



PUBLIC NOTICE REGULAR BOARD MEETING AGENDA

Wednesday, August 17, 2022

Station 32, 8905 Koch Field Road, Flagstaff AZ 6:00 pm

This meeting is available remotely for the public through technological means

www.zoom.us /892 4711 1379 Passcode 116622

Join Zoom Meeting

<https://us02web.zoom.us/j/89247111379?pwd=SU1TZlhrLzFBZXJxME9KN21TUFDZz09>

Meeting Agenda is available at www.summitfiredepartment.org

Pursuant to A.R.S. 38-431.01, notice is hereby given to the Board of Directors and the 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 a **Public Hearing and Regular Session on Wednesday August 17, 2022, at 6:00 p.m. The meeting will be held in person and remotely through technological means (see above).**

Members of the Governing Board will attend either in person or by technological means. 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.

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, in accordance with A.R.S. §38-431.0(H). Those wishing to address the Board regarding an issue within the jurisdiction of this public body may do so by completing a Request to Comment Form and submitting it to the Staff in person prior to the start of the meeting. If attending via remote, comments are to be sent to Staff via chat options prior to the start of the meeting. Individuals addressing the Board are limited to two minutes for their comments but may submit written comments for the Board records. The Chairman will recognize each individual. **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.**

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. Approval of Reconciliations and Financial Reports for July 2022
 - b. Discussion and Approval of the Regular Board Meeting Minutes of July 20, 2022
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 Run Report – On Duty Battalion Chief
 - b. Monthly Chief Updates - Chief Gaillard, Chief Wilson, Chief Bills

c. Local 1505 Update – Union Representative

7. **NEW BUSINESS / ACTION ITEMS - Public Comment:** Public comment/input is welcomed after each agenda item of New Business/Action Items and Unfinished Business. Individual comments are limited to two minutes per individual and must pertain to the specific agenda item
 - a. Review, discuss, and possible action on acquiring a consultant feasibility study for Joint Management Agreement (JMA) by Deputy City Manager Shannon Anderson
 - b. Review, discuss, and possible action on new treadmills.
 - c. Review, discuss and possible action on Station 31 roof repairs.
 - d. Review, discuss, and possible action on SFMD Policy 203 Purchase Request/Purchase Order
 - e. Review, discuss Eastside Restructure Pilot July Benchmarks
8. **BOARD COMMENTS-** Board Member comments are meant to inform and clarify. No actions will be taken. Only Board Members can speak.

ADJOURNMENT

Posted on or before August 16, 2022, which is at least 24 hours prior to the Regular Board Meeting.

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.

Summit Fire and Medical District Fire Board Meeting

Action Consent Agenda 22/23

To: SFMD Fire Board
From: SFMD Administration
Date: August 17, 2022
Title: August Consent Agenda Items
Recommended Action: Approve Minutes and Financial reports
Can be approved all together in one motion

Action Summary: Approve Minutes – Public Hearing and Regular Board Meeting July 20, 2022, and Approve Financial Reports for July 2022

Financial Impacts: Monthly accountability for finances

Relation to Goals: *Improve and account for the resources of the District both human and capital

Key Considerations: District is 8.33% of Fiscal Year 2022/2023

Additional Info:

Attachments: Last Board Meeting Minutes
July Budget vs Actual
Expenses vs Revenue Graph
Overtime Charts
Fire Engine Insurance Check Expenditure Spreadsheet
Motion Example I motion to accept the July 20, 22 minutes as written and the July financial reports as presented.



VIDEO RECORDING OF THIS MEETING IS LOCATED ON OUR WEBSITE.

July 20, 2022, Regular Board Meeting Minutes

1. **CALL TO ORDER**-Board Chairman Timney called the meeting to order on 07/20/2022, 7:00 p.m. at 8905 Koch Field Road
2. **ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**
Board Members: Board Chairman Timney, Board Clerk Faus, Board Member Milich, Board Member Parker
Board Member Daskocil was absent
Administration: Chief Gaillard, Chief Bills, Chief Zambeck, Chief Fennell, Administrative Assistant II Schieffer, Administrative Officer Reed, Captain Slayton, Captain Pickett, Chief Torsten
Public: Marilyn and John Ruggles
Public via Zoom: Evelyn and Alene Kempton
3. **PLEDGE OF ALLEGIANCE**-Recited
4. **CALL TO THE PUBLIC**-none
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. Approval of Reconciliations and Financial Reports for June 2022
 - b. Discussion and Approval of the Regular Board Meeting Minutes of June 15, 2022Administrative Reed gave the highlights of June 2022 Financials with the fiscal year ending prior to the audit. We are within our budget and budget stabilization was \$1,565,896 due to several invoices arriving late. Increase in overtime for this month of \$10,10,071 due to Pipeline Fire total recall overtime. There were no additional expenses for the month for the purchase and repair of an Engine. Update was that the 2009 Velocity Engine will be arriving tomorrow or Friday and will be in services within a week. There is three weeks remaining on Engine 31 repairs before we will receive.
Board Member Parker made a motion to approve the Financial Reports for June 2022 and Regular Board Meeting Minutes of June 15, 2022, Board Member Milich seconded.
Discussion: none
Vote conducted. MOTION CARRIED unanimously by those present
AYES: Timney, Parker, Faus, Milich
NAYES: None
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 Run Report – On Duty Battalion Chief Zambeck reviewed the call numbers for the month of June. There were a total of 91 calls which is down from our 5 year average. We have been receiving severe flooding in the area from the fires which explains the 51 calls for Station 32.
 - b. Monthly Chief Updates - Chief Gaillard- Recognize Captain Mike Pickett for 15 years of service with Summit Fire and Medical District. He is a heavy lifter for SFMD and the region with the wildland program. Chief Gaillard is grateful for his service, his dedication, his quality of work and for being a part of this department.
He presented a couple of videos of drone flights taken by the Coconino County Public Works of the flooding impacts to the District. Many firefighters have been working with the community in sandbags.
Chief Bills: There was a recall from the Greater Flagstaff Region to assist the community with

garbage, silt removal, water removal and sandbags placements. They were out in the community for about 12 hours

Chief Gaillard: This is just a very small glance of the impacts of the District. We anticipate new impacts on the Westside of the District. Your firefighters are heavily engaged. Chief Bills is working out of the County EOC in coordinating crews with the production of sandbags. The National Guard is here. There are not enough resources to complete the flood control objectives.

We are assisting and coordinating firefighter resources. We have about two more weeks of projected rains.

Chief Bills: We have an engine out in a wildland assignment in California. Neil Chapman is working with westside homeowners who signed up for grant monies to thin their properties, they are getting the work done and receiving grants funds which they match with their personal monies.

Chief Gaillard: One of the other things Neil Chapman has been tasked is working with the Forest Service to identify what types of projects could be identified on the Eastside for instance is there work that could be done to prevent another Tunnel or Pipeline Fires. Are there projects that can be identified and then collaborate to find funding sources to complete these projects. Neil Chapman and Chief Bills are handy in finding funding sources in Grants; however, the initial work is identifying these projects with the Forest Service.

- c. Local 1505 Update – Union Representative-none

7. NEW BUSINESS / ACTION ITEMS -

- a. Review, and discuss Eastside Restructure Pilot Project: Chief Fennel reviewed the June 2022 numbers with a total of 9 calls of Station 32 responding into Station 33 area of response. Average response times were 5:25 minutes in this area.

Administrative Officer Reed reviewed the 3 year payroll review with this June being almost \$300,000 less than the prior fiscal year of 2020-202. Expenses continue to fall as expected with this pilot program.

- b. Review, discuss, and possible action on contract Redemption Intergovernmental Agreement for Firefighter Mental Health Services between Highlands Fire District and Summit Fire and Medical District. Administrative Reed presented the Intergovernmental Agreement with Highlands, Pinewood and SFMD for counseling services provided by Redemption Counseling. Funds for this IGA were approved in the 2022-2023 Budget. IGA had been reviewed and approved by County Attorney Brynes. Chief Fennell: This contract will give us more opportunities to received service without waiting 4-6 weeks for an appointment. Currently Tuesday mornings are open for SFMD for emergency counseling This will increase our availability to a counselor for an emergency situation. As a region we could have better availability is which started this, sat with Redemption Counseling, and looked at costs, this plan should help offset this increased use.

Highlands will receive the invoices from Redemption and will bill us depended on use.

Chief Gaillard: It points Highlands as the fiscal agent for this contract. Kudos to Chief Fennell in his effort as this program is reviewed around the State as we want to take care of our firefighters in crisis management. An area where there are very few resources.

Board Clerk Faus: It is an extremely valuable service. How long have we been providing this service?

Chief Fennell: This is our third year and seeing increase usage of the services.

Board Member Parker made a motion to approve the Intergovernmental Agreement for Firefighter Mental Health Services between the Highlands Fire District and Summit Fire and Medical District, Board member Milich seconded.

Discussion: none

Vote conducted. MOTION CARRIED unanimously by those present

AYES: Timney, Parker, Faus, Milich

NAYES: None

- c. Review, discuss and possible action on repairs at Station 37. Administrative Officer Reed presented the spreadsheet to include the quotes for repairs for flood damage that occurred during last July's monsoons. All items will be covered by the insurance checks and both vendors will honor the quotes as written. Captain Pickett has been working on obtaining these quotes from vendors and scheduling the work to be completed.

Board member Parker made a motion to repair Station 37 flood damage with the funds received from the insurance claims per the quotes presented. Board member Milich seconded.

Discussion: none

Vote conducted. MOTION CARRIED unanimously by those present

AYES: Timney, Parker, Faus, Milich

NAYES: None

d. Review, discuss, and possible action on Resolution No 2022-01 Legal Counsel. Board chairman Timney stated the board needs to make a motion to read Resolution No 2022-01 or title only. Board Member Milich made a motion to read the title only for Resolution No 2022-01 Legal Counsel, Board Clerk Faus seconded.

