



PUBLIC NOTICE
REGULAR BOARD MEETING AGENDA
Wednesday, June 21, 2023
Station 32, 8905 Koch Field Road, Flagstaff AZ 6:00 pm

www.zoom.us / Meeting ID: 890 0613 6919 Passcode 422763

<https://us02web.zoom.us/j/89006136919?pwd=RHZoUjBUY25wdlM1SndvZWp2Y1BaUT09>

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 **Regular Session on Wednesday June 21, 2023, 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. **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, 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. 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. Discussion and Approval of the Regular Board Meeting Minutes of May 17, 2023
 - b. Approval of Reconciliations and Financial Reports for May 2023

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:
- Monthly Run Report – On Duty Battalion Chief
 - Monthly Chief Updates - Chief Gaillard, Chief Wilson, Chief Fennell
 - Local 1505 Update – Union Representative
 - Coconino County Update
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.
- Public Hearing
 - Open Public Hearing- Board Chair: **“I declare the Public Hearing on the Summit Fire & Medical District’s Fiscal Year 2023-24 Budget open for public comment”**.
The tentative fiscal year budget was posted and published in accordance with Arizona Revised Statutes. At this time, we have not received any comments about the budget. If you wish to address this Board, please state your name and address for the record.
 - Close Public Hearing- Board Chair: **“I declare the Public Hearing to be closed”**.
 - Review, discuss, and possible action on Resolution 2023-01 of the Summit Fire and Medical District adoption of the Chief’s Proposed 2023-2024 Fiscal Year Budget.
 - Review, discuss, and possible action on Resolution 2023-02 of the Summit Fire and Medical District adoption of the GO Bond Budget for Fiscal Year 2023-2024.
 - Review, discuss, and possible action on renewal of “Memorandum of Understanding” (MOU) between SFMD and United Summit Firefighters 1505, with current revisions.
 - Review, discuss, and possible action on Executech’s proposal for our switch from a local server to the cloud. Project cost of \$10,118.50.
8. **FIRE BOARD COMMENTS**- Board Member comments are meant to inform and clarify. No action will be taken. Only Board Members can speak.

ADJOURNMENT

Posted on or before June 20, 2023, which is at least 24 hours prior to the Public Hearing. 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.



BOARD MEETING MINUTES

Wednesday, May 17, 2023

Station 32, 8905 Koch Field Road, Flagstaff AZ

1. **CALL TO ORDER**

Chairman Timney called the Regular Board Meeting to order at 6:08 pm.

2. **ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**

Members Present: Chair Jim Timney, Board Members Robb Faus, and Jim Daskocil

Members Absent: Rick Parker, Scott Walton

Administration: Deputy Chiefs Mark Wilson, Chris Fennell, Vivian Fennema, Tammy Schieffer, Labor Rep C. Robinson Chief Gaillard was in Phoenix at the Baggers Conference

3. **Pledge of Allegiance**

4. **CALL TO THE PUBLIC**

- a. **John Ruggles, 11731 N Copeland;** referenced ARS 38.431 statutes on Public "subject to reasonable time..." Board Handbook rule 7, no member of the board or public should be allowed to speak more than 5 minutes. He is not asking for 5 minutes, just 3.
- b. **Marilyn Ruggles, 11731 N Copeland;** Page 11, "Fire board chairman may define the length of time that the public may speak". She researched other districts' websites and some have links to the Fire Board Handbook. She recommends that we do the same, after some editing is done.

5. **CONSENT AGENDA**

- a. Discussion and Approval of the Regular Board Meeting Minutes of April 19, 2023.
- b. Approval of Reconciliations and Financial Reports for April 2023.

No questions from the board.

Board Member J. Daskocil motioned to approve item A and B on the agenda. Motion was seconded by R. Faus.

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Daskocil, Timney, Faus

NAYES: None

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

- a. Monthly Run Report

DC Fennell reported:

- Run report for April 2023. Total of 107 calls, with 68 being emergent calls. District 31 ran 9 calls, District 32 ran 30, District 33 ran 9, and District 37 ran 6.
- Avg response times: Sta# 31 at 6.82 min, #32 at 5.84 mins (this station was manned), #33 at 8.25, #37 at 6.72 mins and GMT at 13.84.

- b. Monthly Chief Updates: Fennell and Wilson

DC Fennell:

- One of our 3 SFMD recruits was voted "Recruit of the Week", which he was very excited about.

- We will be having another Academy in September with probably 9-10 recruits in that. We are accepting applications through May 31st.
- The BC assessment center is scheduled for this coming Wednesday with 2 from Highlands and 3 from Summit.
- We have 2 people on Light Duty (Hernandez and M Gibbs) they have been working on the Flow MSP preplan program and ESO QA reporting.

Chief Wilson:

- We will be addressing the topic of “Public Comment” time to speak at the July Board Meeting.
- There will be a short video coming out to educate citizens on safe burning of yard debris. We had an incident where someone was burning weeds and caught the side of the house on fire.
- We will be working on the Program Budgets for next fiscal year here in the next few weeks.
- The administrative office will be closed on May 23rd so that Ms. Tammy and Ms. Viv can attend a training down in Prescott.

c. Local 1505 Update:

- Casey reported that we lost another employee. Rhyen Brown to a position with Daisy Mountain, down in the valley. Luckily, we have 3 recruits in the current academy.
- Fill the Boot was last week. This year we combined with all the GFR and covered more of the larger businesses in town.
- The Union hockey team took the Championship this year. It is rumored that Casey is the best player on the team! (for his age, that is)

d. Coconino County Updates: Viv reported that we had the PIO from the County scheduled to give an update on the Government Tank area, as it pertains to possible flooding, but he had to cancel at the last moment. He hopes to attend our next board meeting in June.

At this time, we would like to celebrate the promotion of Engineer Brandon Gia and Engineer Brandon Swatzell. Their families attended and, following tradition, performed the “Badge Pinning” on the newly promoted Engineers.

7. **NEW BUSINESS / ACTION ITEMS - Public Comment:** (item 8a on the agenda)

- a. Review, discuss, and possible action on FY 23-24 Chief’s Proposed Budget for 20-day postings for public comment.

Chief Wilson: This is the information we went over during the budget workshop, so we will just hit the highlights of the 23-24 Chief’s Proposed Budget. The first item is PAYROLL which shows a market increase of 6% across the board to try to get our folks closer to a competitive range that is out there. Our total EXPENSES for the year are \$7,606,719. We have anticipated total revenue of 7,666,411, which should put our Budget Stabilization account right at 1.2m at the end of the fiscal year. The budget does show placeholders for GRANTS and WILDLAND CALLOUT funding which has to be shown in your budget in case there are funds that come in for those areas. We are proposing that we move the Mill Rate from 3.25 to 3.50 for the upcoming year which will allow us to start building some capacity for future needs such as apparatus replacement and capital needs for possible station relocation which was identified as a need during the Eastside Restructure Project. We put together a 2-year budget but today you will be just voting on the first year. So our recommendation is that you propose to adopt the 2023-2024 Chief’s Proposed budget for the 20 days posting for public comment.

Board Member Faus made a motion to adopt the 2023-2024 Chief's proposed budget for the 20 days posting for public comment. Motion was seconded by Chair Timney.

Discussion: None

Vote conducted. MOTION CARRIED with a vote of 2 to 1 in support of the motion.

AYES: Timney and Faus

NAYES: Dorskocil

- a. Review, discuss, and possible action on FY 23-24 GO Bond Repayment Budget for 20-day postings for public comment. DC Wilson announced we have made our last payment to the County for the catch- up loan we had from them. Our assessed value for the district has gone up to \$160,081,662 so we were able to decrease our bond rate charged to property owners for the Bond portion of taxes from .1942 to .1347.

Board Member Dorskocil made a motion to adopt the FY 23-24 GO Bond Repayment Budget for the 20-day posting for public comment. Motion was seconded by Board Member Faus.

Discussion: None

Vote conducted. MOTION CARRIED unanimously by those in attendance.

AYES: Timney, Faus, and Dorskocil

NAYES: None

BOARD COMMENTS

JD: I appreciate the hard work by administration to put this together. The reason I voted no on the budget is after we lost a station/had to close a station, and with compensation up there, benefits are up there, and our services are reduced. Basically, we are paying more for less. I think we need to sharpen our pencils and we have a lot of work ahead of us, but I appreciate all the work admin has done. Thank you, Union.

RF: Thank you for you all being here. We appreciate your participation. It's uncanny how you guys ask for things and speak your mind, then low and behold things happen. Congrats to the hockey team. So my opinion, I am thinking way out in the future, I have 3-4 years on the board. This is a big thing to tackle, it won't be easy, but we will get it done in some way, shape, or form.

DC Wilson asked the Chairman if we could go back to item 8a on the agenda to get some clarification on something I am unsure of. We have a quorum of 3 which represents a majority of the board. Then we have a vote of 2/1 which is not a majority of the board, so I am not sure, and I want to confirm the vote on the budget. It was confirmed that a majority vote of 2 to 1 with a quorum of 3 does pass.

JT: I know it has been rough what we have had to go through with the community and closing of a station. But I think the bottom line here is if we can maintain our staff and not keep losing them. That is very important and until we get that under control we have to close a station.

ADJOURNMENT

Motion to adjourn by Board Member Dorskocil, seconded by Board Member Faus.

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Timney, Dorskocil, Faus

Board Meeting Adjourned at 6:48 pm

Respectfully submitted by:

Robb Faus, Board Clerk

Summit Fire & Medical District

Account Balances

Registered Balance	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	% of Budget Year
Budget Stabilization	\$2,245,454.91	\$2,561,076.00	\$2,832,353.27	\$2,629,145.52	\$2,410,493.61	\$2,041,695.77	\$2,994,767.34	\$2,796,858.07	91%
OWA	\$174,359.97	\$183,336.89	\$175,373.04	\$175,557.73	\$175,353.38	\$175,616.18	\$175,775.64	\$176,475.83	
Petty Cash	\$1,481.62	\$1,731.62	\$2,031.62	\$1,651.33	\$2,005.83	\$2,187.70	\$2,617.87	\$2,802.22	
Capital	\$207,334.22	\$207,426.59	\$256,030.40	\$256,268.03	\$256,497.17	\$256,881.24	\$310,997.96	\$311,292.85	
Westside Capital	\$421,793.42	\$421,984.49	\$422,615.76	\$423,062.33	\$423,440.60	\$424,074.65	\$424,459.71	\$424,946.53	
Emergency	\$161,889.94	\$161,963.28	\$162,205.57	\$162,376.97	\$162,522.16	\$162,765.52	\$162,931.31	\$163,100.16	
Debt Services / GO	\$159,070.71	\$201,084.80	\$119,606.32	\$124,928.79	\$130,154.86	\$138,297.30	\$212,113.60	\$223,110.51	
Contingency / COP	\$1,875,931.19	\$1,885,931.19	\$1,777,203.21	\$1,777,203.21	\$1,777,203.21	\$1,777,203.21	\$1,777,203.21	\$1,777,203.21	
TOTAL	\$5,247,315.98	\$5,624,534.86	\$5,747,419.19	\$5,550,193.91	\$5,337,670.82	\$4,978,721.57	\$6,060,866.64	\$5,875,789.38	

Summit Fire District
Reconciliation Summary
101 County Treasurer, Period Ending 05/31/2023

	May 31, 23
Beginning Balance	3,090,760.37
Cleared Transactions	
Checks and Payments - 75 items	-355,936.55
Deposits and Credits - 126 items	237,331.39
Total Cleared Transactions	-118,605.16
Cleared Balance	2,972,155.21
Uncleared Transactions	
Checks and Payments - 10 items	-76,149.98
Total Uncleared Transactions	-76,149.98
Register Balance as of 05/31/2023	2,896,005.23
New Transactions	
Checks and Payments - 12 items	-99,147.16
Total New Transactions	-99,147.16
Ending Balance	2,796,858.07

