



PUBLIC NOTICE
PUBLIC HEARING FOR BUDGET AND
REGULAR BOARD MEETING AGENDA
Wednesday, September 18, 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, September 18, 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 August 21, 2019
 - b. Approval of Reconciliations and Financial Reports for August 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 and discuss Fire Board Handbook
 - b. Review discuss and possible action on adopting Community Room User Agreement
 - c. Review discuss and possible action on reclassification and adjustment of pay scale for Fleet Mechanic Supervisor, Fleet Mechanic II and Fleet Mechanic I positions.
 - d. Review discuss and possible action on sell of property to Jean Libby
 - e. Discussion, update on Museum Fire - FMO Summerfelt
 - f. Topic of the Month discussion on SFMDs outreach education process to homeowners about Firewise principles. – Jerolyn Byrne
 - g. Discuss possible action items for next month's board meeting.

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: September 17, 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
SUMMIT FIRE & MEDICAL DISTRICT
REGULAR BOARD MEETING
Wednesday, August 21, 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 Duskocil called the Regular Board Meeting to order at 3:03 pm.

2. ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

A quorum of the Board Member were present.

Members Present: Chairman Jim Duskocil, Member Rick Parker, Member Mike Milich, Member Don Woods

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

Public: Jean Libby arrived after #4 Call to the Public

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 July 17, 2019
- b. Approval of Reconciliations and Financial Reports for July 2019

Administrative Officer Gioia answered any questions from the Board regarding the Minutes of July 17, 2019, and Reconciliations and Financial Reports for July 2019.

Board Member Milich motioned that the Minutes of July 17, 2019, and the Reconciliations and Financial Reports for July 2019 be approved. Board Member Woods seconded the motion.

Vote conducted. Motion past All in Favor.

Ayes: Duskocil, Parker, Milich, Woods

Nays: None

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

a. Monthly Department Updates

Battalion Chief Chris Fennell:

- Presented the run report for June 2019 that totaled 124 calls
- Museum Fire: now the fire is over there is flood prep with the county



- Back to School: handed out pencils of first day at Cromer School and posted engines reminding drivers to slow down
- June Calls included a lot of trauma calls on I40 with a save life
- Wildland Assignments: Ambulance at Ikes Fire and truck and UTV at Saber Fire both as a Medical Team
- Rescue Rick drills at St Mary's School
- Night Drills the last 2 weeks
- Sim baby training with Guardian
- TECC Training (Tactical Emergency Casualty Care)

Deputy Chief Mark Wilson:

- We are working with a contractor for pricing for the flooring at Station 37
- Met with Reese Architect for new station concepts
- SFMD is sending 3 staff to AZ State Fire School
- Grants approval is running 3 months behind for awards. We have not been kicked out

Fire Chief Mark Gaillard:

- Finance Auditors have completed the audit for FY 2018-2019. Will return October for presentation and report to approve
- Fireboard handbook is in your board packet for your review
- iPads for board members with training looking for September roll out
- There is a community yard sale on September 14, at Station 32
- We have included item 7c for items to be placed on the agenda for the next board meetings
- Hoping for the Museum Fire closeout report. Post Fire flooding prep has included 300,000 to 400,000 sand bags prepped
- Tempe Fire Chief Reece will be presenting at the Captain's meeting
- There is a directive from the chief's office regarding posting on Social Media to protect district and self
- The drill at St Mary's was a regional training and is raising the bar as the class is going on and was a good learning experience. Active Shooters are happening more in areas like ours

b. Local 1505 Update

Firefighter Matt Gibbs:

- We have had significant calls that have had our staff reaching out to counselors for help, but could not get in for a few days after the incident. Looking into other options to get these guys in immediately
- Working on policies, changing and revamping old ones
- Charity Yard sale on the 14th. The money goes for our Christmas families
- Raffle raised enough money for our Thanksgiving and Christmas families

c. Other Items – No Other Items



7. NEW BUSINESS / ACTION ITEMS - Public Comment:

a. Review discuss and possible action on PO 20023 for MagneGrip for Station 32

Administrative Officer Gioia presented to the board and answered any questions regarding PO 20023 for MagneGrip for Station 32. When this was first installed we did not have electric door openers. Now the exhaust system needs to be moved around. PO is not to exceed \$24,100.00. They will do the work the next time they have another project in the area to cut down the travel expense. MagneGrip is the exhaust system that extracts the exhaust to the exterior.

Board Member Parker motioned to approve PO 20023 for MagneGrip for Station 32 not to exceed \$24,100. Board Member Milich seconded the motion.

Vote conducted: Motion approved All in Favor
Ayes: Daskocil, Parker, Milich, Woods
Nays: None

b. Topic of the month with Chief Staskey

Deputy Chief Staskey presented the Topic of the Month that was Back to School on August 8, 2019. SFMD had 2 engines at Cromer School to hand out pencils and have drivers slow down for school zones. Chief Staskey played a game with the board like the school kids would be quizzed.

c. Discuss possible action items for next months board meeting.

Board Member Woods

1. at the last board meeting; What can the fire department do to protect properties from a Forest Fire. Would like that at the Topic of the Month.
2. I would like to see more information as to how all the stations are reporting to the city and city to us. Board Member Parker explained to Board Member Woods he could call admin and get that information

8. FIRE BOARD COMMENTS

Board Member Parker: Appreciate all the work admin does

9. ADJOURNMENT

Board Member Parker motioned to adjourn the meeting. Board Member Milich seconded the motion.

Vote conducted: All in Favor

Meeting was adjourned at 4:05 pm



Ayes: Daskocil, Parker, Milich, Woods
Nays: None

Respectfully submitted,

Tammy Schieffer, Administrative Assistant

NEW APPARATUS DEDICATION CEREMONY FOLLOWED THE BOARD MEETING

DRAFT

Action

To: SFMD Fire Board
From: SFMD Administration
Date: September 18, 2019
Title: Review Fire Board Handbook

Recommended Action: Review and open for questions.

Action Summary: Review and discuss handbook.
Financial Impacts: N/A
Relation to Goals: Continue to improve Fire Board and Administration relationships
Key Considerations: Administration has reviewed handbook with current AFDA Red Book. Made minimal changes.
Additional Info:
Attachments: Revised handbook



Handbook for Fire
Board Members

Adopted: ~~February 17, 2016~~

Revised: ~~November 15, 2017~~ September 18, 2019

REVISED BY THE

Summit Fire District Board of Directors

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Introduction

This policy and procedure handbook is intended to serve as the primary resource for all matters relative to Districts Fire Board. It is approved by the Fire Board of Directors to assist individual members in the conduct of their responsibilities as elected public officials.

No policy and procedure handbook can anticipate the full range of topics and situations that may arise. As new issues arise new policy and procedures are established and/or existing policy modified. While these policies and procedures are intended to provide clear and consistent direction, the Fire Board may, at their discretion, deviate from these policies and procedures if the current policy or procedure is found to be inappropriate. In such cases the decision should be documented, in an Open Meeting, and a determination made if the current policy and/or procedure requires modification.

It shall further be the policy of the Fire Board to authorize the Fire Chief to interpret and apply these policies and procedures within their written and stated intent, and to deviate from these policies and procedures in an emergency or to avoid a hardship for the District. It is the responsibility of the Fire Chief to seek clarification of any Fire Board policy and/or procedure issues directly with the Fire Board.

In order to continue being a useful reference source this handbook must be constantly reviewed and updated to reflect changes in service delivery needs, laws and regulations, and District operations.

Summit Fire and Medical District History

Summit Fire and Medical District has a rich history of working together to achieve the best possible service delivery to rural Flagstaff. That history dates back to 1973. Doney Park Fire District was the first predominantly career fire department established in the rural area of Flagstaff. Soon after in 1977 Timberline-Fernwood Fire District, which was predominantly a volunteer department, was built. The two departments merged into Summit Fire District in 2001. Together they advanced the fire district, providing advanced life support to over 10,000 residences in the rural areas of Flagstaff. In 2006 Summit Fire District started providing service to the Fort Valley area, increase the service delivery area to 90 square miles and 12,000 residents. We also provide service delivery to three major highways in the area. In January, 2016 Summit Fire and Medical District entered into a two-year Intergovernmental Agreement (IGA) with the City of Flagstaff to share the services of the Fire Chief.

Mission and Vision Statement

Mission Statement: Ensuring exceptional customer service to the community, visitors and surrounding region.

Vision Statement: Dedicated to life safety and fire protection services

First Official Acts

At least one day prior to new Board members taking office, they are required to affirm and sign an Oath of Office and read through the Open Meeting Laws. Administration will also ask new Board Members to complete an information sheet which allows the District to add you to the Department Roster and enables us to know how to reach you when necessary. This information is also used to complete Department mandatory reporting requirements.

Orientation

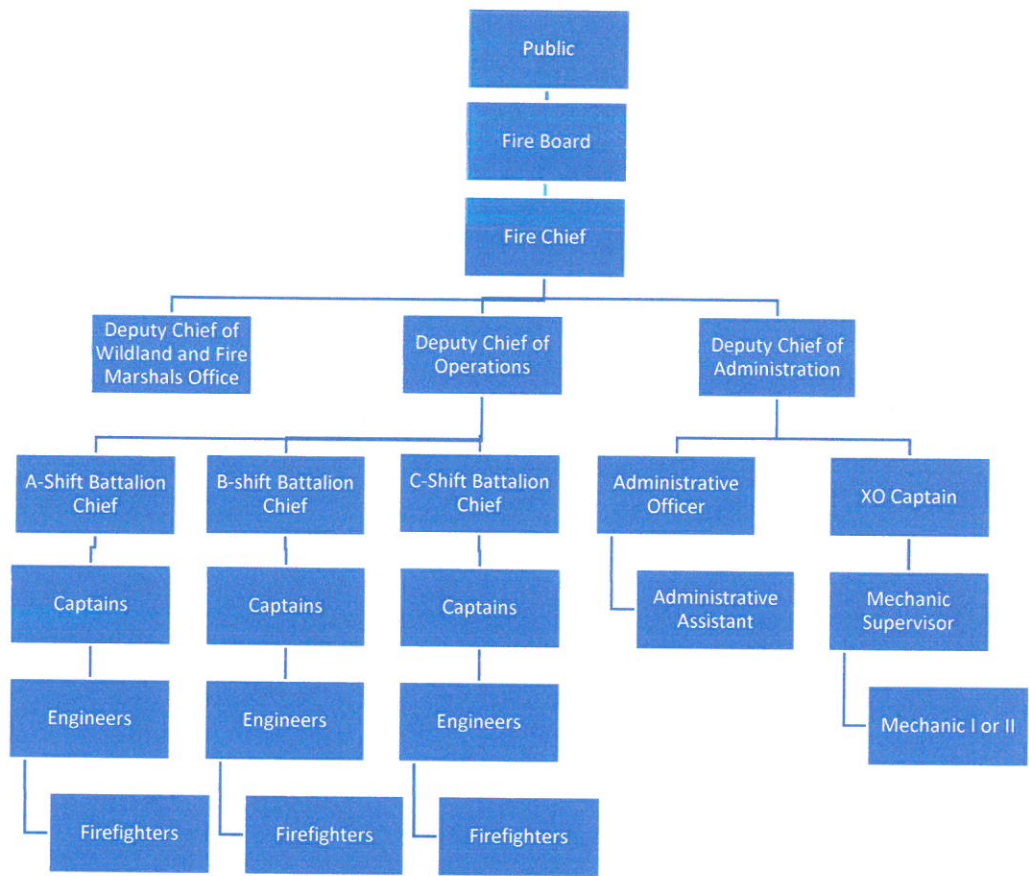
New Board Members will be invited to go through an orientation session to give them a basic understanding of the Fire District. This orientation session will be administered by the Fire Chief/Deputy Chief and Administrative Officer. The following topics may be discussed:

- Tour of stations, apparatus and meet staff
- Chain of command
- The role of a Fire Board Member
- Explanation of the Fire District finances, budget, and the roll a Board Member plays
- Description of response areas (district boundaries, off district, mutual aid)
- Explanation of Arizona Fire District Association (AFDA)

After the orientation, new Board members will be provided with a flash drive with the AFDA "Redbook" and current District budget. Board members are also required to attend professional development training provided by Arizona Fire District Association (AFDA) within one year of election or appointment to office. These statutory classes can either be taken on-line or at one of two conferences offered by AFDA

Organization Structure

The purpose of an organizational chart is to illustrate graphically the reporting relationships within an organization and to provide a thumbnail sketch of the division of labor between job classifications. The organization chart also depicts the levels of management within an organization. The organizational structure should not be viewed as something that cannot be changed. The organization should view the structure as a method to promote efficient and effective operations. If changing circumstances indicate a different organizational structure would be more effective, it should be changed. There will be times when the Fire Board may have to communicate directly with the Administrative Officer.



There maybema be times and situations when the Fire Board may need to bypass the flow of the organizational chart.

Code of Conduct

- Board Members should have a broad perspective and possess a willingness to search out effective solutions to complex problems. Being single issue focused or adopting a biased point of view is not in the best interest of the District.
- Board members should keep on task and not be unduly influenced by those who have more dominant personalities. Every Board member represents the interest of the District equally.
- Board members are obligated to operate within the parameters that the Board sets for itself.
- Board members who vote in opposition to the majority of the Board should not interpret it as a personal issue. In turn, all Board members need to realize that the will of the majority prevails.
- Board members always place the District's best interest above their own personal interests.
- The "prudent person" legal doctrine applies to individual Board members as well as the Board as a collective body. The level of Board competency will be compared to what a similar prudent Board or Board member should do.
- Board members are required to act and behave professionally when representing the District.
- Board members may not use their position, or information obtained as a Board member, for personal gain or for the financial benefit of themselves or members of their family.
- The focus of the Board is on policy, its implementation, and the finances of the District; Board members should not become involved in the day to day operations of the Department.

Legal Responsibilities

The multitude of state laws substantially affects the manner in which a fire district must conduct its business. Good intentions are not enough. Public officials must be familiar with the laws governing their conduct and operations. A general summary of what a fire district SHALL DO and what a fire district MAY DO is itemized below. The fire board administers the affairs of a fire district. The FIRE DISTRICT SHALL: (A.R.S. §§ 48-803, 48-804 and 48-805)

The Fire District **Shall:**

- Hold public meetings at least once each calendar month.
- Submit to the county board of supervisors a budget estimate, containing the requirements set forth in the statute.
- Prepare, and post, in three places, an annual budget containing detailed estimated expenditures for each fiscal year.
- Determine the compensation payable to district personnel.
- Obtain legal counsel
- Require probationary employees in paid sworn firefighter positions, a reserve firefighter, or a volunteer firefighter position to submit a full set

of fingerprints to the fire district for the purpose of obtaining a state and federal criminal records check.

- Appoint or hire a Fire Chief.
- Elect board members, including a chairman and a clerk, consistent with the requirements and regulations of the statutes.
- Fill vacancies on the board within 90 days of the vacancy.
- Comply with the anti-nepotism requirements when appointing a person to any clerkship, office, position, employment or duty.
- The Fire Chief and board members must attend professional development training as outlined in the statutes. In addition, the association that is providing the training is required to provide a report to the County containing the details set forth in the statutes.
- Comply with various financial requirements, including submission of reports.
- Conflict of interest may occasionally arise and that each Fire Board member is responsible to declare such actual or potential conflicts as specified in state law, and shall refrain from voting upon or otherwise participating in any manner in an item constituting a conflict of interest as more fully set forth in A.R.S. §38-502 and §38-503

A fire district, through its board, May:

- Employ any personnel deemed necessary for the fire protection/medical and rescue services.
- Construct, purchase, lease, lease-purchase or otherwise acquire the following or any interest therein; and in connection with such construction or any other acquisition, purchase, lease, lease-purchase or grant a lien on any or all of its present or future property including:
 - Apparatus, water and rescue equipment, including ambulances and equipment related to any of the foregoing: Land and buildings with equipment and furnishings to house equipment and personnel necessary for fire protection and preservation of life.
- Issue bonds to finance the acquisition of property as provided in A.R.S. §48-806. Bonds may not be issued without consent of the voters at an election held for that purpose.
- Assist the State Fire Marshal in the enforcement of nationally recognized fire protection standards.
- Adopt, with approval of voters, their own fire code, and enforce it.
- Amend an existing fire code.
- Enter into an agreement procuring the services of an organized private fire protection company or a fire district of a neighboring city, town or district.
- Contract with a city or town for fire protection services for all or part of the city or town.
- Retain a certified public account to perform an annual audit of district books
- Retain private legal counsel.

- Accept gifts, contributions, bequests, and grants and comply with any special requests attached to such.
- Pay membership dues to the Arizona Fire District Association.
- Adopt fee schedules within an outside the jurisdictional boundaries for fire protection services and preservation of life.
- Change the district's name.
- Require all non-sworn employees to submit fingerprints.
- Enter into intergovernmental agreements with other political subdivisions or contracts with individuals.
- Fire Board may establish committees to review issues and make constructive recommendations to facilitate the Fire Boards decisions.
- Be reimbursed for expenses incurred in performing duties.
- Amend the budget at a special meeting one week after the revisions are considered at a regular scheduled meeting (48-805.02E).
- Assess and levy a secondary property tax to pay for costs of fire protection services or emergency medical services [except services regulated by Title 36, Chapter 21.1 (CON)].

The district SHALL NOT:

- Incur and the chairman and clerk must certify that the District has NOT incurred any debt or liability in excess of taxes levied and to be collected and the money actually available and unencumbered at the time in the fund, except as provided in A.R.S. § 48-805.B.2, §48-806 and §48-807.

Commitments

To accomplish responsibilities to the best of their ability, Board members should be committed to the following practices:

- Respectful interaction with SFMD staff, the public and each other
- Attend and actively participate in Board meetings, work sessions, public hearings and special events
- Review Board packets prior to the meetings in order to arrive prepared; ensuring that they have adequate and current information to make informed decisions; keeping informed of developments relevant to issues before the Board
- Work to accomplish the mission of the District; unite for a common cause; listen carefully to opinions of fellow Board members and paid staff and respecting those opinions; not be publicly critical of fellow Board member's opinions in or outside of Board meetings
- Exercise independent judgment on decisions that come before the Board
- Be loyal to the Department, its staff, and other Board members
- Keep disagreements impersonal
- Do not discuss confidential proceedings of the Board outside the Board meeting
- Accept, respect, and support majority decisions of the Board; recognize authority is vested in the Board as a group and not in individuals

- Do not interfere with the duties of the Chief or undermine the Chief's authority; recognize chain of command
- Declare any conflicts of interest between the member's personal life and their Board position; avoid voting on issues that are or are perceived to be a conflict of interest
- Do not use the Board or the Department for personal advantage or the advantage of family or friends
- Learn more about job and responsibilities by attending a minimum of one Arizona Fire District Association (AFDA) conference annually
- Work with members of the Fire Department, Fire Board and the community to ensure smooth, efficient, and responsible operation of the Summit Fire District
- Call to the attention of the Board any issues that will have an adverse effect on the organization
- Refer constituent and staff complaints to the proper level on the chain of command
- Self-evaluate; the Board should evaluate its own effectiveness to assure fulfillment of responsibilities and to maintain a strong organization
- Board members as individuals are not empowered to make administrative decisions on behalf of the District. Further, Board members cannot under any circumstance give directions to any level of District staff.

In order to promote the efficient use of staff time and for the sake of transparency, Board members may only ask questions of staff related to any agenda item during the Board's consideration of that item during a legal meeting. All other questions or requests for information related to District business shall be made in the following manner.

