



PUBLIC NOTICE
REGULAR BOARD MEETING AGENDA
Wednesday, July 19, 2023
Station 32, 8905 Koch Field Road, Flagstaff AZ 6:00 pm

www.zoom.us / Meeting ID: 885 2281 1636 Passcode 432385

<https://us02web.zoom.us/j/88522811636?pwd=dIVDTzJzOHRRZWthaGdnU0gyTWtKQT09>

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 July 19, 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 June 21, 2023
 - b. Approval of Reconciliations and Financial Reports for June 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:
 - a. Monthly Run Report – On Duty Battalion Chief
 - b. Monthly Chief Updates - Chief Gaillard, Chief Wilson, Chief Fennell
 - c. Local 1505 Update – Union Representative
 - d. 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.
 - a. Review, discuss, and possible action on **Resolution 2023-03 Legal Counsel**. This resolution authorizes the Fire Chief, Staff, and Governing Board to utilize the Coconino County Attorney for legal counsel for FY 2023-2024.
 - b. Review, discuss, and possible action on proposed updates to the **Fire Board Handbook**.
 - c. Review, discuss, and possible action on partnership between the District and United States Forest Service (USFS) for the joint use of Station #33.
 - d. Review, discuss and possible action on **ARPA funding allocation**, once received.
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 6:00pm, July 18, 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, June 21, 2023

Station 32, 8905 Koch Field Road, Flagstaff AZ

1. **CALL TO ORDER**

Board Clerk Robb Faus called the Regular Board Meeting to order at 6:01 pm.

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

Members Present: Board Members Robb Faus, Jim Daskocil, Rick Parker, and Scott Walton

Members Absent: Chair Jim Timney

Administration: Chief Gaillard, Deputy Chiefs Mark Wilson and Chris Fennell, BC Torsten Palm, Vivian Fennema, and Jessica Foos (FFD)

3. **Pledge of Allegiance**

4. **CALL TO THE PUBLIC – no one wished to speak.**

5. **CONSENT AGENDA**

a. Discussion and Approval of the Regular Board Meeting Minutes of May 17, 2023.

b. Approval of Reconciliations and Financial Reports for May 2023.

No questions from the board.

Board Member R. Parker motioned to approve item A and B on the agenda. Motion was seconded by S Walton.

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Parker, Walton, Faus, Daskocil

NAYES: None

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

a. Sean Golightly, Community Relations Manager for the Coconino County Flood Control District was asked to speak on the Government Tank area of flooding. Sean reported on the status of the flood mitigation off Highway 89 and 180. They have meeting planned for July 11, for those citizens living and affected by flooding in those areas, to attend. (For further information please watch the [video](#) recording of this meeting which is located on our website.)

b. Monthly Run Report

BC Palm reported:

- Run report for May 2023. Total of 82 calls, with 64 being emergent calls. District 31 ran 17 calls, District 32 ran 26, and District 37 ran 8.
- Avg response times: Sta# 31 at 6.13 min, #32 at 5.62 mins, #37 at 8.92 mins and GMT at 13.78.

c. Monthly Chief Updates: Gaillard, Fennell, and Wilson

FC Gaillard:

- **BJ Fisk was promoted to A Shift Battalion Chief.** We intentionally kept that position vacant for over a year so that the staff who were interested in it could actually work in an interim position for a few months on a rotating basis to see what the job entailed.

- **Captain Bill Dunlap is retiring.** His last shift is on June 25th, with the Honor Guard performing a Flag ceremony at 0730 the morning of the 26th. Any and all are welcome to attend.
- This week we participated in a Mass Casualty Drill (car into school bus) with all partners in the area including The Transportation Authority of AZ. (run bus transportation in AZ)
- June 30th is the GFR Recruit Graduation at City Hall.
- Governor Hobbs coming to Flag on Friday to talk to City and County Officials about stormwater issues and forest restoration projects. We are hoping this opens the door for future financial support for Fire Districts.
- Potential leasing of Fire Station #33 to the forest service. Their intention is to locate wildland firefighting resources there (dozers, Type 3s, crew) We have researched market values on building leases and have sent over a proposal for their review. Once we can come to an agreement on terms it will go in front of the Board for approval.
 - Comment from BM Walton that maybe the forest service has some land that we could do a land swap for our “Station Relocation” out here in Doney.
 - Chief Gaillard stated that was part of the initial conversation, but apparently the forest in this part of the County is absolutely riddled with “archeological sites” and they were not optimistic about that.

DC Fennell:

- Regarding Captain Dunlap’s time with SFMD. His father was one of the founding fathers of the Timberline/ Fernwood Fire Department so when Bill is the last remaining firefighter from the Timberline FD. He is also the only FF in the GFR who is a real “Rocket Scientist” with a degree to prove it. He has been instrumental in the education of Engineers for our dept.
- We have another recruitment going on with approx. 25 people who have applied and are being vetted through the process.

DC Wilson:

- Introduces Jessica Vigorito, Management Analyst for the FFD. She is here helping out since Tammy is on vacation this week.
- JPA Update: Two (2) firms presented proposals for the analysis of the feasibility study, and we hope to have something to present to the Board by the August Board Meeting. Both firms anticipate it will be a 6–9-month review process, therefore; we are looking at the need to extend the current IGA which is slated to end in September. Also, the cost of the proposals came in higher than anticipated, so we are waiting on the COF budget team to approve the amount as they are covering 70% of the cost.
- More building damage at Sta #37 caused by the snow loads to the roof. We will have an insurance claim to cover the repairs.
- MOU update: Minimal changes to current MOU, which shows how well Labor and SFMD Admin are working together these days.

AO Fennema:

- Requesting board input on changes needed to the Board Handbook. Input from citizens attending past board meetings is they would like to see the time allotted for “public comments” increased to 3 minutes. One other possible change would be the start time of future Board Meetings. If the Board could get back with me on their thoughts we can get the changes made in the draft and get approval at next board meeting.

Local 1505 Update:

- BC Palm reiterated that we are excited about our 3 new recruits that are starting on the line soon. We are also hoping to fill 5 vacant spots with the September academy.
- There is a new GFR Firefighter Calendar available for purchase. All proceeds go to the Union Charities fund.

7. NEW BUSINESS / ACTION ITEMS

- a. **Public Hearing:** The Public Hearing portion of the board meeting was opened by Clerk Faus, and it was announced that anyone who wanted to speak to the Proposed Chiefs Budget and the Go Bond Repayment Budget could do so at this time. There were no requests to speak, so Clerk Faus declared the Public Hearing to be closed.

- b. As the FY 2023-24 was reviewed and approved at our last monthly board meeting, and there were no changes or updates from Administration, and no discussion. Clerk asked for a motion to be made. motion was made by Rick Parker to approve Resolution 2023-01; the adoption of the Chiefs Budget for FY 2023-24. The motion was seconded by Scott Walton.

Board Member Parker made a motion to adopt the FY 23-24 Chiefs Budget. Motion was seconded by Board Member Walton.

Discussion: None

Vote conducted. MOTION CARRIED by majority vote of those in attendance.

AYES: Parker, Walton, Faus

NAYES: Daskocil

- c. Resolution 2023-02 to adopt the GO Bond Repayment Budget for FY 2023-24. There was no discussion, no questions.

Board Member Parker made a motion to adopt Resolution 2023-02; Go Bond Repayment Budget for FY 2023-24. Motion was seconded by Board Member Walton.

Discussion: None

Vote conducted. MOTION Carried unanimously.

AYES: Parker, Walton, Faus, Daskocil.

NAYES: none

- d. Renewal with current revision to the Memorandum of Understanding (MOU) between SFMD and the United Summit Firefighters 1505.

Board Member Parker made a motion to approve the MOU with current revisions. Motion was seconded by Board Member Walton.

Discussion: None

Vote conducted. MOTION Carried unanimously.

AYES: Parker, Walton, Faus, Daskocil.

NAYES: none

- e. Proposal from Executech for moving from local server to Cloud based Azure.

Board Member Parker made a motion to approve the quote from Executech for \$10,118.50.

Motion was seconded by Board Member Walton.

Discussion: None

Vote conducted. MOTION Carried unanimously.

AYES: Parker, Walton, Faus, Daskocil.

NAYES: none

8. **Board Comments:**

We appreciate all the hard work put in by staff. Also appreciate the public who comes out for the meetings.

ADJOURNMENT: Board Meeting Adjourned at 7:33 pm

Motion to adjourn by Board Member Walton, seconded by Board Member Parker.