County Act

reconciled 6/6/23
y

Summit Fire District Reconciliation Detail

101 County Treasurer, Period Ending 05/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,090,760.37
Cleared Transactions						
Checks and Payments - 75 items						
Bill Pmt -Check	04/13/2023	82300...	Highlands Fire	X	-10,662.50	-10,662.50
Bill Pmt -Check	04/19/2023	82300...	Orion Energy Inc.	X	-368.57	-11,031.07
Liability Check	04/27/2023	82300...	Met-Life - Group Be...	X	-3,491.56	-14,522.63
Liability Check	04/27/2023	82300...	Nationwide Trust Co...	X	-2,351.17	-16,873.80
Bill Pmt -Check	04/27/2023	82300...	LN Curtis & Sons	X	-2,302.08	-19,175.88
Liability Check	04/27/2023	82300...	United Summit Fire ...	X	-1,201.68	-20,377.56
Bill Pmt -Check	04/27/2023	82300...	APS	X	-383.95	-20,761.51
Bill Pmt -Check	04/27/2023	82300...	Optimum Business	X	-319.16	-21,080.67
Bill Pmt -Check	04/27/2023	82300...	Right Water Hauling...	X	-123.00	-21,203.67
Bill Pmt -Check	04/27/2023	82300...	Aramark	X	-51.27	-21,254.94
Liability Check	04/27/2023	82300...	5 Star Life Insuranc...	X	-34.67	-21,289.61
Check	05/04/2023	82300...	National Bank of Ari...	X	-19,304.50	-40,594.11
Bill Pmt -Check	05/04/2023	82300...	APS	X	-999.64	-41,593.75
Bill Pmt -Check	05/04/2023	82300...	AT&T Mobility	X	-370.94	-41,964.69
Bill Pmt -Check	05/04/2023	82300...	Optimum Business	X	-327.26	-42,291.95
Liability Check	05/10/2023		QuickBooks Payroll ...	X	-85,507.79	-127,799.74
Liability Check	05/11/2023	EFT	Public Safety Retire...	X	-18,169.09	-145,968.83
Liability Check	05/11/2023	EFT	United States Treas...	X	-12,711.34	-158,680.17
Bill Pmt -Check	05/11/2023	82300...	LN Curtis & Sons	X	-9,469.15	-168,149.32
Liability Check	05/11/2023	EFT	Voya Financial	X	-4,121.33	-172,270.65
Bill Pmt -Check	05/11/2023	82300...	Executech	X	-2,847.72	-175,118.37
Liability Check	05/11/2023	EFT	Health Equity	X	-2,664.81	-177,783.18
Liability Check	05/11/2023	EFT	Arizona Department ...	X	-2,379.15	-180,162.33
Liability Check	05/11/2023	82300...	Nationwide Trust Co...	X	-2,330.94	-182,493.27
Bill Pmt -Check	05/11/2023	82300...	AZ Dept of Forestry ...	X	-2,240.15	-184,733.42
Liability Check	05/11/2023	EFT	Arizona State Retire...	X	-2,053.56	-186,786.98
Bill Pmt -Check	05/11/2023	82300...	NAPA	X	-1,871.88	-188,658.86
Liability Check	05/11/2023	82300...	United Summit Fire ...	X	-1,201.68	-189,860.54
Bill Pmt -Check	05/11/2023	82300...	Velocity Truck Center	X	-862.51	-190,723.05
Bill Pmt -Check	05/11/2023	82300...	QC Office	X	-821.46	-191,544.51
Bill Pmt -Check	05/11/2023	82300...	Benefit Commerce ...	X	-780.00	-192,324.51
Bill Pmt -Check	05/11/2023	82300...	Rush Truck	X	-729.01	-193,053.52
Bill Pmt -Check	05/11/2023	82300...	Doney Park Water	X	-716.24	-193,769.76
Bill Pmt -Check	05/11/2023	82300...	APS	X	-414.26	-194,184.02
Bill Pmt -Check	05/11/2023	82300...	Babbitt Ford	X	-412.09	-194,596.11
Bill Pmt -Check	05/11/2023	82300...	Niles Radio	X	-225.00	-194,821.11
Bill Pmt -Check	05/11/2023	82300...	Burton's Fire Inc.	X	-221.98	-195,043.09
Bill Pmt -Check	05/11/2023	82300...	Right Water Hauling...	X	-110.00	-195,153.09
Bill Pmt -Check	05/11/2023	82300...	Aramark	X	-102.54	-195,255.63
Bill Pmt -Check	05/11/2023	82300...	CenturyLink	X	-94.99	-195,350.62
Liability Check	05/11/2023	EFT	Public Safety Retire...	X	-65.32	-195,415.94
Check	05/12/2023	EFT	Arizona Department ...	X	-155.93	-195,571.87
Liability Check	05/17/2023	82300...	KAIIROS Health Ariz...	X	-21,840.00	-217,411.87
Bill Pmt -Check	05/17/2023	82300...	Niles Radio	X	-3,650.39	-221,062.26
Bill Pmt -Check	05/17/2023	82300...	LN Curtis & Sons	X	-867.75	-221,930.01
Bill Pmt -Check	05/17/2023	82300...	Northern Arizona El...	X	-594.50	-222,524.51
Bill Pmt -Check	05/17/2023	82300...	Verizon Wireless	X	-588.22	-223,112.73
Check	05/17/2023	82300...	Michael Allen	X	-580.54	-223,693.27
Bill Pmt -Check	05/17/2023	82300...	Optimum Business	X	-331.67	-224,024.94
Bill Pmt -Check	05/17/2023	82300...	RWC International	X	-274.42	-224,299.36
Bill Pmt -Check	05/17/2023	82300...	QC Office	X	-211.90	-224,511.26
Bill Pmt -Check	05/17/2023	82300...	UniSource Energy S...	X	-175.34	-224,686.60
Bill Pmt -Check	05/17/2023	82300...	Right Water Hauling...	X	-117.51	-224,804.11
Bill Pmt -Check	05/17/2023	82300...	Directv	X	-107.99	-224,912.10
Liability Check	05/18/2023	82300...	AFLAC	X	-953.48	-225,865.58
Liability Check	05/24/2023		QuickBooks Payroll ...	X	-79,073.57	-304,939.15
Liability Check	05/25/2023	EFT	Public Safety Retire...	X	-17,401.76	-322,340.91
Liability Check	05/25/2023	EFT	United States Treas...	X	-11,145.94	-333,486.85
Liability Check	05/25/2023	EFT	Voya Financial	X	-4,126.98	-337,613.83
Bill Pmt -Check	05/25/2023	82300...	Life Assist, Inc	X	-2,935.26	-340,549.09
Liability Check	05/25/2023	EFT	Health Equity	X	-2,661.86	-343,210.95
Liability Check	05/25/2023	EFT	Arizona Department ...	X	-2,292.76	-345,503.71
Liability Check	05/25/2023	82300...	Nationwide Trust Co...	X	-2,253.94	-347,757.65
Liability Check	05/25/2023	EFT	Arizona State Retire...	X	-2,053.56	-349,811.21
Bill Pmt -Check	05/25/2023	82300...	Northern Arizona El...	X	-1,960.00	-351,771.21

Summit Fire District

Reconciliation Detail

101 County Treasurer, Period Ending 05/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	05/25/2023	82300...	LN Curtis & Sons	X	-1,358.74	-353,129.95
Liability Check	05/25/2023	82300...	United Summit Fire ...	X	-1,183.33	-354,313.28
Check	05/25/2023	82300...	Russell Vaughn-	X	-574.24	-354,887.52
Bill Pmt -Check	05/25/2023	82300...	APS	X	-379.74	-355,267.26
Bill Pmt -Check	05/25/2023	82300...	Right Water Hauling...	X	-251.08	-355,518.34
Bill Pmt -Check	05/25/2023	82300...	Burton's Fire Inc.	X	-207.79	-355,726.13
Liability Check	05/25/2023	EFT	Public Safety Retire...	X	-105.50	-355,831.63
Bill Pmt -Check	05/25/2023	82300...	Aramark	X	-51.27	-355,882.90
Liability Check	05/25/2023	82300...	5 Star Life Insuranc...	X	-34.67	-355,917.57
Bill Pmt -Check	05/25/2023	82300...	DSB Distributing LLC	X	-18.98	-355,936.55
Total Checks and Payments					-355,936.55	-355,936.55
Deposits and Credits - 126 items						
Deposit	05/02/2023			X	1,058.00	1,058.00
Deposit	05/03/2023			X	2,622.40	3,680.40
Paycheck	05/11/2023	707256	Greenwalt, David E	X	0.00	3,680.40
Paycheck	05/11/2023	707272	Slayton, Preston P	X	0.00	3,680.40
Paycheck	05/11/2023	707253	Gia, Brandon	X	0.00	3,680.40
Paycheck	05/11/2023	707269	Russo, David B.	X	0.00	3,680.40
Paycheck	05/11/2023	707277	Zambeck, Christoph...	X	0.00	3,680.40
Paycheck	05/11/2023	707268	Robinson, Casey L.	X	0.00	3,680.40
Paycheck	05/11/2023	707273	Swatzell, Brandon	X	0.00	3,680.40
Paycheck	05/11/2023	707244	Burns, Patrick D.	X	0.00	3,680.40
Paycheck	05/11/2023	707252	Flood, Frederick T	X	0.00	3,680.40
Paycheck	05/11/2023	707267	Riggs, Elliott A	X	0.00	3,680.40
Paycheck	05/11/2023	707275	Vaughn, Russell	X	0.00	3,680.40
Paycheck	05/11/2023	707266	Pickett, Michael E.	X	0.00	3,680.40
Paycheck	05/11/2023	707274	Unmacht III, James	X	0.00	3,680.40
Paycheck	05/11/2023	707265	Palm, Torsten H.	X	0.00	3,680.40
Paycheck	05/11/2023	707251	Fisk, Benjamin J.	X	0.00	3,680.40
Paycheck	05/11/2023	707243	Brown, Rhyann	X	0.00	3,680.40
Paycheck	05/11/2023	707241	Black, William A	X	0.00	3,680.40
Paycheck	05/11/2023	707255	Gibbs, Reuben L.	X	0.00	3,680.40
Paycheck	05/11/2023	707263	Luna, Carlos L.	X	0.00	3,680.40
Paycheck	05/11/2023	707249	Dunlap Jr., William W	X	0.00	3,680.40
Paycheck	05/11/2023	707270	Schieffer, Tammy S	X	0.00	3,680.40
Paycheck	05/11/2023	707262	Kester, Alan	X	0.00	3,680.40
Paycheck	05/11/2023	707240	Bain, Chuck A.	X	0.00	3,680.40
Paycheck	05/11/2023	707264	Modrell, Ian P.	X	0.00	3,680.40
Paycheck	05/11/2023	707261	Jamison Jr., Richard...	X	0.00	3,680.40
Paycheck	05/11/2023	707248	Drennan, Steven	X	0.00	3,680.40
Paycheck	05/11/2023	707242	Brooks, Robert W	X	0.00	3,680.40
Paycheck	05/11/2023	707260	Hunt, Gannon	X	0.00	3,680.40
Paycheck	05/11/2023	707239	Allen, Michael W.	X	0.00	3,680.40
Paycheck	05/11/2023	707246	Davis, Warren K	X	0.00	3,680.40
Paycheck	05/11/2023	707259	Hernandez, Fernand...	X	0.00	3,680.40
Paycheck	05/11/2023	707247	DeGolier, James	X	0.00	3,680.40
Paycheck	05/11/2023	707258	Harrison, Maguire	X	0.00	3,680.40
Paycheck	05/11/2023	707245	Christian III, Nikolas J	X	0.00	3,680.40
Paycheck	05/11/2023	707250	Fennema, Vivian L	X	0.00	3,680.40
Paycheck	05/11/2023	707257	Harper, Tyler	X	0.00	3,680.40
Paycheck	05/11/2023	707254	Gibbs, Matthew L	X	0.00	3,680.40
Paycheck	05/11/2023	707271	Schmidt, Wesley	X	0.00	3,680.40
Paycheck	05/11/2023	707276	Walsh, Brian M	X	0.00	3,680.40
Deposit	05/15/2023			X	130.80	3,811.20
Deposit	05/15/2023			X	19,397.66	23,208.86
Deposit	05/15/2023			X	183,045.05	206,253.91
Deposit	05/22/2023			X	1,107.38	207,361.29
Paycheck	05/25/2023	707312	Swatzell, Brandon	X	0.00	207,361.29
Paycheck	05/25/2023	707311	Slayton, Preston P	X	0.00	207,361.29
Paycheck	05/25/2023	707310	Schmidt, Wesley	X	0.00	207,361.29
Paycheck	05/25/2023	707309	Schieffer, Tammy S	X	0.00	207,361.29
Paycheck	05/25/2023	707308	Russo, David B.	X	0.00	207,361.29
Paycheck	05/25/2023	707313	Unmacht III, James	X	0.00	207,361.29
Paycheck	05/25/2023	707307	Robinson, Casey L.	X	0.00	207,361.29
Paycheck	05/25/2023	707296	Harper, Tyler	X	0.00	207,361.29
Paycheck	05/25/2023	707305	Pickett, Michael E.	X	0.00	207,361.29
Paycheck	05/25/2023	707314	Vaughn, Russell	X	0.00	207,361.29

Summit Fire District Reconciliation Detail

101 County Treasurer, Period Ending 05/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	05/25/2023	707304	Palm, Torsten H.	X	0.00	207,361.29
Paycheck	05/25/2023	707303	Modrell, Ian P.	X	0.00	207,361.29
Paycheck	05/25/2023	707315	Walsh, Brian M	X	0.00	207,361.29
Paycheck	05/25/2023	707302	Luna, Carlos L.	X	0.00	207,361.29
Paycheck	05/25/2023	707300	Jamison Jr., Richard...	X	0.00	207,361.29
Paycheck	05/25/2023	707316	Zambeck, Christoph...	X	0.00	207,361.29
Paycheck	05/25/2023	707299	Hunt, Gannon	X	0.00	207,361.29
Paycheck	05/25/2023	707298	Hernandez, Fernand...	X	0.00	207,361.29
Paycheck	05/25/2023	707297	Harrison, Maguire	X	0.00	207,361.29
Paycheck	05/25/2023	707295	Greenwalt, David E	X	0.00	207,361.29
Paycheck	05/25/2023	707306	Riggs, Elliott A	X	0.00	207,361.29
Paycheck	05/25/2023	707294	Gibbs, Reuben L.	X	0.00	207,361.29
Paycheck	05/25/2023	707293	Gibbs, Matthew L	X	0.00	207,361.29
Paycheck	05/25/2023	707292	Gia, Brandon	X	0.00	207,361.29
Paycheck	05/25/2023	707281	Brooks, Robert W	X	0.00	207,361.29
Paycheck	05/25/2023	707291	Flood, Frederick T	X	0.00	207,361.29
Paycheck	05/25/2023	707285	Davis, Warren K	X	0.00	207,361.29
Paycheck	05/25/2023	707290	Fisk, Benjamin J.	X	0.00	207,361.29
Paycheck	05/25/2023	707288	Dunlap Jr., William W	X	0.00	207,361.29
Paycheck	05/25/2023	707287	Drennan, Steven	X	0.00	207,361.29
Paycheck	05/25/2023	707301	Kester, Alan	X	0.00	207,361.29
Paycheck	05/25/2023	707286	DeGolier, James	X	0.00	207,361.29
Paycheck	05/25/2023	707284	Christian III, Nikolas J	X	0.00	207,361.29
Paycheck	05/25/2023	707283	Burns, Patrick D.	X	0.00	207,361.29
Paycheck	05/25/2023	707280	Black, William A	X	0.00	207,361.29
Paycheck	05/25/2023	707279	Bain, Chuck A.	X	0.00	207,361.29
Paycheck	05/25/2023	707278	Allen, Michael W.	X	0.00	207,361.29
Paycheck	05/25/2023	707282	Brown, Rhyan	X	0.00	207,361.29
Paycheck	05/25/2023	707289	Fennema, Vivian L	X	0.00	207,361.29
Deposit	05/25/2023			X	1,129.80	208,491.09
Deposit	05/25/2023			X	1,129.80	209,620.89
Deposit	05/25/2023			X	3,600.00	213,220.89
Deposit	05/25/2023			X	24,110.50	237,331.39
Paycheck	06/08/2023	707345	Robinson, Casey L.	X	0.00	237,331.39
Paycheck	06/08/2023	707351	Unmacht III, James	X	0.00	237,331.39
Paycheck	06/08/2023	707344	Riggs, Elliott A	X	0.00	237,331.39
Paycheck	06/08/2023	707343	Pickett, Michael E.	X	0.00	237,331.39
Paycheck	06/08/2023	707342	Palm, Torsten H.	X	0.00	237,331.39
Paycheck	06/08/2023	707341	Modrell, Ian P.	X	0.00	237,331.39
Paycheck	06/08/2023	707340	Luna, Carlos L.	X	0.00	237,331.39
Paycheck	06/08/2023	707338	Jamison Jr., Richard...	X	0.00	237,331.39
Paycheck	06/08/2023	707337	Hunt, Gannon	X	0.00	237,331.39
Paycheck	06/08/2023	707336	Hernandez, Fernand...	X	0.00	237,331.39
Paycheck	06/08/2023	707334	Harper, Tyler	X	0.00	237,331.39
Paycheck	06/08/2023	707333	Greenwalt, David E	X	0.00	237,331.39
Paycheck	06/08/2023	707332	Gibbs, Reuben L.	X	0.00	237,331.39
Paycheck	06/08/2023	707330	Gia, Brandon	X	0.00	237,331.39
Paycheck	06/08/2023	707353	Walsh, Brian M	X	0.00	237,331.39
Paycheck	06/08/2023	707354	Zambeck, Christoph...	X	0.00	237,331.39
Paycheck	06/08/2023	707335	Harrison, Maguire	X	0.00	237,331.39
Paycheck	06/08/2023	707329	Flood, Frederick T	X	0.00	237,331.39
Paycheck	06/08/2023	707328	Fisk, Benjamin J.	X	0.00	237,331.39
Paycheck	06/08/2023	707326	Dunlap Jr., William W	X	0.00	237,331.39
Paycheck	06/08/2023	707339	Kester, Alan	X	0.00	237,331.39
Paycheck	06/08/2023	707331	Gibbs, Matthew L	X	0.00	237,331.39
Paycheck	06/08/2023	707352	Vaughn, Russell	X	0.00	237,331.39
Paycheck	06/08/2023	707325	Drennan, Steven	X	0.00	237,331.39
Paycheck	06/08/2023	707324	DeGolier, James	X	0.00	237,331.39
Paycheck	06/08/2023	707323	Davis, Warren K	X	0.00	237,331.39
Paycheck	06/08/2023	707327	Fennema, Vivian L	X	0.00	237,331.39
Paycheck	06/08/2023	707348	Schmidt, Wesley	X	0.00	237,331.39
Paycheck	06/08/2023	707317	Allen, Michael W.	X	0.00	237,331.39
Paycheck	06/08/2023	707318	Bain, Chuck A.	X	0.00	237,331.39
Paycheck	06/08/2023	707319	Black, William A	X	0.00	237,331.39
Paycheck	06/08/2023	707320	Brooks, Robert W	X	0.00	237,331.39
Paycheck	06/08/2023	707321	Burns, Patrick D.	X	0.00	237,331.39
Paycheck	06/08/2023	707322	Christian III, Nikolas J	X	0.00	237,331.39
Paycheck	06/08/2023	707346	Russo, David B.	X	0.00	237,331.39