Discussion: none

Vote conducted. MOTION CARRIED unanimously by those present

AYES: Timney, Parker, Faus, Milich

NAYES: None

Administrative Officer Reed: Resolution No 2022-01 Legal Counsel.

Administrative Officer Reed: Presented letter from Coconino County Attorney's office to represent Summit Fire and Medical District for the fiscal year of 2022-2023. Upon administrative review there were no changes from last year's letter of services.

Board member Parker: The letter says that it is in the best interest for Summit Fire District to have access to Coconino County Attorney's Office, is this working for us.

Chief Gaillard: We have had some issues, when I say we the fire districts have had some issues, Attorney's office has had a lot of turnovers through the pandemic. Last month had a meeting with the County Attorney's Office and they have established some new administrative processes so when we make a request, we have clear expectations as to when we will receive these requests completed. It has already been better. They hired another paralegal so when we make a request it is looked at by a paralegal and attorney. We looked into outside counsel, and it is real expensive. Our recommendation is to continue to receive legal advice from Coconino County Attorney's Office. Maintain open lines on communication efforts.

Board Chairman Timney commented that Mr. Brynes is new to position as well.

Board member Milich made a motion to approve Item 8d Resolution No 2022-0 Legal Counsel to accept the letter of agreement from the Coconino County Attorney Office as written.

Discussion: none

Vote conducted. MOTION CARRIED unanimously by those present

AYES: Timney, Parker, Faus, Milich

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

Discussion on possible reviewing the Board Handbook and place on next month's agenda, however it was decided to wait until after the November elections.

Board member Parker: While driving around looking at the damage caused by flooding saw several people from different organizations and communities working with our community to help with the damage. We are up to our eyeballs in mud, and I appreciate all the organizations who are working with Summit Fire.

ADJOURNMENT

Board member Milich made a motion to adjourn the Board meeting, Board member Parker seconded.

Discussion: none

Vote conducted. MOTION CARRIED unanimously by those present

AYES: Timney, Parker, Faus, Milich

Meeting adjourned at 6:47 p.m.

Respectfully submitted by:

Board Clerk Faus

Date: _____

Summit Fire District Profit & Loss Budget vs. Actual

July 2022				
	Jul 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense	8.33% of the year completed			
Income				
1100 TAX REVENUE				
1101 Property Tax	18,034.82	23,212.54	-5,177.72	77.69%
1102 FDOT	1,537.90	3,027.63	-1,489.73	50.8%
1103 Delinquent Property Tax	65.55	0.00	65.55	100.0%
Total 1100 TAX REVENUE	19,638.27	26,240.17	-6,601.90	74.84%
1200 GRANTS				
1210 Other Grants	2,775.00	45,833.33	-43,058.33	6.06% NAEMS for Stat Packs
1211 SAFER II	0.00	0.00	0.00	0.0%
Total 1200 GRANTS	2,775.00	45,833.33	-43,058.33	6.06%
1300 MISC INCOME				
1301 OWA Income	64,068.19	83,333.33	-19,265.14	76.88%
1302 Interest	343.20	0.00	343.20	100.0%
1304 Contracts with Towers	2,133.13	2,883.82	-750.69	73.97%
1312 Community Room Rental	200.00	0.00	200.00	100.0%
Total 1300 MISC INCOME	66,744.52	86,217.15	-19,472.63	77.41%
Total Income	89,157.79	158,290.65	-69,132.86	56.33%
Gross Profit	89,157.79	158,290.65	-69,132.86	56.33%
Expense				
2000 PERSONNEL SALARIES	262,811.77	250,800.90	12,010.87	104.79%
2200 PENSION	22,308.66	31,268.80	-8,960.14	71.35%
2300 PAYROLL EXPENSES	22,482.50	51,119.46	-28,636.96	43.98%
2400 PERSONNEL INSURANCE	20,952.74	28,621.17	-7,668.43	73.21%
2500 CONTRACTUALS	62,144.69	60,990.21	1,154.48	101.89%
3000 VEHICLES	6,115.65	5,252.08	863.57	116.44%
3100 EQUIPMENT	1,192.27	2,685.00	-1,492.73	44.41%
3200 SUPPLIES	25,256.04	19,019.66	6,236.38	132.79%
3300 UNIFORMS	1,027.64	12,500.00	-11,472.36	8.22%
3400 FITNESS-HEALTH & SAFETY	1,265.00	12,251.66	-10,986.66	10.33%
3500 Wildland SFMD	0.00	0.00	0.00	0.0%
4000 UTILITIES	11,927.47	11,789.83	137.64	101.17%
4100 Training and Travel	1,813.74	11,450.00	-9,636.26	15.84%
4200 OWA Expenses	30,246.09	19,166.66	11,079.43	157.81%
Reconciliation Discrepancies	-23,540.44	0.00	-23,540.44	100.0%
Total Expense	446,003.82	516,915.43	-70,911.61	86.28%
Net Ordinary Income	-356,846.03	-358,624.78	1,778.75	99.5%
	-356,846.03	-358,624.78	1,778.75	99.5%

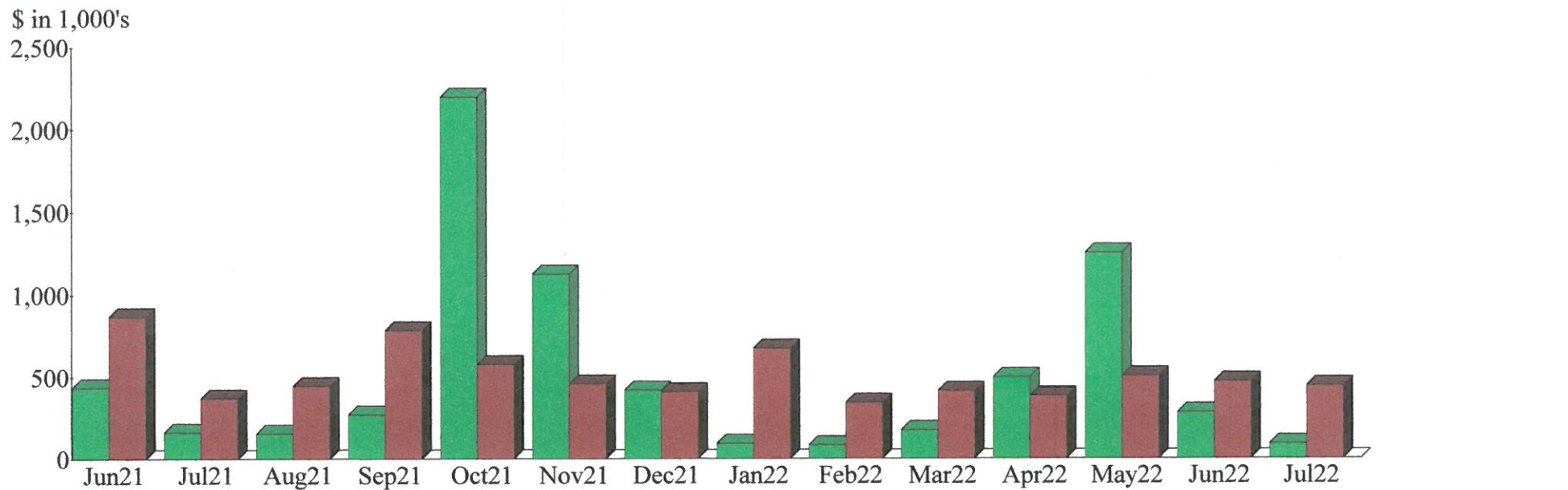
Budget Stabilization	\$1,395,569.50
OWA	\$267,571.77
Petty Cash	\$751.25
National Bank	\$26,625.73
Capital	\$180,477.51
Westside Capital	\$421,254.43
Emergency	\$161,683.07
Debt Services	\$39,791.84

Summit Fire District
Profit & Loss Budget vs. Actual

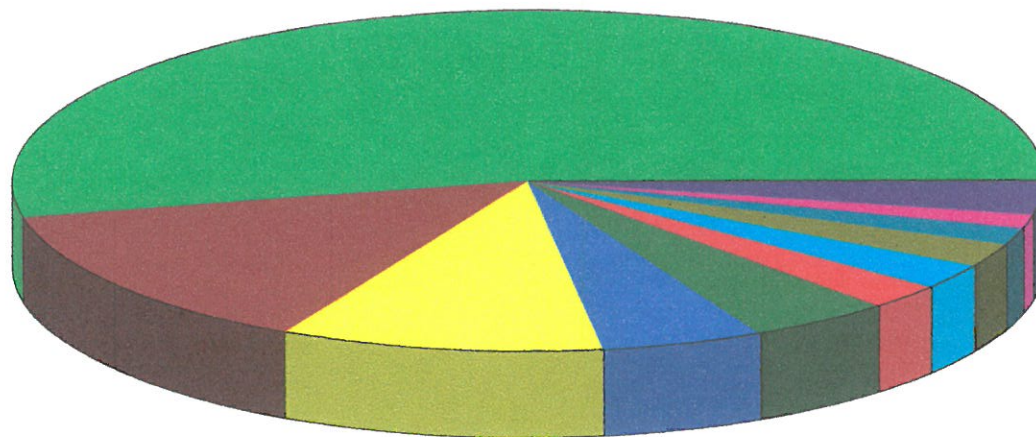
July 2022

	Jul 22	Budget	\$ Over Budget	% of Budget
Contingency /COP	\$1,875,931.19			
Registered balance as of 7/31/22				