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Timney, Daskocil, Faus

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	June 2023
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	\$2,273,182.61
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	\$177,582.84
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	\$2,602.22
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	\$368,502.48
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	\$427,614.04
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	\$164,123.99
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	\$38,584.72
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	\$1,884,932.27
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	\$5,337,125.17

ACTUALS	YTD actuals	YTD Budgeted	Over / Under	% of Budget
Revenue	\$5,791,321.32	\$6,394,414.00	-\$603,092.68	91%
Expenses	\$4,568,827.19	\$5,765,765.82	-\$1,196,938.63	79%
Net Income	\$1,222,494.13	\$628,648.18		

*not including grant revenue, only expenses

Summit Fire District

Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1100 TAX REVENUE				
1101 Property Tax	4,804,577.07	4,871,914.00	-67,336.93	98.6%
1102 FDAT	361,178.58	360,000.00	1,178.58	100.3%
1103 Delinquent Property Tax	56,151.47	0.00	56,151.47	100.0%
Total 1100 TAX REVENUE	5,221,907.12	5,231,914.00	-10,006.88	99.8%
1200 GRANTS				
1210 Other Grants	2,775.00	550,000.00	-547,225.00	0.5%
1211 SAFER II	0.00	0.00	0.00	0.0%
Total 1200 GRANTS	2,775.00	550,000.00	-547,225.00	0.5%
1300 MISC INCOME				
1301 OWA Income	275,425.63	1,000,000.00	-724,574.37	27.5%
1302 Interest	51,838.03	414.01	51,424.02	12,521.0%
1303 Donations	0.00	0.00	0.00	0.0%
1304 Contracts with Towers	43,311.71	24,476.82	18,834.89	176.9%
1305 Out of District Calls	7,271.28	7,557.97	-286.69	96.2%
1308 Service Subscriptions	11,292.91	0.00	11,292.91	100.0%
1310 Misc. Income	16,541.36	56,897.60	-40,356.24	29.1%
1311 Maint Facility Income	52,883.87	73,153.60	-20,269.73	72.3%
1312 Community Room Rental	3,540.00	0.00	3,540.00	100.0%
1314 Insurance Proceed Income	869.00	0.00	869.00	100.0%
1315 SSFND-Smart & Safe AZ Fu...	103,665.41	0.00	103,665.41	100.0%
Total 1300 MISC INCOME	566,639.20	1,162,500.00	-595,860.80	48.7%
Total Income	5,791,321.32	6,944,414.00	-1,153,092.68	83.4%
Gross Profit	5,791,321.32	6,944,414.00	-1,153,092.68	83.4%
Expense				
2000 PERSONNEL SALARIES				
2009 Acting Pay				
2009 .1 Acting Pay BC	2,169.00	1,702.00	467.00	127.4%
2009. 2 Acting Captain	3,237.00	6,077.00	-2,840.00	53.3%
2009.3 Acting Engineer	6,558.00	4,677.00	1,881.00	140.2%
2009 Acting Pay - Other	426.00	0.00	426.00	100.0%
Total 2009 Acting Pay	12,390.00	12,456.00	-66.00	99.5%
2012 Covid Regular Time	0.00	0.00	0.00	0.0%
2013 Covid Backfill	0.00	0.00	0.00	0.0%
2032 OWA Backfill	16,727.54	41,681.45	-24,953.91	40.1%
2033 OWA OT	29,423.14	54,595.93	-25,172.79	53.9%
2034 OWA Eng Boss	480.00	1,000.00	-520.00	48.0%
2035 OWA Payroll	13,294.48	187,295.81	-174,001.33	7.1%
2036 OWA Single Resource OT	138,547.48	515,000.04	-376,452.56	26.9%
2037 OWA Holiday Pay	0.00	426.77	-426.77	0.0%
2050 Crew 1	0.00	13,336.23	-13,336.23	0.0%
2070 Battalion Chief	199,530.54	169,906.94	29,623.60	117.4%
2071 Administrative Officer	49,187.01	58,245.58	-9,058.57	84.4%
2072 Admin Assistant II	43,224.97	42,132.61	1,092.36	102.6%
2073 EVT Mechanic III	58,044.80	55,207.11	2,837.69	105.1%
2073.1 EVT Mechanic 1	0.00	0.00	0.00	0.0%
2075 Captains	663,390.39	751,342.97	-87,952.58	88.3%
2076 Engineer	420,302.59	669,561.74	-249,259.15	62.8%
2077 Firefighters	451,108.82	545,037.24	-93,928.42	82.8%
2082 Overtime				
2082.1 OT FireOfficer 1	0.00	0.00	0.00	0.0%
2082.2 OT FireOfficer Recall	0.00	0.00	0.00	0.0%
2082 Overtime - Other	346,440.96	155,849.62	190,591.34	222.3%
Total 2082 Overtime	346,440.96	155,849.62	190,591.34	222.3%

Summit Fire District

Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
2083 Vacation Leave	141,883.55	152,151.48	-10,267.93	93.3%
2084 Sick Leave	103,863.74	94,688.21	9,175.53	109.7%
2088 Holiday Pay	27,424.23	29,657.76	-2,233.53	92.5%
2099.1 Vacation Leave Payout	26,686.54	9,295.00	17,391.54	287.1%
2099.2 Sick Leave Payout	29,485.71	25,000.00	4,485.71	117.9%
Total 2000 PERSONNEL SALARIES	2,771,436.49	3,583,868.49	-812,432.00	77.3%
2200 PENSION				
2201 NationW Hybrid Tier 3 FD	17,904.30	16,807.02	1,097.28	106.5%
2202 NationW - Tier 2 FD	5,692.54	9,282.20	-3,589.66	61.3%
2203 NationW DC Only Tier 3FD	4,719.16	3,982.86	736.30	118.5%
2204 PSPRS - DROP	0.00	0.00	0.00	0.0%
2206 PSPRS - Tier 1 FD	180,489.38	239,320.25	-58,830.87	75.4%
2208 PSPRS - Tier 1A & 2 FD	19,123.81	55,725.82	-36,602.01	34.3%
2209 PSPRS DC Only Tier 3FD	81.20	0.00	81.20	100.0%
2209.1 PSPRS DC ONLY 3 FD Dis...	870.39	565.00	305.39	154.1%
2210.2 PSPRS - DB Tier 3	56,061.52	46,334.06	9,727.46	121.0%
2215 ASRS	27,122.89	29,531.32	-2,408.43	91.8%
Total 2200 PENSION	312,065.19	401,548.53	-89,483.34	77.7%
2300 PAYROLL EXPENSES				
2301 Workmen's Comp.	239,675.00	175,410.00	64,265.00	136.6%
2303 Social Security	22,681.20	15,044.74	7,636.46	150.8%
2304 Medicare	40,541.20	79,425.87	-38,884.67	51.0%
2305 Direct Deposit	-28,923.37	2,704.00	-31,627.37	-1,069.7%
Total 2300 PAYROLL EXPENSES	273,974.03	272,584.61	1,389.42	100.5%
2400 PERSONNEL INSURANCE				
2401 Medical Insurance	235,542.52	299,046.48	-63,503.96	78.8%
2402 Dental Insurance	18,089.81	34,135.08	-16,045.27	53.0%
2404 Life Insurance	3,822.39	4,152.48	-330.09	92.1%
2405 Vision Insurance	3,763.47	6,120.00	-2,356.53	61.5%
2400 PERSONNEL INSURANCE - ...	3,002.65			
Total 2400 PERSONNEL INSURANCE	264,220.84	343,454.04	-79,233.20	76.9%
2500 CONTRACTUALS				
2502 Legal Expenses by SFMD	0.00	20,000.00	-20,000.00	0.0%
2503 Broker Fees Medical Ins				
2503.2 Cancer Screening	0.00	0.00	0.00	0.0%
2503 Broker Fees Medical Ins...	9,420.00	9,840.00	-420.00	95.7%
Total 2503 Broker Fees Medical I...	9,420.00	9,840.00	-420.00	95.7%
2503.1 Fit for Duty Expenses	1,450.00	0.00	1,450.00	100.0%
2504 Audit	15,900.00	17,500.00	-1,600.00	90.9%
2510 FLAGIT Contract Services	25,080.00	36,754.56	-11,674.56	68.2%
2511 Software Contracts				
2511.10 Fire Manager Software	7,859.28	0.00	7,859.28	100.0%
2511.11 Flagit Additional Svc	0.00	0.00	0.00	0.0%
2511.2 Quickbooks Software	604.60	5,828.56	-5,223.96	10.4%
2511.3 NEO GOV	0.00	750.00	-750.00	0.0%
2511.4 Misc. Software	2,845.65	1,000.00	1,845.65	284.6%
2511.5 Avenza Maps for IPAD	949.00	872.00	77.00	108.8%
2511.6 PS Trax Eng, SCBA, PP...	0.00	3,371.96	-3,371.96	0.0%
2511.7 Upkeep	3,888.00	3,888.00	0.00	100.0%
2511.8 EMC2 Software	0.00	18,180.00	-18,180.00	0.0%
2511.9 ESO Software	738.64	6,745.00	-6,006.36	11.0%
2511 Software Contracts - Other	15,810.57	2,500.00	13,310.57	632.4%
Total 2511 Software Contracts	32,695.74	43,135.52	-10,439.78	75.8%
2514 Bld & Vehicle Insurance	81,029.00	70,000.00	11,029.00	115.8%