Summit Fire District Reconciliation Detail

101 County Treasurer, Period Ending 05/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	06/08/2023	707350	Swatzell, Brandon	X	0.00	237,331.39
Paycheck	06/08/2023	707347	Schieffer, Tammy S	X	0.00	237,331.39
Paycheck	06/08/2023	707349	Slayton, Preston P	X	0.00	237,331.39
Total Deposits and Credits					237,331.39	237,331.39
Total Cleared Transactions					-118,605.16	-118,605.16
Cleared Balance					-118,605.16	2,972,155.21
Uncleared Transactions						
Checks and Payments - 10 items						
Check	03/06/2023	EFT	Coconino County Tr...		-189.11	-189.11
Check	04/19/2023	82300...	Benjamin Fisk		-686.50	-875.61
Transfer	04/25/2023				-53,883.47	-54,759.08
Bill Pmt -Check	05/17/2023	82300...	Arizona Fire District ...		-1,015.00	-55,774.08
Liability Check	05/25/2023	82300...	Met-Life - Group Be...		-3,715.76	-59,489.84
Bill Pmt -Check	05/25/2023	82300...	Orion Energy Inc.		-1,090.87	-60,580.71
Bill Pmt -Check	05/25/2023	82300...	Optimum Business		-319.16	-60,899.87
Bill Pmt -Check	05/25/2023	82300...	Lawson Products		-110.99	-61,010.86
Bill Pmt -Check	05/25/2023	82300...	Linde Gas & Equipm...		-39.89	-61,050.75
Check	05/28/2023	82300...	National Bank of Ari...		-15,099.23	-76,149.98
Total Checks and Payments					-76,149.98	-76,149.98
Total Uncleared Transactions					-76,149.98	-76,149.98
Register Balance as of 05/31/2023					-194,755.14	2,896,005.23
New Transactions						
Checks and Payments - 12 items						
Bill Pmt -Check	06/02/2023	82300...	City of Flagstaff		-15,627.75	-15,627.75
Bill Pmt -Check	06/02/2023	82300...	Aladtec, Inc Fire Ma...		-4,151.99	-19,779.74
Bill Pmt -Check	06/02/2023	82300...	APS		-1,094.27	-20,874.01
Bill Pmt -Check	06/02/2023	82300...	Skyline Waste LLC		-840.00	-21,714.01
Bill Pmt -Check	06/02/2023	82300...	Flagstaff Auto Clinic		-560.00	-22,274.01
Bill Pmt -Check	06/02/2023	82300...	AT&T Mobility		-370.94	-22,644.95
Bill Pmt -Check	06/02/2023	82300...	Optimum Business		-327.26	-22,972.21
Bill Pmt -Check	06/02/2023	82300...	Nuido Embroidery		-172.50	-23,144.71
Bill Pmt -Check	06/02/2023	82300...	LN Curtis & Sons		-158.01	-23,302.72
Bill Pmt -Check	06/02/2023	82300...	Aramark		-51.27	-23,353.99
Bill Pmt -Check	06/02/2023	82300...	Velocity Truck Center		-41.46	-23,395.45
Liability Check	06/07/2023		QuickBooks Payroll ...		-75,751.71	-99,147.16
Total Checks and Payments					-99,147.16	-99,147.16
Total New Transactions					-99,147.16	-99,147.16
Ending Balance					-293,902.30	2,796,858.07

Summit Fire District

Deposit Detail

May 2023

Type	Date	Name	Account	Amount
Deposit	05/15/2023		101 County Treasurer	
			1101 Property Tax	183,045.05
			1102 FDAT	19,397.66
			1103 Delinquent Property Tax	130.80
			1302 Interest	2,622.40
Deposit	05/25/2023		101 County Treasurer	24,110.50
		Flagstaff Fire Department	11901.25	
		Highlands	6144.32	
		Flagstaff Fire Department	1582.56	
		Ponderosa Fire Department	4481.77	
Deposit	05/02/2023		101 County Treasurer	1,058.00
			1304 Contracts with Towers	
Deposit	05/25/2023		101 County Treasurer	1,129.80
			1304 Contracts with Towers	
Deposit	05/25/2023		101 County Treasurer	1,129.80
			1304 Contracts with Towers	
Deposit	05/22/2023		101 County Treasurer	1,107.38
			1304 Contracts with Towers	
Deposit	05/25/2023		101 County Treasurer	3,600.00
			1308 Service Subscriptions	
Deposit	05/31/2023		102 OWA Account	498.59
Payment	05/31/2023	Arizona State Land Dept.:Tub Ranch 2023-SUM-0001	Undeposited Funds	
Deposit	05/03/2023		102 OWA Account	201.60
			1302 Interest	
Deposit	05/03/2023		120 Capital Fund	294.89
			1302 Interest	
Deposit	05/03/2023		136 Westside Capital Fund	486.82
			1302 Interest	
Deposit	05/03/2023		150 Emergency Fund	186.85
			1302 Interest	
Deposit	05/09/2023		105 Petty Cash	100.00
			1312 Community Room Rental	
Deposit	05/16/2023		105 Petty Cash	50.00
			1312 Community Room Rental	
Deposit	05/31/2023		105 Petty Cash	50.00
			1312 Community Room Rental	

12:19 PM

06/06/23

**SFMD Contingency Fund
Reconciliation Summary**
Coconino County Treasurer, Period Ending 05/31/2023

	<u>May 31, 23</u>
Beginning Balance	1,777,203.21
Cleared Balance	1,777,203.21
Register Balance as of 05/31/2023	1,777,203.21
Ending Balance	1,777,203.21

Contingency Fund

*Reconciled 6/6/23
lf.*

11:24 AM

06/06/23

Summit Fire District
Reconciliation Summary
120 Capital Fund, Period Ending 05/31/2023

	May 31, 23
Beginning Balance	257,114.49
Cleared Transactions	
Deposits and Credits - 1 item	294.89
Total Cleared Transactions	294.89
Cleared Balance	<u>257,409.38</u>
Uncleared Transactions	
Deposits and Credits - 1 item	53,883.47
Total Uncleared Transactions	53,883.47
Register Balance as of 05/31/2023	<u>311,292.85</u>
Ending Balance	<u>311,292.85</u>

Capital Fund

Unconciled 6/6/23
y

11:28 AM

06/06/23

Summit Fire District
Reconciliation Summary
150 Emergency Fund, Period Ending 05/31/2023

	<u>May 31, 23</u>
Beginning Balance	162,913.31
Cleared Transactions	
Deposits and Credits - 1 item	<u>186.85</u>
Total Cleared Transactions	<u>186.85</u>
Cleared Balance	<u><u>163,100.16</u></u>
Register Balance as of 05/31/2023	163,100.16
Ending Balance	163,100.16

Emergency Fund

Reconciled 6/6/23 y

12:18 PM

06/06/23

Summit GO Bond Account
Reconciliation Summary
300315 Debt Services Account, Period Ending 05/31/2023

	May 31, 23
Beginning Balance	212,113.60
Cleared Transactions	
Deposits and Credits - 2 items	10,996.91
Total Cleared Transactions	10,996.91
Cleared Balance	<u>223,110.51</u>
Register Balance as of 05/31/2023	223,110.51
Ending Balance	223,110.51

GO Bond

reconciled 6/6/2023

Y

11:20 AM

06/06/23

Summit Fire District
Reconciliation Summary
102 OWA Account, Period Ending 05/31/2023

	May 31, 23
Beginning Balance	175,775.64
Cleared Transactions	
Deposits and Credits - 1 item	201.60
Total Cleared Transactions	201.60
Cleared Balance	175,977.24
Uncleared Transactions	
Deposits and Credits - 1 item	498.59
Total Uncleared Transactions	498.59
Register Balance as of 05/31/2023	176,475.83
Ending Balance	176,475.83

OWA

Reconciled 6/6/23
Y

11:26 AM

06/06/23

Summit Fire District
Reconciliation Summary
136 Westside Capital Fund, Period Ending 05/31/2023

	<u>May 31, 23</u>
Beginning Balance	424,459.71
Cleared Transactions	
Deposits and Credits - 1 item	<u>486.82</u>
Total Cleared Transactions	<u>486.82</u>
Cleared Balance	<u><u>424,946.53</u></u>
Register Balance as of 05/31/2023	424,946.53
Ending Balance	424,946.53

Westside Capital

reconciled 6/6/23
yf

12:56 PM

06/07/23

Summit Fire District
Reconciliation Summary
105 Petty Cash, Period Ending 06/07/2023

	Jun 7, 23
Beginning Balance	2,617.87
Cleared Transactions	
Checks and Payments - 2 items	-15.65
Deposits and Credits - 3 items	200.00
Total Cleared Transactions	184.35
Cleared Balance	2,802.22
Register Balance as of 06/07/2023	2,802.22
Ending Balance	2,802.22

Reconciled
6/7/23
Tammy

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06/01/23

Summit Fire District
Reconciliation Summary
121 VISA New, Period Ending 05/31/2023

	<u>May 31, 23</u>
Beginning Balance	19,304.50
Cleared Transactions	
Charges and Cash Advances - 52 items	-15,099.23
Payments and Credits - 1 item	19,304.50
	<u> </u>
Total Cleared Transactions	4,205.27
	<u> </u>
Cleared Balance	<u><u>15,099.23</u></u>
Uncleared Transactions	
Charges and Cash Advances - 4 items	-2,041.14
	<u> </u>
Total Uncleared Transactions	-2,041.14
	<u> </u>
Register Balance as of 05/31/2023	<u><u>17,140.37</u></u>
Ending Balance	17,140.37

Reconciled 6/1/23
Tammy

Summit Fire District Reconciliation Detail 121 VISA New, Period Ending 05/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						19,304.50
Cleared Transactions						
Charges and Cash Advances - 52 items						
Credit Card Charge	04/27/2023	7348	Empire	X	-694.85	-694.85
Credit Card Charge	05/02/2023	7736	Home Depot	X	-15.26	-710.11
Credit Card Charge	05/03/2023	7389	Fuel	X	-1,000.00	-1,710.11
Credit Card Charge	05/03/2023	7389	Fuel	X	-1,000.00	-2,710.11
Credit Card Charge	05/03/2023	7389	Fuel	X	-427.07	-3,137.18
Credit Card Charge	05/03/2023	7355	Matador Coffee Roa...	X	-324.00	-3,461.18
Credit Card Charge	05/03/2023	7363	Best Buy	X	-195.42	-3,656.60
Credit Card Charge	05/03/2023	7348	Tire and Rim Associ...	X	-145.00	-3,801.60
Credit Card Charge	05/03/2023	7561	Fuel	X	-92.20	-3,893.80
Credit Card Charge	05/04/2023	7348	North Ridge Fire Eq...	X	-255.60	-4,149.40
Credit Card Charge	05/04/2023	7587	Fuel	X	-72.57	-4,221.97
Credit Card Charge	05/04/2023	7587	Fuel	X	-9.55	-4,231.52
Credit Card Charge	05/04/2023	7728	Fuel	X	-1.22	-4,232.74
Credit Card Charge	05/05/2023	7744	Sign-A-Rama	X	-399.82	-4,632.56
Credit Card Charge	05/05/2023	7728	Fuel	X	-43.77	-4,676.33
Credit Card Charge	05/08/2023	7405	Home Depot	X	-130.82	-4,807.15
Credit Card Charge	05/09/2023	7348	Austin Hardware	X	-102.62	-4,909.77
Credit Card Charge	05/10/2023	7348	NAPA Commercial ...	X	-344.00	-5,253.77
Credit Card Charge	05/10/2023	7587	Fuel	X	-56.96	-5,310.73
Credit Card Charge	05/10/2023	7751	Apple Store	X	-1.06	-5,311.79
Credit Card Charge	05/12/2023	7587	Fuel	X	-33.97	-5,345.76
Credit Card Charge	05/12/2023	7389	US Postal Service	X	-5.94	-5,351.70
Credit Card Charge	05/14/2023	7561	Fuel	X	-102.90	-5,454.60
Credit Card Charge	05/14/2023	7728	Fuel	X	-28.98	-5,483.58
Credit Card Charge	05/14/2023	7587	Fuel	X	-25.79	-5,509.37
Credit Card Charge	05/15/2023	7405	Airgas	X	-204.32	-5,713.69
Credit Card Charge	05/16/2023	7348	Home Depot	X	-167.01	-5,880.70
Credit Card Charge	05/18/2023	7587	Fuel	X	-41.24	-5,921.94
Credit Card Charge	05/19/2023	4485	Fuel	X	-89.50	-6,011.44
Credit Card Charge	05/19/2023	7660	Fuel	X	-81.03	-6,092.47
Credit Card Charge	05/21/2023	7454	5.11 Tactical	X	-1,847.23	-7,939.70
Credit Card Charge	05/21/2023	7587	Fuel	X	-74.87	-8,014.57
Credit Card Charge	05/22/2023	7454	FX Tactical	X	-107.81	-8,122.38
Credit Card Charge	05/23/2023	7454	Entenmann-Rovin Co.	X	-1,541.20	-9,663.58
Credit Card Charge	05/23/2023	7389	Fuel	X	-19.36	-9,682.94
Credit Card Charge	05/23/2023	7389	Food	X	-12.35	-9,695.29
Credit Card Charge	05/24/2023	7355	Sam's Club	X	-641.69	-10,336.98
Credit Card Charge	05/24/2023	7371	Food	X	-203.42	-10,540.40
Credit Card Charge	05/24/2023	7371	Food	X	-139.24	-10,679.64
Credit Card Charge	05/24/2023	7389	Rental Car	X	-118.15	-10,797.79
Credit Card Charge	05/24/2023	4485	Fuel	X	-87.64	-10,885.43
Credit Card Charge	05/24/2023	7371	Safeway	X	-58.93	-10,944.36
Credit Card Charge	05/24/2023	7348	Home Depot	X	-13.08	-10,957.44
Credit Card Charge	05/24/2023	7389	Fuel	X	-9.78	-10,967.22
Credit Card Charge	05/25/2023	7777	Bull Basin Archery	X	-584.10	-11,551.32
Credit Card Charge	05/25/2023	7561	Fuel	X	-80.20	-11,631.52
Credit Card Charge	05/25/2023	7389	Rental Car	X	-8.00	-11,639.52
Credit Card Charge	05/26/2023	7454	5.11 Tactical	X	-486.40	-12,125.92
Credit Card Charge	05/28/2023	7454	5.11 Tactical	X	-2,770.85	-14,896.77
Credit Card Charge	05/28/2023	7348	Home Depot	X	-127.08	-15,023.85
Credit Card Charge	05/28/2023	7678	Fuel	X	-22.88	-15,046.73
Credit Card Charge	05/30/2023	7587	Fuel	X	-52.50	-15,099.23
Total Charges and Cash Advances					-15,099.23	-15,099.23
Payments and Credits - 1 item						
Check	05/04/2023	82300...	National Bank of Ari...	X	19,304.50	19,304.50
Total Cleared Transactions					4,205.27	4,205.27
Cleared Balance					-4,205.27	15,099.23