Income and Expense by Month
June 2021 through July 2022



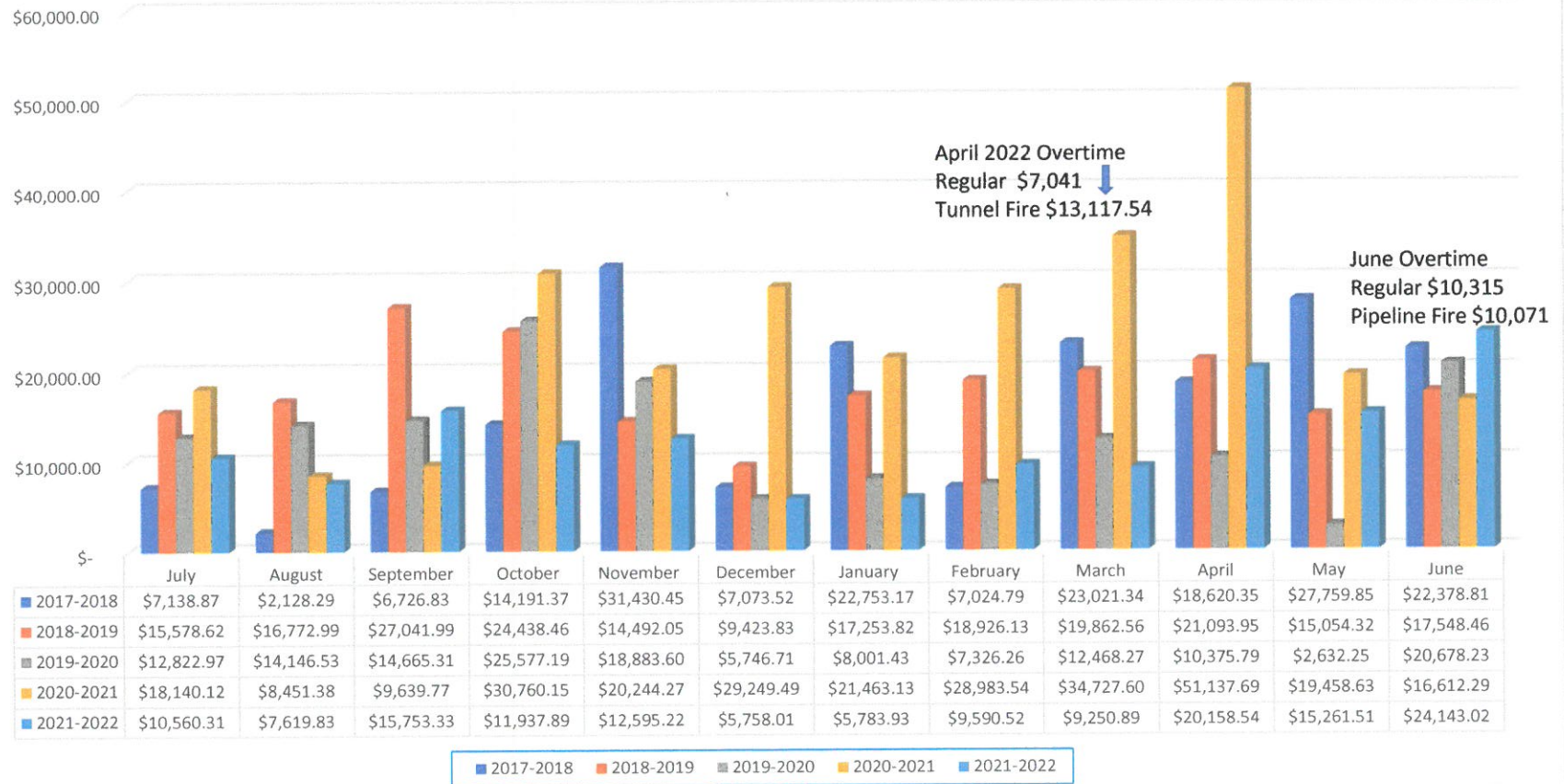
Expense Summary
June 2021 through July 2022



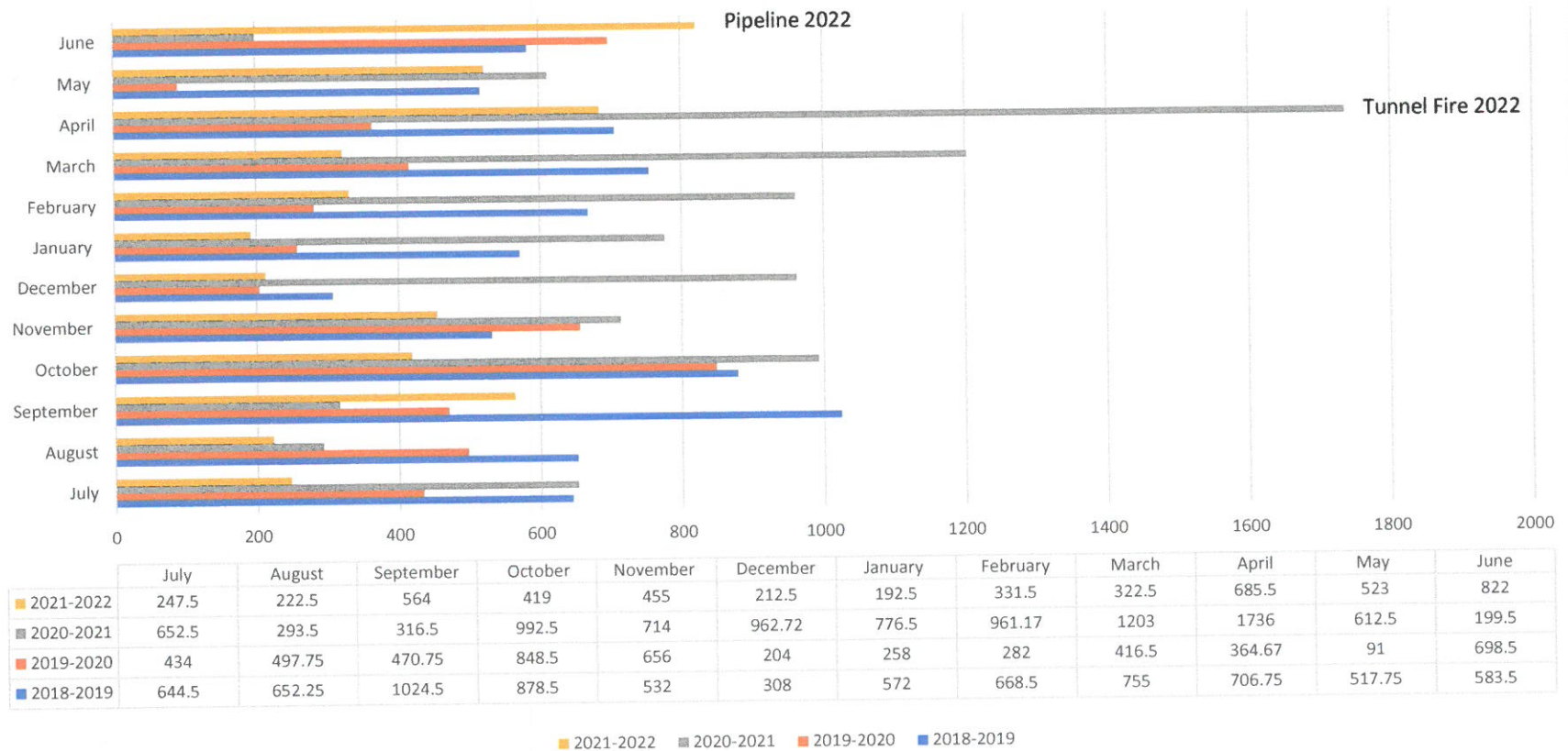
2000 PERSONNEL SALARIES	53.36%
2500 CONTRACTUALS	13.98
2200 PENSION	10.25
2300 PAYROLL EXPENSES	5.25
2400 PERSONNEL INSURANCE	4.56
5000 CAPITAL	2.50
4200 OWA Expenses	2.50
4000 UTILITIES	2.24
3200 SUPPLIES	1.68
3000 VEHICLES	1.32
Other	2.36
Total	\$7,149,002.43

By Account

Trending Overtime July 2018 through July 2022



Trending Hourly Overtime July 2018 through July 2022



Engine 31 Insurance Funds Distribution

Date		Check Number	Deposit	Expense	Balance
5/10/2022	VFIS		\$242,500.00		
5/12/2022	Fire Trucks Unlimited	822000584		\$166,500.00	\$76,000.00

Summit Fire and Medical District Fire Board Meeting

Action 7b

To: SFMD Fire Board
From: SFMD Administration
Date: August 17, 2022
Title: Review discuss and possible action on 2 new treadmills at Station 33.
Recommended Action: Approval of treadmills

Action Summary: The two treadmills at Station 33 are inoperable. One will not turn on and the other can be repair, but repairs are not cost efficient. Captain Jameson who is the program manager requested these treadmills be replaced.

Financial Impacts: These funds were included in the 2022-2023 approved budget.