Summit Fire District

Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
2515 IGA Services				
2515.1 Fire Chief	142,250.00	145,000.00	-2,750.00	98.1%
2515.2 Dispatch	50,164.34	80,000.00	-29,835.66	62.7%
2515.3 Training Coordinator	0.00	19,000.00	-19,000.00	0.0%
2515 IGA Services - Other	31,931.37	16,113.43	15,817.94	198.2%
Total 2515 IGA Services	224,345.71	260,113.43	-35,767.72	86.2%
2519 Memberships & Subscription				
2519.1 AFDA	1,015.00	1,050.00	-35.00	96.7%
2519.2 NFPA	0.00	210.00	-210.00	0.0%
2519.3 AZ Fire Chiefs Assoc	250.00	200.00	50.00	125.0%
2519.4 PFAC	0.00	700.00	-700.00	0.0%
2519.5 Other Services	180.00	2,700.00	-2,520.00	6.7%
2519.6 Sam's Club Membership	0.00	45.00	-45.00	0.0%
2519 Memberships & Subscri...	205.65	0.00	205.65	100.0%
Total 2519 Memberships & Subs...	1,650.65	4,905.00	-3,254.35	33.7%
2520 Computers, Printers	6,400.74	7,500.00	-1,099.26	85.3%
2530 New Hire NTN, Fingerprints	22.00	1,000.00	-978.00	2.2%
Total 2500 CONTRACTUALS	397,993.84	470,748.51	-72,754.67	84.5%
3000 FLEET SERVICES				
3005 Training-Certificates	859.48	1,500.00	-640.52	57.3%
3010 Shop Uniforms	3,322.68	2,500.00	822.68	132.9%
3020 Parts for SFMD Vehicles	59,885.26	80,000.00	-20,114.74	74.9%
3025 Shop Outside Customer Exp	10,349.95	7,500.00	2,849.95	138.0%
3000 FLEET SERVICES - Other	0.00			
Total 3000 FLEET SERVICES	74,417.37	91,500.00	-17,082.63	81.3%
3100 EQUIPMENT				
3110 Apparatus Equipment				
3110.1 Holmatro Service	4,299.66	2,085.00	2,214.66	206.2%
3110.2 Ladder Testing	727.56	1,200.00	-472.44	60.6%
3110.3 Foam	0.00	11,761.44	-11,761.44	0.0%
3110.4 Bar Oil, Fuel Power Equi	0.00	800.00	-800.00	0.0%
3110.5 Nozzles, Hoses etc	0.00	0.00	0.00	0.0%
3110 Apparatus Equipment - ...	7,795.98	1,700.00	6,095.98	458.6%
Total 3110 Apparatus Equipment	12,823.20	17,546.44	-4,723.24	73.1%
3115 Communication-Radios	12,818.15	4,000.00	8,818.15	320.5%
3120 SCBA	6,310.52	14,800.00	-8,489.48	42.6%
Total 3100 EQUIPMENT	31,951.87	36,346.44	-4,394.57	87.9%
3200 SUPPLIES				
3210 EMS Program	25,999.23	41,803.00	-15,803.77	62.2%
3212 PPE Program	46,058.04	65,389.00	-19,330.96	70.4%
3220 Office Supplies	8,242.53	8,000.00	242.53	103.0%
3225 BLD/Land Maint.	55,692.20	24,645.44	31,046.76	226.0%
3227 Procurement	10,780.09	11,500.00	-719.91	93.7%
3235 PIO / Pub ED	2,281.20	7,250.00	-4,968.80	31.5%
3241 Honor Guard	683.31	4,100.00	-3,416.69	16.7%
Total 3200 SUPPLIES	149,736.60	162,687.44	-12,950.84	92.0%
3300 UNIFORMS				
3310 Uniforms - SFMD	23,756.13	32,200.00	-8,443.87	73.8%
3312 Class AB Uniform	0.00	0.00	0.00	0.0%
3325 PPE	0.00	0.00	0.00	0.0%
3340 - Wildland Clothing	0.00	0.00	0.00	0.0%
3350 New Hire Expenses	574.24	0.00	574.24	100.0%
Total 3300 UNIFORMS	24,330.37	32,200.00	-7,869.63	75.6%

Summit Fire District

Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
3400 FITNESS-HEALTH & SAFETY				
3401 Fitness	17,886.67	16,000.00	1,886.67	111.8%
3405 Health & Safety				
3405.1 Annual Physicals	511.21	5,180.00	-4,668.79	9.9%
3405.2 Staff Counseling	46,140.83	37,000.00	9,140.83	124.7%
3405.3 Stress Test	600.00	1,850.00	-1,250.00	32.4%
3405.4 New Hire Physicals & ...	1,760.00	6,000.00	-4,240.00	29.3%
3405.6 New Hire Mental Check	0.00	0.00	0.00	0.0%
3405.7 Family & Child Counsel	0.00	19,820.00	-19,820.00	0.0%
3405 Health & Safety - Other	2,700.00			
Total 3405 Health & Safety	51,712.04	69,850.00	-18,137.96	74.0%
Total 3400 FITNESS-HEALTH & SAF...	69,598.71	85,850.00	-16,251.29	81.1%
3500 Wildland SFMD				
3501 New Equipment-Uniforms	0.00	0.00	0.00	0.0%
3502 Maintenance Replacement	0.00	0.00	0.00	0.0%
Total 3500 Wildland SFMD	0.00	0.00	0.00	0.0%
4000 UTILITIES				
4005 Fuel for Apparatus	40,195.85	28,000.00	12,195.85	143.6%
4010 Electric	23,072.71	28,000.00	-4,927.29	82.4%
4015 Gas / Propane	30,273.74	26,000.00	4,273.74	116.4%
4020 Water	16,246.45	16,000.00	246.45	101.5%
4025 Phones / Internet / TV	30,964.64	35,000.00	-4,035.36	88.5%
4030 Trash Pickup	5,083.33	5,040.00	43.33	100.9%
4050 Radio Site Rental Elden	2,568.66	3,437.76	-869.10	74.7%
Total 4000 UTILITIES	148,405.38	141,477.76	6,927.62	104.9%
4100 Training and Travel				
4105 Training Registration	57.04	12,400.00	-12,342.96	0.5%
4110 Lodging	5,351.89	2,800.00	2,551.89	191.1%
4115 Food	3,210.77	1,300.00	1,910.77	247.0%
4120 Supplies/Vent	1,434.90	1,000.00	434.90	143.5%
4125 Travel Fuel Rentals Air	1,547.75	1,000.00	547.75	154.8%
4130 Tuition Reimbursement	5,250.04	10,000.00	-4,749.96	52.5%
Total 4100 Training and Travel	16,852.39	28,500.00	-11,647.61	59.1%
4200 OWA Expenses				
4230 OWA Exp.	61,154.38	115,000.00	-53,845.62	53.2%
Total 4200 OWA Expenses	61,154.38	115,000.00	-53,845.62	53.2%
4300 INTERST / FEES				
4315 Interest / Fees	4,316.31	0.00	4,316.31	100.0%
Total 4300 INTERST / FEES	4,316.31	0.00	4,316.31	100.0%
4500 Grant Expenses				
4502 SAFER Grant Expenses	0.00	0.00	0.00	0.0%
4510 Other Grants	0.00	575,000.00	-575,000.00	0.0%
Total 4500 Grant Expenses	0.00	575,000.00	-575,000.00	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	4,568,827.19	6,340,765.82	-1,771,938.63	72.1%
Net Ordinary Income	1,222,494.13	603,648.18	618,845.95	202.5%
Net Income	1,222,494.13	603,648.18	618,845.95	202.5%

Summit Fire District

Profit & Loss

June 2023

	Jun 23
Ordinary Income/Expense	
Income	
1100 TAX REVENUE	
1101 Property Tax	78,509.82
1102 FDAT	6,344.32
1103 Delinquent Property Tax	251.09
Total 1100 TAX REVENUE	85,105.23
1300 MISC INCOME	
1302 Interest	22,426.94
1304 Contracts with Towers	4,353.18
1305 Out of District Calls	748.00
1308 Service Subscriptions	5,916.85
1310 Misc. Income	13,084.28
1311 Maint Facility Income	19,380.07
1312 Community Room Rental	50.00
1315 SSFND-Smart & Safe AZ Fund	55,371.90
Total 1300 MISC INCOME	121,331.22
Total Income	206,436.45
Gross Profit	206,436.45
Expense	
2000 PERSONNEL SALARIES	
2009 Acting Pay	
2009 .1 Acting Pay BC	72.00
2009. 2 Acting Captain	192.00
2009.3 Acting Engineer	504.00
Total 2009 Acting Pay	768.00
2032 OWA Backfill	0.00
2035 OWA Payroll	0.00
2070 Battalion Chief	12,069.66
2071 Administrative Officer	3,950.76
2072 Admin Assistant II	2,942.39
2073 EVT Mechanic III	4,537.60
2073.2 EVT Mechanic II	3,230.77
2075 Captains	52,060.17
2076 Engineer	30,822.79
2077 Firefighters	39,242.56
2081 FLSA	2,854.80
2082 Overtime	48,089.14
2083 Vacation Leave	13,364.68
2084 Sick Leave	5,112.20
2088 Holiday Pay	2,416.80
Total 2000 PERSONNEL SALARIES	221,462.32
2200 PENSION	
2201 NationW Hybrid Tier 3 FD	1,529.49
2202 NationW - Tier 2 FD	213.29
2203 NationW DC Only Tier 3FD	175.98
2204 PSPRS - DROP	0.00
2206 PSPRS - Tier 1 FD	15,627.21
2207 PSPRS - Hybrid Tier 3FD	-123.00
2208 PSPRS - Tier 1A & 2 FD	699.03
2209 PSPRS DC Only Tier 3FD	3.72
2209.1 PSPRS DC ONLY 3 FD Disab	32.46
2210.2 PSPRS - DB Tier 3	5,164.46
2215 ASRS	2,053.56
Total 2200 PENSION	25,376.20