2:14 PM

06/01/23

Summit Fire District
Reconciliation Detail
121 VISA New, Period Ending 05/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Charges and Cash Advances - 4 items						
Credit Card Charge	05/09/2023		Total Rental		-1,296.63	-1,296.63
Credit Card Charge	05/11/2023	7348	Flagstaff Auto Clinic		-560.00	-1,856.63
Credit Card Charge	05/30/2023	7405	Home Depot		-173.60	-2,030.23
Credit Card Charge	05/31/2023	7405	C-A-L Ranch		-10.91	-2,041.14
Total Charges and Cash Advances					-2,041.14	-2,041.14
Total Uncleared Transactions					-2,041.14	-2,041.14
Register Balance as of 05/31/2023					-2,164.13	17,140.37
Ending Balance					-2,164.13	17,140.37

Summit Fire District

Profit & Loss Budget vs. Actual

July 2022 through May 2023

	Jul '22 - Ma...	Budget	\$ Over Bud...	% of Bud...
Ordinary Income/Expense				
Income				
1100 TAX REVENUE	5,136,801.89	5,168,585.90	-31,784.01	99.4%
1200 GRANTS	2,775.00	504,166.66	-501,391.66	0.6%
1300 MISC INCOME	445,307.98	1,064,348.36	-619,040.38	41.8%
Total Income	5,584,884.87	6,737,100.92	-1,152,216.05	82.9%
Gross Profit	5,584,884.87	6,737,100.92	-1,152,216.05	82.9%
Expense				
2000 PERSONNEL SALARIES	2,556,059.74	3,285,241.88	-729,182.14	77.8%
2200 PENSION	286,565.99	370,248.44	-83,682.45	77.4%
2300 PAYROLL EXPENSES	269,855.83	262,609.36	7,246.47	102.8%
2400 PERSONNEL INSURANCE	241,413.63	314,832.87	-73,419.24	76.7%
2500 CONTRACTUALS	302,239.53	458,961.97	-156,722.44	65.9%
3000 FLEET SERVICES	73,179.93	78,744.88	-5,564.95	92.9%
3100 EQUIPMENT	24,285.74	36,346.44	-12,060.70	66.8%
3200 SUPPLIES	125,872.48	155,670.76	-29,798.28	80.9%
3300 UNIFORMS	23,089.77	32,200.00	-9,110.23	71.7%
3400 FITNESS-HEALTH & SAFETY	69,116.71	81,014.99	-11,898.28	85.3%
3500 Wildland SFMD	0.00	0.00	0.00	0.0%
4000 UTILITIES	137,811.60	129,687.97	8,123.63	106.3%
4100 Training and Travel	27,960.95	28,500.00	-539.05	98.1%
4200 OWA Expenses	60,988.17	95,833.34	-34,845.17	63.6%
4300 INTERST / FEES	4,316.31	0.00	4,316.31	100.0%
4500 Grant Expenses	0.00	0.00	0.00	0.0%
Payroll Expenses	-6,786.14	0.00	-6,786.14	100.0%
Reconciliation Discrepancies	-24,840.44	0.00	-24,840.44	100.0%
Total Expense	4,171,129.80	5,329,892.90	-1,158,763.10	78.3%
Net Ordinary Income	1,413,755.07	1,407,208.02	6,547.05	100.5%
Net Income	1,413,755.07	1,407,208.02	6,547.05	100.5%

Summit Fire District

Profit & Loss Budget vs. Actual

May 2023

	May 23	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
1100 TAX REVENUE				
1101 Property Tax	183,045.05	408,628.66	-225,583.61	44.8%
1102 FDAT	19,397.66	38,995.30	-19,597.64	49.7%
1103 Delinquent Property Tax	130.80	0.00	130.80	100.0%
Total 1100 TAX REVENUE	202,573.51	447,623.96	-245,050.45	45.3%
1200 GRANTS				
1210 Other Grants	0.00	45,833.34	-45,833.34	0.0%
1211 SAFER II	0.00	0.00	0.00	0.0%
Total 1200 GRANTS	0.00	45,833.34	-45,833.34	0.0%
1300 MISC INCOME				
1301 OWA Income	11,900.44	83,333.34	-71,432.90	14.3%
1302 Interest	3,792.56	0.00	3,792.56	100.0%
1303 Donations	0.00	0.00	0.00	0.0%
1304 Contracts with Towers	4,424.98	1,963.00	2,461.98	225.4%
1305 Out of District Calls	500.00	665.54	-165.54	75.1%
1308 Service Subscriptions	3,600.00			
1310 Misc. Income	1,582.56	5,689.76	-4,107.20	27.8%
1311 Maint Facility Income	10,626.09	6,500.00	4,126.09	163.5%
1312 Community Room Rental	200.00	0.00	200.00	100.0%
1314 Insurance Proceed Income	0.00	0.00	0.00	0.0%
1315 SSFND-Smart & Safe AZ Fund	0.00	0.00	0.00	0.0%
Total 1300 MISC INCOME	36,626.63	98,151.64	-61,525.01	37.3%
Total Income	239,200.14	591,608.94	-352,408.80	40.4%
Gross Profit	239,200.14	591,608.94	-352,408.80	40.4%
Expense				
2000 PERSONNEL SALARIES				
2009 Acting Pay				
2009 .1 Acting Pay BC	303.00	0.00	303.00	100.0%
2009. 2 Acting Captain	144.00	0.00	144.00	100.0%
2009.3 Acting Engineer	324.00	0.00	324.00	100.0%
Total 2009 Acting Pay	771.00	0.00	771.00	100.0%
2032 OWA Backfill	0.00	7,000.00	-7,000.00	0.0%
2033 OWA OT	0.00	9,100.00	-9,100.00	0.0%
2034 OWA Eng Boss	0.00	200.00	-200.00	0.0%
2035 OWA Payroll	0.00	14,748.84	-14,748.84	0.0%
2036 OWA Single Resource OT	0.00	200,000.00	-200,000.00	0.0%
2037 OWA Holiday Pay	0.00	0.00	0.00	0.0%
2070 Battalion Chief	11,901.27	13,627.79	-1,726.52	87.3%
2071 Administrative Officer	4,515.16	4,740.92	-225.76	95.2%
2072 Admin Assistant II	2,942.39	3,493.32	-550.93	84.2%
2073 EVT Mechanic III	4,537.60	4,486.62	50.98	101.1%
2073.1 EVT Mechanic 1	0.00	0.00	0.00	0.0%
2075 Captains	54,323.30	62,051.85	-7,728.55	87.5%
2076 Engineer	32,955.24	56,908.38	-23,953.14	57.9%
2077 Firefighters	40,146.58	45,517.76	-5,371.18	88.2%
2082 Overtime				
2082.2 OT FireOfficer Recall	0.00	0.00	0.00	0.0%
2082 Overtime - Other	46,401.00	10,000.00	36,401.00	464.0%
Total 2082 Overtime	46,401.00	10,000.00	36,401.00	464.0%

Summit Fire District

Profit & Loss Budget vs. Actual

May 2023

	May 23	Budget	\$ Over Bu...	% of Budget
2083 Vacation Leave	13,387.73	9,845.27	3,542.46	136.0%
2084 Sick Leave	6,176.30	14,378.76	-8,202.46	43.0%
2088 Holiday Pay	0.00	3,000.00	-3,000.00	0.0%
2099.1 Vacation Leave Payout	0.00	0.00	0.00	0.0%
2099.2 Sick Leave Payout	0.00	0.00	0.00	0.0%
Total 2000 PERSONNEL SALARIES	218,057.57	459,099.51	-241,041.94	47.5%
2200 PENSION				
2201 NationW Hybrid Tier 3 FD	1,576.23	1,335.38	240.85	118.0%
2202 NationW - Tier 2 FD	209.86	730.48	-520.62	28.7%
2203 NationW DC Only Tier 3FD	463.09	303.94	159.15	152.4%
2204 PSPRS - DROP	0.00	0.00	0.00	0.0%
2206 PSPRS - Tier 1 FD	14,977.45	18,409.25	-3,431.80	81.4%
2208 PSPRS - Tier 1A & 2 FD	687.81	4,634.40	-3,946.59	14.8%
2209 PSPRS DC Only Tier 3FD	9.78	0.00	9.78	100.0%
2209.1 PSPRS DC ONLY 3 FD Disab	85.41	45.00	40.41	189.8%
2210.2 PSPRS - DB Tier 3	5,322.36	3,570.00	1,752.36	149.1%
2215 ASRS	2,053.56	2,271.64	-218.08	90.4%
Total 2200 PENSION	25,385.55	31,300.09	-5,914.54	81.1%
2300 PAYROLL EXPENSES				
2301 Workmen's Comp.	0.00	0.00	0.00	0.0%
2303 Social Security	1,029.19	1,161.57	-132.38	88.6%
2304 Medicare	3,185.45	6,109.68	-2,924.23	52.1%
2305 Direct Deposit	0.00	0.00	0.00	0.0%
Total 2300 PAYROLL EXPENSES	4,214.64	7,271.25	-3,056.61	58.0%
2400 PERSONNEL INSURANCE				
2401 Medical Insurance	18,583.87	24,920.54	-6,336.67	74.6%
2402 Dental Insurance	1,421.16	2,844.59	-1,423.43	50.0%
2404 Life Insurance	300.30	346.04	-45.74	86.8%
2405 Vision Insurance	295.62	510.00	-214.38	58.0%
Total 2400 PERSONNEL INSURANCE	20,600.95	28,621.17	-8,020.22	72.0%
2500 CONTRACTUALS				
2502 Legal Expenses by SFMD	0.00	250.00	-250.00	0.0%
2503 Broker Fees Medical Ins	780.00	820.00	-40.00	95.1%
2503.1 Fit for Duty Expenses	0.00	0.00	0.00	0.0%
2504 Audit	0.00	0.00	0.00	0.0%
2510 FLAGIT Contract Services	2,090.00	3,062.88	-972.88	68.2%
2511 Software Contracts				
2511.2 Quickbooks Software	0.00	0.00	0.00	0.0%
2511.3 NEO GOV	0.00	0.00	0.00	0.0%
2511.4 Misc. Software	344.00	83.33	260.67	412.8%
2511.5 Avenza Maps for IPAD	0.00	0.00	0.00	0.0%
2511.6 PS Trax Eng, SCBA, PPE,	0.00	0.00	0.00	0.0%
2511.7 Upkeep	0.00	324.00	-324.00	0.0%
2511.8 EMC2 Software	0.00	0.00	0.00	0.0%
2511.9 ESO Software	0.00	0.00	0.00	0.0%
2511 Software Contracts - Other	343.00	0.00	343.00	100.0%
Total 2511 Software Contracts	687.00	407.33	279.67	168.7%
2514 Bld & Vehicle Insurance	0.00	0.00	0.00	0.0%
2515 IGA Services				
2515.1 Fire Chief	0.00	0.00	0.00	0.0%
2515.2 Dispatch	0.00	0.00	0.00	0.0%
2515.3 Training Coordinator	0.00	2,375.00	-2,375.00	0.0%
Total 2515 IGA Services	0.00	2,375.00	-2,375.00	0.0%

Summit Fire District

Profit & Loss Budget vs. Actual

May 2023

	May 23	Budget	\$ Over Bu...	% of Budget
2519 Memberships & Subscription				
2519.1 AFDA	1,015.00	0.00	1,015.00	100.0%
2519.2 NFPA	0.00	0.00	0.00	0.0%
2519.3 AZ Fire Chiefs Assoc	0.00	0.00	0.00	0.0%
2519.4 PFAC	0.00	0.00	0.00	0.0%
2519.5 Other Services	0.00	225.00	-225.00	0.0%
2519.6 Sam's Club Membership	0.00	0.00	0.00	0.0%
Total 2519 Memberships & Subscription	1,015.00	225.00	790.00	451.1%
2520 Computers, Printers	0.00	0.00	0.00	0.0%
2530 New Hire NTN, Fingerprints	0.00	0.00	0.00	0.0%
Total 2500 CONTRACTUALS	4,572.00	7,140.21	-2,568.21	64.0%
3000 FLEET SERVICES				
3005 Training-Certificates	0.00	0.00	0.00	0.0%
3010 Shop Uniforms	153.81	260.25	-106.44	59.1%
3020 Parts for SFMD Vehicles	5,489.10	8,000.00	-2,510.90	68.6%
3025 Shop Outside Customer Exp	2,599.15	625.00	1,974.15	415.9%
Total 3000 FLEET SERVICES	8,242.06	8,885.25	-643.19	92.8%
3100 EQUIPMENT				
3110 Apparatus Equipment				
3110.1 Holmatro Service	0.00	0.00	0.00	0.0%
3110.2 Ladder Testing	0.00	0.00	0.00	0.0%
3110.3 Foam	0.00	0.00	0.00	0.0%
3110.4 Bar Oil, Fuel Power Equi	0.00	0.00	0.00	0.0%
3110.5 Nozzles, Hoses etc	0.00	0.00	0.00	0.0%
3110 Apparatus Equipment - Other	0.00	1,700.00	-1,700.00	0.0%
Total 3110 Apparatus Equipment	0.00	1,700.00	-1,700.00	0.0%
3115 Communication-Radios	3,650.39	0.00	3,650.39	100.0%
3120 SCBA	11.59	7,200.00	-7,188.41	0.2%
Total 3100 EQUIPMENT	3,661.98	8,900.00	-5,238.02	41.1%
3200 SUPPLIES				
3210 EMS Program	3,179.47	1,900.00	1,279.47	167.3%
3212 PPE Program	12,095.46	0.00	12,095.46	100.0%
3220 Office Supplies	1,043.36	666.68	376.68	156.5%
3225 BLD/Land Maint.	3,080.51	2,000.00	1,080.51	154.0%
3227 Procurement	984.67	750.00	234.67	131.3%
3235 PIO / Pub ED	0.00	0.00	0.00	0.0%
3241 Honor Guard	0.00	0.00	0.00	0.0%
Total 3200 SUPPLIES	20,383.47	5,316.68	15,066.79	383.4%
3300 UNIFORMS				
3310 Uniforms - SFMD	7,337.59	0.00	7,337.59	100.0%
3312 Class AB Uniform	0.00	0.00	0.00	0.0%
3350 New Hire Expenses	574.24			
Total 3300 UNIFORMS	7,911.83	0.00	7,911.83	100.0%
3400 FITNESS-HEALTH & SAFETY				
3401 Fitness	0.00	900.00	-900.00	0.0%

