Date: 09/25/2019

For: Summit Fire At 37. Floor Job
mwilson@flagstaffaz.gov
5500 fort valley rd

Description	Quantity	Rate	Amount
Demo stated above floors of carpet and all base trim clean and prep floors	1	\$8,812.00	\$8,812.00
Re install			
Install 27 steps stair treads owner supplied			
Re install base			
Extra. if tiles and hardy board is removed upstairs as of now flooring is bid to go over and drop down 1/2 inch to next level floor with transitional pc	0	\$875.00	\$0.00
Purchase 20 mill flooring 9 wide Manchester rewlvtgc20mc Gemcore 6x60 Onyx collection	1,550	\$3.99	\$6,184.50
27 stair treads full width	27	\$59.63	\$1,610.01
Purchase baseboard 3.4 inch drop off to BZ painting to have painted white before install	470	\$2.75	\$1,292.50
10 transitional strips	10	\$64.32	\$643.20
Deduct tile areas that were added Kitchen bath fireplace and entree If flooring not installed	530	-\$4.00	- \$2,120.00
Subtotal			\$16,422.21
TAX 0%			\$0.00
Total			\$16,422.21

Total \$16,422.21

Notes

Factory has 20 stair treads in stock remaining 7 treads are on backorder for 4 to 6 weeks and can be installed soon as they arrive

Attachment #1



BC Chris Fennell-EMS

Pre-Hospital	CE Training & Tracking	Technology	Supplies	Halo
1 FFD Capt-CEP	1 FFD Capt-CEP	1 CEP-Either	1 FFD Capt	1 SFMD-XO
	1 SFMD Capt-CEP		1 SFMD Capt	

EMS - SFMD

Total 1191 - 970 Tied to EMS 71%

Personnel 16 CEPs 24 EMTs Min 5 per shift

2 employees finishing class January 2020

3 More starting in January 2020

SHARE (Save Hearts in Arizona Registry and Education)

GFR Stats - for 2018 - Full Code on arrival - 23% of Patients being

Discharged for Hospital Alive

State wide average is 9%

Bystander CPR in GFR initiated 51% of the time in the incidents