At the end of each meeting under the agenda item entitled "Board Member Comments", Board members may ask questions and/or request information [CG1] with respect to any matter related to District business not on the agenda. District staff shall respond to all such questions or requests at the next regularly scheduled meeting [CG2].

The Fire Chief in his or her discretion, after giving due consideration to the current staff workload, may determine the appropriate amount of staff time to devote to such responses

Officer/Board Members Descriptions

The function of the Fire Board Officers is to assist the Fire Board do its job, and not as powers unto themselves. Officer's positions on the Summit Fire Board are Chairperson and Clerk. Officers are responsible for the integrity and

functioning of the Fire Board and for ensuring the integrity of related documentation.

Officers of the Fire Board are in the service of the Fire Board and are bound by Fire Board's desires and by the limits of their authority. Officers may not act in place of the Fire Board except when specifically delegated by the Fire Board as a whole.

BOARD CHAIRPERSON

- Leads meetings of the Fire Board
- **Assures compliance with Open Meeting Laws**
- Assure basic elements of "Roberts Rules" are followed
- Use the authority of the chair to ensure that all people attending a meeting are treated equally – for example, not to permit a vocal few to dominate the debates
- Assist Administration in developing agendas for Fire Board meetings
- Be familiar with all the business to be dealt with at the meeting, including any reports to be made by administration, committees or task forces, any motions already submitted by members or groups of members, and insofar as is possible, any new business likely to be introduced.
- Provides signature on contracts or other instruments pertaining to Fire District business
- Creates and maintains a spirit of unity amongst diverse people on the Fire Board
- Facilitates the group process
- Ensures the Fire Board works effectively and ethically with the Fire Chief and staff
- Maintains Fire Board discipline by adhering to Fire Board agreed upon conduct
- Contact and consult legal counsel and insurance representatives as deemed necessary

BOARD CLERK

- Performs the duties of the Chairperson in their absence
- Be prepared for meetings, reading and understanding all information received prior to the meeting.
- Participate as a vital part of the Fire Board's leadership
- Assure proper posting of agendas and legal documents
- Serves as Chairperson of the Public Safety Retirement System (PSPRS) Local Board

ALL BOARD MEMBERS

- Be prepared for meetings, reading and understanding all information received prior to the meeting.
- Sign Warrants

Filling Board Vacancies

Pursuant to Arizona Revised Statute (A.R.S. §38-291) a vacancy shall occur if any member ceases to discharge the duty of their office for the following reasons:

- The death of the incumbent.
- Insanity of the incumbent when judicially determined.
- Resignation and the lawful acceptance of the resignation of the incumbent.
- Removal from office of the incumbent.
- If the office is elective and the incumbent ceases to be a resident of the District.
- Absence from the State by the incumbent without the permission of the legislature beyond the period of three (3) consecutive months.
- The incumbent ceasing to discharge the duties of office for the period of three (3) consecutive months.
- A conviction of the incumbent of a felony or any offense involving a violation of their official duties.
- Failure of the person elected to file their required oath within the time prescribed by law.
- The decision of a competent tribunal declaring void the election or appointment of the person elected or appointed in the office.
- Failure of a person to be elected or appointed to the office.

When vacancies in the Fire Board occur mid-term, state law charges the Board of Directors with the responsibility of filling the position. The person appointed to fill the vacated position will complete the unexpired term of the board member whose position was vacated. Upon completion of this term, a successor will be elected in accordance with Arizona Revised Statutes. The law does not give specific direction on the process that should be used by a board to fill a vacancy.

The Fire Board may select the process it determines is in the best interest of SFMD to identify and screen applicants, and make appointments. The following process is generally followed:

- Make the vacancy known through advertisement or other method;
- Screen applications as may be necessary;
- Interview most qualified applicants;
- Select most qualified applicant.
- Officially appoint the successful applicant. The newly appointed Board member will execute the Oath of Office.

In the event the entire board resigns or for any reason cannot fulfill its duties, the Coconino County Board of Supervisors shall appoint an administrator to administer the district with the same duties and obligations of the elected board. If the Board of Supervisors fails to appoint an administrator within thirty days, a special election shall be held to fill the vacancies.

Fire District Elections

Every Fire Board Member will serve a ~~four year~~four-year term. The Fire District will hold elections on the November general election cycle as required every two years, unless otherwise required. The Fire District will follow all statutory requirements.

To become a candidate at the fire district election and have your name printed on the official ballot candidates shall contact the Coconino County Elections Department for current requirements and to receive the election packet. Candidates are responsible for reading through the packets and understanding the election process.

Coconino County has the right to “call” the election prior to the election date if the number of candidates equals the number of open positions.

Conducting a Board Meeting

In order for the Fire Board to hold an official public meeting, the Fire Board has several requirements that must be met.

- The Fire board must hold regular and special meetings according to state law.
- Maintain a five (5) member board.

Pre-Board Meeting

- When board members have agenda items, they shall be submitted to the Chairman by the first Monday of each Month. Board Chairman will have all agenda items to Administration by the first Tuesday of each month.
- The Board Chairman may give-delegate the responsibility of the agenda to SFMD’s Administration.
- Fire Board packets will be emailed to each Board Member by 5:00 p.m. on the Friday preceding the scheduled meeting.
- The SFMD Administration under direction of the Fire Board will post the meeting notice (Agenda) 24 hours prior to the Fire Board Meeting at all its pre-defined posting places. This notice also includes notice of the Fire Board going into Executive Session.
- SFMD will post all meeting notices on www.summitfiredepartment.org; www.facebook.com/SummitFMD/ and at all Fire Board appointed posting places within the District.

Board Meeting

- The Fire Board members must comply with all requirements of Arizona Open Meeting Laws. The law states very simply that, with a few limited exceptions, all meetings of a public body shall be open to all persons desiring to attend. The law defines a meeting as the gathering of a quorum of members of the public body to propose or take legal action, including any deliberations with respect to action.

- A quorum of the board members must be in attendance to conduct District business. Attendance may be in-person, by computer or telephonically.
- The agenda must contain information reasonably necessary to inform the public of the matters to be discussed or decided.
- Citizens have the right to attend, listen, audio and video record the public meeting. According to the Fire Board policy they will also allow the public to have opportunities to speak to topics during Calls to the Public as defined on the agenda. The Fire Board Chairman may define the length of time that the public may speak.
- When the Fire Board votes on any question the vote shall be taken by ayes and nays and shall be taken simultaneously. If the presiding officer is unable to accurately determine the result of a simultaneous voice vote, they may or at the request of any board member shall, call for a roll call vote taken by lot. It shall be out of order for member to explain their vote during the roll call. There shall be no additional debate or speaking on the subject after the vote is taken.
- The Fire Board has the right to go into executive sessions as noted on the agenda. Executive session has seven authorized circumstances in which the Fire Board may discuss items in private. The Fire Board is not allowed to vote or take a poll in executive session. All final actions must be made in open meeting.

Minutes

- The Fire Board Clerk must take meeting minutes of all meetings, including executive sessions. The Fire Board may ~~give~~ delegate this responsibility to SFMD administration.

Records Management

The Summit Fire Board will abide by all district record management policies and laws set forth by the State of Arizona.

Board Travel

Board Members traveling off-district for training or business purposes shall be a reimbursement for actual expenses. Itemized receipts need to be turned into administration for reimbursement.

The use of Department vehicles may be requested for use; although, vehicles may not always be available. When a Board Member uses their personal ~~vehicle~~ vehicle, they will be paid the amount of their fuel receipts. All receipts must be itemized and turned in to administration in order to be reimbursed.

Other Resources

Arizona Fire District Association "Red Book"

Arizona Fire District Association website <http://www.azfiredistricts.org/>

Copies of all Arizona Revised Statutes are available online at:

<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>

Open Meeting Law Information and Resources available online at:

<https://www.azag.gov/sgo>

BASIC FIRE DISTRICT STATUTES

Title 11. Counties

Chapter 2. Board of Supervisors

Article 4. Powers and Duties

11-251. Powers of board

11-251.06. Reimbursement for county services to special districts

11-251.07. Report of special taxing district in the county

11-251.12. County islands; fire and emergency services protection; intergovernmental agreement with adjoining municipalities or private providers; definition

Chapter 6. County Planning and Zoning

Article 3. Building Codes

11-861. Adoption of codes by reference; limitations; method of adoption

Chapter 7. Intergovernmental Operations

Article 3. Joint Exercise of Powers

11-952. Intergovernmental agreements and contracts

11-952.01. Public agency pooling of property, fidelity, liability, workers' compensation, life, health, accident and disability coverage; exemptions; board of trustees; contract; termination; audit; insolvency; definition

11-952.02. Separate legal entities; joint exercise of powers

Article 5. City, Town or County Employee Benefits, Property Loss and Liability Claim Coverage

11-981. Payment of benefits, losses and claims; establishment of trust funds

Title 42. Taxation

Chapter 17. Levy

Article 6. Assessment, Levy and Collection of Local Taxes

42-17257 Notice of establishment or change in city, town or taxing district boundaries

Title 48. Special Taxing Districts

Chapter 1. General Provisions

Article 5. District Contracts with Federal Government

48-187. Governing body; civil immunity; definition

Article 9. Reports by Districts

48-251. Annual report

48-252. District budgets Page 42 of 327 © AFDA 2015 – 17th Edition – Rev.: 12/14

48-253. District audits and financial reviews

Article 10. District Creation and Boundary Changes

48-261. District creation; procedures; notice; hearing; determinations; petitions

48-262. District boundary changes; procedures; notice; hearing; determinations; petitions

48-263. Special taxing district impact statement; district creation; district boundary change; bond requirement

48-264. Dissolution of inactive special taxing districts; board of supervisor's action; exceptions

48-265. Petitions; form; verification of signatures

48-266. Petitions of property owners; form; verification

Article 11. Approval of Formation of Special Districts

48-271. Board of supervisor's authority to approve or deny formation of special district

Chapter 5. Fire Districts

Article 1. General Provisions

48-802. Election procedures (*see notes page 7*)

48-803. District administered by a district board

48-804. District administered by elected chief and secretary treasurer

48-805. Fire district; powers and duties

48-805.01 Separate legal entities; joint exercise of powers

48-805.02 Fire district annual budget; levy; requirements

48-806. Bond election; issuance and sale of bonds

48-807. County fire district assistance tax; annual budget

48-812. Disposition of fire district; assets and relief and pension fund assets upon annexation by or inclusion within a city or town

48-813. Deletion of annexed area from district territory; provision for continued protection

48-814. Property located outside of fire district territory; reimbursement to fire district for cost of fire protection services

48-815.01. District dissolution; procedures; notice; hearing; determinations; petitions

48-815.02. Dissolution; petitions of property owners; form; verification

48-816. Election to reorganize district

48-817. District over twenty-five thousand population

48-818. Emergency medical aid or assistance to other public bodies; limitation on liability

48-819. Reimbursement for county services

48-820. Hearing and election to merge fire districts

48-821. Disposition of assets on merger of fire districts

48-822. Election to consolidate fire districts; resolution; impact statement; hearing

Article 2. Military Exemptions

48-831. Exemption of volunteer fire fighters from military duty

48-832. Procedure to obtain exemption

48-833. Exemption based on length of service

48-834. Annual filing of exemption list; issuance of illegal certificate; classification

Article 3. Noncontiguous County Island Fire District

48-851. Noncontiguous county island fire district; formation; definition

48-852. District board governance; elections

48-853. District board; powers and duties; intergovernmental agreements; contract; administration; definition

Title 38. Public Officers and Employees

Chapter 2. Qualification and Tenure

Article 4. Oath of Office

38-231. Officer and employees required to take loyalty oath; form; classification; definition

38-232. Time of oath

38-233. Filing oaths of record

38-234. Usurpation of office; classification

Article 6. Vacancy in Office

38-291. Vacancy defined

Chapter 3. Conduct of Office

Article 3.1 Public Meetings and Proceedings

38-431. Definitions

38-431.01. Meetings shall be open to the public

- 38-431.02. Notice of meetings
- 38-431.03. Executive sessions
- 38-431.04. Writ of mandamus
- 38-431.05. Meeting held in violation of article; business transacted null and void; ratification
- 38-431.06. Investigations; written investigative demands
- 38-431.07. Violations; enforcement; removal from office; in camera review
- 38-431.08. Exceptions; limitation
- 38-431.09. Declaration of public policy
- Article 6. Employment of Relatives
 - 38-481. Employment of relatives; violation; classification; definition

**SUMMIT FIRE AND MEDICAL
FIRE BOARD BY-LAWS**

By-laws of the Summit Fire and Medical Fire Board

The Board of the Summit Fire and Medical District, considering the provision of Title 48, Chapter 5 of the Arizona Revised Statutes, hereby adopts the following By-laws for the regulation and governing of the Fire District. These By-laws shall not supersede the Arizona Revised Statutes governing Fire Districts.

ARTICLE I - NAME

The name of the District shall be the Summit Fire and Medical District servicing 90 square miles and the communities of Doney Park, Townsend Winona, Timberline, Fernwood, Fort Valley the areas and other unincorporated areas of Coconino County that are within the Fire District boundaries.

ARTICLE II - PURPOSE

The purpose of the Summit Fire and Medical District shall be to provide emergency services for the protection of persons, property, and values within the defined boundaries of the Fire District.

ARTICLE III –BOARD OF THE DISTRICT

SECTION 1. MEMBERS

Members of the Fire District Board shall be those individuals elected or appointed pursuant to A.R.S. § 48-802, 48-803 and 48-805. The number of such members shall be five and each shall serve terms as designated in A.R.S. § 48-803. If a vacancy occurs on the Board other than from the expiration of a term (as defined in A.R.S. § 38-291), the remaining Members of the Board shall fill the vacancy, in accordance with Board Policy, by the appointment of an interim member to serve out the term (A.R.S. § 48-803.B). A member of the Fire District Board shall not be an employee of the Fire District or a spouse of an employee (A.R.S. § 48-805.B.).

SECTION 2. MEETINGS

Regular monthly public meetings shall normally be held on the third Wednesday of each month at ~~3:00 pm, but~~ 3:00 pm but may occasionally be scheduled for other days or times when necessary. Notification of changes will be given to all Board members in a timely manner. Special Meetings, Executive

Sessions, and Work Sessions shall be held at the call of the Chairperson or upon the request of two members of the Board. The Chairperson shall give at least two days' notice of all meetings to all members of the Board.

In the absence of the Chairperson and Clerk at a meeting, a quorum of the Board shall elect, by majority vote of those present, a Chairperson for that meeting. Action by the Board shall be by majority vote of those members present.

Notices of ALL meetings listing agenda items shall be posted in at least four public places at least twenty- four hours in advance of the time scheduled for said meeting.

In accordance with A.R.S. 38-431.01, all meetings are to be conducted openly and all persons so desiring shall be permitted to attend. In addition, communication between Board members shall take place in public. To ensure compliance with the Open Meeting Law, Board members shall not correspond through e-mail to a quorum of members.

SECTION 3. QUORUM

A quorum will consist of **at least** three board members. If a quorum is not present, the fire board may not conduct district business. They will need to reschedule the meeting within three business days (Monday-Friday) and within the same month to ensure compliance with state laws. The only action that can be taken in the absence of a quorum is to fix the time in which to adjourn recess or take measures to obtain a quorum. The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent.

SECTION 4. AGENDA

The Board Chairperson and SFMD Administration will put together the information for the agenda. Agendas should contain such information as is reasonably necessary to inform the public of the matters to be discussed or decided. Agendas will be posted at all noted posting places, the District website and on social media.

Posting places shall be voted on by the fire board members and signed by the Clerk of the Board.

SECTION 5. MOTIONS AND VOTING

To make a motion, a Board member states, "I move that..." and then clearly describes the proposal. It is important to say precisely what the words of the motion are to be. The group votes on exact language, not on a vague idea. When a motion is made, it must be seconded in order to be considered by the group. Once a motion is seconded, it is then before the Board for debate and action. After the discussion is complete, the Chair shall call for a vote. Each Board member, including the Chair, has one vote.

The vote on any question shall be taken by ayes and nays. If the Chair is unable to accurately determine the result of a voice vote, he/she may, or at the request of any Board member shall, call for a roll call vote. It shall be out of order for member to explain their vote during a roll call.

A majority vote is considered as the majority of votes cast, disregarding abstentions. A majority vote is required for the adoption of any motion.

Board members who have an actual or potential conflict of interest should not participate in discussion or vote on these matters.

SECTION 6. POWERS

The public business, property, and affairs of the Summit Fire and Medical District shall be managed by the Board which shall have and may exercise all the powers of the District as provided by Arizona Law, and to do all such lawful acts and things that are not defined by law or by these By-laws that may be directed or required to be done by the electorate.

SECTION 7. REMUNERATION

Members of the Board shall serve without compensation but may be reimbursed for actual expenses incurred in the performance of duties required by law (A.R.S. § 48-803.C).

ARTICLE IV – OFFICERS OF THE BOARD

SECTION 1. BOARD OFFICERS

The officers of the District Board shall be the Chairperson, who shall be the Executive Officer, and the Clerk, who shall be the Executive Officer in the absence of the Chairperson. All such officers shall have general authority to perform within the policies

set by the Board and to perform all acts necessary or advisable in connection with the activities and responsibilities of the Board for the operations of the District.

SECTION 2. EXECUTIVE OFFICERS ELECTION AND TERMS OF OFFICE

The Board Officers shall be elected at the regular November meeting. Elected Board Officers shall assume office on December 1 and serve for a term of one year.

Term limits for the Officers of the Board may be limited to two consecutive terms unless otherwise approved by at least three members of the Board.

An officer of the board may be removed if at least two Board members propose the removal of the officer and at least three members of the Board vote for such removal.

An officer may resign their Executive Office position at any time by giving the Board written notice of his/her resignation. Upon the death of an officer the office shall be deemed to be vacant as of the date of death.

When a vacancy ~~occurs~~occurs, there shall be an election to fill the vacant office on the board. This election shall be held at the meeting where the officer was successfully removed, when a written notice of resignation is accepted, or in the case of an officer's death, at the next meeting of the Board. The newly elected officer will serve the remainder of the ~~one-year~~one-year term.

ARTICLE V - FIRE CHIEF AND BOARD

SECTION 1. FIRE CHIEF

The Board shall hire a Fire Chief who shall be the Chief Administrator and Operations Officer responsible for all administrative functions and emergency services.

SECTION 2. DUTIES OF THE BOARD AND FIRE CHIEF

The Board and the Fire Chief shall perform duties and exercise powers in compliance with their positions. The Board shall adopt a mission for the District and the Fire Chief shall be responsible for carrying out this mission by managing the District's resources.

ARTICLE VI – FINANCIAL POLICY

SECTION 1. FISCAL YEAR

The fiscal year of the District shall be a twelve month period beginning on July 1 and ending on June 30 of the following year.

SECTION 2. THE BUDGET

The Fire Chief and staff shall prepare the fiscal year budget to be reviewed and considered by the Board. The proposed budget shall be (a) posted in three public places, for 20 days (b) made available to Fire District residents upon written request to the District. The Board shall adopt the budget at a public meeting of the Board (A.R.S. § 48-805.1).

SECTION 3. ANNUAL FINANCIAL AUDIT

The Board shall retain a certified public accountant to perform an annual audit of the District's books (A.R.S. § 48-253).

SECTION 4. SPECIAL DISTRICT ANNUAL REPORT

The Special District Annual Report, in the form prescribed by the State Auditor General, will be submitted within 180 days of the close of the District's fiscal year. The report will be sent to the County Board of Supervisors, the County Treasurer and the State Treasurer (A.R.S. § 48-251).