Summit Fire District

Profit & Loss Budget vs. Actual

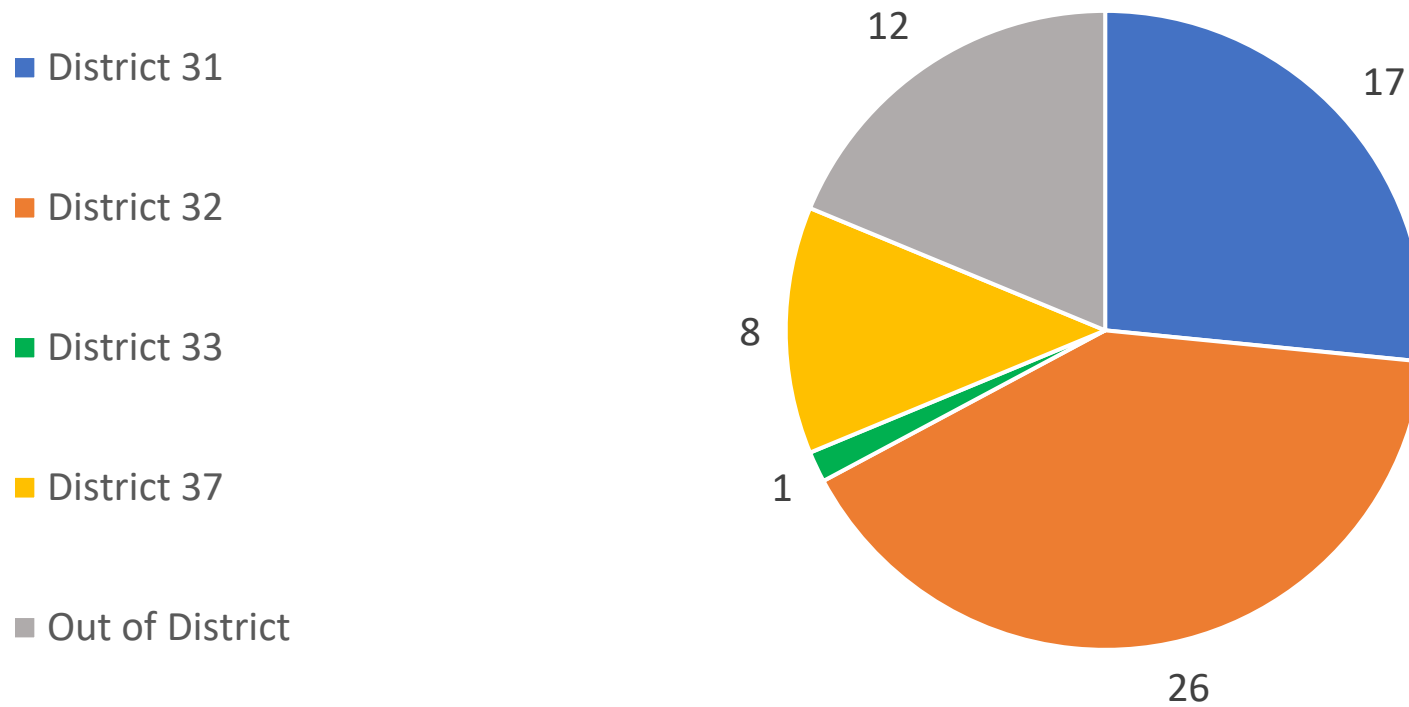
May 2023

	May 23	Budget	\$ Over Bu...	% of Budget
3405 Health & Safety				
3405.1 Annual Physicals	0.00	0.00	0.00	0.0%
3405.2 Staff Counseling	0.00	3,083.34	-3,083.34	0.0%
3405.3 Stress Test	0.00	0.00	0.00	0.0%
3405.4 New Hire Physicals & Men	0.00	0.00	0.00	0.0%
3405.6 New Hire Mental Check	0.00	0.00	0.00	0.0%
3405.7 Family & Child Counsel	0.00	1,651.67	-1,651.67	0.0%
Total 3405 Health & Safety	0.00	4,735.01	-4,735.01	0.0%
Total 3400 FITNESS-HEALTH & SAFETY	0.00	5,635.01	-5,635.01	0.0%
4000 UTILITIES				
4005 Fuel for Apparatus	3,424.84	2,333.34	1,091.50	146.8%
4010 Electric	1,793.64	2,333.34	-539.70	76.9%
4015 Gas / Propane	1,266.21	2,166.67	-900.46	58.4%
4020 Water	1,194.83	1,333.33	-138.50	89.6%
4025 Phones / Internet / TV	2,556.01	2,916.67	-360.66	87.6%
4030 Trash Pickup	0.00	420.00	-420.00	0.0%
4050 Radio Site Rental Elden	225.00	286.48	-61.48	78.5%
Total 4000 UTILITIES	10,460.53	11,789.83	-1,329.30	88.7%
4100 Training and Travel				
4105 Training Registration	0.00	0.00	0.00	0.0%
4110 Lodging	0.00	0.00	0.00	0.0%
4115 Food	413.94	0.00	413.94	100.0%
4120 Supplies/Vent	0.00	0.00	0.00	0.0%
4125 Travel Fuel Rentals Air	155.29	0.00	155.29	100.0%
4130 Tuition Reimbursement	580.54	0.00	580.54	100.0%
Total 4100 Training and Travel	1,149.77	0.00	1,149.77	100.0%
4200 OWA Expenses				
4230 OWA Exp.	1,802.65	19,166.67	-17,364.02	9.4%
Total 4200 OWA Expenses	1,802.65	19,166.67	-17,364.02	9.4%
4300 INTERST / FEES				
4315 Interest / Fees	0.00	0.00	0.00	0.0%
Total 4300 INTERST / FEES	0.00	0.00	0.00	0.0%
4500 Grant Expenses				
4510 Other Grants	0.00	0.00	0.00	0.0%
Total 4500 Grant Expenses	0.00	0.00	0.00	0.0%
Payroll Expenses	0.00	0.00	0.00	0.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Total Expense	326,443.00	593,125.67	-266,682.67	55.0%
Net Ordinary Income	-87,242.86	-1,516.73	-85,726.13	5,752.0%
Net Income	-87,242.86	-1,516.73	-85,726.13	5,752.0%