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

Key Considerations: Captain Jameson recommends the purchase of these treadmills from Tuff Thread as they are used by Sedona and Mesa Fire Departments/

Additional Info:

Attachments:

Suggested Motion I motion to approve purchasing two treadmills from _____

Tuff Tread

502 W. Montgomery STE 120 / Willis, TX 77378

Phone 800.827.2017 / Fax 888.898.8974

QUOTE

Date	Quote #
08/11/22	7560

Sold To: Summit Fire & Med. District
Rich Jamison
8905 Koch Field Road
Flagstaff, AZ 86004

Phone: (928)214-0077

Email: rjamison@sfmd.org

Ship To: Summit Fire & Med. District
Rich Jamison
8905 Koch Field Road
Flagstaff, AZ 86004

Phone: (928)214-0077

Email: rjamison@sfmd.org

Terms	FOB	P.O. Number	Ship Via
Credit Card	Conroe, TX	PHN RICK	LTL PPA

Qty	Part Number	Description	Unit Price	Ext. Price
2	NFTKTT2520	Tuff Tread CardioFit FIRE Heavy Duty Commercial Treadmill - Club Programmable 12 mph, 15% incline with Tuff Tread Manual Sled Push Program, Center Heart Rate Handle Bar included (No Contacts). This unit will be able to communicate with a Polar Chest Strap, WFI-Gerkin Protocols included, Standard 110 VAC	\$6,800.00	\$13,600.00

"Truly American Made " Best warranty in the Business! Motor 10 yrs., Electronics 5 yrs., Belts 3 yrs., Labor Warranty 1 yr., Lifetime Frame Warranty.

"Nothing comes close to the Tuff Tread durability" We save you substantial money on repairs and maintenance over many years.

Order Notes:

Normal lead time is 12 weeks for shipping after order received.
Please check with Tuff Tread for a more accurate lead time prior to ordering.

Shipping on thei quote good for 30 Days.

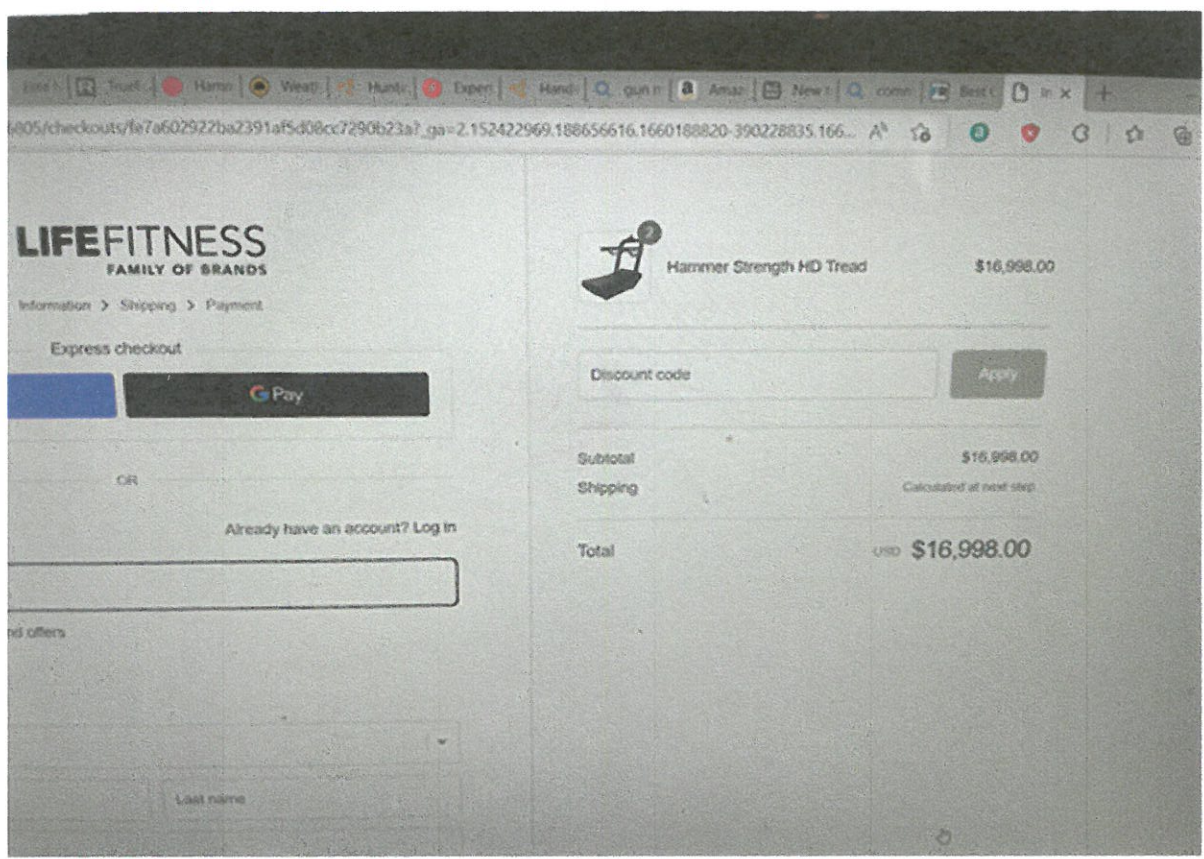
SubTotal	\$13,600.00
Sales Tax	\$0.00

Approx Ship Date: 12 weeks

Quote Exp Date: 2/15/2022

Shipping \$1,980.00

Total \$15,580.00



ROGUE®

545 E. 5TH AVE.
COLUMBUS, OH 43201

(614) 358-6190
TEAM@ROGUEFITNESS.COM

OFFICIAL QUOTE

Bill To:
RICH JAMISON
-
FLAGSTAFF AZ 86004

Ship To:
RICH JAMISON
-
FLAGSTAFF AZ 86004

Total Equipment Cost	\$15,398.00
Discount	(\$192.48)
Shipping (LTL)	\$0.00
Tax	\$1,396.02
Grand Total	\$16,601.54

Quote #: 125820

Weight	Brand	Item Description	SKU	QTY	Price	Total	Details
0 lbs	Samsara Fitness	TrueForm Runner - Performance - Red Track	SMS0001-P-Red	2	\$7,699.00	\$15,398.00	Ships in 4 Weeks

* Shipping quotes are only valid for 24 hours

* All previous versions of this form are obsolete

* Please ensure the items and quantities on this quote are correct prior to placing your order

* Custom products require review and approval by the Rogue creative team and may require modifications to be manufactured.

* 100% Due Upon Order unless otherwise Agreed Upon

* All POs are processed with Net 30 terms starting the date the order ships. POs over \$25,000 will require a 50 % deposit to initiate the order. The remaining 50 % of the balance will have Net 30 terms ** starting the date the order ships.* **If any invoiced amount is not received by the due date, then without limiting Rogue's rights or remedies, (a) out standing amounts will accrue late interest at the rate of 1.5% of the outstanding balance per month, or the maximum permitted by law, whichever is lower, and / or (b) future orders may be conditioned with a reduction or elimination of terms.

* Upon confirmation of this Order, and/or acceptance of the ordered product(s), you hereby agree to these credit terms.

8/11/2022 9:08:09 AM

Page 1 of 1

Summit Fire and Medical District Fire Board Meeting

Action 7c

To: SFMD Fire Board
From: SFMD Administration
Date: August 17, 2022
Title: Review discuss and possible action on new roof for Station 31 using capital funds.

Recommended Action: Approval of new roof

Action Summary: During the heavy rain fall the roof started leaking at Station 31. Upon repair of the leak it was recommended by the roofing company to have the roof replace.

Financial Impacts: These funds were not included in the 2022-2023 approved budget and we are requesting using Capital Fund to pay for repairs.

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

Key Considerations: Three quotes are attached.
MCR repaired the leak at no charge.
All companies can begin work no later than August 30, 2022.

Additional Info:

Attachments:

Suggested Motion I motion to approve using capital funds to have the roof repaired at Station 31 by

MCR ROOFING LLC ROC# 331369

2500 W Route 66 SPC 97
Flagstaff, AZ 86001 US
+1 9282205048
mcrroofing2913@gmail.com

Estimate

ADDRESS
Fire Station
6425 N Cosnino Rd
Flagstaff, Az 86004

ESTIMATE 1323
DATE 08/08/2022
EXPIRATION DATE 08/08/2022

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Roofing Job	<p>1. Remove 1 layer of asphalt shingles from existing roof system.(11,000 sqft)</p> <p>2. Roof to be dry-in with two runs of ice and water shield on bottom eaves (note: local building codes required 2' behind warm wall)</p> <p>3. Valleys will be reinforced with ice and water shield underlayment.</p> <p>4. Install synthetic (Dupont) underlayment on all surface not cover by ice and water shield. (Synthetic underlayment is stronger than standard felt underlayment).</p> <p>5. New drip edge 2" will be installed on all perimeter edges.</p> <p>6. New L metal will be installed where needed.</p> <p>7. Replace bad plywood deck at an additional cost of \$80 per sheet.</p> <p>8. New Architectural shingles (Landmark Certainteed 30 year) will be install using 6 nail per shingled to increased resistance against shingle blow offs.</p> <p>9.Installed hip and ridge.</p> <p>10. Flash all pipes with steel pipe flashings.</p> <p>11. All vents and pipes will be properly sealed and painted.</p> <p>12. 2 year no leak guarantee and the manufactured warranty.</p> <p>13.Material, labor and trash removal included.</p> <p>14. 50% to be paid on start of a job, the balance to be paid on completion of job.</p>	1	46,400.00	46,400.00
Roofing Job	<p>Low Slope Roof</p> <p>1 . Remove 1 layer of roll roofing from existing roofing system (5000 sqft)</p>	1	0.00	0.00

2. Roof to be dry in with peel and stick base.

3. New drip edge will be install on all perimeter edges.

4. Cap sheet peel and stick will be installed.

When this estimate is sign by both parties involved it, becomes a contract.