ARTICLE VII - AMENDMENTS

Amendments to the By-laws may be proposed in writing at any regular meeting of the Board. Such proposed amendments shall be acted upon at the next regular meeting of the Board or at a special meeting called for that purpose. An affirmative vote of the majority of Board members present shall constitute adoption of the amendments. Notice of intent to present amendments to the Bylaws for adoption shall be contained in the notice of the meeting.

All By-laws adopted shall conform to Arizona State law. Any By-law not in such conformity shall be invalid and State Law shall replace same.

Adopted by the Board of Directors on _____

Board Signatures

| _____
~~Rick Parker~~Jim Duskocil, Board Chairperson

Jim Timney, Clerk of the Board

| _____
~~Jim Duskocil~~Rick Parker, Board Member

Mike Milich, Board Member

| _____
~~Jim Newkirk~~Don Woods, Board Member

Summit Fire and Medical District Fire Board Meeting

Action Consent Agenda 19/20

To: SFMD Fire Board
From: SFMD Administration
Date: September 18, 2019
Title: August 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 July 17, 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 17% through the 2019/2020 fiscal year. Income is at 5.75% and expenses at 13.4%.

Currently we have billed out to the State Forester \$88,266.89

Additional Info: In Grants Income we received payment for SAFER II \$43,361.63.
This is for reimbursement of 75% of our 3 new hires salaries.
Expenses are in Personnel Salaries not in grant expenses.

Westside Capital Fund HVAC Report – On June 19, 2019 Fire Board approved a not to exceed \$35,000 for HVAC to be install at Station 37.
All invoices are in and the total was \$31,579.43.

Attachments:

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



To Coconino County Treasures Office

WESTSIDE CAPITAL FUND

On June 19 2019, at a Regular Business meeting open to the public, Summit Fire Board voted and approved for the Coconino County Treasures office to move \$35,000, from Summit Fire and Medical District WESTSIDE CAPITAL FUND to Summit Fire and Medical District General or Operational fund for:

\$35,000 - Payments for installing HVAC, Flooring with Fire Board approved contractors and all related fixed and variable cost associated with the project. This project could include multiple contractors including - electricians, drywall repair and flooring repair.

Approved on June 19, 2019

Jim Duskocil, Fire Board Chairman *Jim Duskocil*
 Jim Timney, Clerk of the Board *Jim Timney*
 Mike Milich, Board Member *Mike Milich*
 Rick Parker, Board Member *Rick Parker*
 Don Woods, Board Member voted present

Administration Tracking Purposes

Date	Contractor	Warrant #	Purpose	Amount
7/17/19	Pat Loescher Concrete	820000051	Concrete Pad for A/C	900.00
7/3/19	Coconino County	Credit card 1193	Permits	149.43
8/8/19	T.R. ELECTRIC	820000104	Electric for HVAC	1530.00
8/8/19	Big Bear Heating Cooling	820000103	UNSTALL HVAC	24,650.00
9/5/19	Lynace Bro's	820000208	Soffit + Closet Drywall	2400.00
9/12/19	TCR Rooter	820000214	Plumbing	1950.00

\$31,579.43

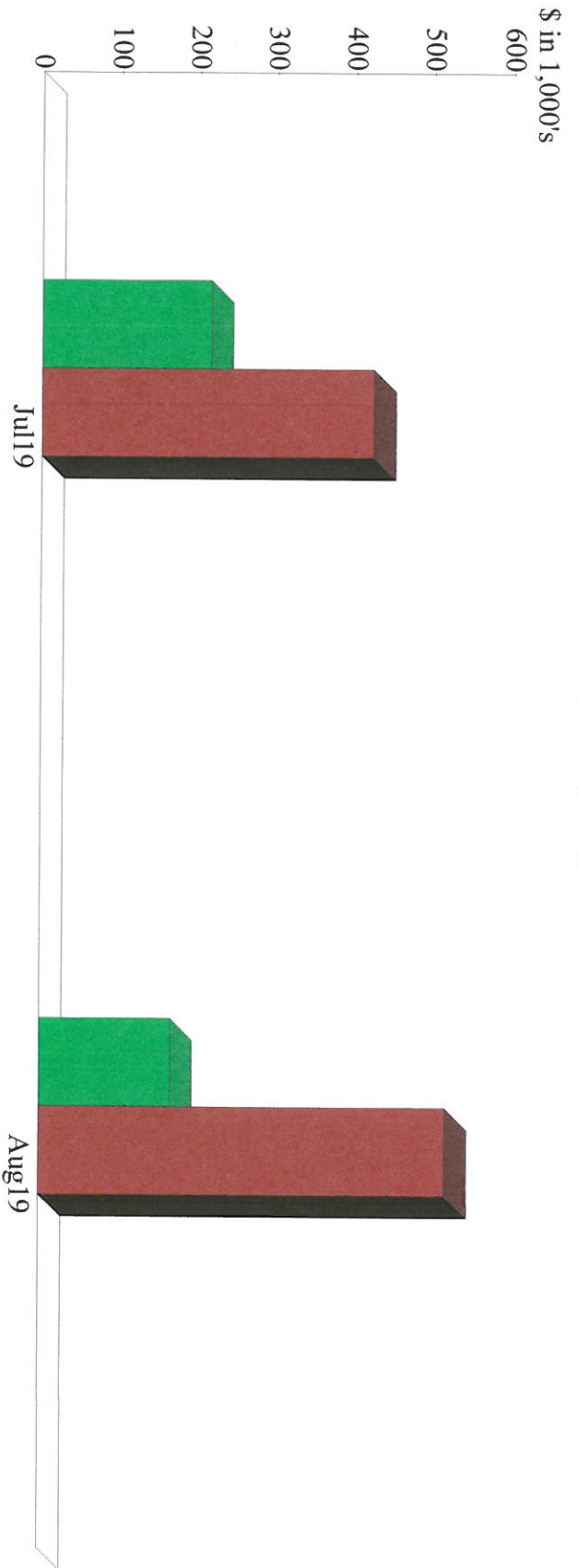
Fire Board Report August 2019

Ordinary Income/Expense	<u>Jul - Aug 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				17% of Fiscal Year
1100 TAX REVENUE				
1101 Property Tax	21,763.55	4,091,613.00	-4,069,849.45	0.53%
1102 FDAT	2,513.58	360,000.00	-357,486.42	0.7%
1103 Delinquent Property Tax	1,990.64	0.00	1,990.64	100.0%
1100 TAX REVENUE - Other	0.00	0.00	0.00	0.0%
Total 1200 GRANTS	43,361.03	957,039.00	-913,677.97	4.53%
Total 1300 MISC INCOME	313,481.87	1,259,990.15	-946,508.28	24.88%
Total Income	383,110.67	6,668,642.15	-6,285,531.48	5.75%
Expense				
Total 2000 PERSONNEL SALARIES	565,279.07	3,119,335.18	-2,554,056.11	18.12%
Total 2200 PENSION	154,444.43	1,180,542.81	-1,026,098.38	13.08%
Total 2300 PAYROLL EXPENSES	15,769.00	238,682.16	-222,913.16	6.61%
Total 2400 PERSONNEL INSURANCE	40,074.68	272,795.52	-232,720.84	14.69%
Total 2500 PROFESSIONAL SERVICES	19,378.53	415,237.00	-395,858.47	4.67%
Total 3000 VEHICLES	16,205.29	80,250.00	-64,044.71	20.19%
Total 3100 EQUIPMENT	1,114.95	54,695.63	-53,580.68	2.04%
Total 3200 SUPPLIES	37,939.93	133,148.33	-95,208.40	28.49%
Total 3300 UNIFORMS/PROT. CLOTHING	2,348.97	86,478.68	-84,129.71	2.72%
Total 4000 UTILITIES	16,126.99	146,148.00	-130,021.01	11.04%
Total 4100 Training and Travel	5,860.71	58,800.00	-52,939.29	9.97%
Total 4200 OWA Expenses	10,026.91	51,975.00	-41,948.09	19.29%
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	905,459.12	6,756,088.31	-5,850,629.19	13.4%

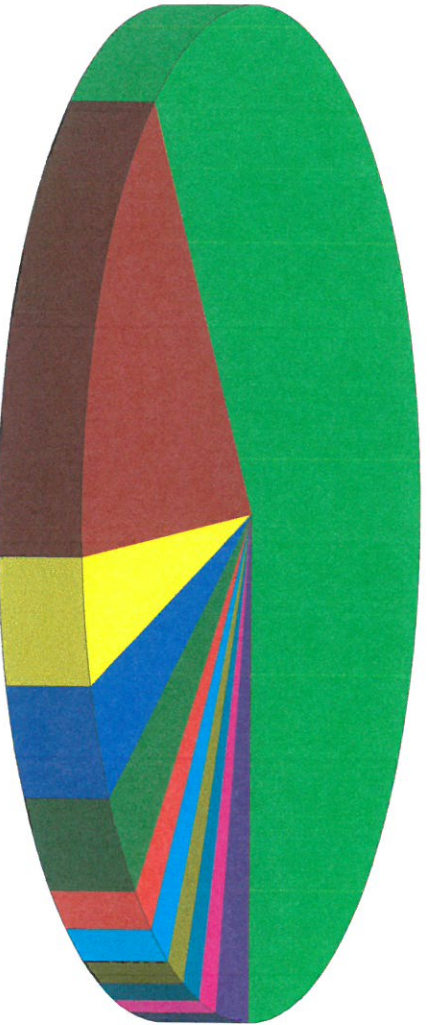
Balance as of August 31, 2019

County Account	\$ 858,175.58
Wildland Account	\$ 11,040.00
Petty Cash	\$ 1,320.34
Sub Total	<u>\$ 870,535.92</u>
Visa	\$ (9,854.92)
Budget Stablization Fund September 1	<u>\$ 860,681.00</u>
Emergency Fund	\$ 75,633.20
Westside Capital Fund	\$ 460,773.32
SFMD Capital Fund	\$ -
Debt Service Account for Bond	\$ 33,757.07

Income and Expense by Month July through August 2019



Expense Summary July through August 2019



2000 PERSONNEL SALARIES	60.03%
2200 PENSION	16.40
2400 PERSONNEL INSURANCE	4.26
3200 SUPPLIES	4.03
Payroll Expenses	3.84
2500 PROFESSIONAL SERVICES	2.06
5000 CAPITAL	2.01
3000 VEHICLES	1.72
4000 UTILITIES	1.71
2300 PAYROLL EXPENSES	1.67
Other	2.26
Total	\$941,665.11

By Account

**Summit Fire District
Reconciliation Summary
101 County Treasurer, Period Ending 08/31/2019**

	<u>Aug 31, 19</u>
Beginning Balance	1,399,776.19
Cleared Transactions	
Checks and Payments - 121 items	-671,381.15
Deposits and Credits - 116 items	193,536.38
Total Cleared Transactions	<u>-477,844.77</u>
Cleared Balance	<u>921,931.42</u>
Uncleared Transactions	
Checks and Payments - 38 items	-264,526.83
Deposits and Credits - 11 items	200,770.99
Total Uncleared Transactions	<u>-63,755.84</u>
Register Balance as of 08/31/2019	<u>858,175.58</u>
New Transactions	
Checks and Payments - 37 items	-200,916.14
Deposits and Credits - 1 item	11,385.29
Total New Transactions	<u>-189,530.85</u>
Ending Balance	<u>668,644.73</u>

Balanced 9-10-19 cgy

Board Approved

Date: _____

Signature: _____

County Acct

Summit Fire District
Reconciliation Detail
101 County Treasurer, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,399,776.19
Cleared Transactions						
Checks and Payments - 121 items						
Liability Check	04/04/2019	82000...	United Summit Fire ...	X	-1,211.48	-1,211.48
Liability Check	04/18/2019	82000...	United Summit Fire ...	X	-1,211.48	-2,422.96
Bill Pmt -Check	06/30/2019	80900...	City of Flagstaff	X	-142,500.00	-144,922.96
Check	06/30/2019	80900...	Martin Johns	X	-186.22	-145,109.18
Check	06/30/2019	80900...	Martin Johns	X	-106.95	-145,216.13
Check	07/04/2019	82000...	Mark Gaillard	X	-114.00	-145,330.13
Bill Pmt -Check	07/17/2019	82000...	Flagstaff Medical Ce...	X	-850.00	-146,180.13
Bill Pmt -Check	07/24/2019	82000...	Flagstaff Medical Ce...	X	-5,061.49	-151,241.62
Bill Pmt -Check	07/24/2019	82000...	Suddenlink	X	-308.62	-151,550.24
Bill Pmt -Check	07/24/2019	82000...	AmeriPride Services...	X	-41.19	-151,591.43
Bill Pmt -Check	07/31/2019	82000...	APS	X	-2,193.12	-153,784.55
Bill Pmt -Check	07/31/2019	82000...	Velocity Truck Center	X	-772.58	-154,557.13
Bill Pmt -Check	07/31/2019	82000...	Municipal Emergenc...	X	-714.87	-155,272.00
Bill Pmt -Check	07/31/2019	82000...	AT&T Mobility	X	-330.65	-155,602.65
Bill Pmt -Check	07/31/2019	82000...	Suddenlink	X	-318.76	-155,921.41
Bill Pmt -Check	07/31/2019	82000...	Peace Surplus	X	-304.62	-156,226.03
Bill Pmt -Check	07/31/2019	82000...	PH&S Products, LLC	X	-300.00	-156,526.03
Bill Pmt -Check	07/31/2019	82000...	Northern Arizona W...	X	-297.00	-156,823.03
Bill Pmt -Check	07/31/2019	82000...	Majestic Counseling,...	X	-165.00	-156,988.03
Liability Check	08/01/2019	82000...	KAIROS Health Ariz...	X	-22,135.00	-179,123.03
Paycheck	08/01/2019	82000...	Hernandez, Fernand...	X	-2,345.94	-181,468.97
Paycheck	08/01/2019	82000...	Fischenich, Maxwell	X	-2,160.32	-183,629.29
Paycheck	08/01/2019	82000...	Robinson, Casey L.	X	-1,654.48	-185,283.77
Paycheck	08/01/2019	82000...	Miner, Jeffrey J	X	-1,622.16	-186,905.93
Paycheck	08/01/2019	82000...	Miner, Jeffrey J	X	-1,480.72	-188,386.65
Paycheck	08/01/2019	82000...	Glazener, Cody R.	X	-1,152.81	-189,539.46
Paycheck	08/01/2019	82000...	Flood, Frederick T	X	-971.68	-190,511.14
Bill Pmt -Check	08/01/2019	82000...	Majestic Counseling,...	X	-300.00	-190,811.14
Liability Check	08/07/2019		QuickBooks Payroll ...	X	-80,392.14	-271,203.28
Liability Check	08/08/2019	EFT	Public Safety Retire...	X	-49,860.13	-321,063.41
Bill Pmt -Check	08/08/2019	82000...	Big Bear Heating & ...	X	-24,650.00	-345,713.41
Check	08/08/2019	82000...	National Bank of Ari...	X	-16,354.20	-362,067.61
Liability Check	08/08/2019	EFT	United States Treas...	X	-14,785.34	-376,852.95
Paycheck	08/08/2019	82000...	Jamison Jr., Richard...	X	-7,481.88	-384,334.83
Liability Check	08/08/2019	EFT	Voya Financial	X	-4,583.66	-388,918.49
Paycheck	08/08/2019	82000...	Swatzell, Brandon	X	-4,035.93	-392,954.42
Paycheck	08/08/2019	82000...	Slayton, Preston P	X	-3,589.97	-396,544.39
Liability Check	08/08/2019	82000...	Nationwide Trust Co...	X	-3,395.34	-399,939.73
Liability Check	08/08/2019	EFT	Arizona Department ...	X	-3,290.93	-403,230.66
Bill Pmt -Check	08/08/2019	82000...	Flagstaff IT	X	-3,096.04	-406,326.70
Paycheck	08/08/2019	82000...	Walker, Michael J.	X	-2,570.74	-408,897.44
Paycheck	08/08/2019	82000...	Luna, Carlos L.	X	-2,520.83	-411,418.27
Liability Check	08/08/2019	EFT	Health Equity	X	-2,420.66	-413,838.93
Bill Pmt -Check	08/08/2019	82000...	Firefighter's Cancer ...	X	-2,200.00	-416,038.93
Liability Check	08/08/2019	EFT	Arizona State Retire...	X	-1,798.76	-417,837.69
Bill Pmt -Check	08/08/2019	82000...	T.R. Electric, Inc	X	-1,530.00	-419,367.69
Liability Check	08/08/2019	82000...	United Summit Fire ...	X	-1,211.48	-420,579.17
Bill Pmt -Check	08/08/2019	82000...	Doney Park Water	X	-1,010.13	-421,589.30
Bill Pmt -Check	08/08/2019	82000...	NAPA	X	-767.84	-422,357.14
Liability Check	08/08/2019	82000...	Support Payment Cl...	X	-463.85	-422,820.99
Bill Pmt -Check	08/08/2019	82000...	Firetrucks Unlimited	X	-350.00	-423,170.99
Bill Pmt -Check	08/08/2019	82000...	Appliance Service T...	X	-320.32	-423,491.31
Bill Pmt -Check	08/08/2019	82000...	QC Office	X	-258.94	-423,750.25
Bill Pmt -Check	08/08/2019	82000...	Matador Coffee Roa...	X	-252.00	-424,002.25
Bill Pmt -Check	08/08/2019	82000...	Coconino Auto Supply	X	-244.83	-424,247.08
Bill Pmt -Check	08/08/2019	82000...	Lighthouse Uniforms	X	-239.65	-424,486.73
Liability Check	08/08/2019	EFT	Colonial Supplement...	X	-190.32	-424,677.05
Bill Pmt -Check	08/08/2019	82000...	Turbo & Electric, Inc.	X	-145.20	-424,822.25
Bill Pmt -Check	08/08/2019	82000...	Fleet Pride	X	-129.20	-424,951.45
Liability Check	08/08/2019	82000...	Nationwide Retirem...	X	-125.00	-425,076.45
Liability Check	08/08/2019	EFT	Public Safety Retire...	X	-99.40	-425,175.85
Bill Pmt -Check	08/08/2019	82000...	CenturyLink	X	-89.99	-425,265.84
Bill Pmt -Check	08/08/2019	82000...	AmeriPride Services...	X	-41.19	-425,307.03
Liability Check	08/09/2019		QuickBooks Payroll ...	X	-17,045.50	-442,352.53
Liability Check	08/10/2019	EFT	United States Treas...	X	-12,359.42	-454,711.95