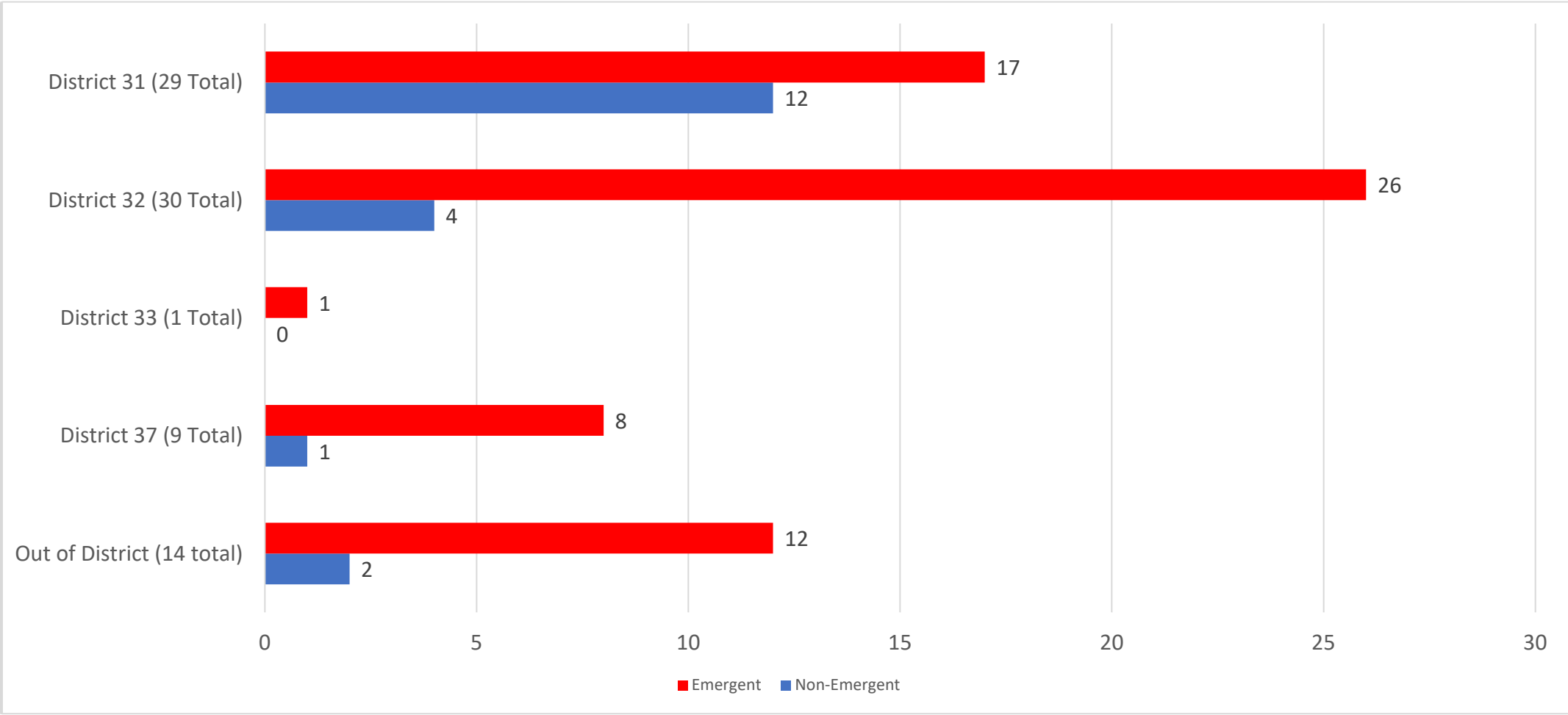
SFMD BC Run Report

May 2023 Statistics

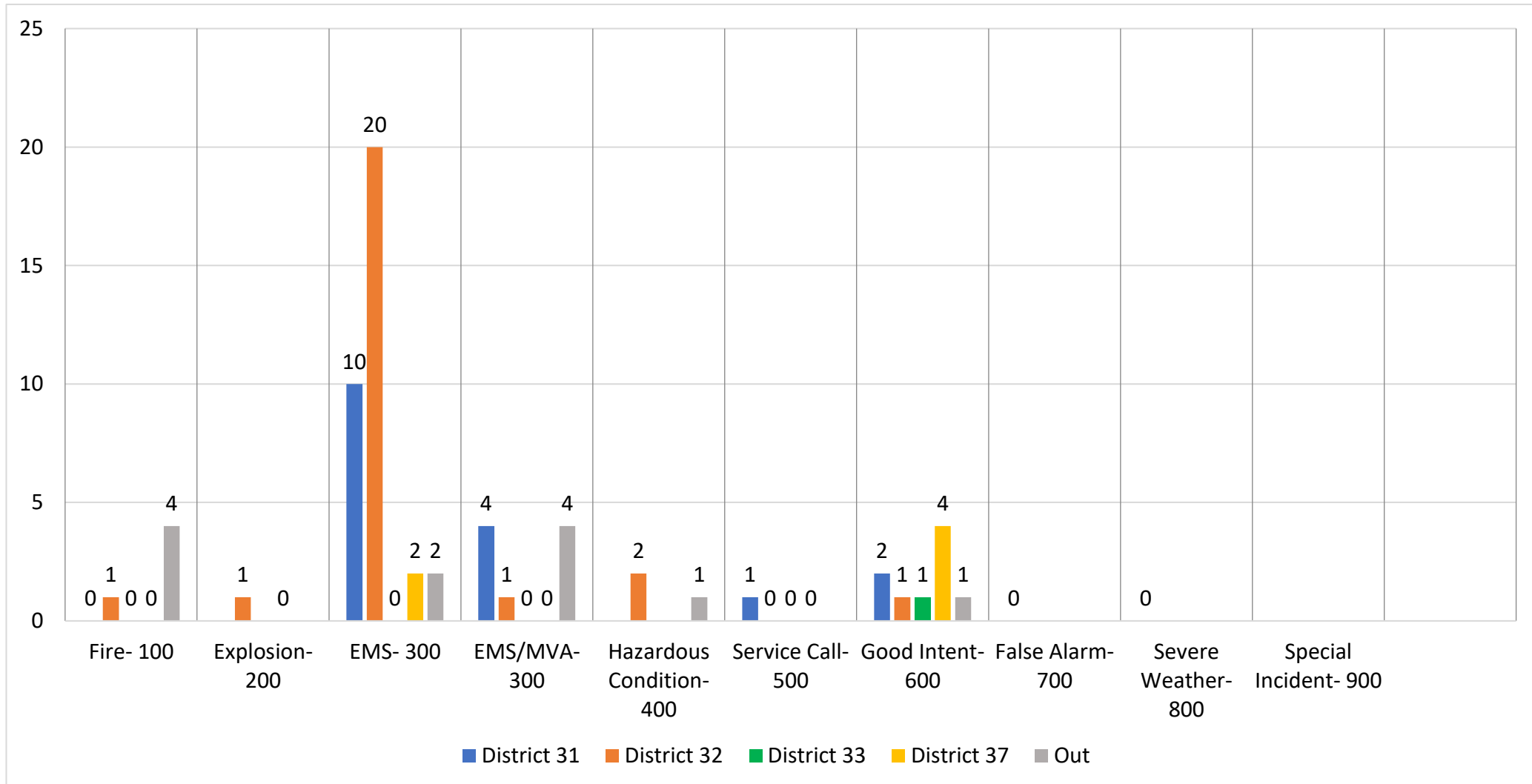
Emergent Calls- 64 Total



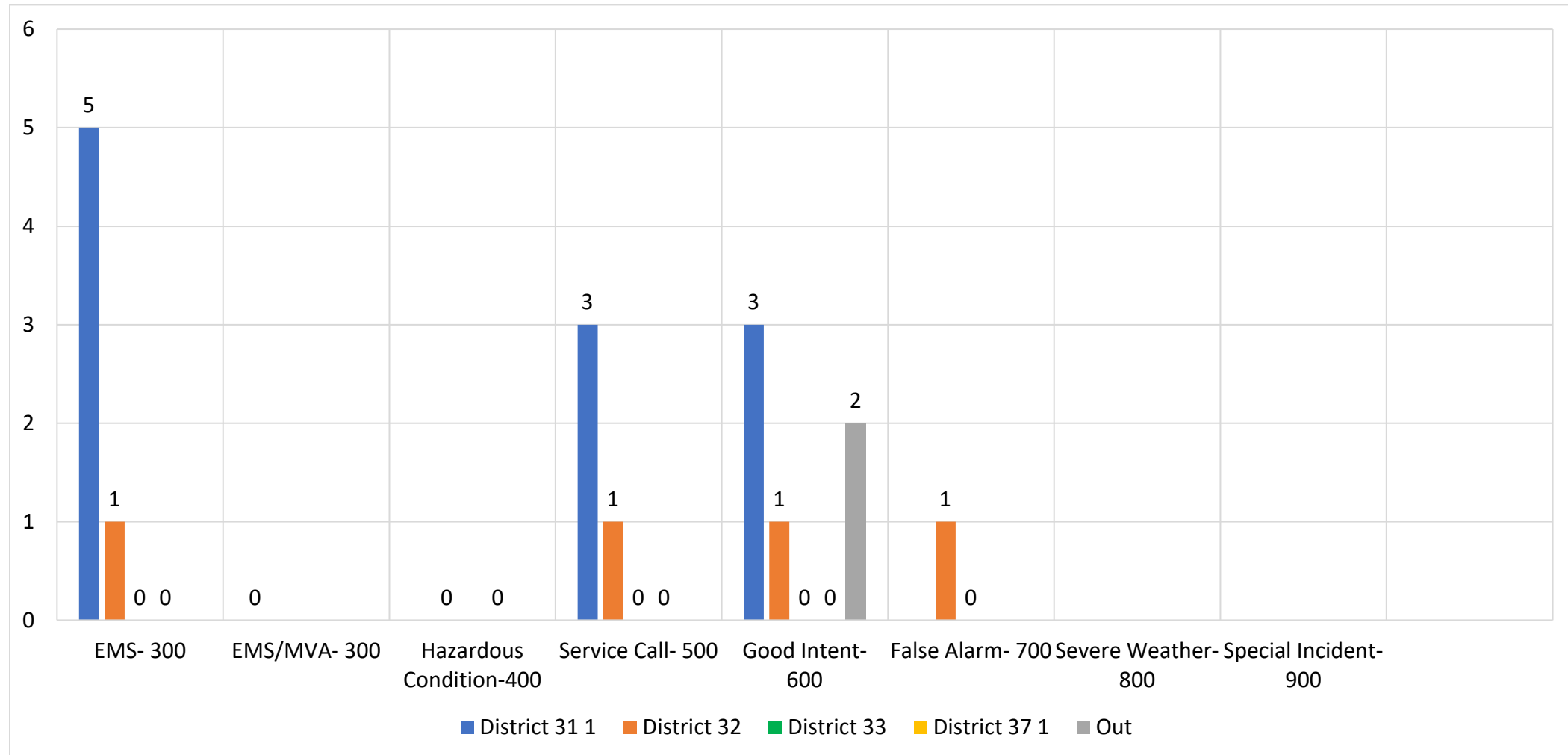
Total Incidents- (82)



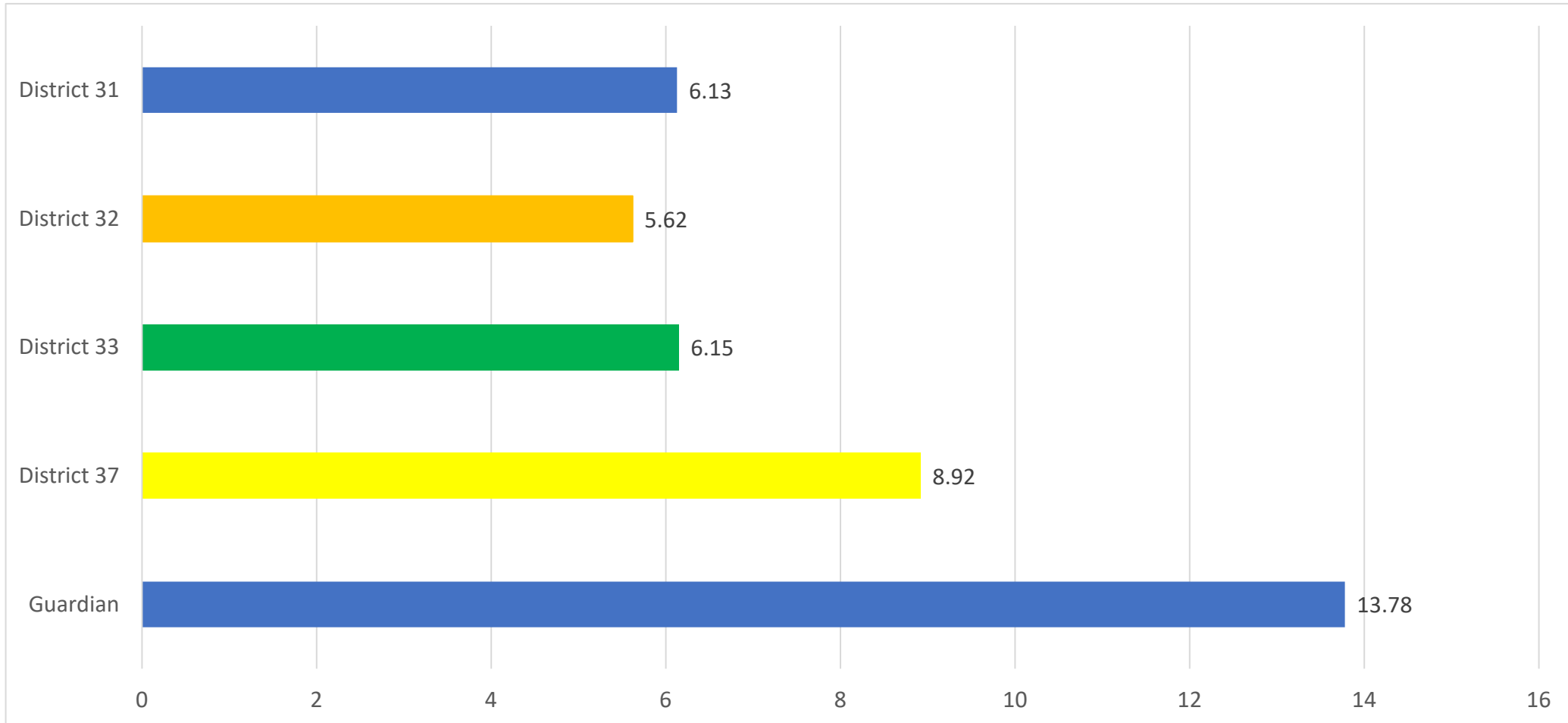
Emergent Call Breakdown



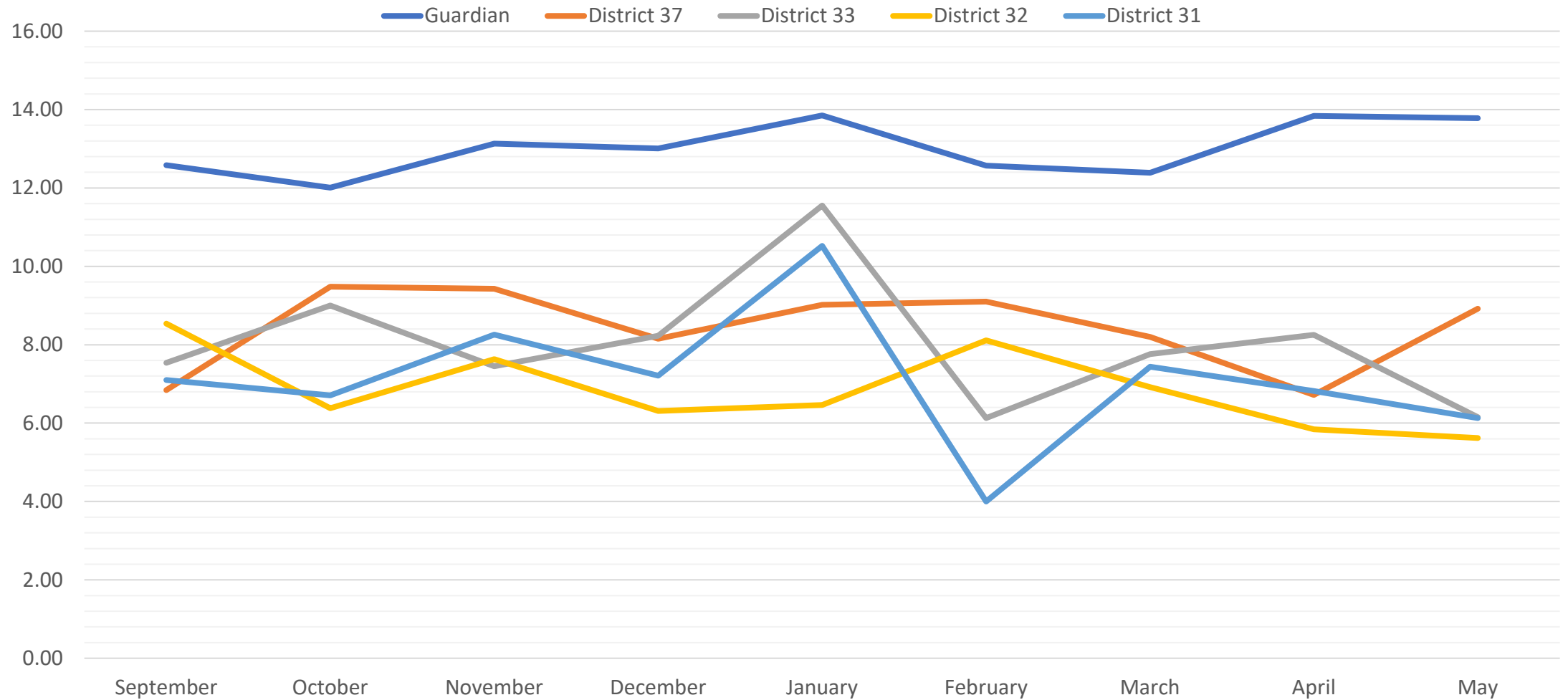
Non-Emergent Call Breakdown



Average Response Times



Response Time Trend



Action – 7a

To: SFMD Fire Board

From: SFMD Administration

Date: June 21, 2023

Title: Public Hearing

Recommended Action: Anyone wishing to comment on the proposed Chief's Budget and the Go Bond Repayment Budget for FY 2023-24 may do so at this time.

Action Summary: ARS 48-805.02 (A) requires the district to hold a Public Hearing which allows for the citizens of a district to voice their opinions regarding the proposed budget for the district.

Financial Impacts: None

Relation to Goals: Fiscal Transparency and Public Input on Board decisions.

Key Considerations: The proposed Chief's Budget for FY 2023-24 has been discussed at previous board meetings and posted for all citizens to review. Comments are welcome by the Board.

Additional Info: The proposed Chief's Budget allows for a market adjustment of 6% for employee compensation, contains no increases to dependent healthcare coverage, and builds our capacity for needed capital purchases and

Action – 7b

To: SFMD Fire Board

From: SFMD Administration

Date: June 21, 2023

Title: Review, discuss and possible action on Resolution 2023-01 of the Summit Fire & Medical District Adoption of the Chief's Budget for FY 2023-24.

Recommended Action: Adoption of Resolution 2023-01 – Chief's Budget for FY 2023-24.

Action Summary: As per ARS Title 48, we have proposed an operating budget (Chief's Budget) for FY 2023-24 which has been posted for the required 20 days and was open for public comment. At this time, we request adoption of Resolution 2023-01; Adoption of the Chief's Budget for FY 2023-24.

Financial Impacts: The increased Mill Rate to 3.50 will allow the district to address improved compensation & inflationary increases.

Relation to Goals: Diversify and improve revenue streams.
Create efficiencies that improve and sustain the capabilities of the District.
Improve the resources of the District both human and capital

Key Considerations: Provides a balanced budget based on expected revenues vs. expenses.

Additional Info: Market adjustment of 6% for employees, no increases to dependent healthcare coverage.

Attachments: Proposed 2023-24 Chief's Budget

Suggested Motion I motion to adoption Resolution 2023-02; to adopt the Chief's Budget for FY 2023-2024.



**Adoption Resolution
Board of Directors Resolution # 2023-1
(Fiscal Year 2023-2024 Budget Adoption)**

A Resolution of the elected officials of Summit Fire and Medical District adopting an operating budget for Fiscal Year 2023/2024 in the amount of \$8,476,125; to set the Districts Mill Rate to 3.50; to encumber sufficient funds to cover outstanding items (liabilities, purchase orders, invoices etc.) from the previous fiscal year; and to commit any remaining revenues over expenditures to be transferred to the next fiscal year's budget.

WHEREAS, Arizona Revised Statutes, Title 48 require the Summit Fire and Medical District to adopt an annual operating budget and:

WHEREAS, a Public Hearing was held in compliance with State Law on the proposed Fiscal Year 2023-2024 operating budget containing funding for continued emergency and fire services, salaries, wages and benefits for District employees, general operating expenditures, continued training expenditures, and debt services.

Therefore, it is hereby resolved at a duly noticed public meeting of the Governing Board of Summit Fire and Medical District to adopt the Fiscal year 2023-2024 Annual Operating Budget in the amount of \$8,476,125 (attached); to encumber sufficient funds to cover outstanding items (liabilities, purchase orders, invoices, etc.) from the previous fiscal year; and to commit any remaining revenue over expenditures to be transferred to the next fiscal year; by a majority of the Governing Board members.