SUBTOTAL

46,400.00

TAX

TOTAL

\$46,400.00

Accepted By

Accepted Date



Polaris Roofing Systems

2420 N 3rd St. STE B
Flagstaff, AZ 86004
ROC-277439
ROC-277845
ROC-291406

August 30, 2022
Start date

SUMMITFIRESTATION#31

SUMMITFIRESTATION#31

DESCRIPTION	QTY
1. Remove - tear off, haul, clean and dispose of existing underlayment system and 30 Year Laminate Shingle	113.64 SQ
2. 30 year Laminated Architectural Shingle - Includes % waste, nails, mastic, freight, delivery, roof load and install. 6 year leak free warranty	127.33 SQ
3. Ice & water shield - To meet and exceed code - To be installed on all eaves, valleys, penetrations and problematic areas	3,777.00 SF
4. Roofing felt - Premium synthetic underlayment	75.87 SQ
5. Drip edge - 2x2 metal drip edge around perimeter	852.00 LF
6. Starter shingles - Installed around perimeter to meet manufacturer warranty requirements	852.00 LF
7. Ridge shingle - Low Profile Shadow Ridge Shingle	383.00 LF
8. Modified bitumen roof	3.00 SQ
9. Bitumen roof - base sheet - self-adhering	3.00 SQ
10. Flashing - pipe jack	6.00 EA
11. Flashing - pipe jack - 6"	4.00 EA
12. Roof vent - turtle type - Metal	3.00 EA
13. Furnace vent - rain cap and storm collar, 5"	3.00 EA
14. Install/replace rotten sheathing as needed - To be billed as Time + Material at time of install at \$105 per sheet/board. Install wall flashing as needed - To be billed as Time + Material and time of install at \$10/LF.	1.00 EA
15. Warranty - Polaris offers a 6 year leak free workmanship warranty - transferable. Shingles to hold a prorated lifetime manufacturer warranty.	1.00 EA
16. Communications Antenna will need to be removed while the roof work is happening. Polaris can reattach the mounts but it is heavily recommended that a licensed certified communications technician is scheduled to come out by Summit Fire to realign/ re-adjust the communications antennas.	<u>1.00 EA</u>

Labor Minimums Applied

DESCRIPTION	QTY
17. Heat, vent, & air cond. labor minimum	1.00 EA

Grand Total

\$54,419.69

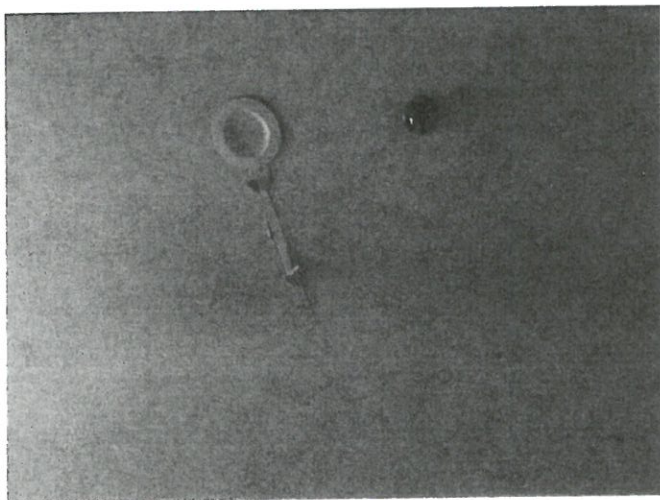
Caleb Markosian
Project Manager



Polaris Roofing Systems

2420 N 3rd St. STE B
Flagstaff, AZ 86004
ROC-277439
ROC-277845
ROC-291406

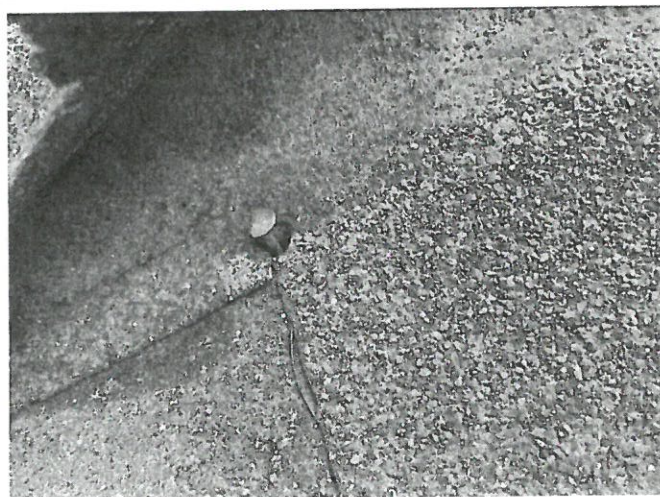
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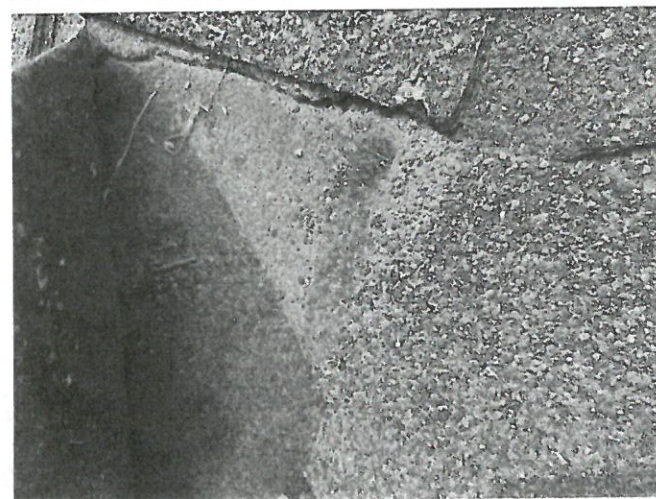
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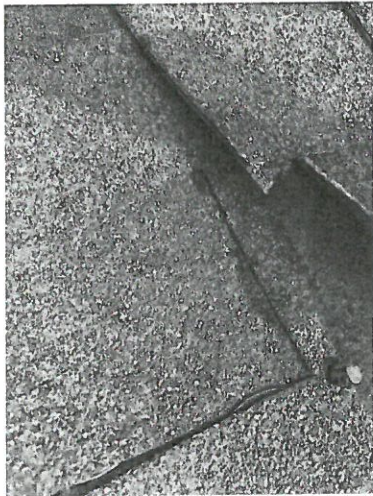




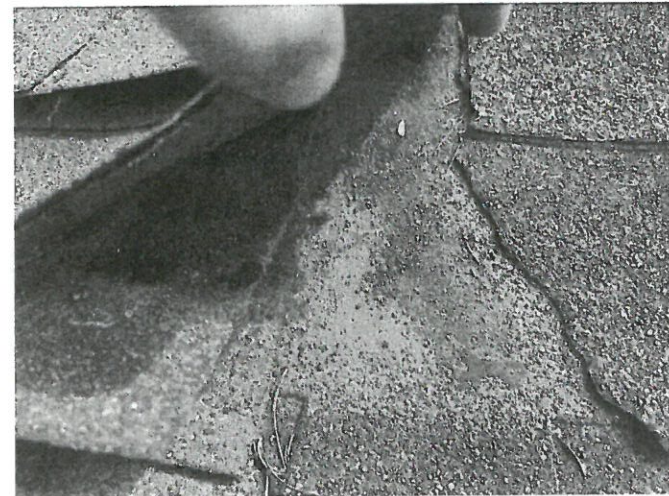
Polaris Roofing Systems

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ROC-291406

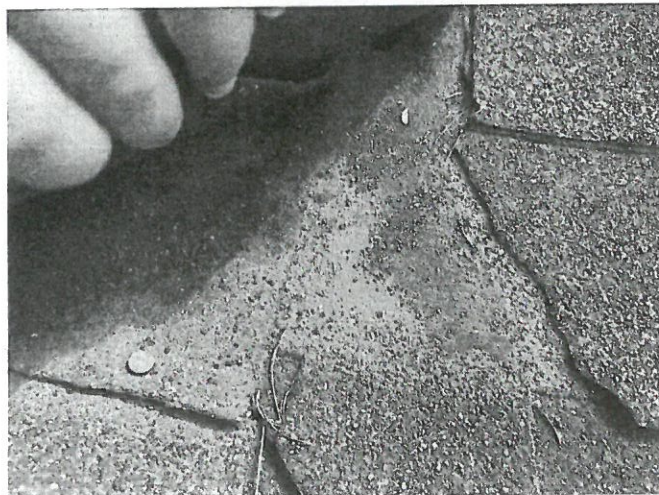
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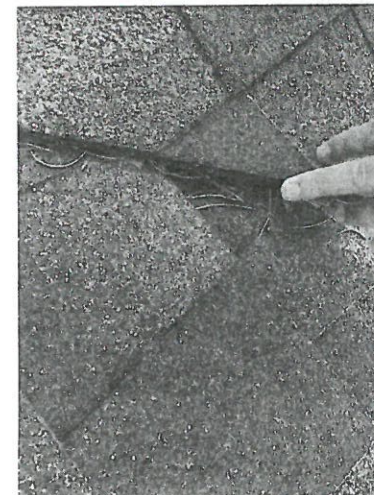
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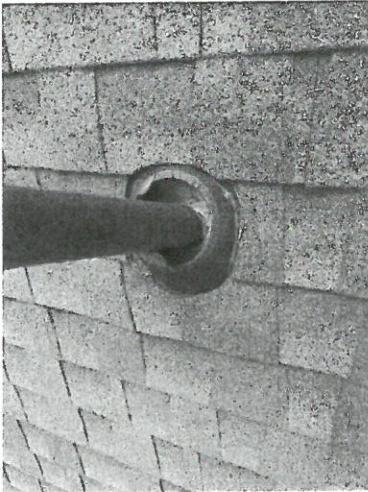