**Summit Fire District
Reconciliation Detail
101 County Treasurer, Period Ending 08/31/2019**

Type	Date	Num	Name	Clr	Amount	Balance	
Paycheck	08/10/2019	82000...	Dobbs, Dave E	X	-6,407.87	-461,119.82	
Liability Check	08/10/2019	EFT	Arizona Department ...	X	-1,454.49	-462,574.31	
Bill Pmt -Check	08/14/2019	82000...	RWC International	X	-2,322.09	-464,896.40	
Bill Pmt -Check	08/14/2019	82000...	Flagstaff Insurance	X	-1,202.00	-466,098.40	
Bill Pmt -Check	08/14/2019	82000...	Fendley & Sons	X	-920.00	-467,018.40	
Bill Pmt -Check	08/14/2019	82000...	HANDTEVY	X	-695.00	-467,713.40	
Bill Pmt -Check	08/14/2019	82000...	Verizon Wireless	X	-537.33	-468,250.73	
Bill Pmt -Check	08/14/2019	82000...	APS	X	-414.02	-468,664.75	
Bill Pmt -Check	08/14/2019	82000...	Lawson Products	X	-350.57	-469,015.32	
Bill Pmt -Check	08/14/2019	82000...	Suddenlink	X	-318.76	-469,334.08	
Bill Pmt -Check	08/14/2019	82000...	Niles Radio	X	-225.00	-469,559.08	
Bill Pmt -Check	08/14/2019	82000...	Right Water Hauling...	X	-135.52	-469,694.60	
Bill Pmt -Check	08/14/2019	82000...	E & S Plumbing Ser...	X	-105.00	-469,799.60	
Bill Pmt -Check	08/14/2019	82000...	Directv	X	-72.63	-469,872.23	
Bill Pmt -Check	08/14/2019	82000...	Sam's Club	X	-58.62	-469,930.85	
Bill Pmt -Check	08/14/2019	82000...	AmeriPride Services...	X	-41.19	-469,972.04	
Bill Pmt -Check	08/14/2019	82000...	UPS	X	-22.16	-469,994.20	
Check	08/15/2019	EFT	United States Treas...	X	-1,622.18	-471,616.38	
Check	08/15/2019	82000...	Reuben Gibbs	X	-263.02	-471,879.40	
Bill Pmt -Check	08/15/2019	82000...	Flagstaff IT	X	-54.57	-471,933.97	
Liability Check	08/21/2019		QuickBooks Payroll ...	X	-71,300.60	-543,234.57	
Bill Pmt -Check	08/21/2019	82000...	Hinton Burdick	X	-5,000.00	-548,234.57	
Bill Pmt -Check	08/21/2019	82000...	WEX BANK	X	-3,918.97	-552,153.54	
Bill Pmt -Check	08/21/2019	82000...	Sensible Products Inc.	X	-2,612.21	-554,765.75	
Bill Pmt -Check	08/21/2019	82000...	QC Office	X	-543.85	-555,309.60	
Bill Pmt -Check	08/21/2019	82000...	Master Mechanical	X	-333.12	-555,642.72	
Bill Pmt -Check	08/21/2019	82000...	Flagstaff Counseling...	X	-170.00	-555,812.72	
Bill Pmt -Check	08/21/2019	82000...	Velocity Truck Center	X	-160.10	-555,972.82	
Bill Pmt -Check	08/21/2019	82000...	UniSource Energy S...	X	-126.37	-555,999.19	
Check	08/21/2019	EFT	Arizona Department ...	X	-5.16	-556,104.35	
Liability Check	08/22/2019	EFT	Public Safety Retire...	X	-37,687.29	-593,791.64	
Liability Check	08/22/2019	EFT	United States Treas...	X	-11,646.40	-605,438.04	
Liability Check	08/22/2019		QuickBooks Payroll ...	X	-8,799.73	-614,237.77	
Liability Check	08/22/2019	EFT	Voya Financial	X	-4,441.52	-618,679.29	
Liability Check	08/22/2019	EFT	Arizona Department ...	X	-2,649.81	-621,329.10	
Liability Check	08/22/2019	82000...	Nationwide Trust Co...	X	-2,555.29	-623,884.39	
Liability Check	08/22/2019	EFT	Health Equity	X	-2,420.66	-626,305.05	
Paycheck	08/22/2019	82000...	Luna, Carlos L.	X	-2,084.66	-628,389.71	
Liability Check	08/22/2019	EFT	Arizona State Retire...	X	-1,770.72	-630,160.43	
Paycheck	08/22/2019	82000...	Slayton, Preston P	X	-1,766.27	-631,926.70	
Check	08/22/2019	82000...	William Morse-	X	-1,421.98	-633,348.68	
Liability Check	08/22/2019	82000...	AFLAC	X	-1,402.76	-634,751.44	
Liability Check	08/22/2019	82000...	Support Payment Cl...	X	-463.85	-635,215.29	
Check	08/22/2019	82000...	Carlos Luna	X	-161.00	-635,376.29	
Liability Check	08/22/2019	82000...	Nationwide Retirem...	X	-125.00	-635,501.29	
Liability Check	08/22/2019	EFT	Public Safety Retire...	X	-95.16	-635,596.45	
Liability Check	08/23/2019	EFT	United States Treas...	X	-4,411.20	-640,007.65	
Liability Check	08/23/2019	EFT	Arizona Department ...	X	-398.23	-640,405.88	
Liability Check	08/29/2019	82000...	KAIROS Health Ariz...	X	-22,511.00	-662,916.88	
Paycheck	08/29/2019	82000...	Robinson, Casey L.	X	-3,188.08	-666,104.96	
Paycheck	08/29/2019	82000...	Glazener, Cody R.	X	-2,574.37	-668,679.33	
Liability Check	08/29/2019	EFT	United States Treas...	X	-1,494.10	-670,173.43	
Bill Pmt -Check	08/29/2019	82000...	APS	X	-681.04	-670,854.47	
Liability Check	08/29/2019	EFT	Arizona Department ...	X	-263.90	-671,118.37	
Bill Pmt -Check	08/29/2019	82000...	Velocity Truck Center	X	-180.40	-671,298.77	
Bill Pmt -Check	08/29/2019	82000...	AmeriPride Services...	X	-82.38	-671,381.15	
Total Checks and Payments						-671,381.15	-671,381.15

Summit Fire District
Reconciliation Detail
101 County Treasurer, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 116 items						
Deposit	08/01/2019			X	37,694.02	37,694.02
Deposit	08/05/2019			X	5,090.54	42,784.56
Deposit	08/16/2019			X	768.77	43,553.33
Deposit	08/16/2019			X	1,760.85	45,314.18
Deposit	08/16/2019			X	7,541.16	52,855.34
Deposit	08/16/2019			X	43,361.03	96,216.37
Bill Pmt -Check	08/21/2019	82000...	Flagstaff IT	X	0.00	96,216.37
Deposit	08/21/2019			X	17,388.94	113,605.31
Paycheck	08/22/2019	702755	Allen, Michael W.	X	0.00	113,605.31
Paycheck	08/22/2019	702797	Tracy, Jacob	X	0.00	113,605.31
Paycheck	08/22/2019	702783	Koehler, Glenn	X	0.00	113,605.31
Paycheck	08/22/2019	702756	Arthur, Nelson	X	0.00	113,605.31
Paycheck	08/22/2019	702782	Jamison Jr., Richard...	X	0.00	113,605.31
Paycheck	08/22/2019	702794	Russo, David B.	X	0.00	113,605.31
Paycheck	08/22/2019	702757	Bain, Chuck A.	X	0.00	113,605.31
Paycheck	08/22/2019	702758	Black, William A	X	0.00	113,605.31
Paycheck	08/22/2019	702793	Robinson, Casey L.	X	0.00	113,605.31
Paycheck	08/22/2019	702792	Riggs, Elliott A	X	0.00	113,605.31
Paycheck	08/22/2019	702759	Boehm, Stefan R.	X	0.00	113,605.31
Paycheck	08/22/2019	702760	Brooks, Robert W	X	0.00	113,605.31
Paycheck	08/22/2019	702791	Pickett, Michael E.	X	0.00	113,605.31
Paycheck	08/22/2019	702761	Brown, Rhyan	X	0.00	113,605.31
Paycheck	08/22/2019	702790	Palm, Torsten H.	X	0.00	113,605.31
Paycheck	08/22/2019	702762	Burns, Patrick D.	X	0.00	113,605.31
Paycheck	08/22/2019	702763	Christian III, Nikolas J	X	0.00	113,605.31
Paycheck	08/22/2019	702789	Modrell, Ian P.	X	0.00	113,605.31
Paycheck	08/22/2019	702764	Cooley, Nathan A	X	0.00	113,605.31
Paycheck	08/22/2019	702788	Miner, Jeffrey J	X	0.00	113,605.31
Paycheck	08/22/2019	702765	Daulton, Levi D.	X	0.00	113,605.31
Paycheck	08/22/2019	702787	McQuaid, Jacob	X	0.00	113,605.31
Paycheck	08/22/2019	702766	Deck, Duane G.	X	0.00	113,605.31
Paycheck	08/22/2019	702786	McIntyre, Jacob P	X	0.00	113,605.31
Paycheck	08/22/2019	702767	DeGolier, James	X	0.00	113,605.31
Paycheck	08/22/2019	702785	McAuley, Mary	X	0.00	113,605.31
Paycheck	08/22/2019	702768	Dougan, Ryland	X	0.00	113,605.31
Paycheck	08/22/2019	702784	Maynard, Jason R	X	0.00	113,605.31
Paycheck	08/22/2019	702769	Dunlap Jr., William W	X	0.00	113,605.31
Paycheck	08/22/2019	702795	Schieffer, Tammy S	X	0.00	113,605.31
Paycheck	08/22/2019	702770	Erickson, Norman P.	X	0.00	113,605.31
Paycheck	08/22/2019	702771	Fennell, Christopher...	X	0.00	113,605.31
Paycheck	08/22/2019	702781	Hill, Ryan J.	X	0.00	113,605.31
Paycheck	08/22/2019	702772	Fischenich, Maxwell	X	0.00	113,605.31
Paycheck	08/22/2019	702780	Hernandez, Fernand...	X	0.00	113,605.31
Paycheck	08/22/2019	702773	Fisk, Benjamin J.	X	0.00	113,605.31
Paycheck	08/22/2019	702779	Greenwalt, David E	X	0.00	113,605.31
Paycheck	08/22/2019	702774	Flood, Frederick T	X	0.00	113,605.31
Paycheck	08/22/2019	702778	Glazener, Cody R.	X	0.00	113,605.31
Paycheck	08/22/2019	702776	Gibbs, Reuben L.	X	0.00	113,605.31
Paycheck	08/22/2019	702775	Gibbs, Matthew L	X	0.00	113,605.31
Paycheck	08/22/2019	702798	Vargo, Christopher	X	0.00	113,605.31
Paycheck	08/22/2019	702799	Walker, Michael J.	X	0.00	113,605.31
Paycheck	08/22/2019	702800	Walsh, Brian M	X	0.00	113,605.31
Paycheck	08/22/2019	702801	Wiedemann, Max	X	0.00	113,605.31
Paycheck	08/22/2019	702802	Yount, Kristofer G	X	0.00	113,605.31
Paycheck	08/22/2019	702803	Zambeck, Christoph...	X	0.00	113,605.31
Paycheck	08/22/2019	702777	Gioia, Christina	X	0.00	113,605.31
Paycheck	08/22/2019	702796	Swatzell, Brandon	X	0.00	113,605.31
Paycheck	08/23/2019	702804	Cooley, Nathan A	X	0.00	113,605.31
Paycheck	08/23/2019	702805	McIntyre, Jacob P	X	0.00	113,605.31
Deposit	08/27/2019			X	1,013.42	114,618.73
Deposit	08/27/2019			X	4,341.50	118,960.23
Deposit	08/27/2019			X	5,815.73	124,775.96
Deposit	08/27/2019			X	7,256.90	132,032.86
Deposit	08/27/2019			X	9,615.98	141,648.84
Deposit	08/27/2019			X	13,160.29	154,809.13
Deposit	08/27/2019			X	38,727.25	193,536.38
Paycheck	09/05/2019	702826	Gibbs, Matthew L	X	0.00	193,536.38

Summit Fire District
Reconciliation Detail
101 County Treasurer, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	09/05/2019	702816	Daulton, Levi D.	X	0.00	193,536.38
Paycheck	09/05/2019	702827	Gibbs, Reuben L.	X	0.00	193,536.38
Paycheck	09/05/2019	702849	Vargo, Christopher	X	0.00	193,536.38
Paycheck	09/05/2019	702815	Cooley, Nathan A	X	0.00	193,536.38
Paycheck	09/05/2019	702829	Glazener, Cody R.	X	0.00	193,536.38
Paycheck	09/05/2019	702814	Christian III, Nikolas J	X	0.00	193,536.38
Paycheck	09/05/2019	702813	Burns, Patrick D.	X	0.00	193,536.38
Paycheck	09/05/2019	702830	Greenwalt, David E	X	0.00	193,536.38
Paycheck	09/05/2019	702812	Brown, Rhyan	X	0.00	193,536.38
Paycheck	09/05/2019	702831	Hernandez, Fernand...	X	0.00	193,536.38
Paycheck	09/05/2019	702811	Brooks, Robert W	X	0.00	193,536.38
Paycheck	09/05/2019	702832	Hill, Ryan J.	X	0.00	193,536.38
Paycheck	09/05/2019	702810	Boehm, Stefan R.	X	0.00	193,536.38
Paycheck	09/05/2019	702833	Jamison Jr., Richard...	X	0.00	193,536.38
Paycheck	09/05/2019	702809	Black, William A	X	0.00	193,536.38
Paycheck	09/05/2019	702850	Walker, Michael J.	X	0.00	193,536.38
Paycheck	09/05/2019	702851	Walsh, Brian M	X	0.00	193,536.38
Paycheck	09/05/2019	702852	Wiedemann, Max	X	0.00	193,536.38
Paycheck	09/05/2019	702823	Fischenich, Maxwell	X	0.00	193,536.38
Paycheck	09/05/2019	702808	Bain, Chuck A.	X	0.00	193,536.38
Paycheck	09/05/2019	702853	Yount, Kristofer G	X	0.00	193,536.38
Paycheck	09/05/2019	702835	Maynard, Jason R	X	0.00	193,536.38
Paycheck	09/05/2019	702846	Schieffer, Tammy S	X	0.00	193,536.38
Paycheck	09/05/2019	702807	Arthur, Nelson	X	0.00	193,536.38
Paycheck	09/05/2019	702836	McAuley, Mary	X	0.00	193,536.38
Paycheck	09/05/2019	702837	McIntyre, Jacob P	X	0.00	193,536.38
Paycheck	09/05/2019	702855	Henningsen, Kirby	X	0.00	193,536.38
Paycheck	09/05/2019	702806	Allen, Michael W.	X	0.00	193,536.38
Paycheck	09/05/2019	702838	McQuaid, Jacob	X	0.00	193,536.38
Paycheck	09/05/2019	702839	Miner, Jeffrey J	X	0.00	193,536.38
Paycheck	09/05/2019	702840	Modrell, Ian P.	X	0.00	193,536.38
Paycheck	09/05/2019	702841	Palm, Torsten H.	X	0.00	193,536.38
Paycheck	09/05/2019	702842	Pickett, Michael E.	X	0.00	193,536.38
Paycheck	09/05/2019	702854	Zambeck, Christoph...	X	0.00	193,536.38
Paycheck	09/05/2019	702843	Riggs, Elliott A	X	0.00	193,536.38
Paycheck	09/05/2019	702834	Koehler, Glenn	X	0.00	193,536.38
Paycheck	09/05/2019	702847	Swatzell, Brandon	X	0.00	193,536.38
Paycheck	09/05/2019	702848	Tracy, Jacob	X	0.00	193,536.38
Paycheck	09/05/2019	702844	Robinson, Casey L.	X	0.00	193,536.38
Paycheck	09/05/2019	702845	Russo, David B.	X	0.00	193,536.38
Paycheck	09/05/2019	702817	Deck, Duane G.	X	0.00	193,536.38
Paycheck	09/05/2019	702825	Flood, Frederick T	X	0.00	193,536.38
Paycheck	09/05/2019	702818	DeGolier, James	X	0.00	193,536.38
Paycheck	09/05/2019	702824	Fisk, Benjamin J.	X	0.00	193,536.38
Paycheck	09/05/2019	702819	Dougan, Ryland	X	0.00	193,536.38
Paycheck	09/05/2019	702828	Gioia, Christina	X	0.00	193,536.38
Paycheck	09/05/2019	702822	Fennell, Christopher...	X	0.00	193,536.38
Paycheck	09/05/2019	702820	Dunlap Jr., William W	X	0.00	193,536.38
Paycheck	09/05/2019	702821	Erickson, Norman P.	X	0.00	193,536.38
Total Deposits and Credits					193,536.38	193,536.38
Total Cleared Transactions					-477,844.77	-477,844.77
Cleared Balance					-477,844.77	921,931.42

Summit Fire District
Reconciliation Detail
101 County Treasurer, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 38 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
Bill Pmt -Check	09/27/2018	80900...	Fendley & Sons		-840.00	-233,994.55
Liability Check	06/26/2019	EFT	Public Safety Retire...		-90.64	-234,085.19
Transfer	06/28/2019				-5,696.45	-239,781.64
Paycheck	06/28/2019	80900...	Cooley, Nathan A		-3,731.61	-243,513.25
Liability Check	07/11/2019	82000...	United Summit Fire ...		-1,211.48	-244,724.73
Bill Pmt -Check	08/21/2019	82000...	Flagstaff Industrial ...		-479.00	-245,203.73
Paycheck	08/22/2019	82000...	Dobbs, Dave E		-2,515.10	-247,718.83
Liability Check	08/22/2019	82000...	United Summit Fire ...		-1,211.48	-248,930.31
Check	08/22/2019	82000...	Gordon Wigman		-967.39	-249,897.70
Check	08/22/2019	82000...	Dave Dobbs		-244.12	-250,141.82
Check	08/22/2019	82000...	Dave Dobbs		-171.33	-250,313.15
Check	08/22/2019	82000...	Elliott Riggs		-161.00	-250,474.15
Check	08/22/2019	82000...	Max Wiedemann-		-161.00	-250,635.15
Check	08/22/2019	82000...	Martin Johns		-46.55	-250,681.70
Check	08/22/2019	82000...	Martin Johns		-26.74	-250,708.44
Bill Pmt -Check	08/29/2019	82000...	Firehouse / ESO		-4,075.31	-254,783.75
Liability Check	08/29/2019	82000...	Met-Life - Group Be...		-4,010.03	-258,793.78
Paycheck	08/29/2019	82000...	Christian III, Nikolas J		-2,988.16	-261,781.94
Paycheck	08/29/2019	82000...	Flood, Frederick T		-1,216.63	-262,998.57
Bill Pmt -Check	08/29/2019	82000...	Suddenlink		-627.38	-263,625.95
Bill Pmt -Check	08/29/2019	82000...	AT&T Mobility		-330.65	-263,956.60
Bill Pmt -Check	08/29/2019	82000...	Charlotte Young & A...		-165.66	-264,122.26
Bill Pmt -Check	08/29/2019	82000...	Sensible Products Inc.		-164.05	-264,286.31
Bill Pmt -Check	08/29/2019	82000...	Right Water Hauling...		-93.23	-264,379.54
Bill Pmt -Check	08/29/2019	82000...	Fleet Pride		-77.95	-264,457.49
Liability Check	08/29/2019	82000...	5 Star Life Insuranc...		-69.34	-264,526.83
Total Checks and Payments					-264,526.83	-264,526.83
Deposits and Credits - 11 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
Total Deposits and Credits					200,770.99	200,770.99
Total Uncleared Transactions					-63,755.84	-63,755.84
Register Balance as of 08/31/2019					-541,600.61	858,175.58