RESOLVED and ADOPTED THIS 21ST DAY OF JUNE, 2023

Jim Timney, Board Chairman

Robb Faus, Board Clerk



FY 2023/2024 Budget for Posting Summary

Summit Fire & Medical District Annual Budget and Operational Plan

Chief's Proposed Budget

	2023/2024	2024/2025
Expenditures by Category		
Payroll (inc. mkt 6%)	\$ 3,186,193	\$ 3,313,370
Pensions	\$ 433,672	\$ 461,861
Payroll Expenses	\$ 343,953	\$ 373,523
Personnel insurance	\$ 364,061	\$ 385,904
Total Personnel Services	\$ 4,327,879	\$ 4,534,659
COP Payment	\$ 540,458	\$ 606,395
Contractual	\$ 688,819	\$ 730,148
Programs	\$ 1,344,562	\$ 1,371,454
Emergency Fund	\$ 50,000	\$ 100,000
Capital	\$ 80,000	\$ 105,000
Grants	\$ 575,000	\$ 575,000
Total Expense	\$ 7,606,719	\$ 8,022,655
Expenditures by Program		
Suppression/EMS	\$ 294,562	\$ 311,454
Training	\$ 31,500	\$ 31,500
Wildland	\$ 15,000	\$ 15,000
Wildland Call Out	\$ 900,000	\$ 900,000
Fleet/Facilities	\$ 103,500	\$ 113,500
Available Funding Sources		
Mill Rate	3.500 %	3.625 %
LPV	\$ 160,081,662	\$ 167,285,337
Tax Revenues	\$ 5,602,858	\$ 6,064,093
FDAT	\$ 363,600	\$ 367,236
Misc. Income	\$ 163,800	\$ 171,990
Grant Funding	\$ 550,000	\$ 550,000
Marijuana Excise Tax -207	\$ 80,000	\$ 80,000
Wildfire Income	\$ 1,000,000	\$ 1,000,000
Budget Stabilization Fund	\$ 1,126,240	\$ 1,185,933
Total Revenue	\$ 7,666,411	\$ 8,160,275
Total Income	\$ 8,886,498	\$ 9,513,099
Total Expenses	\$ 7,606,719	\$ 8,022,655
Budget Stabilization (July)	\$ 1,279,780	\$ 1,490,444
<i>Restricted Fund Balances</i>		
West Side Capital	\$ 426,446	\$ 430,711
Emergency Fund	\$ 212,960	\$ 312,960
Capital Fund	\$ 230,000	\$ 335,000



FY 2023/2024 Budget for Posting Summary

Summit Fire & Medical District Annual Budget and Operational Plan

Copies of the budget are available upon request through SFMD's Administrative Office or by visiting the District website at www.summitfiredepartment.org, or calling 928-526-9537. The proposed budget was adopted for posting on Wednesday, May 17, 2023, during a Regular Board Meeting. In accordance with the A.R.S. §48-805(A)2, the 20-day posting period began on Thursday May 18, 2023, ended Wednesday June 15, 2023. The Public Budget Hearing and final adoption will be held on Wednesday, June 21, 2023, at 6:00 p.m. at Summit Fire District, Station 32; 8905 Koch Field Road, Flagstaff, AZ 86004.

Fire Board Chair Jim Timney

Fire Board Clerk Robb Faus

Action – 7c

To: SFMD Fire Board

From: SFMD Administration

Date: June 21, 2023

Title: Review, discuss and possible action on Resolution 2023-02 of the Summit Fire & Medical District Adoption of the GO Bond Repayment Budget for FY 2023-24.

Recommended Action: Adoption of Resolution 2023-02 – GO Bond Repayment Budget for FY 2023-24.

Action Summary: As per ARS 48-805.2 (A), the proposed GO bond Repayment Budget for FY 2023-24 has been posted for the required 20 days, and open for public comment. At this time, we request adoption of Resolution 2023-02- GO Bond Repayment Budget for FY 2023-24.

Financial Impacts: Reduction in property taxes of .0595 and continuation of decrease in bond debt.

Relation to Goals: Diversify and improve revenue streams.
Create efficiencies that improve and sustain the capabilities of the District.
Improve the resources of the District both human and capital

Key Considerations: Arizona Revised Statutes Title 48 requires the Summit Fire and Medical District to adopt an annual operating budget for repayment of FY 2018-2019 Bond via collections of property tax.

Additional Info: Market adjustment of 6% for employees, no increases to dependent healthcare coverage.

Attachments: Proposed 2022-2023 GO Bond Repayment Budget

Suggested Motion I motion to adoption Resolution 2023-02; GO Bond Repayment Budget FY 2023-2024.



**Adoption Resolution
Board of Directors Resolution # 2023-02
(Fiscal Year 2023/2024 GO Bond Repayment Budget Adoption)**

A formal resolution of the elected board of the Summit Fire and Medical District to adopt the GO Bond Repayment Budget for Fiscal Year 2023/2024 to encumber enough funds to cover outstanding bond debt for the FY 2023-24 in the amount of \$242,400.00; to set the GO Bond Repayment Budget rate at 0.1356%. These funds are to be deposited into the Debt Services account for all payments.

WHEREAS, Arizona Revised Statute, Title 48-806 (I) requires the Summit Fire and Medical District to adopt an annual operating budget to cover bond debt service payments and:

WHEREAS, County Treasurer has provided the tax levy rate necessary to cover principal and interest payments as they become due, and:

WHEREAS, any monies remaining in the debt service fund be used to reduce the district's property tax levy the next fiscal year.

THEREFORE, it is hereby resolved at a duly noticed public meeting of the Governing Board of Summit Fire and Medical District to adopt the Fiscal year 2023/2024 GO Bond Repayment Budget in the amount of \$242,400.00 to encumber sufficient funds to cover principle and interest payments due next fiscal year; and to commit any remaining revenue over expenditures to be transferred to the next fiscal year; by a majority of the Governing Board Members.

RESOLVED and ADOPTED THIS 21ST DAY OF JUNE, 2023.

James Timney, Board Chairman

Robb Faus, Board Clerk



Debt Services Account for GO Bond Repayment Budget for Adoption

Summit Fire and Medical District

Fiscal Year 2023-2024 GO Bond Repayment Budget

Fiscal Year 2018-2019 Summit Fire and Medical District has expended all the GO Bond Funds.

Repayment of Bond will be levied at \$0.1347 per \$100 of assessed value for Fiscal Year 2023-2024

Assessed Values	\$ 160,081,662.00
Assessed Value/\$100	\$ 1,600,816.62
Bond Rate	\$ <u>0.1347</u>
Total to be collected for FY 23-24	\$ 215,691.48

Copies of the budget are available upon request through SFMD's Administrative Office or by visiting the District website at www.summitfiredepartment.org, or calling 928-526-9537. The proposed budget was adopted for posting on Wednesday, May 17, 2023, during a Regular Board Meeting. In accordance with the A.R.S. §48-805(A)2, the 20-day posting period began on Thursday May 18, 2023, ended Wednesday June 14, 2023. The Public Budget Hearing and final adoption will be held on Wednesday, June 21, 2023, at 6:00 p.m. at Summit Fire District, Station 32; 8905 Koch Field Road, Flagstaff, AZ 86004.

Fire Board Chair Jim Timney

Clerk of Fire Board Robb Faus

Action – 7d

To: SFMD Fire Board

From: SFMD Administration

Date: June 21, 2023

Title: Review, discuss and possible action on Renewal of “Memorandum of Understanding” (MOU) between SFMD and the United Summit Firefighters Local 1505, with current revisions.

Recommended Action: Approval of MOU as written with an effective date of July 1, 2023 and an expiration date of June 30, 2025

Action Summary: The Memorandum of Understanding between SFMD and the Summit Local 1505 was developed to continue and maintain harmonious relations, cooperation, and understanding between the District and its employees concerning wages, hours and working conditions here at SFMD.

Financial Impacts: none

Relation to Goals: Create efficiencies that improve and sustain the capabilities of the District.
Improve the resources of the District both human and capital

Key Considerations: These are the only revisions to the previous MOU adopted in 2021:

- Section 3.1 Staffing
 - Minimum staffing changed- from 11 to 10 personnel and 3 engines.
 - Removed addendum #1 which referenced the East Side Restructure staffing.
- Section 4.4 Uniforms
 - B. District will provide Class B, (not Class A) after probation.
 - C. changed wording from boot “allowance” to “reimbursement”- for a total of \$600 every 3 years.
- Removed Jeff Minor- added Robert Brooks as Sec/Treasurer.

Suggested Motion: I motion to approve the Memorandum of Understanding with a revision date of June 21, 2023 between Summit Fire & Medical District and the Local 1505 Chapter.



Memorandum of Understanding

2023

Summit Fire and Medical District and United Flagstaff Firefighters Summit Chapter Local 1505 and the Summit Fire and Medical District Employees. This Memorandum of Understanding originally presented to the Summit Fire Board June 16, 2021. Revised June 21, 2023

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Preamble

THIS AGREEMENT is entered into by and between the Summit Fire and Medical District, a special taxing district of the State of Arizona (hereafter the “District”), United Flagstaff Firefighters Summit Chapter Local 1505 (hereafter the “Union”) and the Summit Fire District Employees, negotiating collectively via the Union as their duly selected representative (hereafter the “SFMD Employees”) (all together referred to collectively as the “Parties”), on this 21st day of June, 2023.

WHEREAS, the Parties, through their designated representatives, had previously resolved to meet and confer in good faith, in order to reach an agreement concerning wages, working conditions, and benefits of the Union and SFMD Employees; and

WHEREAS, a prior Memorandum of Understanding had previously been entered into by the Parties on or about June 16, 2021, in order to set forth some working arrangement between the Parties while continuing to explore and consider terms and options; and

WHEREAS, this prior Memorandum of Understanding and all of its attendant terms and conditions will expire on June 30, 2023; and

WHEREAS, the Parties wish to enter into this Memorandum of Understanding (hereafter the “Agreement”), and

WHEREAS, the Parties hereby acknowledge that the provisions of this Agreement are not intended to abrogate the authority and responsibility of the District under the statutes and law of the State of Arizona.

NOW, THEREFORE, to extend certain of the terms of the this Memorandum of Understanding concerning working conditions and benefits for the term specified, the Parties agree to adopt this Agreement and its terms and take such other actions as may be necessary to implement its provisions.

Article1: Rights

Section 1.1 Gender

Whenever any words used herein in the masculine, feminine, or neuter, they shall be construed as though they were also used in another gender in all cases where they would so apply.

Section 1.2 Department Rights

- A. The Union and SFMD Employees recognize that the Board of Directors of the District (hereafter “Fire Board” or “Board”) and the chief officer appointed by the Fire Board (hereafter the “Fire Chief” or “Chief”) retain, whether exercised or not, solely and exclusively, all express and inherent rights and authority pursuant to law with respect to determining the level of and the manner in which the District’s service-delivery activities are conducted, managed, and administered. The Union and SFMD Employees recognize the exclusive right of the Chief to establish and maintain departmental rules and procedures for the administration of the District during the term of this Agreement, provided that such rules and procedures do not violate any of specific express provisions of the Agreement.
- B. The District and the Chief have the exclusive right and authority to schedule work and/or overtime work as required in the manner most advantageous to the District, subject to the express terms of this Agreement.
- C. It is understood by the Parties that every incidental duty connected with operations enumerated in job descriptions is not always specifically described; nevertheless, it is intended that all such duties shall be performed by SFMD Employees.
- D. The District and Chief reserve the right to discipline or terminate employees in accordance with policies adopted by the Board.
- E. The District and the Chief shall determine and establish processes by which duties are performed subject to the express terms of this Agreement.
- F. The District and Chief shall have the right to transfer employees within the District in a manner most advantageous to the District subject to the express terms of this Agreement.
- G. Except as otherwise specifically provided in the Agreement, the District and the Chief retain unqualifiedly all rights and authority to which, by law, they are entitled.

Section 1.3 Union and Employee Rights

- A. The Union, as the authorized representative, has the exclusive right to serve as the meet and confer representative for all SFMD Employees.
- B. The designated Union members or SFMD Employees shall have the right to bi-weekly or monthly payroll deduction and supplemental retirement plans, if they choose.
- C. SFMD Employees have the right to request representation by the Union in dealings with the District concerning grievances and matters pertaining to their individual employment rights and obligations. The Union's role would be to ensure that due process and District policy are maintained throughout any process.

Section 1.4 Prohibition of Strikes and Lockouts

- A. Strikes, work stoppages, slowdowns, employer lockouts and other concerted efforts designed to disrupt Fire District services are contrary to the public good and are strictly prohibited.

Article 2: Grievance

Section 2.1 Grievance Procedure

Grievance procedures shall follow, and be governed in accordance with, the adopted policy(s) of the District regarding the same; more specifically here, Policy #206, as it may be amended by the Administration from time to time, pursuant to the procedures for the amendment thereof. This said policy, or any successor policy thereto, is incorporated herein by this reference and made a binding part hereof, as if restated here in full.

Summit Fire and Medical District Policies and Procedures	
Section: Human Resources	Number: 206
Draft: October 10, 2014	Fire Board Adopted: 10/21/2014
Subject: Grievance Policy	ORIGINATOR: Chief Howard

Articles 3: Hours of Work/Working Conditions

Section 3.1 Staffing

A. Staffing Minimums:

10 - Person minimum staffing for line personnel

3 - ALS on duty to include two (2) on the East Side and one (1) on the West (BC's do not count – may use discretion)

3 – 3 person Engines

1 – Rated Station Captain on duty for any given day, plus an Acting BC

B. Scheduled leaves shall follow, and be governed in accordance with, the adopted policy(s) of the District regarding the same; more specifically here, Policy #162, as it may be amended by the Administration from time to time, pursuant to the procedures for the amendment thereof. This said policy, or any successor policy thereto, is incorporated herein by this reference and made a binding part hereof, as if restated here in full.

Summit Fire and Medical District Policies and Procedures	
Section: 100 Human Resources	Number: 162
Draft: August 11, 2016	Fire Chief Adopted 9-8-2016
Subject: Leave- Vacation, Sick, Emergency, DA, Wildland, Bereavement, Light Duty, and Shift Trades.	ORIGINATOR: Deputy Fire Chief Current Revision: 04/19/2023

Section 3.2 Work Hours

A. Work hours for 56-hour staff shall follow, and be governed in accordance with, the adopted policy(s) of the District regarding the same; more specifically here, Policy #153, as it may be amended by the Administration from time to time, pursuant to the procedures for the amendment thereof. This said policy, or any successor policy thereto, is incorporated herein by this reference and made a binding part hereof, as if restated here in full.

Summit Fire and Medical District Policies and Procedures	
Section: 100 Rules and Regulations	Number: 153
Draft:	Fire Chief Adopted: 12-20-2011
Subject: Work Schedules-56 Hour Staff	ORIGINATOR: Human Resource Strategies

- B. Work hours for 40- hour staff shall follow, and be governed in accordance with, the adopted policy(s) of the District regarding the same; more specifically here, Policy #154, as it may be amended by the Administration from time to time, pursuant to the procedures for the amendment thereof. This said policy, or any successor policy thereto, is incorporated herein by this reference and made a binding part hereof, as if restated here in full.

Summit Fire and Medical District Policies and Procedures	
Section: 100 Rules and Regulations	Number: 154
Draft:	Fire Chief Adopted: 12/20/2011
Subject: Work Schedules 40-Hour Staff	ORIGINATOR: Human Resource Strategies

Section 3.3 Shift Trades

- A. Shift trades shall follow, and be governed in accordance with, the adopted policy(s) of the District regarding the same; more specifically here, Policy #162, as it may be amended by the Administration from time to time, pursuant to the procedures for the amendment thereof. This said policy, or any successor policy thereto, is incorporated herein by this reference and made a binding part hereof, as if restated here in full.