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07/14/23

Cash Basis

Summit Fire District

Profit & Loss

June 2023

	Jun 23
2300 PAYROLL EXPENSES	
2303 Social Security	1,029.21
2304 Medicare	3,088.99
2305 Direct Deposit	0.00
Total 2300 PAYROLL EXPENSES	4,118.20
2400 PERSONNEL INSURANCE	
2401 Medical Insurance	17,865.06
2402 Dental Insurance	1,366.50
2404 Life Insurance	288.75
2405 Vision Insurance	284.25
2400 PERSONNEL INSURANCE - Other	3,002.65
Total 2400 PERSONNEL INSURANCE	22,807.21
2500 CONTRACTUALS	
2501 COP Payment	466,457.50
2510 FLAGIT Contract Services	2,090.00
2511 Software Contracts	
2511.10 Fire Manager Software	4,151.99
2511.5 Avenza Maps for IPAD	949.00
2511 Software Contracts - Other	1,685.57
Total 2511 Software Contracts	6,786.56
2515 IGA Services	
2515.1 Fire Chief	71,250.00
2515.2 Dispatch	15,627.75
Total 2515 IGA Services	86,877.75
Total 2500 CONTRACTUALS	562,211.81
3000 FLEET SERVICES	
3010 Shop Uniforms	345.14
3020 Parts for SFMD Vehicles	4,415.23
3025 Shop Outside Customer Exp	-3,669.22
Total 3000 FLEET SERVICES	1,091.15
3100 EQUIPMENT	
3110 Apparatus Equipment	
3110.1 Holmatro Service	3,508.34
3110 Apparatus Equipment - Other	1,296.63
Total 3110 Apparatus Equipment	4,804.97
3120 SCBA	2,861.16
Total 3100 EQUIPMENT	7,666.13
3200 SUPPLIES	
3210 EMS Program	-1,638.78
3212 PPE Program	20,059.05
3215 Training Supplies	330.16
3220 Office Supplies	598.11
3225 BLD/Land Maint.	4,417.76
3227 Procurement	342.98
3235 PIO / Pub ED	85.00
Total 3200 SUPPLIES	24,194.28
3300 UNIFORMS	
3310 Uniforms - SFMD	1,240.60
Total 3300 UNIFORMS	1,240.60

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07/14/23

Cash Basis

Summit Fire District

Profit & Loss

June 2023

	Jun 23
3400 FITNESS-HEALTH & SAFETY	
3405 Health & Safety	
3405.1 Annual Physicals	100.00
3405.2 Staff Counseling	360.00
3405.4 New Hire Physicals & Men	22.00
Total 3405 Health & Safety	482.00
Total 3400 FITNESS-HEALTH & SAFETY	482.00
4000 UTILITIES	
4005 Fuel for Apparatus	3,110.10
4010 Electric	1,859.28
4015 Gas / Propane	333.75
4020 Water	1,222.82
4025 Phones / Internet / TV	2,883.27
4030 Trash Pickup	840.00
4050 Radio Site Rental Elden	225.00
Total 4000 UTILITIES	10,474.22
4100 Training and Travel	
4105 Training Registration	-12,743.46
4115 Food	200.00
4120 Supplies/Vent	1,434.90
Total 4100 Training and Travel	-11,108.56
4200 OWA Expenses	
4230 OWA Exp.	166.21
Total 4200 OWA Expenses	166.21
Payroll Expenses	0.00
Total Expense	870,181.77
Net Ordinary Income	-663,745.32
Net Income	-663,745.32

Summit Fire District
Reconciliation Summary
101 County Treasurer, Period Ending 06/30/2023

	Jun 30, 23
Beginning Balance	2,972,155.21
Cleared Transactions	
Checks and Payments - 68 items	-863,561.01
Deposits and Credits - 84 items	164,588.41
Total Cleared Transactions	-698,972.60
Cleared Balance	2,273,182.61
Uncleared Transactions	
Checks and Payments - 25 items	-92,054.76
Deposits and Credits - 2 items	0.00
Total Uncleared Transactions	-92,054.76
Register Balance as of 06/30/2023	2,181,127.85
New Transactions	
Checks and Payments - 7 items	-128,281.19
Total New Transactions	-128,281.19
Ending Balance	2,052,846.66

reconciled 7/6/2023
yf.

County Acct.

Summit Fire District
Reconciliation Detail
101 County Treasurer, Period Ending 06/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,972,155.21
Cleared Transactions						
Checks and Payments - 68 items						
Check	04/19/2023	82300...	Benjamin Fisk	X	-686.50	-686.50
Transfer	04/25/2023			X	-53,883.47	-54,569.97
Bill Pmt -Check	05/17/2023	82300...	Arizona Fire District ...	X	-1,015.00	-55,584.97
Liability Check	05/25/2023	82300...	Met-Life - Group Be...	X	-3,715.76	-59,300.73
Bill Pmt -Check	05/25/2023	82300...	Orion Energy Inc.	X	-1,090.87	-60,391.60
Bill Pmt -Check	05/25/2023	82300...	Optimum Business	X	-319.16	-60,710.76
Bill Pmt -Check	05/25/2023	82300...	Lawson Products	X	-110.99	-60,821.75
Bill Pmt -Check	05/25/2023	82300...	Linde Gas & Equipm...	X	-39.89	-60,861.64
Check	05/28/2023	82300...	National Bank of Ari...	X	-15,099.23	-75,960.87
Check	06/01/2023		Summit Fire District	X	-466,457.50	-542,418.37
Bill Pmt -Check	06/02/2023	82300...	City of Flagstaff	X	-15,627.75	-558,046.12
Bill Pmt -Check	06/02/2023	82300...	Aladtec, Inc Fire Ma...	X	-4,151.99	-562,198.11
Bill Pmt -Check	06/02/2023	82300...	APS	X	-1,094.27	-563,292.38
Bill Pmt -Check	06/02/2023	82300...	Skyline Waste LLC	X	-840.00	-564,132.38
Bill Pmt -Check	06/02/2023	82300...	Flagstaff Auto Clinic	X	-560.00	-564,692.38
Bill Pmt -Check	06/02/2023	82300...	AT&T Mobility	X	-370.94	-565,063.32
Bill Pmt -Check	06/02/2023	82300...	Optimum Business	X	-327.26	-565,390.58
Bill Pmt -Check	06/02/2023	82300...	Nuido Embroidery	X	-172.50	-565,563.08
Bill Pmt -Check	06/02/2023	82300...	LN Curtis & Sons	X	-158.01	-565,721.09
Bill Pmt -Check	06/02/2023	82300...	Aramark	X	-51.27	-565,772.36
Bill Pmt -Check	06/02/2023	82300...	Velocity Truck Center	X	-41.46	-565,813.82
Bill Pmt -Check	06/06/2023	82300...	LN Curtis & Sons	X	-14,901.44	-580,715.26
Bill Pmt -Check	06/06/2023	82300...	Executech	X	-2,847.72	-583,562.98
Bill Pmt -Check	06/06/2023	82300...	HANDTEVY	X	-1,342.57	-584,905.55
Bill Pmt -Check	06/06/2023	82300...	Total Rental	X	-1,296.63	-586,202.18
Bill Pmt -Check	06/06/2023	82300...	Municipal Emergenc...	X	-1,026.24	-587,228.42
Bill Pmt -Check	06/06/2023	82300...	Coconino Auto Supply	X	-765.54	-587,993.96
Bill Pmt -Check	06/06/2023	82300...	Doney Park Water	X	-743.12	-588,737.08
Bill Pmt -Check	06/06/2023	82300...	NAPA	X	-332.57	-589,069.65
Bill Pmt -Check	06/06/2023	82300...	Safeguard Business...	X	-327.74	-589,397.39
Bill Pmt -Check	06/06/2023	82300...	Right Water Hauling...	X	-248.16	-589,645.55
Bill Pmt -Check	06/06/2023	82300...	Niles Radio	X	-225.00	-589,870.55
Bill Pmt -Check	06/06/2023	82300...	Harper's Plumbing	X	-175.00	-590,045.55
Bill Pmt -Check	06/06/2023	82300...	Crazy Country Boys ...	X	-130.00	-590,175.55
Bill Pmt -Check	06/06/2023	82300...	QC Office	X	-127.67	-590,303.22
Bill Pmt -Check	06/06/2023	82300...	Flagstaff Industrial ...	X	-100.00	-590,403.22
Bill Pmt -Check	06/06/2023	82300...	CenturyLink	X	-94.99	-590,498.21
Bill Pmt -Check	06/06/2023	82300...	Rush Truck	X	-94.59	-590,592.80
Bill Pmt -Check	06/06/2023	82300...	Aramark	X	-56.18	-590,648.98
Bill Pmt -Check	06/06/2023	82300...	DSB Distributing LLC	X	-18.98	-590,667.96
Bill Pmt -Check	06/06/2023	82300...	Babbitt Ford	X	-8.43	-590,676.39
Liability Check	06/07/2023		QuickBooks Payroll ...	X	-75,751.71	-666,428.10
Liability Check	06/08/2023	82300...	KAIIROS Health Ariz...	X	-21,840.00	-688,268.10
Liability Check	06/08/2023	EFT	Public Safety Retire...	X	-16,785.69	-705,053.79
Liability Check	06/08/2023	EFT	United States Treas...	X	-10,372.74	-715,426.53
Liability Check	06/08/2023	EFT	Voya Financial	X	-4,114.01	-719,540.54
Liability Check	06/08/2023	EFT	Health Equity	X	-2,579.24	-722,119.78
Liability Check	06/08/2023	EFT	Arizona Department ...	X	-2,136.14	-724,255.92
Liability Check	06/08/2023	EFT	Arizona State Retire...	X	-2,053.56	-726,309.48
Liability Check	06/08/2023	82300...	Nationwide Trust Co...	X	-1,893.76	-728,203.24
Liability Check	06/08/2023	82300...	United Summit Fire ...	X	-1,141.81	-729,345.05
Liability Check	06/08/2023	EFT	Public Safety Retire...	X	-64.92	-729,409.97
Check	06/13/2023	EFT	Arizona Department ...	X	-129.11	-729,539.08
Bill Pmt -Check	06/14/2023	82300...	LN Curtis & Sons	X	-3,973.36	-733,512.44
Bill Pmt -Check	06/14/2023	82300...	Firetrucks Unlimited	X	-1,134.43	-734,646.87
Bill Pmt -Check	06/14/2023	82300...	Verizon Wireless	X	-588.22	-735,235.09
Bill Pmt -Check	06/14/2023	82300...	APS	X	-324.22	-735,559.31
Bill Pmt -Check	06/14/2023	82300...	Aramark	X	-113.41	-735,672.72
Bill Pmt -Check	06/14/2023	82300...	Directv	X	-107.99	-735,780.71
Liability Check	06/15/2023	82300...	AFLAC	X	-953.48	-736,734.19
Liability Check	06/15/2023	EFT	Colonial Supplement...	X	-124.08	-736,858.27
Liability Check	06/21/2023		QuickBooks Payroll ...	X	-83,495.57	-820,353.84
Liability Check	06/22/2023	EFT	Public Safety Retire...	X	-18,992.50	-839,346.34
Liability Check	06/22/2023	EFT	United States Treas...	X	-12,840.66	-852,187.00
Liability Check	06/22/2023	EFT	Voya Financial	X	-4,235.30	-856,422.30