Summit Fire District
Reconciliation Detail
101 County Treasurer, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 37 items						
Liability Check	09/04/2019		QuickBooks Payroll ...		-80,660.07	-80,660.07
Bill Pmt -Check	09/04/2019	82000...	City of Flagstaff		-9,968.62	-90,628.69
Bill Pmt -Check	09/04/2019	82000...	Flagstaff IT		-3,075.34	-93,704.03
Bill Pmt -Check	09/04/2019	82000...	Big D Drywall		-2,800.00	-96,504.03
Bill Pmt -Check	09/04/2019	82000...	APS		-1,586.32	-98,090.35
Liability Check	09/04/2019		QuickBooks Payroll ...		-1,581.66	-99,672.01
Bill Pmt -Check	09/04/2019	82000...	Wizard Education		-1,090.00	-100,762.01
Bill Pmt -Check	09/04/2019	82000...	Wicked Welding & F...		-800.00	-101,562.01
Bill Pmt -Check	09/04/2019	82000...	Majestic Counseling...		-330.00	-101,892.01
Bill Pmt -Check	09/04/2019	82000...	Northern Arizona W...		-297.00	-102,189.01
Bill Pmt -Check	09/04/2019	82000...	Hughes Fire Equipm...		-253.20	-102,442.21
Bill Pmt -Check	09/04/2019	82000...	Matador Coffee Roa...		-252.00	-102,694.21
Liability Check	09/05/2019	EFT	Public Safety Retire...		-48,083.98	-150,778.19
Liability Check	09/05/2019	EFT	United States Treas...		-13,679.00	-164,457.19
Liability Check	09/05/2019	EFT	Voya Financial		-4,665.95	-169,123.14
Liability Check	09/05/2019	EFT	Arizona Department ...		-2,985.38	-172,108.52
Liability Check	09/05/2019	82000...	Nationwide Trust Co...		-2,871.26	-174,979.78
Paycheck	09/05/2019	82000...	Slayton, Preston P		-2,438.09	-177,417.87
Liability Check	09/05/2019	EFT	Health Equity		-2,420.66	-179,838.53
Liability Check	09/05/2019	EFT	Arizona State Retire...		-1,798.76	-181,637.29
Paycheck	09/05/2019	82000...	Luna, Carlos L.		-1,790.62	-183,427.91
Liability Check	09/05/2019	82000...	United Summit Fire ...		-1,211.48	-184,639.39
Check	09/05/2019	82000...	Michael Gillespie		-965.96	-185,605.35
Check	09/05/2019	82000...	Dave Dobbs		-951.28	-186,556.63
Check	09/05/2019	82000...	William Morse-		-534.02	-187,090.65
Check	09/05/2019	82000...	Kirby Henningsen-		-479.08	-187,569.73
Check	09/05/2019	82000...	William Morse-		-466.43	-188,036.16
Liability Check	09/05/2019	82000...	Support Payment Cl...		-463.85	-188,500.01
Liability Check	09/05/2019	82000...	Nationwide Retirem...		-125.00	-188,625.01
Liability Check	09/05/2019	EFT	Public Safety Retire...		-115.12	-188,740.13
Check	09/05/2019	82000...	Martin Johns		-81.55	-188,821.68
Check	09/05/2019	82000...	Kirby Henningsen-		-64.37	-188,886.05
Check	09/05/2019	82000...	Dave Dobbs		-51.68	-188,937.73
Check	09/11/2019		National Bank of Ari...		-11,627.14	-200,564.87
Check	09/12/2019		Norm Erickson		-207.43	-200,772.30
Check	09/12/2019		Max Wiedemann-		-79.43	-200,851.73
Check	09/12/2019		Elliott Riggs		-64.41	-200,916.14
Total Checks and Payments					-200,916.14	-200,916.14
Deposits and Credits - 1 item						
Deposit	09/04/2019				11,385.29	11,385.29
Total Deposits and Credits					11,385.29	11,385.29
Total New Transactions					-189,530.85	-189,530.85
Ending Balance					-731,131.46	668,644.73

Fund Balance Detail Report

08/14/2019	distribution				(\$100.96)
08/19/2019	distribution				(\$48.02)
08/20/2019	distribution				(\$81.54)
08/22/2019	distribution				(\$743.86)
08/23/2019	distribution				(\$73.58)
08/27/2019	distribution				(\$4,482.47)
08/30/2019	distribution				(\$183.40)
Property Tax-Current Totals		\$0.00			(\$7,541.16)
300300-33304 - Property Tax-Delinquent			(\$229.79)		(\$1,990.64)
08/07/2019	distribution				(\$22.26)
08/27/2019	distribution				(\$1,192.00)
08/29/2019	distribution				(\$234.67)
08/30/2019	distribution				(\$311.92)
Property Tax-Delinquent Totals		\$0.00			(\$1,760.85)
300300-33305 - TRC INT PMNT TO TRANSWESTERN					-
300300-33333 - Disbursements-FDAT			(\$1,744.81)		(\$2,513.58)
08/30/2019	fund collection				(\$118.27)
08/30/2019	fund collection				(\$646.52)
08/30/2019	fund collection				(\$3.98)
Disbursements-FDAT Totals		\$0.00			(\$768.77)
300300-34250 - PSPRS Loan					-
300300-34350 - TR GO Bond Loan					-
300300-70000 - Expense Transfer					-
300300-70001 - Wire Out		\$319,637.78			\$656,925.19
08/07/2019	JE 15756 / SUMMIT FD PAYROLL / bromero	\$80,392.14			payroll
08/08/2019	JE 15766 / SUMMIT FD PAYROLL TAXES / bromero	\$77,029.20	14785.34	4583.66	2420.66, 49860.13
08/08/2019	JE 15767 / SUMMIT FD PAYROLL / bromero	\$17,045.50			payroll owa
08/09/2019	JE 15771 / SUMMIT FD PAYROLL TAX / nlopez	\$13,813.91	1454.49		10359.42
08/14/2019	JE 15801 / SUMMIT FD PAYROLL TAX / nlopez	\$1,622.18			payroll
08/20/2019	JE 15845 / SUMMIT FD PAYROLL / bromero	\$71,300.60			payroll
08/21/2019	JE 15853 / SUMMIT FD PAYROLL / bromero	\$8,799.73			payroll- owa
08/21/2019	JE 15856 / SUMMIT FD PAYROLL TAXES / bromero	\$4,809.43	398.23		4411.20
08/21/2019	JE 15857 / SUMMIT FD PAYROLL TAXES / bromero	\$60,711.56	11646.40	4441.52	2400.66, 37687.29
08/21/2019	JE 15859 / SUMMIT FD PAYROLL USE TAX / bromero	\$5.16			wire tax
08/28/2019	JE 15900 / SUMMIT FD PAYROLL TAXES / bromero	\$1,758.00	263.90		1494.10
Wire Out Totals		\$337,287.41			\$0.00



Fund Balance Detail Report

Summit Fire District Fund Range: 300300-300399 Date Range: 8/1/2019 - 8/31/2019

Account	Beginning Balance	Debits	Credits	Ending Balance
300300-78001 - Warrants-Redeemed	\$364,619.28			
08/01/2019 Warrant 00820000047		\$41.19		
08/01/2019 Warrant 00820000049		\$5,061.49		
08/02/2019 Warrant 008090000993		\$186.22		
08/02/2019 Warrant 008090000994		\$106.95		
08/02/2019 Warrant 00820000064		\$1,480.72		
08/02/2019 Warrant 00820000065		\$2,160.32		
08/02/2019 Warrant 00820000053		\$308.62		
08/05/2019 Warrant 00820000080		\$22,135.00		
08/05/2019 Warrant 00820000079		\$772.58		
08/05/2019 Warrant 00820000066		\$971.68		
08/06/2019 Warrant 00820000070		\$1,654.48		
08/06/2019 Warrant 00820000072		\$330.65		
08/06/2019 Warrant 00820000076		\$304.62		
08/06/2019 Warrant 00820000068		\$2,345.94		
08/06/2019 Warrant 00820000067		\$1,152.81		
08/07/2019 Warrant 00820000081		\$300.00		
08/07/2019 Warrant 00820000073		\$165.00		
08/07/2019 Warrant 00820000074		\$714.87		
08/07/2019 Warrant 00820000077		\$300.00		
08/08/2019 Warrant 00820000039		\$850.00		
08/08/2019 Warrant 00820000071		\$2,193.12		
08/08/2019 Warrant 00820000078		\$318.76		
08/08/2019 Warrant 00820000062		\$1,211.48		
08/08/2019 Warrant 00820000063		\$1,211.48		
08/08/2019 Warrant 00820000083		\$3,589.97		
08/08/2019 Warrant 00820000069		\$1,622.16		
08/09/2019 Warrant 00820000108		\$2,570.74		
08/09/2019 Warrant 00820000086		\$463.85		
08/09/2019 Warrant 00820000087		\$16,354.20		
08/09/2019 Warrant 00820000101		\$145.20		
08/12/2019 Warrant 00820000109		\$7,481.88		
08/12/2019 Warrant 00820000107		\$4,035.93		
08/12/2019 Warrant 00820000015		\$114.00		
08/12/2019 Warrant 00820000082		\$2,520.83		
08/12/2019 Warrant 00820000102		\$3,395.34		
				\$698,713.02



Fund Balance Detail Report

08/12/2019	Warrant 00820000084	\$125.00
08/12/2019	Warrant 00820000092	\$89.99
08/12/2019	Warrant 00820000099	\$252.00
08/12/2019	Warrant 00820000098	\$239.65
08/12/2019	Warrant 00820000097	\$129.20
08/12/2019	Warrant 00820000091	\$320.32
08/13/2019	Warrant 00820000104	\$1,530.00
08/13/2019	Warrant 00820000089	\$244.83
08/13/2019	Warrant 00820000093	\$1,010.13
08/13/2019	Warrant 00820000095	\$350.00
08/13/2019	Warrant 00820000096	\$3,096.04
08/13/2019	Warrant 00820000100	\$258.94
08/14/2019	Warrant 00820000105	\$6,407.87
08/14/2019	Warrant 00820000094	\$2,200.00
08/14/2019	Warrant 00820000088	\$767.84
08/15/2019	Warrant 00820000075	\$297.00
08/15/2019	Warrant 00809001007	\$142,500.00
08/15/2019	Warrant 00820000090	\$41.19
08/16/2019	Warrant 00820000126	\$263.02
08/16/2019	Warrant 00820000111	\$414.02
08/19/2019	Warrant 00820000120	\$135.52
08/19/2019	Warrant 00820000121	\$2,322.09
08/19/2019	Warrant 00820000114	\$920.00
08/19/2019	Warrant 00820000117	\$695.00
08/19/2019	Warrant 00820000119	\$225.00
08/19/2019	Warrant 00820000103	\$24,650.00
08/20/2019	Warrant 00820000125	\$537.33
08/20/2019	Warrant 00820000122	\$58.62
08/20/2019	Warrant 00820000112	\$72.63
08/20/2019	Warrant 00820000115	\$1,202.00
08/21/2019	Warrant 00820000123	\$318.76
08/22/2019	Warrant 00820000124	\$22.16
08/22/2019	Warrant 00820000129	\$1,766.27
08/23/2019	Warrant 00820000127	\$54.57
08/23/2019	Warrant 00820000113	\$105.00
08/23/2019	Warrant 00820000118	\$350.57
08/23/2019	Warrant 00820000154	\$463.85
08/23/2019	Warrant 00820000110	\$41.19
08/23/2019	Warrant 00820000138	\$126.37

Fund Balance Detail Report

08/23/2019	Warrant 00820000139	\$160.10		
08/26/2019	Warrant 00820000151	\$125.00		
08/26/2019	Warrant 00820000153	\$2,555.29		
08/26/2019	Warrant 00820000147	\$161.00		
08/26/2019	Warrant 00820000128	\$2,084.66		
08/27/2019	Warrant 00820000150	\$1,402.76		
08/27/2019	Warrant 00820000134	\$5,000.00		
08/28/2019	Warrant 00820000140	\$3,918.97		
08/28/2019	Warrant 00820000141	\$1,421.98		
08/28/2019	Warrant 00820000136	\$543.85		
08/29/2019	Warrant 00820000160	\$22,511.00		
08/29/2019	Warrant 00820000162	\$82.38		
08/29/2019	Warrant 00820000163	\$681.04		
08/29/2019	Warrant 00820000158	\$3,188.08		
08/29/2019	Warrant 00820000135	\$333.12		
08/29/2019	Warrant 00820000131	\$170.00		
08/29/2019	Warrant 00820000171	\$180.40		
08/30/2019	Warrant 00820000157	\$2,574.37		
08/30/2019	Warrant 00820000137	\$2,612.21		
08/30/2019	Warrant 0820000085	\$1,211.48		
	Warrants-Redeemed Totals	\$334,093.74		\$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	-		-
	Warrant Clearing Totals	(\$101,635.31)		(\$234,603.44)
300305-11000	- Cash with Treasurer	\$253,548.57		(\$386,516.70)
	Cash with Treasurer Totals	\$43.33		\$0.00
300305-29000	- Fund Balance			(\$5,653.12)
300305-33001	- Deposits/Misc			(\$28,789.55)
300305-33002	- Investment Interest			-
08/05/2019	journal fund interest allocation - 07/01/2019 to 07/31/2019			(\$43.33)



Fund Balance Detail Report

Investment Interest Totals		\$0.00	(\$43.33)	
300305-70000 - Expense Transfer		\$34,486.00		\$34,486.00
300310-11000 - Cash with Treasurer		\$459,383.89		\$460,773.32
Cash with Treasurer Totals		\$1,389.43	\$0.00	
300310-29000 - Fund Balance		(\$459,383.89)		(\$459,383.89)
300310-33001 - Deposits/Misc		-		-
300310-33002 - Investment Interest		-		(\$1,389.43)
08/05/2019 journal fund interest allocation - 07/01/2019 to 07/31/2019			(\$1,389.43)	
Investment Interest Totals		\$0.00	(\$1,389.43)	
300310-70000 - Expense Transfer				
300315-11000 - Cash with Treasurer		\$33,064.90		\$33,757.07
Cash with Treasurer Totals		\$692.17	\$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		(\$1,087.46)		(\$1,646.70)
08/01/2019 distribution			(\$31.78)	
08/02/2019 distribution			(\$48.42)	
08/05/2019 distribution			(\$9.42)	
08/06/2019 distribution			(\$36.39)	
08/07/2019 distribution			(\$0.34)	
08/08/2019 distribution			(\$1.22)	
08/09/2019 distribution			(\$12.16)	
08/14/2019 distribution			(\$7.72)	
08/19/2019 distribution			(\$3.67)	
08/20/2019 distribution			(\$6.23)	
08/22/2019 distribution			(\$56.88)	
08/23/2019 distribution			(\$5.63)	
08/27/2019 distribution			(\$326.04)	
08/30/2019 distribution			(\$13.34)	
Property Tax-Current Totals		\$0.00	(\$559.24)	
300315-33304 - Property Tax-Delinquent				(\$132.93)



Fund Balance Detail Report

08/27/2019	distribution					
08/29/2019	distribution					(\$91.14)
08/30/2019	distribution					(\$17.94)
						(\$23.85)
	Property Tax-Delinquent Totals			\$0.00		(\$132.93)
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		\$75,405.13			\$75,633.20
	Cash with Treasurer Totals			\$228.07		\$0.00
300320-29000	- Fund Balance		(\$75,405.13)			(\$75,405.13)
300320-33001	- Deposits/Misc	-				
300320-33002	- Investment Interest	-				
	08/05/2019 journal fund interest allocation - 07/01/2019 to 07/31/2019					(\$228.07)
	Investment Interest Totals			\$0.00		(\$228.07)
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	-				



Fund Balance Detail Report

Summit Fire District Fund Range: 300300-300399 Date Range: 8/1/2019 - 8/31/2019

Account	Beginning Balance	Debits	Credits	Ending Balance
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	-	-	-	-



Fund Balance Summary Report

Summit Fire District Fund Range: 300300-300399 Date Range: 8/1/2019 - 8/31/2019

Account	Beginning Balance	Debits	Credits	Ending Balance
300300-11000 - Cash with Treasurer	\$1,399,776.19			\$921,931.42
Cash with Treasurer Totals		\$193,536.38	(\$671,381.15)	
300300-29000 - Fund Balance	(\$1,610,251.89)			(\$1,610,251.89)
300300-29050 - Warrants-Outstanding	(\$156,534.52)			(\$23,566.39)
Warrants-Outstanding Totals		\$386,516.70	(\$253,548.57)	
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	(\$199,414.54)			(\$377,789.60)
Deposits-Misc Totals		\$0.00	(\$178,375.06)	
300300-33002 - Investment Interest	-			(\$5,090.54)
Investment Interest Totals		\$0.00	(\$5,090.54)	
300300-33101 - Line of Credit-Advance	-			-
300300-33303 - Property Tax-Current	(\$14,222.39)			(\$21,763.55)
Property Tax-Current Totals		\$0.00	(\$7,541.16)	
300300-33304 - Property Tax-Delinquent	(\$229.79)			(\$1,990.64)
Property Tax-Delinquent Totals		\$0.00	(\$1,760.85)	
300300-33305 - TRC INT PMNT TO TRANSWESTERN	-			-
300300-33333 - Disbursements-FDAT	(\$1,744.81)			(\$2,513.58)
Disbursements-FDAT Totals		\$0.00	(\$768.77)	
300300-34250 - PSPRS Loan	-			-
300300-34350 - TR GO Bond Loan	-			-
300300-70000 - Expense Transfer	-			-
300300-70001 - Wire Out	\$319,637.78			\$656,925.19
Wire Out Totals		\$337,287.41	\$0.00	
300300-78001 - Warrants-Redeemed	\$364,619.28			\$698,713.02
Warrants-Redeemed Totals		\$334,093.74	\$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: 8/1/2019 - 8/31/2019

Account	Beginning Balance	Debits	Credits	Ending Balance
300300-78475 - Trustee Fee	-			-
300300-79999 - Warrant Clearing	(\$101,635.31)	\$253,548.57	(\$386,516.70)	(\$234,603.44)
Warrant Clearing Totals				
300305-11000 - Cash with Treasurer	(\$5,696.45)	\$43.33	\$0.00	(\$5,653.12)
Cash with Treasurer Totals				
300305-29000 - Fund Balance	(\$28,789.55)			(\$28,789.55)
300305-33001 - Deposits/Misc	-			-
300305-33002 - Investment Interest	-			-
Investment Interest Totals		\$0.00	(\$43.33)	(\$43.33)
300305-70000 - Expense Transfer	\$34,486.00			\$34,486.00
300310-11000 - Cash with Treasurer	\$459,383.89			\$460,773.32
Cash with Treasurer Totals		\$1,389.43	\$0.00	(\$459,383.89)
300310-29000 - Fund Balance	(\$459,383.89)			(\$1,389.43)
300310-33001 - Deposits/Misc	-			-
300310-33002 - Investment Interest	-	\$0.00	(\$1,389.43)	(\$1,389.43)
Investment Interest Totals				
300310-70000 - Expense Transfer	-			-
300315-11000 - Cash with Treasurer	\$33,064.90			\$33,757.07
Cash with Treasurer Totals		\$692.17	\$0.00	(\$31,977.44)
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	(\$1,087.46)			(\$1,646.70)
Property Tax-Current Totals		\$0.00	(\$559.24)	(\$132.93)
300315-33304 - Property Tax-Delinquent	-			(\$132.93)
Property Tax-Delinquent Totals		\$0.00	(\$132.93)	-
300315-34450 - TR Bond Loan	-			-
300315-70000 - Expense Transfer	-			-
300315-70001 - Wire Out	-			-
300315-78001 - Warrants-Redeemed	-			-