Summit Fire and Medical District Policies and Procedures	
Section: 100 Human Resources	Number: 162
Draft: August 11, 2016	Fire Chief Adopted 9-8-2016
Subject: Leave- Vacation, Sick, Emergency, DA, Wildland, Bereavement, Light Duty, and Shift Trades.	ORIGINATOR: Administrative Officer/Labor Current Revision: 07/21/2021

Section 3.4 Mileage for Moving Stations for District Coverage

- A. Mileage shall follow adopted, and be governed in accordance with, the adopted policy(s) of the District regarding the same; more specifically here, Policy 149, as it may be amended by the Administration from time to time, pursuant to the procedures for the amendment thereof. This said policy, or any successor policy thereto, is incorporated herein by this reference and made a binding part hereof, as if restated here in full

Summit Fire and Medical District Policies and Procedures	
Section: 100 General Administration	Number: 149
Draft:	Fire Chief Adopted:
Subject: Mileage	

Section 3.5 Recalls

- A. Recalls shall follow adopted, and be governed in accordance with, the adopted policy(s) of the District regarding the same; more specifically here, Policy #214, as it may be amended by the Administration from time to time, pursuant to the procedures for the amendment thereof. This said policy, or any successor policy thereto, is incorporated herein by this reference and made a binding part hereof, as if restated here in full.

Summit Fire and Medical District Policies and Procedures	
Section: 200 General Administration	Number: 214
Draft:	Fire Chief Adopted: July 1, 2017
Subject: Minimum staffing, Recalls, Mandatory Recalls, OWA Recalls, FM Use	ORIGINATOR: C. Fennell Current Revision: 07/21/2021

Section 3.6 Working Conditions

- A. **Harassment, disrespect, hostility and discrimination will not be tolerated by any employee regardless of rank or position.** Any accusations shall be investigated immediately and disciplinary action will be decided upon following the investigation. The investigation shall not take more than seven days, and if disciplinary action is recommended, the action will be immediate.
- B. Standards of Conduct shall follow, and be governed in accordance with, the adopted policy(s) of the District regarding the same; more specifically here, Policy #123, as it may be amended by the Administration from time to time, pursuant to the procedures for the amendment thereof. This said policy, or any successor policy thereto, is incorporated herein by this reference and made a binding part hereof, as if restated here in full.

Summit Fire and Medical District Policies and Procedures	
Section: 100 Human Resources	Number: 123
Draft:	Fire Board Adopted 12/20/2011
Subject: Standards of Conduct	ORIGINATOR: HR Strategies

- C. The District will furnish and maintain all tools, equipment, safety equipment and uniforms needed by the employees to safely and professionally complete the responsibilities of the District to the public.

Article 4 Benefits

Section 4.1 Health, Vision, Dental and Life Insurance

- A. The District shall provide Health insurance to all SFMD Employees at no cost to the employee. SFMD Employees' families may, in the sole discretion of the District, also be included within the insurance. The District may at any time, but is not in any manner required to, offer to provide family coverage at a percentage or rate agreed upon by the Board, Administration and Labor.
- B. The District shall provide Vision insurance to all SFMD Employees at no cost to the employee. SFMD Employees' families may also be included within the insurance, but this cost will be covered by the employee.
- C. The District shall provide Dental insurance to all SFMD Employees at no cost to the employee. SFMD Employees' families may also be included within the insurance, but this cost will be covered by the employee.
- D. The District shall provide Life insurance of \$50,000 to all SFMD Employees per the District's current insurance carrier agreement.
- E. The Union shall be included in all decisions referring to health, vision, dental, and life insurance.
- F. All other direction shall follow adopted, and be governed in accordance with, the adopted policy(s) of the District regarding the same; more specifically here, Policy #164, as it may be amended by the Administration from time to time, pursuant to the procedures for the amendment thereof. This said policy, or any successor policy thereto, is incorporated herein by this reference and made a binding part hereof, as if restated here in full.

Summit Fire and Medical District Policies and Procedures	
Section: 100 Rules and Regulations	Number: 164
Draft:	Fire Board Adopted: 12-20-2011
Subject: Group Health, Dental, and Life Insurance	ORIGINATOR: Human Resource Strategies

Section 4.2 Holidays

- A. Holidays shall follow adopted, and be governed in accordance with, the adopted policy(s) of the District regarding the same; more specifically here, Policy #161, as it

may be amended by the Administration from time to time, pursuant to the procedures for the amendment thereof. This said policy, or any successor policy thereto, is incorporated herein by this reference and made a binding part hereof, as if restated here in full.

Summit Fire and Medical District Policies and Procedures	
Section: 100 Rules and Regulations	Number: 161
Draft:	Fire Board Adopted: July 1, 2017
Subject: Holiday Pay and Accrual of Holiday Compensatory Time	ORIGINATOR:

Section 4.3 Vacation and Sick Leave

- A. Vacations and Sick leave accruals shall follow adopted, and be governed in accordance with, the adopted policy(s) of the District regarding the same; more specifically here, Policy #162, as it may be amended by the Administration from time to time, pursuant to the procedures for the amendment thereof. This said policy, or any successor policy thereto, is incorporated herein by this reference and made a binding part hereof, as if restated here in full.

Summit Fire and Medical District Policies and Procedures	
Section: 100 Human Resources	Number: 162
Draft: August 11, 2016	Fire Chief Adopted 9-8-2016 Revised and Adopted July 1, 2017
Subject: Leave- Vacation, Sick, Emergency, DA, Wildland, Bereavement, Light Duty, and Shift Trades.	ORIGINATOR: Administrative Officer/Labor Current Revision: 07/21/2021

Section 4.4 Uniforms

- A. District-issued uniforms are provided to all SFMD Employees and shall follow adopted, and be governed in accordance with, the adopted policy(s) of the District regarding the same; more specifically here, Policy #132, as it may be amended by the Administration from time to time, pursuant to the procedures for the amendment thereof. This said policy, or any successor policy thereto, is incorporated herein by this reference and made a binding part hereof, as if restated here in full.
- B. The District shall provide all new hire 56-hour SFMD Employees with a complete set of class B uniforms upon completion of probation.
- C. All 56-hour SFMD Employees shall be reimbursed up to \$600 every 3 years for wildland boots and/or station boots. Accrual dates for boot allowances will be based

upon the employees' hire date. Exceptions to this may occur based upon need, which exceptions must be approved by the Fire Chief.

Summit Fire and Medical District Policies and Procedures	
Section: 100 Human Resources	Number: 132
Draft: March 7, 2016	Fire Chief Adopted: April 8, 2016
Subject: Uniform and Grooming Standards	ORIGINATOR: Deputy Fire Chief

Section 4.5 Tuition Reimbursement

- A. Any class that is required by the employer shall be covered by the department; this includes books, tuition, travel and lodging. To receive said benefit, classes must be approved by the District.
- B. Any department-approved class that is paid for by an employee shall be reimbursed by the District, including books, tuition, travel, and lodging. To be eligible for reimbursement under this subsection, an employee must have received approval from the District *prior* to the employee's payment(s) for the class.
- C. Employees using Tuition reimbursement for college credit and or Paramedic certification education must maintain employment for 3 years after completing the class or shall pay back the cost of the class(s) from their final paycheck considering a monthly prorated amount.
 - a. Requests for reimbursement will be based on the current budget.
 - b. Reimbursement will be provided for all passing grades of a B or above.

Section 4.6 Recertification and Education

- A. The District shall cover the cost of all recertification classes; this includes but is not limited to EMT, Paramedic, Fire Investigator, HAZ Tech and any other certifications that must be renewed.
- B. The District shall grant department-approved leave to all EMT and Paramedic employees while on duty to attend refresher classes.

In Witness Whereof the Parties have set their hands:

Casey Robinson, President, United Flagstaff Firefighters Summit Chapter Local 1505

Robert Brooks, Secretary Treasurer, United Flagstaff Firefighters Summit Chapter Local 1505

Jim Timney, Chairman of the Summit Fire Board Chairman

Robb Faus, Clerk of the Summit Fire Board Clerk

Mark Gaillard, Fire Chief, Summit Fire District

Action – 7e

To: SFMD Fire Board

From: SFMD Administration

Date: June 21, 2023

Title: Review, discuss and possible action on Proposal from Executech for system updates.

Recommended Action: Approval of contract with Executech for \$10,118.50 to update our server and perform needed upgrades to our system.

Action Summary: Our current servers have reached their life expectancy and are not being supported any longer. We have asked Executech (our I.T. support provider) to give us a proposal which includes adding SharePoint, switching us over to the Cloud for data storage, decommissioning our current servers, and moving our QuickBooks account. This also includes training for all employees on new processes.

Financial Impacts: One time set up fee of \$10,118.50.

Relation to Goals: Create efficiencies that improve and sustain the capabilities of the District.
Improve the resources of the District both human and capital

Key Considerations: Our servers are outdated and we must come up with an alternative for data storage, daily work processing, and access to online programs used by our staff. By moving to the Cloud it will reduce future server replacements cost and create storage efficiencies.

Additional Info:

Attachments: Proposed project: Azure AD Rollout.

Suggested Motion I motion to approve the proposal from Executech for necessary system upgrades with a one-time fee of \$10,118.50.

Statement of Work

Dear Vivian,

Executech of Northern Arizona (Executech) has a policy of advising our clients in writing of our understanding as to the scope of our services and then asking to confirm that your understanding is the same as ours.

Executech agrees to assist *Summit Fire and Medical District* (SFMD) to any extent requested for consulting, design, installation, implementation, upgrade, and management of the network system. *SFMD*, at their sole discretion, determines the level of our involvement on this project.

Current Situation

SFMD's current server was purchased on 7/24/2016. It will come to its end of life on 7/25/2023 and will need to be replaced.

Client Short Name Objective and Mutual Understanding

SFMD would like to move away from a physical server onsite and start using Microsoft Azure for AD/DC services and SharePoint for any remaining shared files that are on their current server. They are in the process of moving their current applications to cloud versions, but we need to confirm that all the applications currently running on the server can be moved to cloud services.

Scope of Services

Executech will provide the following services:

- Project Design and Management
- Weekly Project Update Meetings
- Prep M365/Azure Tenant for Changes
- Create any additional SharePoint Sites/Groups that are needed
- Migrate Share Data to SharePoint and Resolve and resolve any errors
- Final Delta Sync of Data
- Disjoin workstations from AD and join to Azure AD
- Reset User's passwords, log in with user credentials, Transfer Profile data, and setup OneDrive sync.
- Setup User Outlooks and Sync SharePoint Site
- Setup scan to email solution on multi-function printers
- SharePoint training
- Tele-recorder will be decommissioned
- Migrate QB data to the cloud or a local PC and assist end user with setup
- Troubleshoot any issues that arise
- Decommission old server

Responsibilities:

Executech will:

- Review this scope at the start of the project and verify goals and existing environment are accurate to complete deployment phase.
- Perform the above listed procedures employing industry standards and best practices.
- Review existing environment and overall time at start of project and request for any adjustment if necessary.

SFMD will:

- Make available to Executech all necessary logins, passwords, and documentation for all devices relevant to this procedure.
- Allow Executech Engineers access to the relevant locations and devices during the procedure.

Principal Project Contacts:

<i>Client</i> IT Contact: Brian Walsh and Vivian Fennema Phone: (928) 526-9537 Email: bwalsh@sfmd.org and vivian@sfmd.org	Executech Engineer: Mark Brown Phone: (928) 255-5545 Email: mark.brown@executech.com
<i>Client</i> Billing Contact: Tammey Schieffer Phone: (928) 526-9537 Email: tammy@sfmd.org	Executech Engineer Manager: Collin Irwin Phone: (928) 433-8806 Email: collin.irwin@executech.com

Timing and location

Executech will establish an estimated start date for the project with the client once this quote has been approved.

Prepared For
Summit Fire District
Vivian Fennema
8905 Koch Field Rd
Flagstaff, AZ 86004
vivian@sfmd.org
(928) 5269537

Prepared By
Lance Jicha
Phone: (928)255-5545
Email: lance.jicha@executech.com



Services		Price	Qty	Extended
Azure AD Migration	<ul style="list-style-type: none"> Project Design, Management and training 	\$10,118.50	1	\$10,118.50
Services Subtotal				\$10,118.50

Recap	Amount
Services	\$10,118.50
Total	\$10,118.50

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. This quote is valid for 10 days from the date received. Due to current supply chain issues all quotes are good for 10 days. Supply chain issues are also affecting availability of product and this quote does not guarantee that all or some product will be available at the time of approval.

Legal Statements

Adverse Conditions and Unaccounted Items

Flagstaff IT likes to disclose potentially adverse conditions affecting this project.

- Software and hardware does not always act as advertised by the manufacturer in every environment. Issues are common and you will benefit from our experience, but sometimes issues may require additional Technical Support. Flagstaff IT does not extend technical support beyond that offered by the manufacturer or publisher. Should "Pay per Incident" support be required, client shall make arrangements and bear financial responsibility for such incidents.
- Flagstaff IT will assist with the provisioning of services from the Telco companies, but is in no way responsible for problems associated with the ordering or provisioning of services supplied by the Telco's. Our experience has proven that nearly all of the orders with the Telco's result in some sort of problem in the order or installation of the services or both. If this happens, we will work on the behalf of your company to resolve these issues but expect to be paid for the engineering time expended. In many cases, you may be able to be compensated by the Telco for our time. **IN SOME CASES YOU MAY NOT.** This can be a very frustrating process dealing with the multi-layered bureaucracies of the Telco's. While we are willing to help, we cannot afford to be penalized for the Telco's inability to properly process orders and installations.
- Windows applications and printer installation and configuration are difficult to estimate and subject to unforeseen difficulties.
- Existing workstations may need memory upgrades to achieve desired performance.
- We have not substantiated the network compatibility of any existing and planned applications and make no warranties. Some applications may require an upgrade to newer revisions to run properly.
- Proper power and line conditioning is essential to health and reliability of the network system. It is up to the client and the building owner to be certain the environment is free of "dirty" power, electro-magnetic interference and other disruptive forces.
- Proper ventilation and operating temperatures are essential to health and reliability of the network system. It is the responsibility of the client to make sure that at all times all hardware and other components are operated within normal operating temperatures.
- This list of issues is not limited to the above items. These are just some of the more common concerns.
- Time for the above listed issues has not been accounted for in our estimate. If you require any of these services, we recommend you discuss your needs with our engineer to determine the scope of our participation in these areas as the installation progresses. Our engineers can help you determine what options, if any, are available. Other unforeseen or changed circumstances might affect our original fee estimate. If that is the case, we will notify you as soon as we become aware of it.

Risk of Loss

All risk of loss or damage to the products of Schedule A, or any item, element or component thereof, shall be borne by the party upon whose premises the products were located at the time of such loss or damage.

Payment and Terms

All hardware included in the quote must be paid for upfront. All labor fees will be billed upon completion of the project. A signature is required in advance.

If the foregoing is in accordance with your understanding please electronically approve this proposal.