Summit Fire District
Reconciliation Detail
101 County Treasurer, Period Ending 06/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Liability Check	06/22/2023	EFT	Health Equity	X	-2,579.24	-859,001.54
Liability Check	06/22/2023	EFT	Arizona Department ...	X	-2,505.91	-861,507.45
Liability Check	06/22/2023	EFT	Arizona State Retire...	X	-2,053.56	-863,561.01
Total Checks and Payments					-863,561.01	-863,561.01
Deposits and Credits - 84 items						
Deposit	06/01/2023			X	1,058.00	1,058.00
Deposit	06/03/2023			X	15,790.86	16,848.86
Deposit	06/07/2023			X	21,457.85	38,306.71
Deposit	06/13/2023			X	400.00	38,706.71
Deposit	06/13/2023			X	12,308.11	51,014.82
Paycheck	06/22/2023	707359	Burns, Patrick D.	X	0.00	51,014.82
Paycheck	06/22/2023	707381	Riggs, Elliott A	X	0.00	51,014.82
Paycheck	06/22/2023	707360	Christian III, Nikolas J	X	0.00	51,014.82
Paycheck	06/22/2023	707362	Drennan, Steven	X	0.00	51,014.82
Paycheck	06/22/2023	707355	Allen, Michael W.	X	0.00	51,014.82
Paycheck	06/22/2023	707363	Dunlap Jr., William W	X	0.00	51,014.82
Paycheck	06/22/2023	707389	Vaughn, Russell	X	0.00	51,014.82
Paycheck	06/22/2023	707364	Fennema, Vivian L	X	0.00	51,014.82
Paycheck	06/22/2023	707385	Schmidt, Wesley	X	0.00	51,014.82
Paycheck	06/22/2023	707376	Kester, Alan	X	0.00	51,014.82
Paycheck	06/22/2023	707372	Harrison, Maguire	X	0.00	51,014.82
Paycheck	06/22/2023	707366	Flood, Frederick T	X	0.00	51,014.82
Paycheck	06/22/2023	707391	Zambeck, Christoph...	X	0.00	51,014.82
Paycheck	06/22/2023	707367	Gia, Brandon	X	0.00	51,014.82
Paycheck	06/22/2023	707390	Walsh, Brian M	X	0.00	51,014.82
Paycheck	06/22/2023	707388	Unmacht III, James	X	0.00	51,014.82
Paycheck	06/22/2023	707387	Swatzell, Brandon	X	0.00	51,014.82
Paycheck	06/22/2023	707369	Gibbs, Reuben L.	X	0.00	51,014.82
Paycheck	06/22/2023	707370	Greenwalt, David E	X	0.00	51,014.82
Paycheck	06/22/2023	707386	Slayton, Preston P	X	0.00	51,014.82
Paycheck	06/22/2023	707371	Harper, Tyler	X	0.00	51,014.82
Paycheck	06/22/2023	707384	Schieffer, Tammy S	X	0.00	51,014.82
Paycheck	06/22/2023	707373	Hernandez, Fernand...	X	0.00	51,014.82
Paycheck	06/22/2023	707383	Russo, David B.	X	0.00	51,014.82
Paycheck	06/22/2023	707374	Hunt, Gannon	X	0.00	51,014.82
Paycheck	06/22/2023	707382	Robinson, Casey L.	X	0.00	51,014.82
Paycheck	06/22/2023	707375	Jamison Jr., Richard...	X	0.00	51,014.82
Paycheck	06/22/2023	707377	Luna, Carlos L.	X	0.00	51,014.82
Paycheck	06/22/2023	707368	Gibbs, Matthew L	X	0.00	51,014.82
Paycheck	06/22/2023	707378	Modrell, Ian P.	X	0.00	51,014.82
Paycheck	06/22/2023	707358	Brooks, Robert W	X	0.00	51,014.82
Paycheck	06/22/2023	707357	Black, William A	X	0.00	51,014.82
Paycheck	06/22/2023	707356	Bain, Chuck A.	X	0.00	51,014.82
Paycheck	06/22/2023	707380	Pickett, Michael E.	X	0.00	51,014.82
Paycheck	06/22/2023	707379	Palm, Torsten H.	X	0.00	51,014.82
Deposit	06/22/2023			X	1,107.38	52,122.20
Deposit	06/27/2023			X	24,623.49	76,745.69
Deposit	06/29/2023			X	1,679.49	78,425.18
Deposit	06/30/2023			X	251.09	78,676.27
Deposit	06/30/2023			X	1,058.00	79,734.27
Deposit	06/30/2023			X	6,344.32	86,078.59
Deposit	06/30/2023			X	78,509.82	164,588.41
Paycheck	07/06/2023	707417	Pickett, Michael E.	X	0.00	164,588.41
Paycheck	07/06/2023	707411	Hunt, Gannon	X	0.00	164,588.41
Paycheck	07/06/2023	707418	Riggs, Elliott A	X	0.00	164,588.41
Paycheck	07/06/2023	707410	Hernandez, Fernand...	X	0.00	164,588.41
Paycheck	07/06/2023	707419	Robinson, Casey L.	X	0.00	164,588.41
Paycheck	07/06/2023	707408	Harper, Tyler	X	0.00	164,588.41
Paycheck	07/06/2023	707420	Russo, David B.	X	0.00	164,588.41
Paycheck	07/06/2023	707407	Greenwalt, David E	X	0.00	164,588.41
Paycheck	07/06/2023	707406	Gibbs, Reuben L.	X	0.00	164,588.41
Paycheck	07/06/2023	707412	Jamison Jr., Richard...	X	0.00	164,588.41
Paycheck	07/06/2023	707398	Davis, Warren K	X	0.00	164,588.41
Paycheck	07/06/2023	707392	Allen, Michael W.	X	0.00	164,588.41
Paycheck	07/06/2023	707404	Gia, Brandon	X	0.00	164,588.41
Paycheck	07/06/2023	707425	Unmacht III, James	X	0.00	164,588.41
Paycheck	07/06/2023	707403	Flood, Frederick T	X	0.00	164,588.41

Summit Fire District
Reconciliation Detail
101 County Treasurer, Period Ending 06/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	07/06/2023	707427	Walsh, Brian M	X	0.00	164,588.41
Paycheck	07/06/2023	707402	Fisk, Benjamin J.	X	0.00	164,588.41
Paycheck	07/06/2023	707428	Zambeck, Christoph...	X	0.00	164,588.41
Paycheck	07/06/2023	707393	Bain, Chuck A.	X	0.00	164,588.41
Paycheck	07/06/2023	707401	Fennema, Vivian L	X	0.00	164,588.41
Paycheck	07/06/2023	707400	Dunlap Jr., William W	X	0.00	164,588.41
Paycheck	07/06/2023	707413	Kester, Alan	X	0.00	164,588.41
Paycheck	07/06/2023	707423	Slayton, Preston P	X	0.00	164,588.41
Paycheck	07/06/2023	707424	Swatzell, Brandon	X	0.00	164,588.41
Paycheck	07/06/2023	707409	Harrison, Maguire	X	0.00	164,588.41
Paycheck	07/06/2023	707394	Black, William A	X	0.00	164,588.41
Paycheck	07/06/2023	707422	Schmidt, Wesley	X	0.00	164,588.41
Paycheck	07/06/2023	707426	Vaughn, Russell	X	0.00	164,588.41
Paycheck	07/06/2023	707395	Brooks, Robert W	X	0.00	164,588.41
Paycheck	07/06/2023	707396	Burns, Patrick D.	X	0.00	164,588.41
Paycheck	07/06/2023	707421	Schieffer, Tammy S	X	0.00	164,588.41
Paycheck	07/06/2023	707397	Christian III, Nikolas J	X	0.00	164,588.41
Paycheck	07/06/2023	707399	Drennan, Steven	X	0.00	164,588.41
Paycheck	07/06/2023	707405	Gibbs, Matthew L	X	0.00	164,588.41
Paycheck	07/06/2023	707416	Palm, Torsten H.	X	0.00	164,588.41
Paycheck	07/06/2023	707414	Luna, Carlos L.	X	0.00	164,588.41
Paycheck	07/06/2023	707415	Modrell, Ian P.	X	0.00	164,588.41
Total Deposits and Credits					164,588.41	164,588.41
Total Cleared Transactions					-698,972.60	-698,972.60
Cleared Balance					-698,972.60	2,273,182.61
Uncleared Transactions						
Checks and Payments - 25 items						
Check	03/06/2023	EFT	Coconino County Tr...		-189.11	-189.11
Bill Pmt -Check	06/06/2023	82300...	FILMTEQ, LLC		-125.51	-314.62
Bill Pmt -Check	06/14/2023	82300...	Avenza Systems Inc.		-949.00	-1,263.62
Bill Pmt -Check	06/14/2023	82300...	Flagstaff Counseling...		-360.00	-1,623.62
Bill Pmt -Check	06/14/2023	82300...	Optimum Business		-331.67	-1,955.29
Check	06/22/2023	82300...	Principal Life Insura...		-3,002.65	-4,957.94
Liability Check	06/22/2023	82300...	Nationwide Trust Co...		-2,042.23	-7,000.17
Liability Check	06/22/2023	82300...	United Summit Fire ...		-1,141.81	-8,141.98
Bill Pmt -Check	06/29/2023	82300...	City of Flagstaff		-71,250.00	-79,391.98
Bill Pmt -Check	06/29/2023	82300...	Extrication Concepts		-3,508.34	-82,900.32
Bill Pmt -Check	06/29/2023	82300...	Atomic Pest Control		-2,964.28	-85,864.60
Bill Pmt -Check	06/29/2023	82300...	Municipal Emergenc...		-2,861.16	-88,725.76
Bill Pmt -Check	06/29/2023	82300...	Alternative Septic S...		-825.00	-89,550.76
Bill Pmt -Check	06/29/2023	82300...	Optimum Business		-646.42	-90,197.18
Bill Pmt -Check	06/29/2023	82300...	APS		-440.79	-90,637.97
Bill Pmt -Check	06/29/2023	82300...	Right Water Hauling...		-404.43	-91,042.40
Bill Pmt -Check	06/29/2023	82300...	Crazy Country Boys ...		-269.96	-91,312.36
Bill Pmt -Check	06/29/2023	82300...	J&L Doors and Gate...		-252.50	-91,564.86
Bill Pmt -Check	06/29/2023	82300...	UniSource Energy S...		-142.47	-91,707.33
Bill Pmt -Check	06/29/2023	82300...	Aramark		-124.28	-91,831.61
Bill Pmt -Check	06/29/2023	82300...	Rush Truck		-123.66	-91,955.27
Bill Pmt -Check	06/29/2023	82300...	Linde Gas & Equipm...		-40.71	-91,995.98
Liability Check	06/29/2023	82300...	5 Star Life Insuranc...		-34.67	-92,030.65
Bill Pmt -Check	06/29/2023	82300...	Department of Publi...		-22.00	-92,052.65
Bill Pmt -Check	06/29/2023	82300...	RWC International		-2.11	-92,054.76
Total Checks and Payments					-92,054.76	-92,054.76
Deposits and Credits - 2 items						
Paycheck	06/22/2023	707365	Fisk, Benjamin J.		0.00	0.00
Paycheck	06/22/2023	707361	Davis, Warren K		0.00	0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					-92,054.76	-92,054.76
Register Balance as of 06/30/2023					-791,027.36	2,181,127.85