Fund Balance Summary Report

Summit Fire District Fund Range: 300300-300399 Date Range: 8/1/2019 - 8/31/2019

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	\$75,405.13			\$75,633.20
Cash with Treasurer Totals		\$228.07	\$0.00	
300320-29000 - Fund Balance	(\$75,405.13)			(\$75,405.13)
300320-33001 - Deposits/Misc	-			-
300320-33002 - Investment Interest	-			(\$228.07)
Investment Interest Totals		\$0.00	(\$228.07)	
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: 8/1/2019 - 8/31/2019

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	-	-	-	-



Voided Warrants by Warrant Range

FD Summit - Voided Warrants; Range: 0080_0; Date Range: 8/1/2019 - 8/31/2019

Number	Issued Date	Amount	Payee
00809000728	04/04/2019	\$1,211.48	United Summit Fire Fighters Local 1505
00809000769	04/17/2019	\$1,211.48	United Summit Fire Fighters Local 1505

Total Voided Warrants

\$2,422.96



Tax Distribution Report

FD SUMMIT -- Date Range: 8/1/2019 - 8/31/2019

11206 - FD SUMMIT

Tax Year	Taxes	Interest	Misc	Net Distribution
2015	\$0.00	\$0.00	\$0.00	\$0.00
2017	\$22.26	\$0.00	\$118.27	\$140.53
2018	\$4,613.88	\$0.00	\$650.50	\$5,264.38
2019	\$4,665.87	\$0.00	\$0.00	\$4,665.87
11206 -- Totals	\$9,302.01	\$0.00	\$768.77	\$10,070.78



Warrants by Fund - Outstanding

Fund Name	FD Summit - Outstanding Warrants New		
Fund Id	300300		
Start Date	07/01/10		
End Date	08/31/19		

Warrant Id	Issued Date	Amount	Payee
00820000132	08/21/2019	\$479.00	Flagstaff Industrial Medicine
00820000133	08/21/2019	\$32.67	Flagstaff IT
00820000146	08/21/2019	\$967.39	Gordon Wigman
00820000149	08/21/2019	\$161.00	Wiedemann Max
00820000152	08/21/2019	\$1,211.48	United Summit Fire Fighters Local 1505

5:26 PM

09/10/19

**Summit Fire District
Reconciliation Summary
136 Westside Capital Fund, Period Ending 08/31/2019**

	<u>Aug 31, 19</u>
Beginning Balance	459,383.89
Cleared Transactions	
Deposits and Credits - 1 item	<u>1,389.43</u>
Total Cleared Transactions	<u>1,389.43</u>
Cleared Balance	<u>460,773.32</u>
Register Balance as of 08/31/2019	460,773.32
Ending Balance	460,773.32

Balanced 9-10-19 ccj

Board Approved

Date: _____

Signature: _____

Westside Acct

**Summit Fire District
Reconciliation Detail****136 Westside Capital Fund, Period Ending 08/31/2019**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						459,383.89
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	08/15/2019			X	1,389.43	1,389.43
Total Deposits and Credits					1,389.43	1,389.43
Total Cleared Transactions					1,389.43	1,389.43
Cleared Balance					1,389.43	460,773.32
Register Balance as of 08/31/2019					1,389.43	460,773.32
Ending Balance					1,389.43	460,773.32

Fund Balance Detail Report

West Side Capital

Investment Interest Totals			
300305-70000 - Expense Transfer	\$34,486.00		\$34,486.00
300310-11000 - Cash with Treasurer	\$459,383.89		\$460,773.32
Cash with Treasurer Totals	\$1,389.43	\$0.00	\$0.00
300310-29000 - Fund Balance	(\$459,383.89)		(\$459,383.89)
300310-33001 - Deposits/Misc	-		-
300310-33002 - Investment Interest	-		-
08/05/2019 Journal fund interest allocation - 07/01/2019 to 07/31/2019		(\$1,389.43)	(\$1,389.43)
Investment Interest Totals	\$0.00	(\$1,389.43)	
300310-70000 - Expense Transfer			
300315-11000 - Cash with Treasurer	\$33,064.90		\$33,757.07
Cash with Treasurer Totals	\$692.17	\$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	(\$1,087.46)		(\$1,646.70)
08/01/2019 distribution		(\$31.78)	
08/02/2019 distribution		(\$48.42)	
08/05/2019 distribution		(\$9.42)	
08/06/2019 distribution		(\$36.39)	
08/07/2019 distribution		(\$0.34)	
08/08/2019 distribution		(\$1.22)	
08/09/2019 distribution		(\$12.16)	
08/14/2019 distribution		(\$7.72)	
08/19/2019 distribution		(\$3.67)	
08/20/2019 distribution		(\$6.23)	
08/22/2019 distribution		(\$56.88)	
08/23/2019 distribution		(\$5.63)	
08/27/2019 distribution		(\$326.04)	
08/30/2019 distribution		(\$13.34)	
Property Tax-Current Totals	\$0.00	(\$559.24)	
300315-33304 - Property Tax-Delinquent			(\$132.93)

Summit Fire District
Reconciliation Summary
150 Emergency Fund, Period Ending 08/31/2019

	<u>Aug 31, 19</u>
Beginning Balance	75,405.13
Cleared Transactions	
Deposits and Credits - 1 item	<u>228.07</u>
Total Cleared Transactions	<u>228.07</u>
Cleared Balance	<u><u>75,633.20</u></u>
Register Balance as of 08/31/2019	75,633.20
Ending Balance	75,633.20

Balanced 9-10-19cg

Board Approved

Date: _____

Signature: _____

Emergency Fund

Summit Fire District
Reconciliation Detail
150 Emergency Fund, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						75,405.13
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	08/31/2019			X	228.07	228.07
Total Deposits and Credits					228.07	228.07
Total Cleared Transactions					228.07	228.07
Cleared Balance					228.07	75,633.20
Register Balance as of 08/31/2019					228.07	75,633.20
Ending Balance					228.07	75,633.20

Summit Fire District
Reconciliation Summary
 118 Visa Control Account, Period Ending 08/26/2019

	Aug 26, 19
Beginning Balance	16,354.20
Cleared Transactions	
Charges and Cash Advances - 63 items	-11,850.55
Payments and Credits - 8 items	16,577.61
Total Cleared Transactions	4,727.06
Cleared Balance	11,627.14
Uncleared Transactions	
Charges and Cash Advances - 3 items	-392.69
Payments and Credits - 2 items	2,315.52
Total Uncleared Transactions	1,922.83
Register Balance as of 08/26/2019	9,704.31
New Transactions	
Charges and Cash Advances - 7 items	-206.51
Total New Transactions	-206.51
Ending Balance	9,910.82

Balanced 9-6-19 cg

Board Approved

Date: _____

Signature: _____

Visa Acct

Summit Fire District Reconciliation Detail

118 Visa Control Account, Period Ending 08/26/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						16,354.20
Cleared Transactions						
Charges and Cash Advances - 63 items						
Credit Card Charge	07/23/2019	3799	Food	X	-77.43	-77.43
Credit Card Charge	07/23/2019	5657	Food	X	-61.92	-139.35
Credit Card Charge	07/23/2019	5657	Food	X	-34.34	-173.69
Credit Card Charge	07/23/2019	5657	Fuel	X	-34.25	-207.94
Credit Card Charge	07/24/2019	5657	Car Rental	X	-312.08	-520.02
Credit Card Charge	07/24/2019	5459	Northern Tool & Equ...	X	-256.79	-776.81
Credit Card Charge	07/24/2019	5657	Food	X	-152.24	-929.05
Credit Card Charge	07/24/2019	5657	Lodging	X	-80.93	-1,009.98
Credit Card Charge	07/24/2019	5657	Lodging	X	-80.92	-1,090.90
Credit Card Charge	07/24/2019	5657	Lodging	X	-80.92	-1,171.82
Credit Card Charge	07/24/2019	5657	Lodging	X	-80.92	-1,252.74
Credit Card Charge	07/24/2019	3690	Fuel	X	-43.00	-1,295.74
Credit Card Charge	07/25/2019	5657	Lodging	X	-65.65	-1,361.39
Credit Card Charge	07/25/2019	5657	Lodging	X	-65.65	-1,427.04
Credit Card Charge	07/25/2019	5657	Lodging	X	-65.65	-1,492.69
Credit Card Charge	07/25/2019	5657	Lodging	X	-65.65	-1,558.34
Credit Card Charge	07/25/2019	5657	Amazon.com	X	-40.00	-1,598.34
Credit Card Charge	07/25/2019	5657	Lodging	X	-25.07	-1,623.41
Credit Card Charge	07/25/2019	5657	Lodging	X	-25.07	-1,648.48
Credit Card Charge	07/25/2019	5657	Lodging	X	-25.07	-1,673.55
Credit Card Charge	07/25/2019	5657	Lodging	X	-25.07	-1,698.62
Credit Card Charge	07/25/2019	5657	Food	X	-23.78	-1,722.40
Credit Card Charge	07/25/2019	5657	Food	X	-11.92	-1,734.32
Credit Card Charge	07/26/2019	5855	5.11 Tactical	X	-171.00	-1,905.32
Credit Card Charge	07/26/2019	5152	Fuel	X	-59.64	-1,964.96
Credit Card Charge	07/26/2019	3690	Fuel	X	-30.56	-1,995.52
Credit Card Charge	07/27/2019	5459	Northern Tool & Equ...	X	-31.23	-2,026.75
Credit Card Charge	07/27/2019	5350	Home Depot	X	-21.57	-2,048.32
Credit Card Charge	07/27/2019	3799	Amazon.com	X	-8.99	-2,057.31
Credit Card Charge	07/28/2019	3591	Fuel	X	-52.90	-2,110.21
Credit Card Charge	07/28/2019	3591	Food	X	-14.71	-2,124.92
Credit Card Charge	08/01/2019	5152	Home Depot	X	-205.26	-2,330.18
Credit Card Charge	08/01/2019	5459	Border Construction	X	-19.82	-2,350.00
Credit Card Charge	08/05/2019	3690	Car Rental	X	-2,819.29	-5,169.29
Credit Card Charge	08/05/2019	0358	Flag Tee Factory	X	-111.36	-5,280.65
Credit Card Charge	08/06/2019	5459	Northern AZ Wind &...	X	-593.75	-5,874.40
Credit Card Charge	08/08/2019	5459	NAPA Commercial ...	X	-219.00	-6,093.40
Credit Card Charge	08/08/2019	3799	Amazon.com	X	-60.79	-6,154.19
Credit Card Charge	08/12/2019	5152	Sensible Products Inc.	X	-1,499.11	-7,653.30
Credit Card Charge	08/12/2019	5756	Arizona State Fire Tr...	X	-179.50	-7,832.80
Credit Card Charge	08/12/2019	5756	Arizona State Fire Tr...	X	-179.50	-8,012.30
Credit Card Charge	08/12/2019	5152	Deemer Glass	X	-172.88	-8,185.18
Credit Card Charge	08/12/2019	5756	Arizona State Fire Tr...	X	-139.50	-8,324.68
Credit Card Charge	08/13/2019	3799	Amazon.com	X	-239.77	-8,564.45
Credit Card Charge	08/13/2019	3591	Bashas	X	-34.21	-8,598.66
Credit Card Charge	08/13/2019	0294	Bashas	X	-21.81	-8,620.47
Credit Card Charge	08/13/2019	3591	Fuel	X	-20.02	-8,640.49
Credit Card Charge	08/15/2019	3799	Performance Advant...	X	-216.07	-8,856.56
Credit Card Charge	08/15/2019	0294	Fuel	X	-51.85	-8,908.41
Credit Card Charge	08/15/2019	3690	Fuel	X	-8.85	-8,917.26
Credit Card Charge	08/16/2019	5350	Integrated Communi...	X	-150.00	-9,067.26
Credit Card Charge	08/16/2019	3690	Misc.OWA Purchases	X	-29.99	-9,097.25
Credit Card Charge	08/18/2019	3799	Home Depot	X	-219.06	-9,316.31
Credit Card Charge	08/19/2019	5657	Fire Safety USA	X	-1,360.50	-10,676.81
Credit Card Charge	08/19/2019	5459	Anixer Inc.	X	-56.81	-10,733.62
Credit Card Charge	08/20/2019	5152	Airgas	X	-525.12	-11,258.74
Credit Card Charge	08/20/2019	5657	Timberline Tavern	X	-36.74	-11,295.48
Credit Card Charge	08/21/2019	5657	Task Force Tips	X	-173.28	-11,468.76
Credit Card Charge	08/21/2019	1193	Costco	X	-126.72	-11,595.48
Credit Card Charge	08/23/2019	5152	Adobe	X	-196.39	-11,791.87
Credit Card Charge	08/23/2019	3690	Food	X	-17.43	-11,809.30
Credit Card Charge	08/23/2019	5855	All Awards	X	-10.86	-11,820.16
Credit Card Charge	08/24/2019	0294	Bashas	X	-30.39	-11,850.55
Total Charges and Cash Advances					-11,850.55	-11,850.55

Summit Fire District
Reconciliation Detail
118 Visa Control Account, Period Ending 08/26/2019

Type	Date	Num	Name	Clr	Amount	Balance
Payments and Credits - 8 items						
Credit Card Charge	04/25/2019	5855	Amazon.com	X	0.00	0.00
Credit Card Charge	05/02/2019	5855	Home Depot	X	0.00	0.00
Credit Card Charge	07/24/2019	0294	Lodging	X	0.00	0.00
Credit Card Credit	07/24/2019	0294	Lodging	X	55.85	55.85
Credit Card Credit	07/25/2019	0294	Lodging	X	55.85	111.70
Credit Card Credit	07/25/2019	0294	Lodging	X	55.85	167.55
Credit Card Credit	07/25/2019	0294	Lodging	X	55.86	223.41
Check	08/08/2019	82000...	National Bank of Ari...	X	16,354.20	16,577.61
Total Cleared Transactions					4,727.06	4,727.06
Cleared Balance					-4,727.06	11,627.14
Uncleared Transactions						
Charges and Cash Advances - 3 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	08/26/2019	5657	Home Depot		-11.66	-392.69
Total Charges and Cash Advances					-392.69	-392.69
Payments and Credits - 2 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
Total Uncleared Transactions					1,922.83	1,922.83
Register Balance as of 08/26/2019					-6,649.89	9,704.31
New Transactions						
Charges and Cash Advances - 7 items						
Credit Card Charge	08/28/2019	3799	Amazon.com		-63.28	-63.28
Credit Card Charge	08/28/2019	3799	Amazon.com		-57.00	-120.28
Credit Card Charge	08/28/2019	5152	Motor Vehicle Division		-8.00	-128.28
Credit Card Charge	08/28/2019	5657	Silver Saddle		-5.99	-134.27
Credit Card Charge	08/29/2019	5459	Muffler Magic, Inc		-16.34	-150.61
Credit Card Charge	09/02/2019	0294	Michaels Store		-34.94	-185.55
Credit Card Charge	09/02/2019	5350	O'Reillys Auto		-20.96	-206.51
Total Charges and Cash Advances					-206.51	-206.51
Total New Transactions					-206.51	-206.51
Ending Balance					-6,443.38	9,910.82

8:01 AM

09/05/19

Summit Fire District
Reconciliation Summary
106 Wildland Checking, Period Ending 08/30/2019

	Aug 30, 19
Beginning Balance	9,200.00
Cleared Transactions	
Deposits and Credits - 2 items	1,840.00
Total Cleared Transactions	1,840.00
Cleared Balance	<u>11,040.00</u>
Register Balance as of 08/30/2019	11,040.00
Ending Balance	11,040.00

Balanced 9-5-19

Board Approved

Date: _____

Signature: _____

Wildland Acct

8:01 AM

09/05/19

Summit Fire District
Reconciliation Detail
106 Wildland Checking, Period Ending 08/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,200.00
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	08/30/2019			X	920.00	920.00
Deposit	08/30/2019			X	920.00	1,840.00
Total Deposits and Credits					1,840.00	1,840.00
Total Cleared Transactions					1,840.00	1,840.00
Cleared Balance					1,840.00	11,040.00
Register Balance as of 08/30/2019					1,840.00	11,040.00
Ending Balance					<u>1,840.00</u>	<u>11,040.00</u>

Summit Fire District
Reconciliation Summary
 105 Petty Cash, Period Ending 09/01/2019

	Sep 1, 19	
Beginning Balance	1,672.66	
Cleared Transactions		
Checks and Payments - 9 items	-452.82	
Deposits and Credits - 3 items	100.50	
Total Cleared Transactions	-352.32	
Cleared Balance	1,320.34	
Register Balance as of 09/01/2019	1,320.34	
Ending Balance	1,320.34	

Balanced 9-4-19

Board Approved

Date: _____

Signature: _____

Petty Cash

**Summit Fire District
Reconciliation Detail
105 Petty Cash, Period Ending 09/01/2019**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,672.66
Cleared Transactions						
Checks and Payments - 9 items						
Check	08/02/2019	1141	Silver Saddle	X	-14.60	-14.60
Check	08/08/2019	1143	Silver Saddle	X	-40.00	-54.60
Check	08/08/2019	1142	Flag Lock and Key	X	-15.00	-69.60
Check	08/14/2019	1144	Christopher Fennell	X	-60.00	-129.60
Check	08/15/2019	1145	Dollar General	X	-5.56	-135.16
Check	08/21/2019	1146	Dollar General	X	-28.72	-163.88
Check	08/28/2019	1147	Dollar General	X	-54.64	-218.52
Check	08/28/2019	1148	Dollar General	X	-4.30	-222.82
Check	08/29/2019	1149	Food	X	-230.00	-452.82
Total Checks and Payments					-452.82	-452.82
Deposits and Credits - 3 items						
Deposit	08/14/2019			X	50.00	50.00
Deposit	08/15/2019			X	0.50	50.50
Deposit	08/19/2019			X	50.00	100.50
Total Deposits and Credits					100.50	100.50
Total Cleared Transactions					-352.32	-352.32
Cleared Balance					-352.32	1,320.34
Register Balance as of 09/01/2019					-352.32	1,320.34
Ending Balance					-352.32	1,320.34

Action

To: SFMD Fire Board
From: SFMD Administration
Date: September 18, 2019
Title: Community Room Use Agreement

Recommended Action: Approve Community Room Use Agreement

Action Summary: Approve Community Room Use Agreement to take affect October 1, 2019

Financial Impacts: This agreement is addressing the yearly users fee. The current rate of \$100 for the yearly users who use the room for just one day a month, breaks down to \$8.33 a day. Those who us the room weekly are paying \$2.08 and those users who use the room multiple times a week are paying \$0.52. This doesn't cover wear and tear nor the use of janitorial and paper supplies.

Relation to Goals: Diversify and improve revenue streams

Key Considerations: One-time users who live in District are paying \$50 per day of use

Additional Info: Administration would like to limit the yearly users to organizations who can produce proof of a 501(c)3 and neighborhood HOAs. For these groups who only use the room once a month the yearly fee would go from \$100 to \$120.

Brian Furuya has read the agreement made his changes and gave us his blessing. He did state that this version is functional. We could add a more robust description of the risks and potential liabilities that people are waving, but most people would not bother to read through it.

Attachments: Community Room User Agreement and Email from Brian Furuya



Community Room Use Agreement

All fees must be paid at the time the Community Room is reserved. Reservations are on a first come first service bases.

PLEASE PRINT

Name of person responsible for facilities ("RENTER"): _____
(Requesting person must be attending the event)

Group Name (if applicable): _____

Address: _____

Phone: _____ Email: _____

Type of event: _____

Date of event: _____ Estimated number of attendees: _____

Hours of use: _____ Rooms are available from 10:00 a.m. to 7:00 p.m.