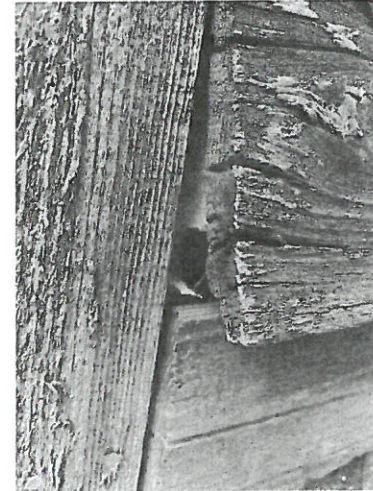
Polaris Roofing Systems

2420 N 3rd St. STE B
Flagstaff, AZ 86004
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ROC-277845
ROC-291406

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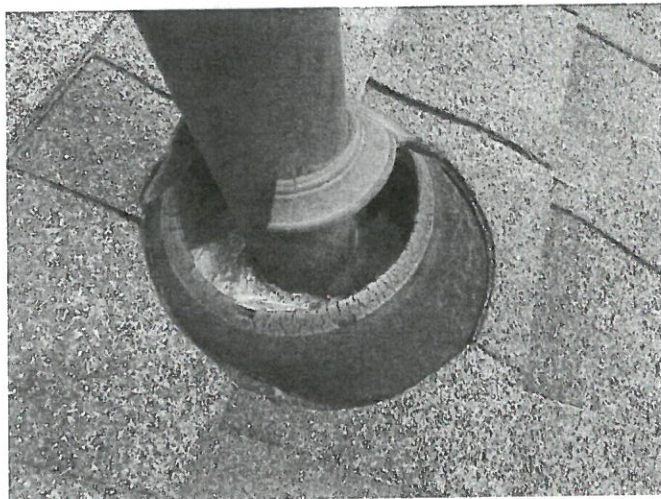




Polaris Roofing Systems

2420 N 3rd St. STE B
Flagstaff, AZ 86004
ROC-277439
ROC-277845
ROC-291406

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16

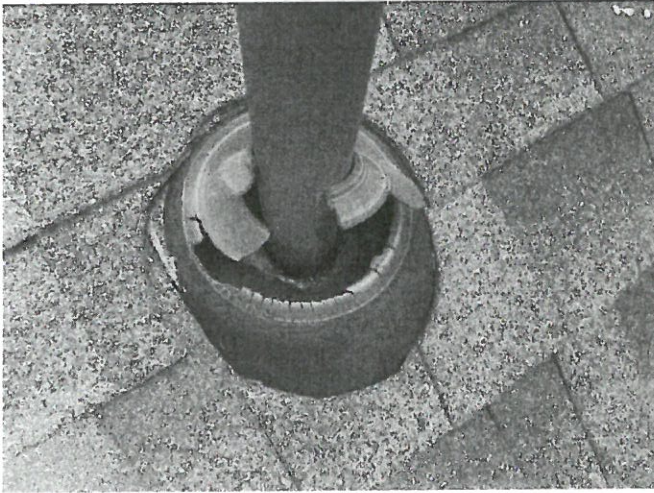




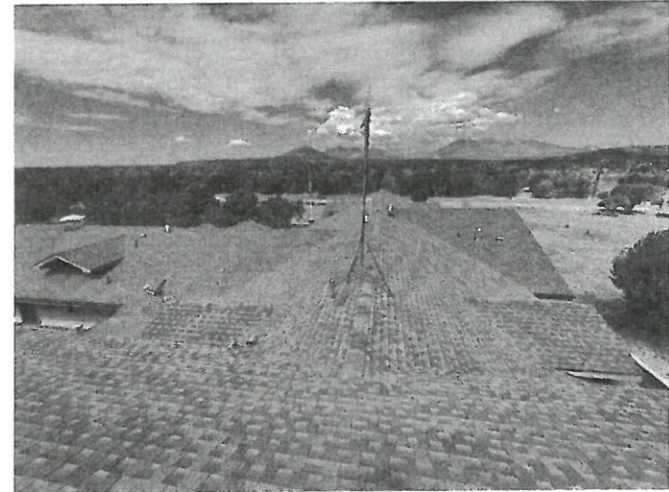
Polaris Roofing Systems

2420 N 3rd St. STE B
Flagstaff, AZ 86004
ROC-277439
ROC-277845
ROC-291406

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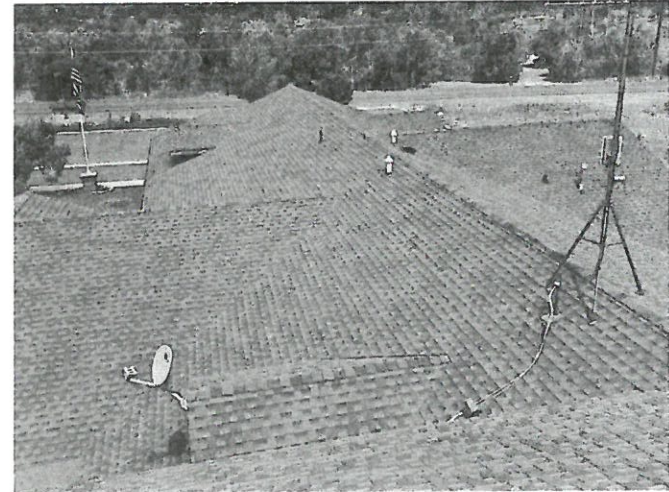
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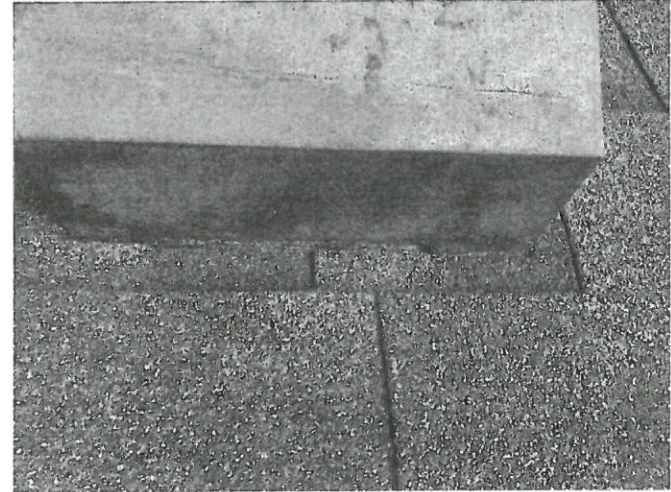


2420 N 3rd St. STE B
Flagstaff, AZ 86004
ROC-277439
ROC-277845
ROC-291406

21



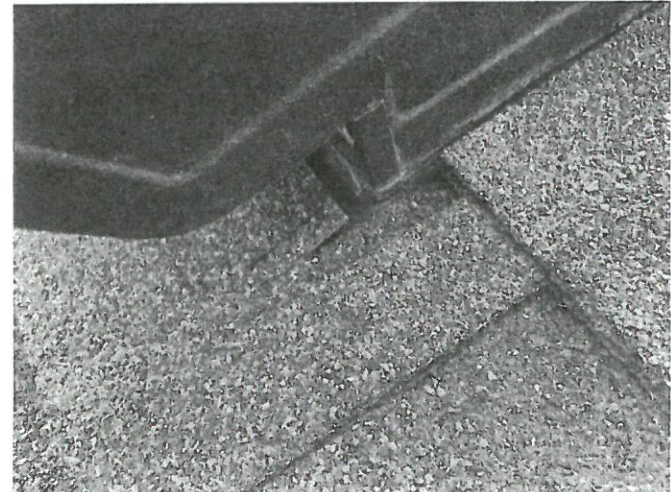
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24

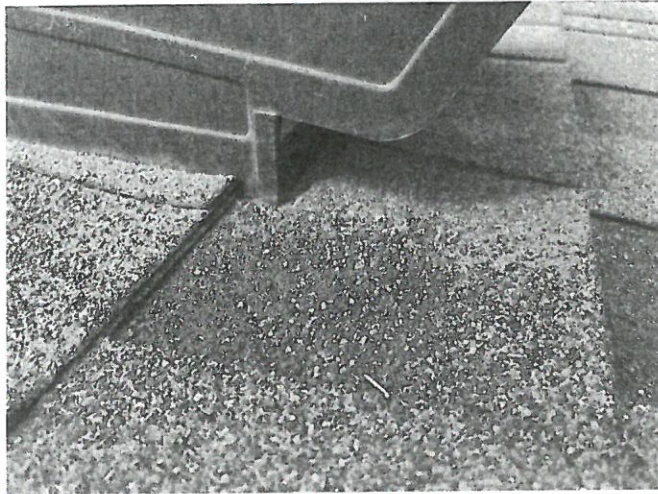




Polaris Roofing Systems

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ROC-277439
ROC-277845
ROC-291406

25





Tiger and services llc

4580 Centaurus Rd

Bellemont

86015

☎ (928) 221-7105

☎ 9288531677

ghood@tigerandservices.com

ESTIMATE

EST495

DATE

Aug 12, 2022

TOTAL

USD \$64,190.78

TO

Mrs.reed

Deanna reed

6425 n conino rd

Flagstaff az 86004

☎ 9288309322

dreed@sfmd.org

DESCRIPTION	RATE	QTY	AMOUNT
Tear off dispose of comp shingles	\$79.99	113.49	\$9,078.07
Tear off torch down roof	\$49.99	4	\$199.96
Install ice and water sheild through valleys and 24 inch to pass interior wall	\$1.99	4,900	\$9,751.00
Replace any plywood needed under peice contained in this quote	\$0.00	1	\$0.00
Install synthetic felt	\$49.99	164.49	\$8,222.86
Install flashing along each side of dormers See pics for detail	\$7.19	86	\$618.34
Install 2x2 dripedge	\$2.19	1,113	\$2,437.47
Install new pipejacks	\$49.99	7	\$349.93
Install malarkey Vista shingles (10% waste)	\$239.99	124.79	\$29,948.35
Install ridge cap	\$7.17	264	\$1,892.88
Install sav base for flat area	\$189.99	4	\$759.96
Install cap sheet/modified bitumen with waste	\$199.99	4	\$799.96
Dumpster and trash clean up	\$658.00	4	\$2,632.00

DESCRIPTION	RATE	QTY	AMOUNT
2 story charge waived	\$0.00	1	\$0.00
5 year workmanship warrenty	\$0.00	1	\$0.00
40 year malarkey vista manufacturers warrenty Vista shingles are one of the best quality shingle i have used.. i have been roofing here for 23 years and these shingles survive hail storm's, weather and they have a full warrenty which means they cover labor+ materials if there is any problems	\$0.00	1	\$0.00
SUBTOTAL			\$66,690.78
DISCOUNT			-\$2,500.00

Thank you for trusting Tiger and Services with your roofing needs. This estimate is good for 30 days.
50% is required as a start up cost and remainder upon completion.