Summit Fire District
Reconciliation Detail
101 County Treasurer, Period Ending 06/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 7 items						
Liability Check	07/05/2023		QuickBooks Payroll ...		-81,809.53	-81,809.53
Liability Check	07/06/2023	EFT	United States Treas...		-19,102.58	-100,912.11
Paycheck	07/06/2023	82400...	Dunlap Jr., William W		-14,103.11	-115,015.22
Liability Check	07/06/2023	EFT	Voya Financial		-4,433.96	-119,449.18
Liability Check	07/06/2023	EFT	Health Equity		-3,785.05	-123,234.23
Liability Check	07/06/2023	EFT	Arizona Department ...		-2,973.18	-126,207.41
Liability Check	07/06/2023	EFT	Arizona State Retire...		-2,073.78	-128,281.19
Total Checks and Payments					-128,281.19	-128,281.19
Total New Transactions					-128,281.19	-128,281.19
Ending Balance					-919,308.55	2,052,846.66

11:26 AM

07/06/23

Summit Fire District
Reconciliation Summary
120 Capital Fund, Period Ending 06/30/2023

	<u>Jun 30, 23</u>	
Beginning Balance		257,409.38
Cleared Transactions		
Deposits and Credits - 3 items	<u>111,093.10</u>	
Total Cleared Transactions	<u>111,093.10</u>	
Cleared Balance		<u><u>368,502.48</u></u>
Register Balance as of 06/30/2023		368,502.48
Ending Balance		368,502.48

Reconciled 7/6/23 y

Capital Fund

11:28 AM

07/06/23

Summit Fire District
Reconciliation Summary
136 Westside Capital Fund, Period Ending 06/30/2023

	<u>Jun 30, 23</u>	
Beginning Balance		424,946.53
Cleared Transactions		
Deposits and Credits - 1 item	<u>2,667.51</u>	
Total Cleared Transactions	<u>2,667.51</u>	
Cleared Balance		<u><u>427,614.04</u></u>
Register Balance as of 06/30/2023		427,614.04
Ending Balance		427,614.04

unconciled 7/6/23 Y

Westside

11:29 AM

07/06/23

Summit Fire District
Reconciliation Summary
150 Emergency Fund, Period Ending 06/30/2023

	<u>Jun 30, 23</u>
Beginning Balance	163,100.16
Cleared Transactions	
Deposits and Credits - 1 item	<u>1,023.83</u>
Total Cleared Transactions	<u>1,023.83</u>
Cleared Balance	<u><u>164,123.99</u></u>
Register Balance as of 06/30/2023	164,123.99
Ending Balance	164,123.99

reconciled 7/6/23
yf

Emergency fund

11:33 AM

07/06/23

SFMD Contingency Fund
Reconciliation Summary
Coconino County Treasurer, Period Ending 06/30/2023

	Jun 30, 23	
Beginning Balance		1,777,203.21
Cleared Transactions		
Checks and Payments - 1 item	-358,728.44	
Deposits and Credits - 1 item	466,457.50	
Total Cleared Transactions	107,729.06	
Cleared Balance		<u>1,884,932.27</u>
Register Balance as of 06/30/2023		<u>1,884,932.27</u>
Ending Balance		1,884,932.27

Reconciled 7/6/23 Y

Contingency fund

11:33 AM

07/06/23

**SFMD Contingency Fund
Reconciliation Detail
Coconino County Treasurer, Period Ending 06/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,777,203.21
Cleared Transactions						
Checks and Payments - 1 item						
Check	06/01/2023		US Bank	X	-358,728.44	-358,728.44
Total Checks and Payments					-358,728.44	-358,728.44
Deposits and Credits - 1 item						
Deposit	06/01/2023			X	466,457.50	466,457.50
Total Deposits and Credits					466,457.50	466,457.50
Total Cleared Transactions					107,729.06	107,729.06
Cleared Balance					107,729.06	1,884,932.27
Register Balance as of 06/30/2023					107,729.06	1,884,932.27
Ending Balance					107,729.06	1,884,932.27

5:08 PM

07/06/23

**Summit GO Bond Account
Reconciliation Summary**
300315 Debt Services Account, Period Ending 06/30/2023

	Jun 30, 23
Beginning Balance	223,110.51
Cleared Transactions	
Checks and Payments - 3 items	-189,250.00
Deposits and Credits - 2 items	4,724.21
Total Cleared Transactions	-184,525.79
Cleared Balance	38,584.72
Register Balance as of 06/30/2023	38,584.72
Ending Balance	38,584.72

E10
BOND.

reconciled 7/6/23
y

5:08 PM

07/06/23

**Summit GO Bond Account
Reconciliation Detail**
300315 Debt Services Account, Period Ending 06/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						223,110.51
Cleared Transactions						
Checks and Payments - 3 items						
Check	06/20/2023		Bond Payment	X	-135,000.00	-135,000.00
Check	06/20/2023		Bond Interest Paym...	X	-53,900.00	-188,900.00
Check	06/20/2023		Zion First National B...	X	-350.00	-189,250.00
Total Checks and Payments					-189,250.00	-189,250.00
Deposits and Credits - 2 items						
Deposit	06/30/2023			X	11.22	11.22
Deposit	06/30/2023			X	4,712.99	4,724.21
Total Deposits and Credits					4,724.21	4,724.21
Total Cleared Transactions					-184,525.79	-184,525.79
Cleared Balance					-184,525.79	38,584.72
Register Balance as of 06/30/2023					-184,525.79	38,584.72
Ending Balance					-184,525.79	38,584.72

11:30 AM

07/06/23

Summit Fire District
Reconciliation Summary
102 OWA Account, Period Ending 06/30/2023

	<u>Jun 30, 23</u>
Beginning Balance	175,977.24
Cleared Transactions	
Deposits and Credits - 2 items	<u>1,605.60</u>
Total Cleared Transactions	<u>1,605.60</u>
Cleared Balance	<u><u>177,582.84</u></u>
Register Balance as of 06/30/2023	177,582.84
Ending Balance	177,582.84

reconciled 7/4/23 y

OWA acct

11:30 AM

07/06/23

Summit Fire District
Reconciliation Detail
102 OWA Account, Period Ending 06/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						175,977.24
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	05/31/2023			X	498.59	498.59
Deposit	06/30/2023		<i>Interest</i>	X	1,107.01	1,605.60
Total Deposits and Credits					1,605.60	1,605.60
Total Cleared Transactions					1,605.60	1,605.60
Cleared Balance					1,605.60	177,582.84
Register Balance as of 06/30/2023					1,605.60	177,582.84
Ending Balance					1,605.60	177,582.84

7:41 AM

07/11/23

Summit Fire District
Reconciliation Detail
 105 Petty Cash, Period Ending 07/11/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,802.22
Cleared Transactions						
Checks and Payments - 1 item						
Check	06/27/2023	1229	Tammy Schieffer	X	-200.00	-200.00
Total Checks and Payments					-200.00	-200.00
Total Cleared Transactions					-200.00	-200.00
Cleared Balance					-200.00	2,602.22
Register Balance as of 07/11/2023					-200.00	2,602.22
Ending Balance					-200.00	2,602.22