Facility being requested:

Tables and chairs count is approximate:

_____ Station 31
6425 Cosnino Road
(Cosnino & Townsend Winona)
Tables = 10
Chairs = 30

_____ Station 33
6050 Firehouse Lane
(Highway 89)
Tables = 10
Chairs = 40
Key Code: _____

Fees:

- _____ \$50 for renters who live in the Summit Fire and Medical District
- _____ \$100 for those who live outside the Summit Fire and Medical District
- _____ Station 31 requires a \$10 key deposit, refundable when key is returned.

Yearly Rentals are available for 501(c)(3) Organizations (with W-9) and HOAs only. Fees are \$10 per day, per room. Calendar must be set in advance and payments made at the same time. Yearly Rentals are on a calendar year.

Check / Cash: _____ QB: _____ FH: _____



Please read the following terms of use.

- The Community Room facilities were constructed primarily for the use of the Summit Fire and Medical District, and SFMD events and/or uses will take precedence over all other parties.

The undersigned Renter agrees to:

1. Observe the rules and regulations for the use of the community room as established by the Summit Fire District Fire Board as described below:
 - a. Payment for use of facilities will be made at the time of reservation.
 - b. An additional fee of \$30.00 shall be charged for bad checks.
 - c. No illegal drugs, tobacco or alcohol use is permitted in premises or on grounds.
 - d. If it becomes necessary to cancel use of the Community Room, please notify us as soon as possible.
 - e. Use of fire or pyrotechnics is prohibited. No fireworks, open fires, firearms, explosives or anything flammable or deemed dangerous by SFMD, shall be allowed in or on SFMD grounds.
 - f. It is Renter's responsibility to set-up and take down any tables, chairs or equipment.
 - g. Multiple extension cords or socket extensions are prohibited.
 - h. SFMD prohibits the use of tapes or other substances used to stick items to the walls/ floors or furniture of the Community Room.
 - i. Supervision: Children are required to be supervised at all times in or around the Community Room.
2. The Community Room must be left in a clean and orderly manner. Renters agree to clean and leave premises as found. Any additional clean-up may be billed to the Renter at a cost of \$35 per hour with a minimum of one (1) hour billed.
3. Remove all trash accumulated during use, both inside and outside.
4. When using the Community Room, the Renter agrees to comply with all applicable Federal, State and local laws and regulations.
5. Furniture and equipment may not be removed from the Community Room. Any missing or broken items will be billed to the Renter at current replacement cost.
6. Renters are liable for any damage to the premises, the furniture, or other contents due to negligence. Renters will be billed accordingly. Renters will advise SFMD staff promptly of any damages or hazards observed by Renters during their use.
7. Renters agree and acknowledge that they are exclusively liable for any injury to any individual due to their own negligence and/or any intentional acts of Renters, or the negligence and/or intentional acts of any of Renter's officers, members, employees, agents, or invitees.
8. Renters agree as an express condition of their use of the Community Room, they hereby waive any and all liability and/or claims for damage to property or injury to any person(s), including all officers, agents, employees, members, and invitees of Renters, or to any of their property of any kind whatsoever and to whomever belonging, including Renters, as against SFMD and relating to or deriving from any cause during the term of the use of the Community Room. Renters hereby covenant and agree to indemnify, defend, and hold harmless SFMD, to the fullest extent permitted by law, from all liabilities, obligations, damages, losses, costs, claims, actions, or demands whatsoever, including but not limited to attorney's fees and any related costs, on account of, or arising out of, any such injuries or losses, however occurring.
9. To the extent that SFMD is determined to be liable to any extent or for any reason, Renters expressly agree that the liability of SFMD, its agents, officers, employees, staff and/or volunteers in connection with this Agreement, resulting from any negligent acts, errors and/or omissions of SFMD, its agents, officers, employees, staff and/or assigns, is **LIMITED TO THE TOTAL FEES ACTUALLY PAID BY RENTERS TO SFMD** for Renters' use of the Community Room under this Agreement.

I have read and agree to the terms for use for the Summit Fire District Community Rooms.

Signature: _____

Date: _____

Print Name: _____

Action

To: SFMD Fire Board
From: SFMD Administration
Date: September 18, 2019
Title: Shop Supervisor and Mechanic Job Descriptions and Reclassifications

Recommended Action: Approve Reclassifications

Action Summary: Approve updated job descriptions and pay structure for Fleet Maintenance Supervisor, Fleet Maintenance Mechanic I and Fleet Maintenance Mechanic II.

Financial Impacts: Will not experience a financial impact. Reclassification fall in line with current employees pay.

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

Key Considerations: Our current Fleet Maintenance Supervisor position does not have a clear job description and is a part-time employee position. The need to solidify the expectations and place this as a full-time employee is necessary for the program's future success.

The second position is in need of clarification in what the job expectations would be and to add a separate levels (and associated pay plan) that would be acceptable to assist the Fleet Maintenance Supervisor in accomplishing internal and contract work.

Additional Info:

Attachments: See attached job descriptions and pay ranges.

**Summit Fire and Medical District
Proposed Phase Two Pay Range & Medic Pay
FY 2020 UPDATED**

Position Title	39,012.75	Min 5%	Mid 20%	Max 25%
Firefighter		\$ 40,963.39	\$ 49,156.07	\$ 61,445.08
Firefighter/Paramedic*		\$ 46,213.39	\$ 49,156.07	\$ 66,695.08
Fire Engineer		\$ 43,304.15	\$ 51,964.98	\$ 64,956.23
Fire Engineer/Paramedic*		\$ 48,554.15	\$ 57,214.98	\$ 70,206.23
Fire Captain		\$ 52,354.05	\$ 62,824.86	\$ 78,531.08
Fire Captain/Paramedic*		\$ 57,604.05	\$ 68,074.86	\$ 83,781.08
Fire Battalion Chief		\$ 65,041.20	\$ 78,049.44	\$ 97,561.80
Fire Battalion Chief/Paramedic		\$ 70,291.20	\$ 83,299.44	\$ 102,811.80
Administrative Officer		\$ 58,697.10	\$ 70,436.52	\$ 88,045.65
Admin Assistant		\$ 37,446.41	\$ 44,935.70	\$ 56,169.62
Mechanic I		\$ 37,977.00	\$ 45,572.40	\$ 56,965.50
Mechanic II		\$ 41,977.00	\$ 50,372.40	\$ 62,965.50
Mechanic Supervisor		\$ 47,985.00	\$ 57,582.00	\$ 71,977.50

Medic Pay Included in Salary \$ 5,250.00
 Acting BC Pay \$ 3.00
 Acting Captain Pay \$ 2.00
 Acting Engineer Pay \$ 1.50

Equity Adjustments are based off of the accrue vacation hours formula
 0 - 59 months of service 2.50%
 60 - 155 months of service 4.00%
 156 months and over 6.00%

Market Adjustments
 Firefighters are the only positions that will be have a Market Adjustment
 This position will not see Equity Adjustments only Market Adjustments
 Firefighters base pay 5.00%



MINUTES
SUMMIT FIRE & MEDICAL DISTRICT
REGULAR BOARD MEETING
Wednesday, August 21, 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 Duskocil called the Regular Board Meeting to order at 3:03 pm.

2. ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

A quorum of the Board Member were present.

Members Present: Chairman Jim Duskocil, Member Rick Parker, Member Mike Milich, Member Don Woods

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

Public: Jean Libby arrived after #4 Call to the Public

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 July 17, 2019
- b. Approval of Reconciliations and Financial Reports for July 2019

Administrative Officer Gioia answered any questions from the Board regarding the Minutes of July 17, 2019, and Reconciliations and Financial Reports for July 2019.

Board Member Milich motioned that the Minutes of July 17, 2019, and the Reconciliations and Financial Reports for July 2019 be approved. Board Member Woods seconded the motion.

Vote conducted. Motion past All in Favor.

Ayes: Duskocil, Parker, Milich, Woods

Nays: None

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

a. Monthly Department Updates

Battalion Chief Chris Fennell:

- Presented the run report for June 2019 that totaled 124 calls
- Museum Fire: now the fire is over there is flood prep with the county



- Back to School: handed out pencils of first day at Cromer School and posted engines reminding drivers to slow down
- June Calls included a lot of trauma calls on I40 with a save life
- Wildland Assignments: Ambulance at Ikes Fire and truck and UTV at Saber Fire both as a Medical Team
- Rescue Rick drills at St Mary's School
- Night Drills the last 2 weeks
- Sim baby training with Guardian
- TECC Training (Tactical Emergency Casualty Care)

Deputy Chief Mark Wilson:

- We are working with a contractor for pricing for the flooring at Station 37
- Met with Reese Architect for new station concepts
- SFMD is sending 3 staff to AZ State Fire School
- Grants approval is running 3 months behind for awards. We have not been kicked out

Fire Chief Mark Gaillard:

- Finance Auditors have completed the audit for FY 2018-2019. Will return October for presentation and report to approve
- Fireboard handbook is in your board packet for your review
- iPads for board members with training looking for September roll out
- There is a community yard sale on September 14, at Station 32
- We have included item 7c for items to be placed on the agenda for the next board meetings
- Hoping for the Museum Fire closeout report. Post Fire flooding prep has included 300,000 to 400,000 sand bags prepped
- Tempe Fire Chief Reece will be presenting at the Captain's meeting
- There is a directive from the chief's office regarding posting on Social Media to protect district and self
- The drill at St Mary's was a regional training and is raising the bar as the class is going on and was a good learning experience. Active Shooters are happening more in areas like ours

b. Local 1505 Update

Firefighter Matt Gibbs:

- We have had significant calls that have had our staff reaching out to counselors for help, but could not get in for a few days after the incident. Looking into other options to get these guys in immediately
- Working on policies, changing and revamping old ones
- Charity Yard sale on the 14th. The money goes for our Christmas families
- Raffle raised enough money for our Thanksgiving and Christmas families

c. Other Items – No Other Items



7. NEW BUSINESS / ACTION ITEMS - Public Comment:

a. Review discuss and possible action on PO 20023 for MagneGrip for Station 32

Administrative Officer Gioia presented to the board and answered any questions regarding PO 20023 for MagneGrip for Station 32. When this was first installed we did not have electric door openers. Now the exhaust system needs to be moved around. PO is not to exceed \$24,100.00. They will do the work the next time they have another project in the area to cut down the travel expense. MagneGrip is the exhaust system that extracts the exhaust to the exterior.

Board Member Parker motioned to approve PO 20023 for MagneGrip for Station 32 not to exceed \$24,100. Board Member Milich seconded the motion.

Vote conducted: Motion approved All in Favor
Ayes: Dorskocil, Parker, Milich, Woods
Nays: None

b. Topic of the month with Chief Staskey

Deputy Chief Staskey presented the Topic of the Month that was Back to School on August 8, 2019. SFMD had 2 engines at Cromer School to hand out pencils and have drivers slow down for school zones.

Chief Staskey played a game with the board like the school kids would be quizzed.

c. Discuss possible action items for next months board meeting.

Board Member Woods

1. at the last board meeting; What can the fire department do to protect properties from a Forest Fire. Would like that at the Topic of the Month.
2. I would like to see more information as to how all the stations are reporting to the city and city to us. Board Member Parker explained to Board Member Woods he could call admin and get that information

8. FIRE BOARD COMMENTS

Board Member Parker: Appreciate all the work admin does

9. ADJOURNMENT

Board Member Parker motioned to adjourn the meeting. Board Member Milich seconded the motion.

Vote conducted: All in Favor

Meeting was adjourned at 4:05 pm



Ayes: Daskocil, Parker, Milich, Woods
Nays: None

Respectfully submitted,

Tammy Schieffer, Administrative Assistant

NEW APPARATUS DEDICATION CEREMONY FOLLOWED THE BOARD MEETING

DRAFT

5:11 PM

09/10/19

**Summit GO Bond Account
Reconciliation Summary**
300315 Debt Services Account, Period Ending 08/31/2019

	Aug 31, 19
Beginning Balance	33,064.90
Cleared Transactions	
Deposits and Credits - 2 items	692.17
Total Cleared Transactions	692.17
Cleared Balance	<u>33,757.07</u>
Register Balance as of 08/31/2019	33,757.07
Ending Balance	33,757.07

Balanced 9-10-19ccg

Board Approved

Date: _____

Signature: _____

Debt Services Acct

Summit GO Bond Account Reconciliation Detail

300315 Debt Services Account, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						33,064.90
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	08/15/2019			X	132.93	132.93
Deposit	08/15/2019			X	559.24	692.17
Total Deposits and Credits					692.17	692.17
Total Cleared Transactions					692.17	692.17
Cleared Balance					692.17	33,757.07
Register Balance as of 08/31/2019					692.17	33,757.07
Ending Balance					692.17	33,757.07

Fund Balance Detail Report

Debt Services

Investment Interest Totals			
300305-70000 - Expense Transfer		\$34,486.00	(\$43.33)
300310-11000 - Cash with Treasurer		\$459,383.89	\$460,773.32
Cash with Treasurer Totals			
300310-29000 - Fund Balance		(\$459,383.89)	(\$459,383.89)
300310-33001 - Deposits/Misc		-	-
300310-33002 - Investment Interest		-	-
08/05/2019	Journal fund interest allocation - 07/01/2019 to 07/31/2019		(\$1,389.43)
Investment Interest Totals			
300310-70000 - Expense Transfer		\$0.00	(\$1,389.43)
Cash with Treasurer Totals			
300315-11000 - Cash with Treasurer		\$33,064.90	\$33,757.07
Cash with Treasurer Totals			
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		(\$1,087.46)	(\$1,646.70)
08/01/2019	distribution		(\$31.78)
08/02/2019	distribution		(\$48.42)
08/05/2019	distribution		(\$9.42)
08/06/2019	distribution		(\$36.39)
08/07/2019	distribution		(\$0.34)
08/08/2019	distribution		(\$1.22)
08/09/2019	distribution		(\$12.16)
08/14/2019	distribution		(\$7.72)
08/19/2019	distribution		(\$3.67)
08/20/2019	distribution		(\$6.23)
08/22/2019	distribution		(\$56.88)
08/23/2019	distribution		(\$5.63)
08/27/2019	distribution		(\$326.04)
08/30/2019	distribution		(\$13.34)
Property Tax-Current Totals			
300315-33304 - Property Tax-Delinquent		\$0.00	(\$559.24)
Property Tax-Current Totals			
			(\$132.93)



**PUBLIC NOTICE
PUBLIC HEARING FOR BUDGET AND
REGULAR BOARD MEETING AGENDA
Wednesday, September 18, 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, September 18, 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 August 21, 2019

b. Approval of Reconciliations and Financial Reports for August 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 and discuss Fire Board Handbook
 - b. Review discuss and possible action on adopting Community Room User Agreement
 - c. Review discuss and possible action on reclassification and adjustment of pay scale for Fleet Mechanic Supervisor, Fleet Mechanic II and Fleet Mechanic I positions.
 - d. Review discuss and possible action on sell of property to Jean Libby
 - e. Discussion, update on Museum Fire - FMO Summerfelt
 - f. Topic of the Month discussion on SFMDs outreach education process to homeowners about Firewise principles. – Jerolyn Byrne
 - g. Discuss possible action items for next month's board meeting.

8. **FIRE BOARD COMMENTS-** Board Member comments are meant to inform and clarify. No actions will be taken. Only Board Members can speak.

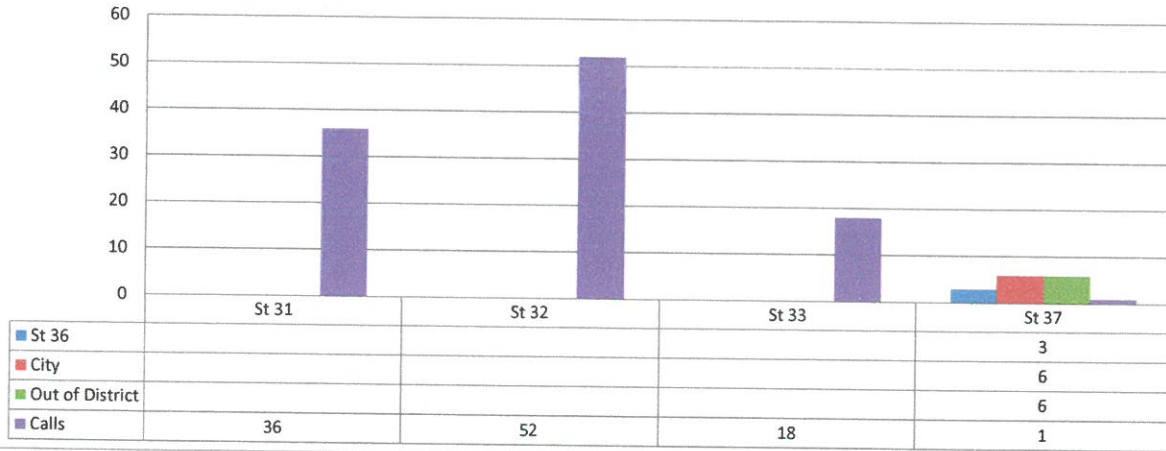
9. **ADJOURNMENT**

Posted: September 17, 2019

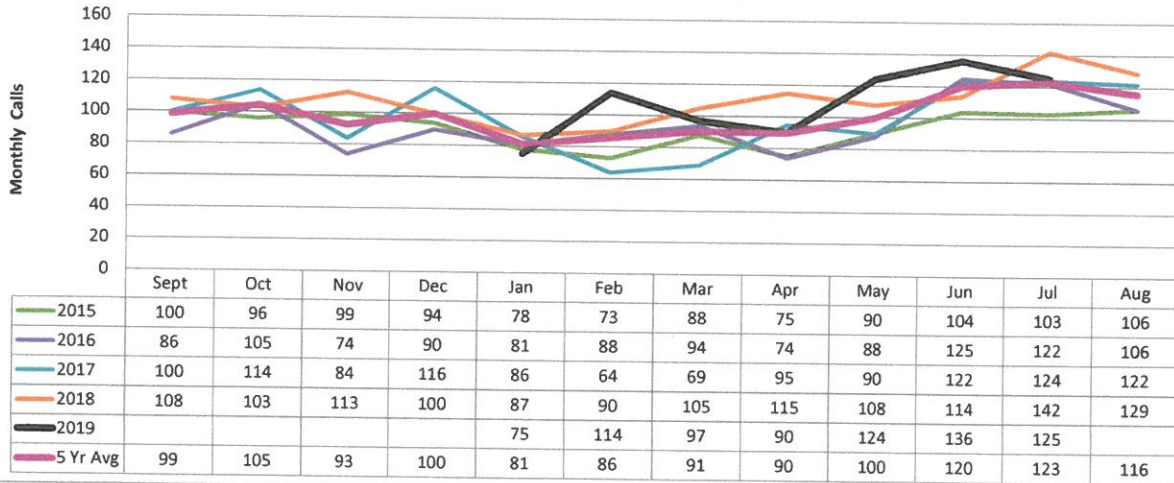
The complete packet of information from the Board meetings or portions thereof is available from the Administrative Office upon completion of a Public Records Request. The District Administrative Office is accessible to the handicapped. In compliance with the Americans with Disabilities Act (ADA), those 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.