If you have any questions, please call
Gabriel M Hood
928-853-1677
Ghood@tigerandservices.com

TOTAL USD \$64,190.78

The property owner has the right to file a written complaint with the registrar for an alleged violation of section 32-1154, subsection A. Complaints must be made within the applicable time period as set forth in section 32-1155, subsection A online at www.roc.az.gov or by phone at (602) 542-1525.

Residential ROC# 330410
Commercial ROC# 338205



This is the area where snow builds up. Ththey need a 3x5 flashing on each side of each dormer

Summit Fire and Medical District Fire Board Meeting

Action- 7d

To: SFMD Fire Board
From: SFMD Administration
Date: August 17, 2022
Title: Review, discuss and possible action on policy 203

Recommended Action: Approval of the recommended changes to Policy 203

Action Summary:	Establishing a clear process for purchasing and updating the amount needing Board approval due to increased costs nationally.
Financial Impacts:	The impacts from these new proposed changes will still need to be within the approved budget while allowing for smaller projects to be completed without waiting for a board meeting.
Relation to Goals:	Create efficiencies that improve and sustain the capabilities of the District and Improve the resources of the District both human and capital
Key Considerations:	Process is critical for our members to understand and for us to follow to ensure we are managing revenues appropriately
Additional Info:	This helps meet the intent of process and transparency when spending taxpayer revenues. It allows for more efficient purchasing in a timely manner on smaller equipment or repair invoices.
Attachments:	See attached proposed policy changes
Suggested Motion	Recommend we approve and adopt the proposed changes to Policy 203

Summit Fire and Medical District Purchase Request		Page 1 of 2
Volume: General	Section: Administration	Number: 203
Subject: Purchase Request / Purchase Orders		
Date Issued: Rescinds:		Originator: Admin Staff

PURPOSE

This policy applies to every employee at Summit Fire and Medical District (SFMD) charged with making purchases on behalf of the District. The objectives of this policy is to exercise timely and effective budgetary control, to prevent unauthorized purchases and to properly plan and coordinate procurement of goods and services at the lowest cost; and to ensure that the purchase of all goods and services are properly authorized and documented for independent review and verification.

POLICY

Considerable authority has been delegated to SFMD program leads and Administrative staff to make purchasing decisions. This requires that employees involved at every step of the process take full responsibility for understanding this policy. Purchasing decisions are business decisions made on behalf of SFMD and therefore should be made with the utmost consideration for what is in the best interest of SFMD. Purchases also need to be made in the most efficient and cost-effective manner. The following procedures ensure that appropriate business processes occur when dealing with outside vendors. All purchases made on behalf of SFMD and with SFMD funds become the property of SFMD. This property must be maintained by the Program leads, Captains and Battalion Chief responsible for the program and or use.

PROCEDURE

All program purchase requests must be completed by the Program Lead, through the formal chain of command to include final approval by the Admin Officer or Admin Deputy Chief/Captain, Administration Assistant or EVT Mechanic intending to make the purchase. This me and must also include all the -vendors' information, and itemized estimated cost of items s, s-including shipping and tax.

· Any purchase between \$1k-\$4.9k must get prior approval from the Admin Officer or Admin DC and **should** have three bids/quotes.

· Any purchase over \$5k must get prior approval from the Admin Officer/DC and **must** have three bids/quotes

· Any purchase over \$15k must get approval from the Admin Officer/DC along with three bids/quotes and then must get Summit Fire Board approval prior to purchase.

Formal Exceptions to Three (3) Bids/Quotes:

- **Cooperative Contract:** Using a cooperative type of contract removes the need for three bids (must attach most recent copy of the contract with the requisition) due to the competitive bid process already being completed by another municipality.
 - **Sole Source:** A type of equipment that is only made by a single vendor, and not available through any other comparative type of equipment may use a Sole Source clause.
 - **Proprietary:** A piece of equipment that is the exact type/brand or model we need for consistency and standardization
- * Sole source and Proprietary forms must be completed with the original requisition.*

Other Exceptions:

- If program leads are unable to get three quotes but have attempted, they must provide a written document along with the proposed bid/quote to justify why there are less than three bids/quotes for Admin and or the Fire Board (depending on cost) to make a formal decision prior to purchase.
- The Admin Officer/DC has the authority to make purchases over \$15k in an emergency circumstance without preauthorization from the Fire Board. Once emergency circumstances are over, they must bring these purchases to the next Fire Board meeting as an agenda item along with justification for the emergency process.
- This procedure does not apply to reimbursable wildfire callout charges/purchases while on assignment.
- Administration has numerous on-going and routine expenses that do not require PO's or formal board approval. Example: utilities, medical, insurance, on-going contractual payments, etc.

Additional Purchasing Requirements:

- Any new vendor (who we have not ordered from before) must complete a W-9 to have on file with the District for tax purposes. The District is not considered a tax-exempt entity; therefore, we must be charged sales tax.
- Orders cannot legally be split up to keep each one under \$5k if you know you are purchasing multiple items from the same vendor within a 2-month timeline.

Expected Timing for the Purchasing Process:

- All POs through the District over \$15k will be processed after the next board meeting with their approval. All board approved POs for the District will take 1-2 weeks to process after the board meeting.
- ~~Purchases over \$1,000 must have three bids attached to the purchase requests and justification for the preferred vendor, unless this is a sole source purchase or a Government procurement contract item. If it is an ongoing purchase, purchase request are not necessary. This policy covers all program purchases included items paid by invoice, petty cash and credit cards.~~

~~All purchase requests must be accompanied with an itemized quote of what is being purchased from the vendor, including shipping. If ordering online print a copy of the page you are ordering from that shows the cost and items ordering.~~

- ~~Prior to ordering the correct authorizations must be in place.~~

Approval process:

-
- ~~Program Captains > Battalion Chief > Administration~~
- ~~EVT Mechanic / Administrative Assistant > Administration~~

~~Administration refers to Fire Chief, Deputy Chief or Administrative Officer.~~

~~A purchase request must be submitted and approved prior to purchasing any items. Make sure vendors put the purchase order number on your order. Items may be returned if proper approvals have not been put into place prior to purchasing items.~~

~~Apparatus PO's~~

~~EVT Mechanic may make local (within the City of Flagstaff or SFMD Boundaries) purchases up to \$500 without a purchase order.~~

~~EVT Mechanic has the authority to make purchases in an emergency circumstance without pre-authorization. Once emergency circumstances are over EVT Mechanic will create and get authorizations for purchase orders and purchases.~~

~~Administration has a number of on-going and routine expenses that do not require PO's. Example: utilities, medical, insurance etc.~~

~~Splitting orders will not be allowed to by-pass this policy.~~

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

~~Before purchasing any items, it must be verified that SFMD does not have a supply or stock of the item.~~

~~Following purchase, the purchase request, itemized store receipt or itemized credit card receipt must be returned to Administration within one (1) week of purchase for proper processing.~~



PURCHASE REQUEST

8905 Koch Field Road Flagstaff AZ 86000

Phone: 928-526-9537 Fax: 928-526-2750

Email: tammy@sfmd.org

DATE

VENDOR

~~[Company Name] [Street Address] [City, ST ZIP Code] [Phone]
[Email]~~

Ordered by		Program	Method of Payment	
QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
SUBTOTAL SHIPPING			\$	-
Program Captain / EVT Mechanic / Admin Asst. Date — SALES TAX				
TOTAL				
			\$	-

Battalion Chief

Date _____

Administration

Date _____

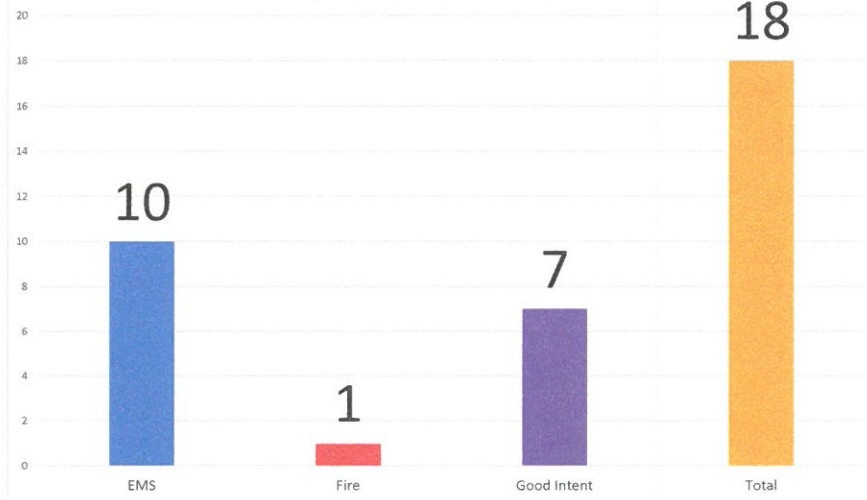
Fire Board _____ Date _____

~~Purchases over \$9,000 must be approved by the Fire Board at a public meeting~~