7/11/23
~~0.07~~ .07
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 100.-
 880.-
 450.-
 100.-
 1000.-
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2602.22

Reconciled
 7/11/23
 (S)

4:30 PM

07/06/23

Summit Fire District
Reconciliation Summary
121 VISA New, Period Ending 06/30/2023

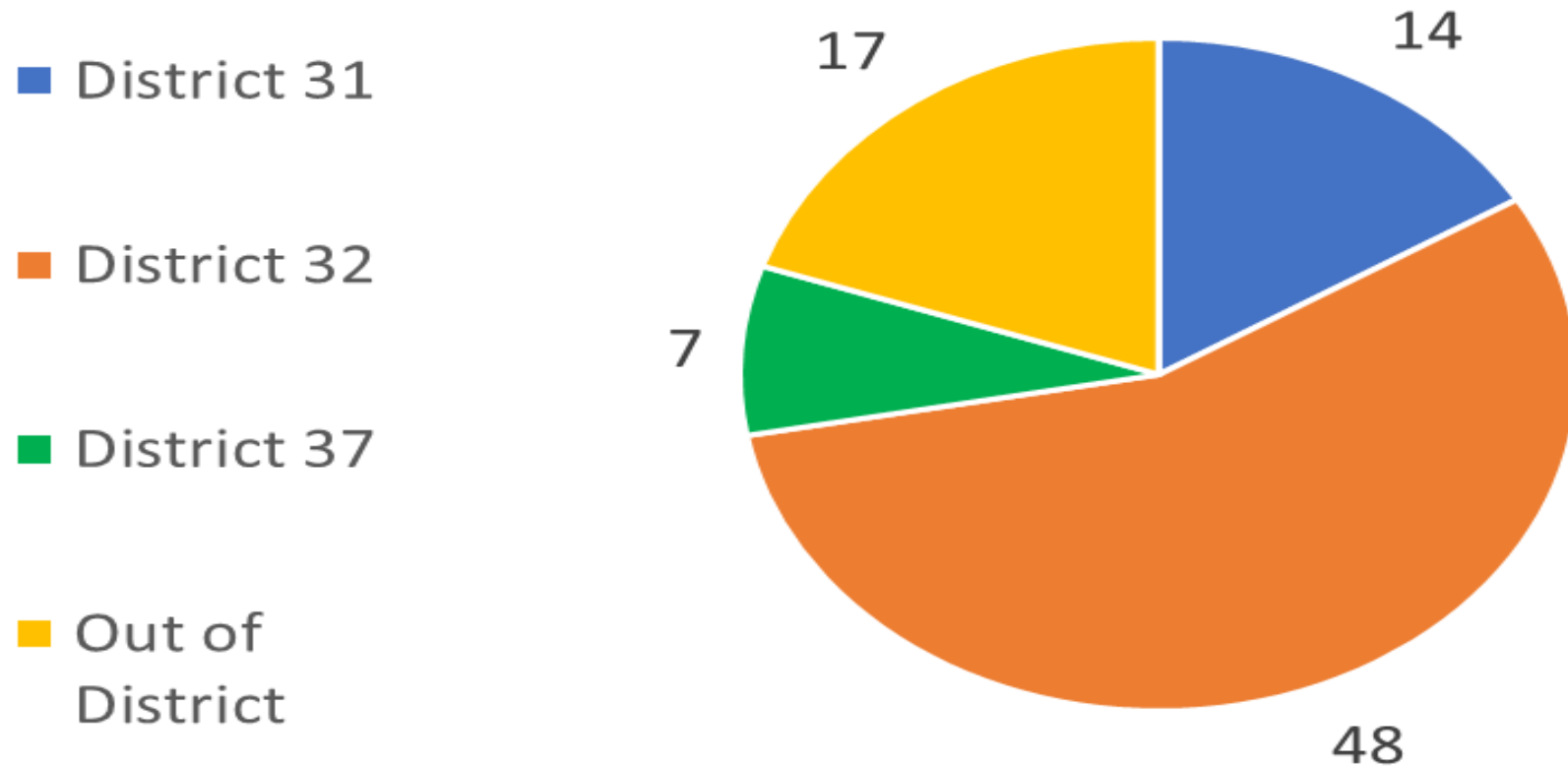
	Jun 30, 23
Beginning Balance	15,099.23
Cleared Transactions	
Charges and Cash Advances - 49 items	-9,811.82
Payments and Credits - 1 item	15,099.23
Total Cleared Transactions	5,287.41
Cleared Balance	9,811.82
Register Balance as of 06/30/2023	9,811.82
Ending Balance	9,811.82

Reconciled 7/6/23
(S)