Run Report - July, 2019

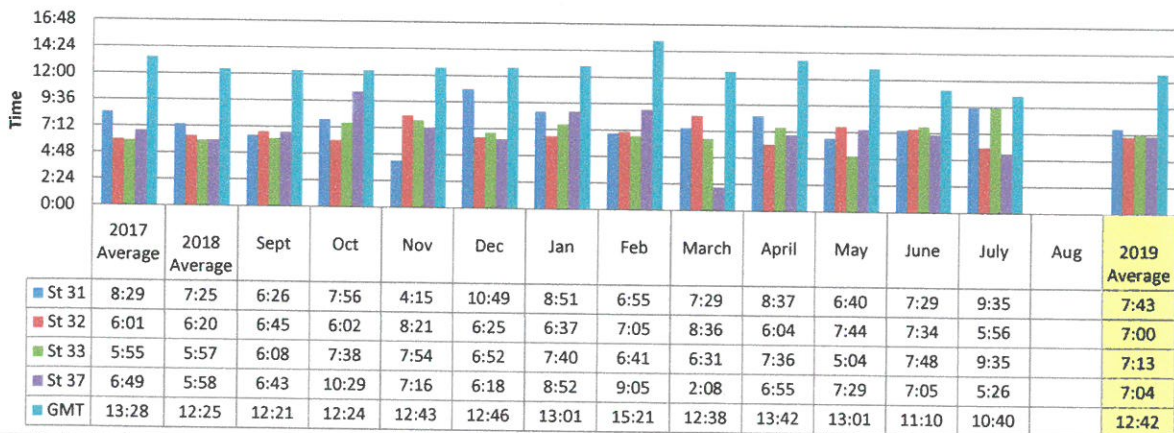
Monthly Calls to Service



Monthly Trends



Average Run Times



Calls to Service in District 37 January 2019 through July 2019

Total # of	Out of				
Calls	District 37	District 36	District 32	City	District
	64	18	17	1	19
					9

Summit Fire and Medical District Policies and Procedures	
Section: General Administration	Number: 229
Draft: July 5, 2016	Fire Board Adopted: 7/20/2016
Subject: Surplus Property Disposal	ORIGINATOR: Deputy Fire Chief
	3 Pages

PURPOSE

The purpose of this policy is to provide guidelines on the disposal of the Summit Fire and Medial District surplus property.

POLICY

The policy will provide an effective and efficient method of disposing of property no long useful to the District

PROCEDURE

Property with Value

Property identified as no longer useful to the District will be labeled and placed in an area designated for "surplus property". The property will be stored there until it is disposed of by way of this policy.

Property sold at surplus and will be placed on the **Public Surplus Auction** website (www.publicsurplus.com). This site provides all the needed tools to ensure items are sold in the proper manner. A notice of sale shall be prepared and available for a minimum of 15 days, but not to exceed 45 days, during the auction process. Notice of sale shall include availability for inspection, terms and conditions of sale and instructions to bidders. In addition to being posted on the **Public Surplus Auction** website the notice of sale shall be posted on the District website, social media and at each station.

- Property with a value of less than \$5000 (when purchased)
 - The Surplus Property Form will be completed for all items.
 - Photographs will be taken of all items.
 - Forms will be forwarded to administration for further evaluation.
 - Items may be palletized with other items to be auction (if needed).
 - Items will require Fire Chief approval (or their designee) prior to being placed into the surplus property disposal program.
 - Some items may be determined to have a value as scrap. These items will be sold either at auction as scrap or at going rate for scrap instead of going through the auction process.
 - Administration will oversee the processes and competitive pricing of items being sold through **Public Surplus Auction** or as scrap.
 - All documents associated with auction or scrap sale will be kept on file in a disposition file, as required by law, should anyone inquire on the process or where a piece(s) of equipment has gone.

- Property with value of more than \$5,000 (when purchased)
 - The Surplus Property Form will be completed for all item(s).
 - Photographs will be taken of all items.
 - Forms will be forwarded to administration for further evaluation.
 - Items may be palletized with other items to be auction (if needed).
 - Items will require Fire Chief approval (or their designee) prior to being presented to the Fire Board
 - At the next Regular Fire Board meeting items will be presented for authorization to be placing into the surplus property disposal program.
 - Administration will oversee the processes and competitive reserve pricing of items being sold through **Public Surplus Auction**.
 - Administration will report back to the Fire Board the outcome of the auction.
 - All documents associated with auction will be kept on file in a disposition file, as required by law, should anyone inquire on the process or where a piece(s) of equipment has gone.

Property with No Value

- Property with no value (broken or worn-out beyond repair)
 - The Surplus Property Form will be completed for all item(s).
 - Photographs will be taken of all items.
 - Forms will be forwarded to administration for further evaluation.
 - Items will require Fire Chief approval (or their designee) prior to being placed in the surplus property disposal program.
 - Items will be disposed of by placing them in the landfill.
 - Administration will oversee the processes of items being disposed of.
 - All documents associated with disposal will be kept on file in a disposition file, as required by law, should anyone inquire on the process or where a piece(s) of equipment has gone.

Employees may not possess any of these kinds of items, if they have a value, then they must be sold as mentioned above.

Property Purchased with Grants

If surplus property was originally purchased with grant funds, the property can only be disposed of in accordance with the terms and conditions of the grant. Absent such terms and conditions, disposition of surplus property shall comply with this policy.

Transfer of Property

Any surplus property item may be used as a "trade-in" on the purchase of new property. All procedures listed above are still required with Board approval

If there is no longer any use for a surplus property and it is considered surplus property of little or no value, the Fire Chief upon Fire District Board approval, may grant the transfer to those agencies or to other Districts/Departments. Employees shall avoid any conflict of interest in accordance with District policy.

Additional Restrictions

Computer Equipment – The disposal of all computer equipment shall be initiated and coordinated by the Fire Chief to ensure compliance of local, State and Federal regulations regarding information privacy.

Liability Equipment – Some property may need to be directly disposed of, regardless of value, after it has reached its safe and useful life (e.g., airbags, medical equipment, turnout gear, rope). In this case, manufacturer's guidelines shall be followed.

Number: 1.301

Page 3 of 3

Summit Fire and Medical District		Pages 4	
Volume:	Section:	Number:	
Subject: Fleet Maintenance Supervisor			
Date Issued: Draft Date 9/05/2019		Originator: DC M. Wilson	

Primary Function: Actively supports and upholds the District's stated mission and values. Performs skilled mechanical work in the maintenance and repair of light and heavy motorized city equipment, including diesel. Assumes the role of the District's primary mechanic and is responsible for the overall working condition of the District shop fleet and contractual work. Actively oversees all supervision, training, and evaluation of shop staff while ensuring excellent customer service to both internal and external customers.

Status: Full-time, Non-Exempt

Schedule :40 hours per week

Direct Supervisor: XO Captain and or Chief Officer as directed by the Fire Chief

Administrative Duties:

- Supervisory: This job is in a supervisory role that oversees Mechanic I or II personnel.
- Budgetary: This job has budgetary responsibilities for shop oversight, equipment and parts and carries out day-to-day activities within approved budget.
- Policies/Procedures: This job carries out day-to-day activities in accordance with established policies and procedures.
- Compliance: This job carries out day-to-day activities in accordance with Federal, State, and Local laws, rules, and regulations as well as District policies and procedures.
- Board Communications: This job carries out day-to-day activities in accordance with Board's adopted priorities and direction.
- Reporting: Job costing and tracking through District software

Principle Duties and Responsibilities:

- Repairs, rebuilds, maintains and overhauls engines, mechanical, electrical and hydraulic assemblies used in the Fire District.
- Evaluates scope of work to be performed, and determines whether to repair, rebuild or replace various parts or assemblies.
- Performs trouble shooting work to determine and eliminate cause of poor or non-performance.
- Plans and schedules all aspects of a major repair or maintenance project.
- Diagnoses electrical or mechanical malfunctions by utilizing electronic test equipment.
- Diagnoses and repairs problems on fire pumps.
- Installs and maintains a variety of control mechanisms.

- Conducts annual apparatus pump tests as required and also conducts same test after all major repair work to either pumps or engines.
- Can perform various types of welding
- Services, maintains and repairs all tools, equipment, appliances, etc. normally carried on fire apparatus.
- Trains Fire District personnel in the proper methods of operating apparatus and equipment to insure damage to said equipment would not occur due to improper operations.
- Maintains complete and accurate records of all apparatus and equipment, showing in detail all work done to the particular vehicle or piece of equipment.
- Assists in drawing technical and detailed specifications for Fire District apparatus and equipment.
- Administers administrative actions using appropriate policies, procedures, and documentation after obtaining input from the Assistant Chief and/or Human Resources Manager.
- Demonstrates knowledge of the Fire District's budget process and its impact on the division's operating and capital budgets, and District's revenue source.
- Plans, assigns, coordinates, prioritizes, and follows through with activities at the unit and supervisory level, so that personnel are appropriately matched to the organizational priorities and job tasks necessary to support the mission of the Fire District.
- Demonstrates an understanding of the District's evaluation process and the ability to objectively evaluate and counsel employees to encourage their development to full capacity.
- Comprehends management and employee rights, so to effectively function as a management representative.
- Provides subordinates with training opportunities that assist in maximizing their potential.
- Maintains a professional image when interacting with employees, vendors, and the general public.
- Complies with the rules, policies and procedures as set forth by the District.
- Recognizes symptoms of substance abuse, situational or incident related stress, and/or behavioral changes within employees. Identifies correct course of action to be taken, within guidelines established by SFMD policies, so that the workforce remains healthy, focused and substance free.
- Demonstrates safe work practices.
- Respond to emergency scenes as needed to support district apparatus/equipment maintenance in the even of an equipment failure.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

The following list is provided as an example of the minimum knowledge expectation for the position of Fleet Maintenance Supervisor.

- Establishes and adheres to safety measures to protect all mechanics and customers in and around their work areas.
- Self-motivation and ability to work independently

- Thorough knowledge of mechanical principles related to gasoline and diesel-powered equipment and engines.
- Ability to diagnose and repair mechanical and hydraulic equipment.
- Ability to perform motorized equipment repair, maintenance and testing.
- Possess knowledge of safety practices and principles.
- Possess knowledge of the principles of supervision and personnel administration and the skills to perform a broad range of supervisory responsibility over others.
- Ability to train others in the use and care of Fire District equipment and apparatus.
- Ability to organize equipment shop personnel assignments to meet work requirements.
- Ability to read and interpret systems reports to aid in management of shop and performance of assigned duties.
- Ability to enter data or information into a terminal, personal computer or other keyboard device.
- Ability to understand and follow oral and written instructions and maintain records.
- Communicate orally in the English language in person in a one-on-one or group setting.
- Self-starter, ability to perform the above specified duties and responsibilities with minimal supervision.

Minimum Qualifications:

- High School Graduate or GED equivalent.
- Five (5) years' work experience as automotive mechanic that includes a minimum of three (3) years of work experience as heavy duty truck mechanic
- Some supervisory responsibility in the automotive repair field.
- EVT F1, F2, F3, F4 Certification (or ASE equivalent)
- Work experience with fire trucks and fire pumps
- Valid Arizona Driver's License (Class D) with good driving record
- Commercial Driver's License (CDL) is required (**** see note below*) .
- Must have basic tools to complete the level of work required.

***** NOTE:**

- **Must obtain Master EVT F5 & F6 certification within 1 year of date of hire**
- **Must obtain and maintain a valid Commercial Driver's License (CDL) - Class-B CDL with tanker and air brake endorsements within 1 year of date of hire.**

Preferred Qualifications:

- Associates Degree in Automotive Technology, Electronics, Business Administration or other similarly related field from an accredited college.
- Experience as a shop supervisor
- ASE Master Heavy Truck Certification
- ASE Medium/Heavy Truck Technician Certification T-4 and T-5.
- ASE Automotive Technician certification A-4 and A-5.

- EVT Fire Apparatus Master Level 3 or Ambulance Technician Level-I or higher certification.

Physical Requirements and Working Conditions:

- While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger/handle/feel, reach with hands and arms, talk or hear. The employee is regularly required to climb or balance, stoop/kneel/crouch/crawl, and is occasionally required to sit, and taste or smell.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Working conditions include frequent exposure to work near moving mechanical parts, fumes or airborne particles, and vibration; regular exposure to work in outdoor weather conditions, extreme cold (non-weather), extreme heat (non-weather); and occasional exposure to work in wet or humid conditions (non-weather), work in high precarious places, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

Pre-Employment Requirements:

- Must pass a background check

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Primary Function: Actively supports and upholds the District's stated mission and values. Incumbent performs skilled mechanical work in the maintenance and repair of light and heavy motorized District equipment, including diesel.

The Fleet Maintenance Mechanic I, performs preventative maintenance and minor repairs on all apparatus and equipment as assigned. The objectives during the first year to gain the necessary certifications, skills, and experience on emergency vehicles.

Close supervision is initially received from the Fleet Maintenance Supervisor. As training and experience progress, the Fleet Maintenance Mechanic I is expected to exercise increased skill, judgment, and independence in completing assignments.

The Fleet Maintenance Mechanic I position reports to the Fleet Maintenance Supervisor who evaluates work through observation, meetings, and feedback from internal and external customers. An employee in this classification may, on occasion, be required to work flexible hours, and evenings or weekends for on-call assignments.

The Fleet Maintenance Mechanic I will be supported to increase their skills and certifications to put themselves in a position to advance to Mechanic II. The Mechanic I would be first in line should funding become available for Mechanic II compensation.

Status: Full-Time Non-Exempt

Schedule: 40 hours per week

Direct Supervisor: Fleet Maintenance Supervisor

Principle Duties and Responsibilities:

- Establishes and adheres to safety measures to protect all mechanics and customers in and around their work areas.
- Self-motivation and ability to work independently
- Performs diagnostics test procedures and repairs on all apparatus and equipment assigned within certified field(s).
- Performs diagnostic tests procedures on electrical and mechanical malfunctions by utilizing electronic test equipment.
- Performs light automotive/truck maintenance.
- Diagnoses and repairs problems on fire pumps.
- Installs and maintains a variety of control mechanisms.

- Services, maintains and repairs all tools, equipment, appliances, breathing apparatus, etc. normally carried on fire apparatus.
- Maintains complete and accurate records of all apparatus and equipment, showing in detail all work done to the particular vehicle or piece of equipment.
- Picks up and delivers parts or equipment as needed.
- Cleans shop bay and break area.

Knowledge and Abilities:

The following list is example of the minimum knowledge expectation for the position of Fleet Maintenance Mechanic I:

- Knowledge of methods, materials, tools, practices, techniques and procedures involved in maintenance and repairs.
- Knowledge of mechanical principles related to the functioning of various types of equipment and engines including both gasoline and diesel.
- Ability to read manuals, schematics and other printed material and use that information to accomplish needed repairs.
- Ability to diagnose and repair mechanical equipment.
- Knowledge of the hazards and safety precautions of the trade.
- Skills and knowledge in operating a Personal Computer (PC).
- Skill in the use and care of tools employed in all phases of repair and maintenance.
- Ability to understand and follow oral and written instructions and maintain records using the English Language.
- Ability to communicate and work effectively with others using the English Language.
- Ability to perform the physical requirements of the class.

Minimum Qualifications:

- High school diploma or GED equivalent.
- Eighteen (18) years of age or older.
- Possess and maintain a valid Arizona Driver License (Class D) with good driving record.
- One (1) year work experience in heavy truck field.
- Must have basic tools to do the level of work required.

***** NOTE:**

- **Must obtain EVT F1 and F2 certification within 1 year of date of hire (or ASE equivalent).**

Preferred Qualifications:

- Work experience as a mechanic with fire apparatus
- ASE certifications

Physical Requirements and Working Conditions:

- While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger/handle/feel, reach with hands and arms, talk or hear. The employee is regularly required to climb or balance, stoop/kneel/crouch/crawl, and is occasionally required to sit, and taste or smell.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Working conditions include frequent exposure to work near moving mechanical parts, fumes or airborne particles, and vibration; regular exposure to work in outdoor weather conditions, extreme cold (non-weather), extreme heat (non-weather); and occasional exposure to work in wet or humid conditions (non-weather), work in high precarious places, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

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Primary Function: Actively supports and upholds the District's stated mission and values. Incumbent performs skilled mechanical work in the maintenance and repair of light and heavy motorized District equipment, including diesel.

Status: Full-time Non-Exempt

Schedule: 40 hours per week

Direct Supervisor: Fleet Maintenance Supervisor

Principle Duties and Responsibilities:

- Establishes and adheres to safety measures to protect all mechanics and customers in and around their work areas.
- Repairs, rebuilds, maintains and assists with overhauls on engines, fire pumps, mechanical, electrical and hydraulic assemblies used in the Fire District.
- Performs diagnostics test procedures and repairs on all apparatus and equipment assigned within certified field(s).
- Performs diagnostic tests procedures on electrical and mechanical malfunctions by utilizing electronic test equipment.
- Performs heavy and light automotive/truck maintenance.
- Diagnoses and repairs problems on fire pumps.
- Installs and maintains a variety of control mechanisms.
- Services, maintains and repairs all tools, equipment, appliances, breathing apparatus, etc. Normally carried on fire apparatus.
- Maintains complete and accurate records of all apparatus and equipment, showing in detail all work done to the particular vehicle or piece of equipment.
- Picks up and delivers parts or equipment as needed.
- Cleans shop bay and break area.
- Performs other duties as assigned.

Knowledge and Abilities

The following list is example of the minimum knowledge expectation for the position of Fleet Mechanic II.

- Establishes and adheres to safety measures to protect all mechanics and customers in and around their work areas.

- Self-motivation and ability to work independently
- Knowledge of methods, materials, tools, practices, techniques and procedures involved in maintenance and repairs.
- Knowledge of mechanical principles related to the functioning of various types of equipment and engines including both gasoline and diesel.
- Ability to read manuals, schematics and other printed material and use that information to accomplish needed repairs.
- Ability to diagnose and repair mechanical equipment.
- Knowledge of the hazards and safety precautions of the trade.
- Skills and knowledge in operating a Personal Computer (PC).
- Skill in the use and care of tools employed in all phases of repair and maintenance.
- Ability to understand and follow oral and written instructions and maintain records using the English Language.
- Ability to communicate and work effectively with others using the English Language.
- Ability to perform the physical requirements of the class.

Minimum Qualifications:

- High school diploma or GED equivalent.
- Eighteen (18) years of age or older.
- Possess and maintain a valid Arizona Driver License (Class D) with good driving record.
- Three (3) years work experience as automotive mechanic that includes a minimum of two (2) years of work experience as heavy duty truck mechanic
- Must possess F1 and F2 certifications (or ASE equivalent).
- Must have basic tools to complete the level of work required.

***** NOTE:**

- **Must obtain EVT F3 and F4 certification within 1 year of date of hire (or ASE equivalent).**
- **Must obtain and maintain a valid Commercial Driver's License (CDL) - Class-B CDL with tanker and air brake endorsements within 1 year of date of hire.**

Preferred Qualifications:

- ASE Medium/Heavy Truck Technician Certification T-4 and T-5.
- ASE Automotive Technician certification A-4 and A-5.
- EVT Fire Apparatus Master Level 3 or Ambulance Technician Level-I or higher certification.
- Work experience as a mechanic with fire apparatus
- Class B CDL (*with tanker and air brake endorsements*)

Physical Requirements and Working Conditions:

- While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger/handle/feel, reach with hands and arms, talk or hear. The employee is regularly required to climb or balance, stoop/kneel/crouch/crawl, and is occasionally required to sit, and taste or smell.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Working conditions include frequent exposure to work near moving mechanical parts, fumes or airborne particles, and vibration; regular exposure to work in outdoor weather conditions, extreme cold (non-weather), extreme heat (non-weather); and occasional exposure to work in wet or humid conditions (non-weather), work in high precarious places, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.