Approval process → Program Captain → Battalion Chief → Administration

AT Station 32

July 2022 Restructure #32 into 33



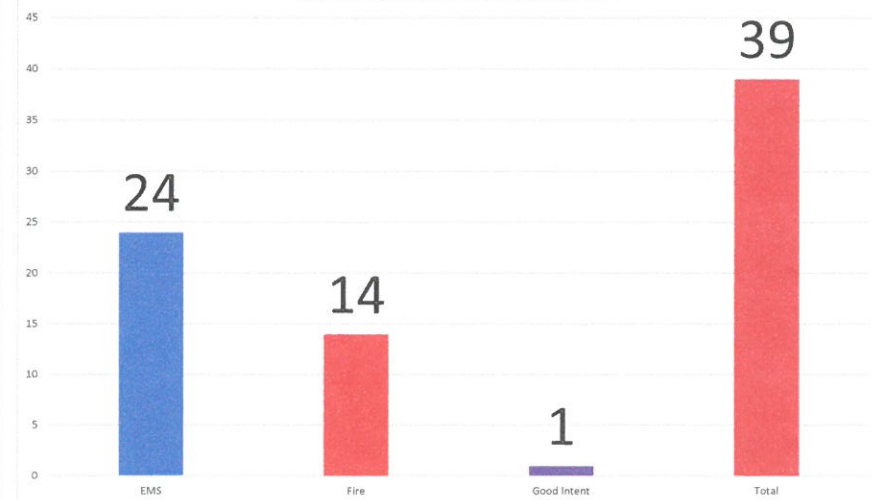
Average Response Times E-32 8:07

Average Response Times E-31 6:45

E-31 Responded to 2 calls: 1 EMS 1 Good Intent

At Station 33

May 2022 Restructure #33 into 32



Average Response Times E-33 6:06


Average Response Times E-31 9:25

Response Time Performance-1st on Scene

Emergency (Code 3) Responses that Meet the Defined Standard/All Emergency Responses in the Defined Area

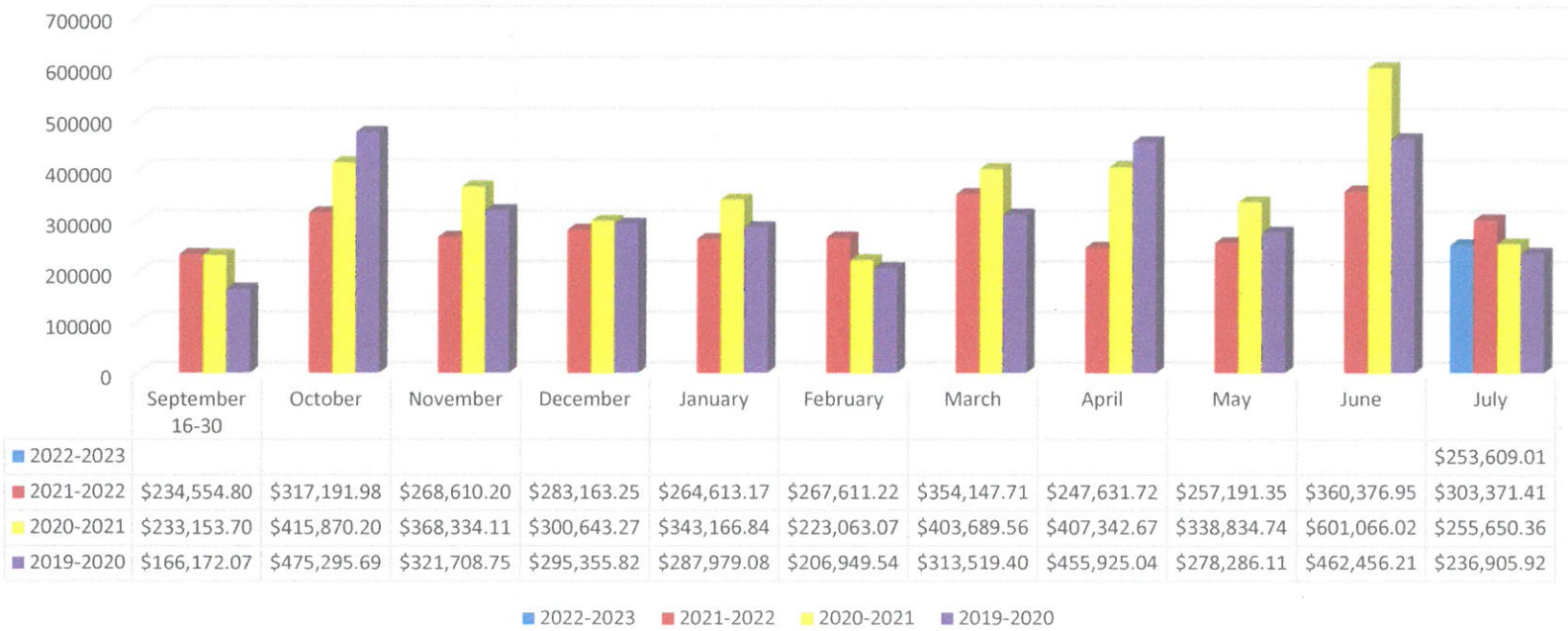
Reference Center for Public Service Excellence (CPSE)*

The Goal is to be Above 90%

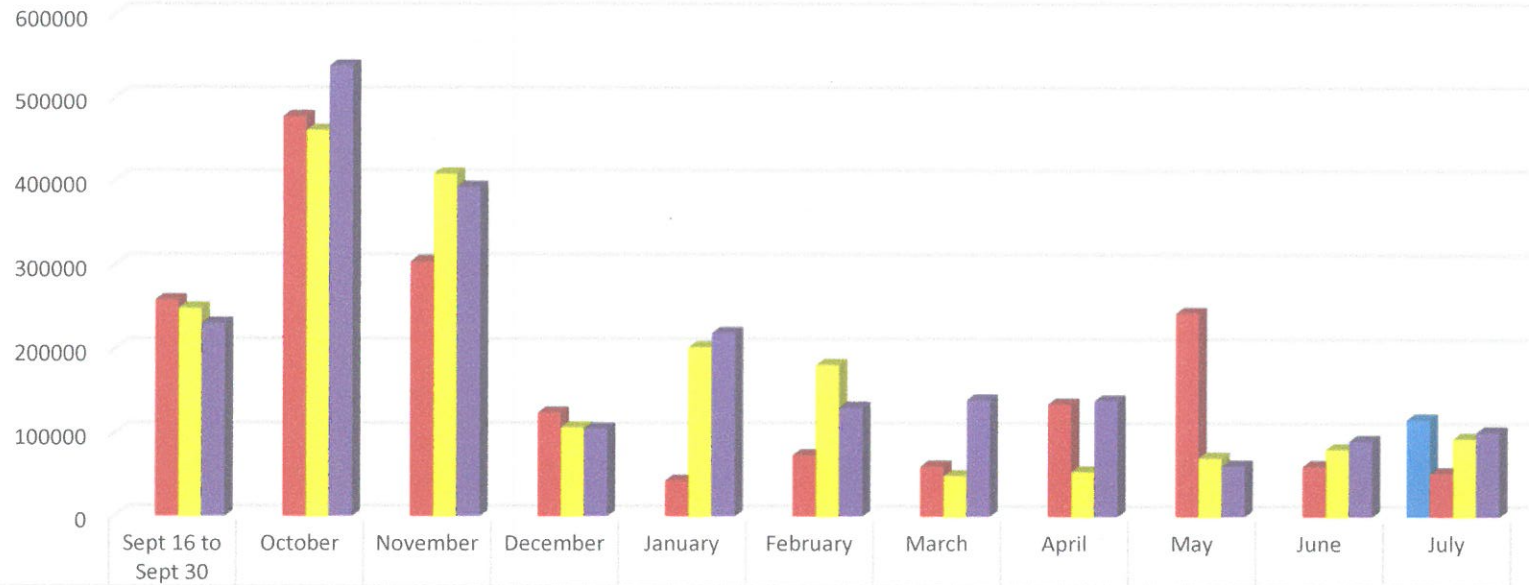
	Call Process Time	Turn Out Time	Response Time URBAN	Response Time RURAL	Average 911- to On Scene Time
	Dispatch Time NFPA 1710 - 1 Min	Dispatch Time NFPA 1710 - 1 Min	4 Minutes	10 Minutes*	Response Times
CPSE Times	Flag Dispatch AVG 1:20	Majority Code 3 EMS			
Dispatch Times	1:20	1:00	% Calls	% Calls	
Jul-22			% Calls	42% 38	11:58
Station 31			% Calls	84% 50	8:02
Station 32			% Calls	50% 2	9:15
Station 37					8:21
City of Flagstaff					
CAFMA				December 2021 8:37 Rural	
Buckeye Valley				2021-Average-Eng. 9:05	
Highlands				May 2022 8:16 All Response	

* SFMD/FFD average response time include Call Processing time, Turnout Time and Travel Time

Payroll



Expenditures- Payroll Not Included



■ 2022-2023												\$117,448.15
■ 2021-2022	\$258,369.38	\$477,156.00	\$303,823.44	\$124,675.50	\$43,027.02	\$73,875.06	\$60,552.17	\$135,297.75	\$243,131.82	\$60,858.29	\$52,762.02	
■ 2020-2021	\$248,567.36	\$461,018.11	\$408,422.39	\$107,153.93	\$202,489.21	\$182,119.48	\$49,211.19	\$54,169.63	\$71,022.43	\$81,526.61	\$94,448.70	
■ 2019-2020	\$230,422.60	\$538,333.55	\$392,779.18	\$105,559.83	\$219,479.13	\$131,014.61	\$140,262.19	\$139,164.31	\$61,363.93	\$91,407.47	\$102,154.75	

■ 2022-2023 ■ 2021-2022 ■ 2020-2021 ■ 2019-2020