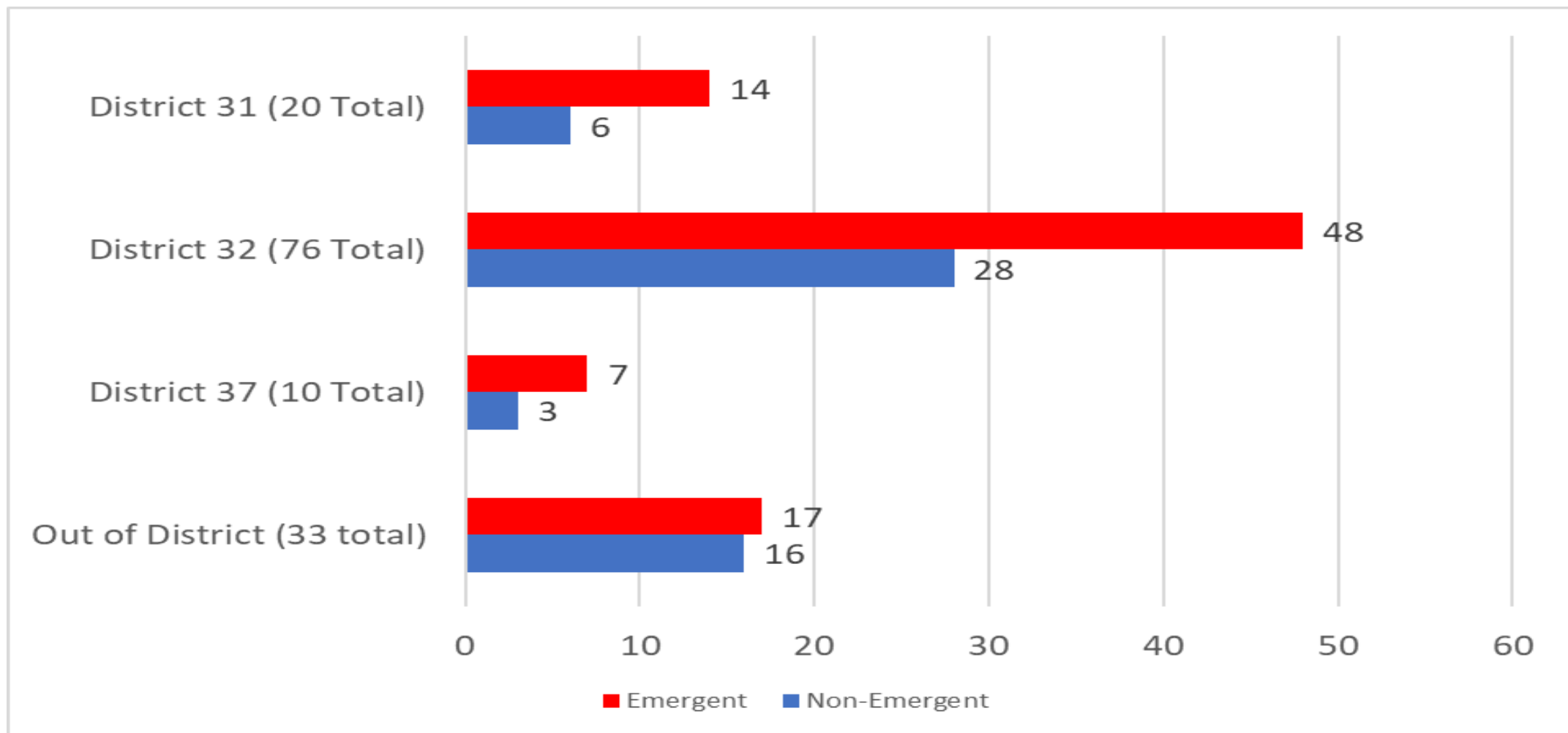
SFMD BC Run Report

June 2023 Statistics

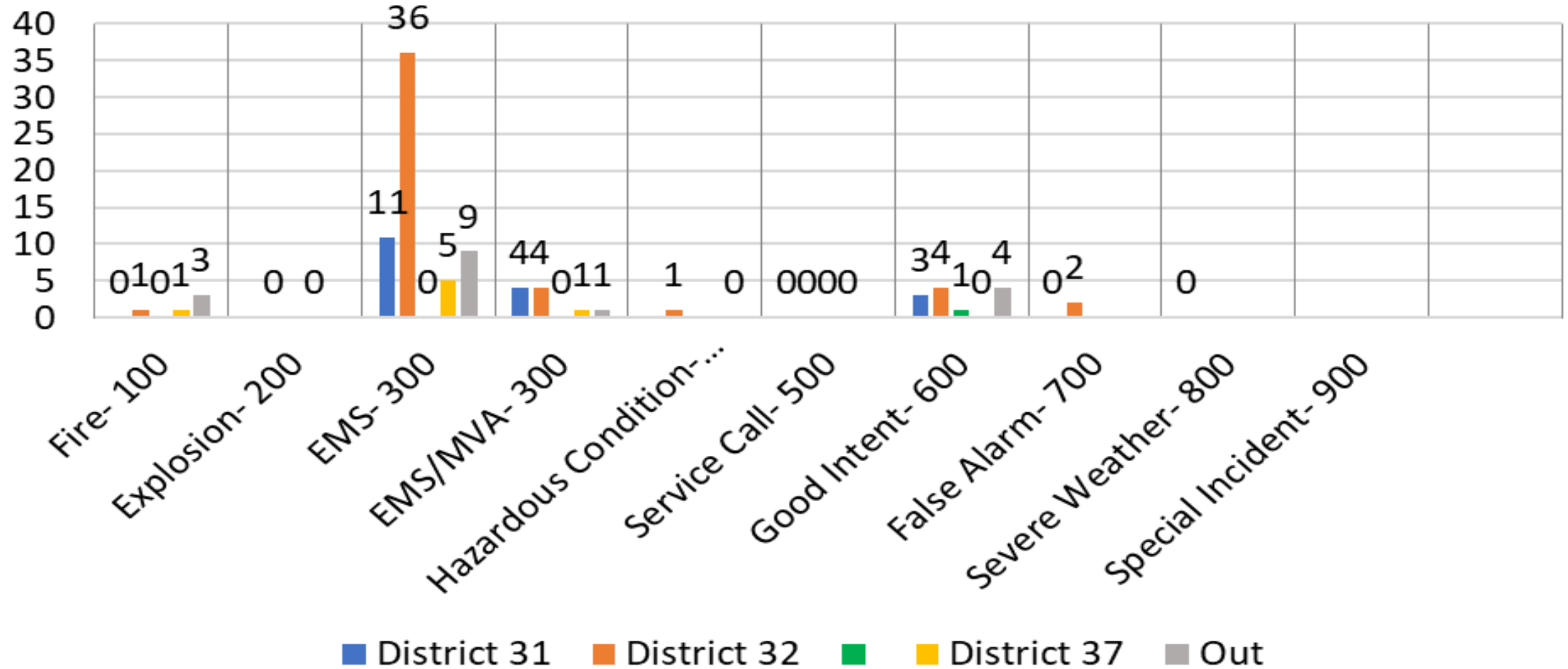
Emergent Calls- 86 Total



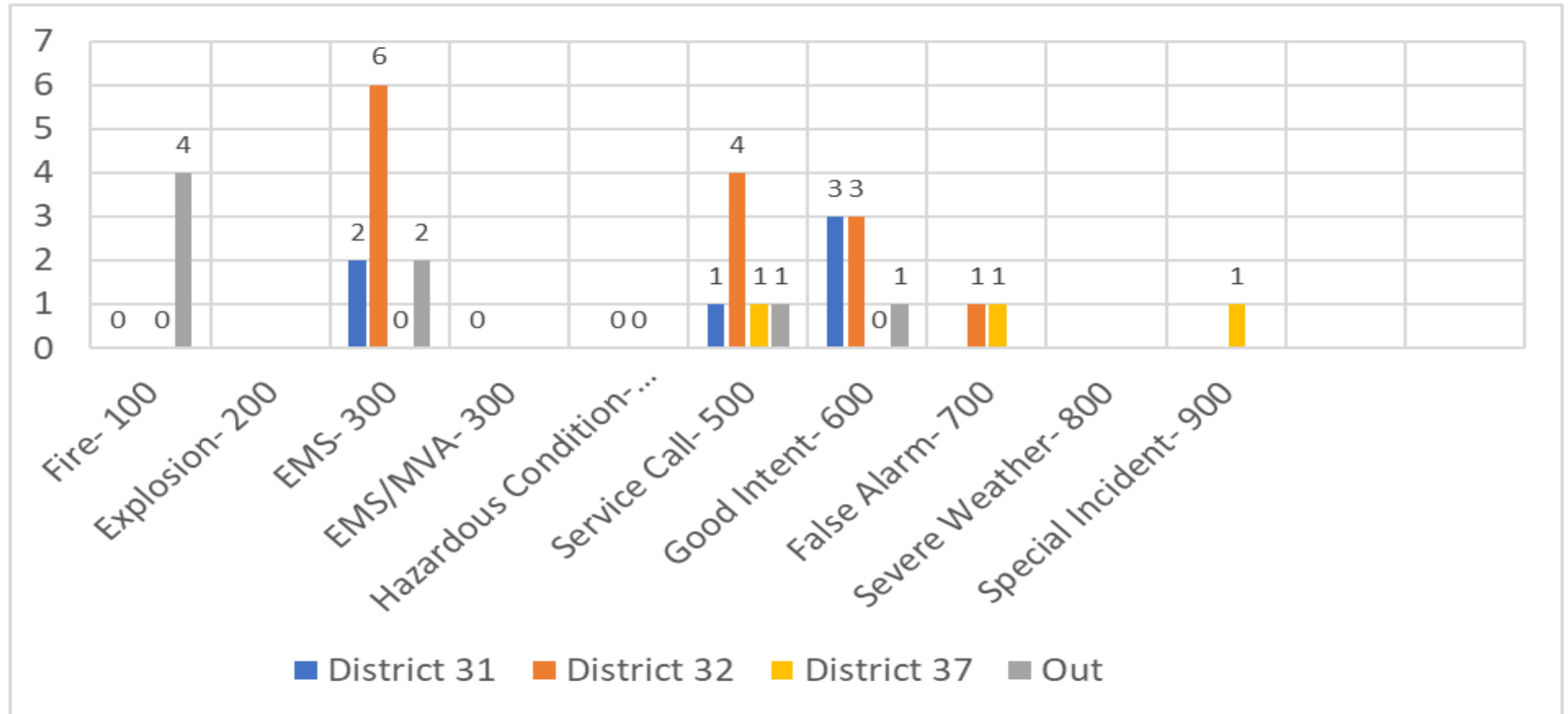
Total Incidents- (139)



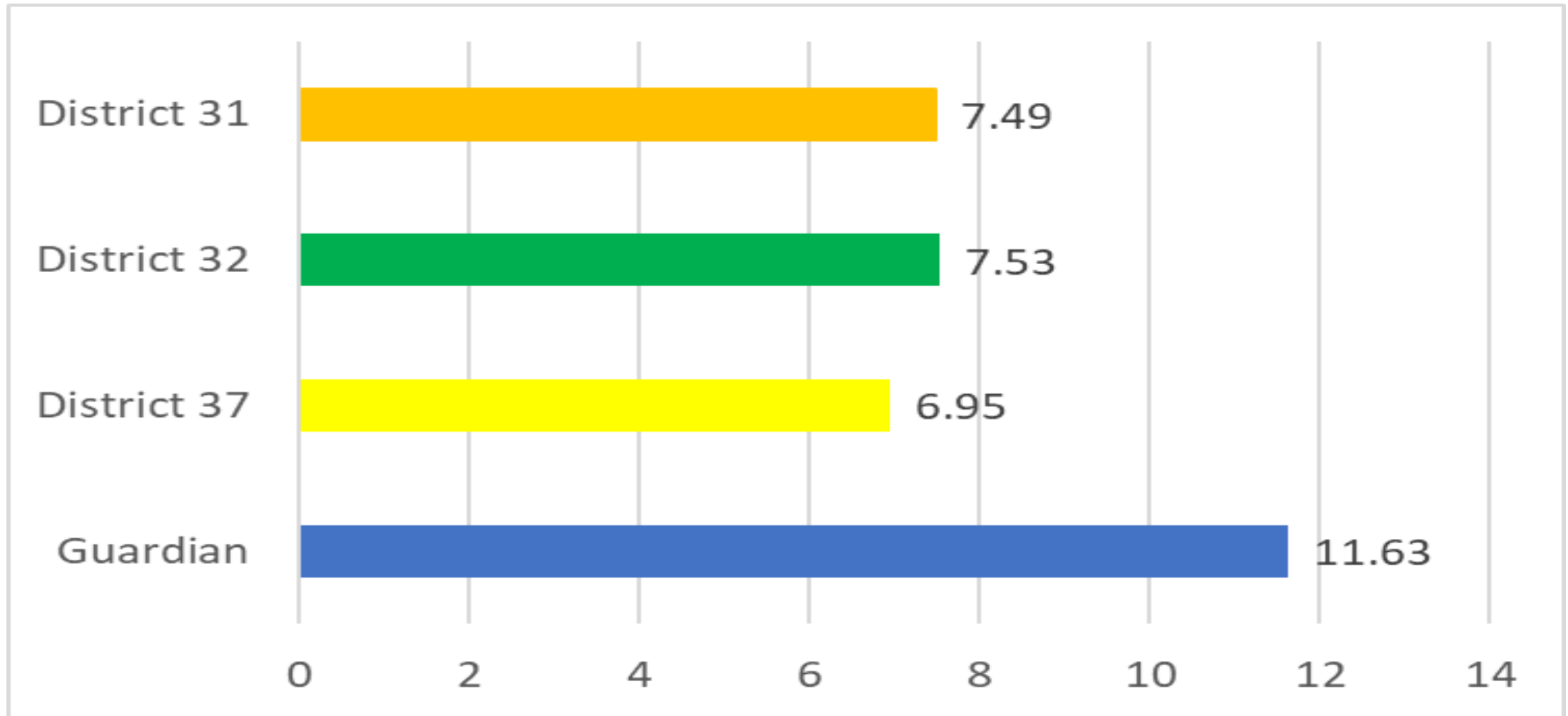
Emergent Call Breakdown



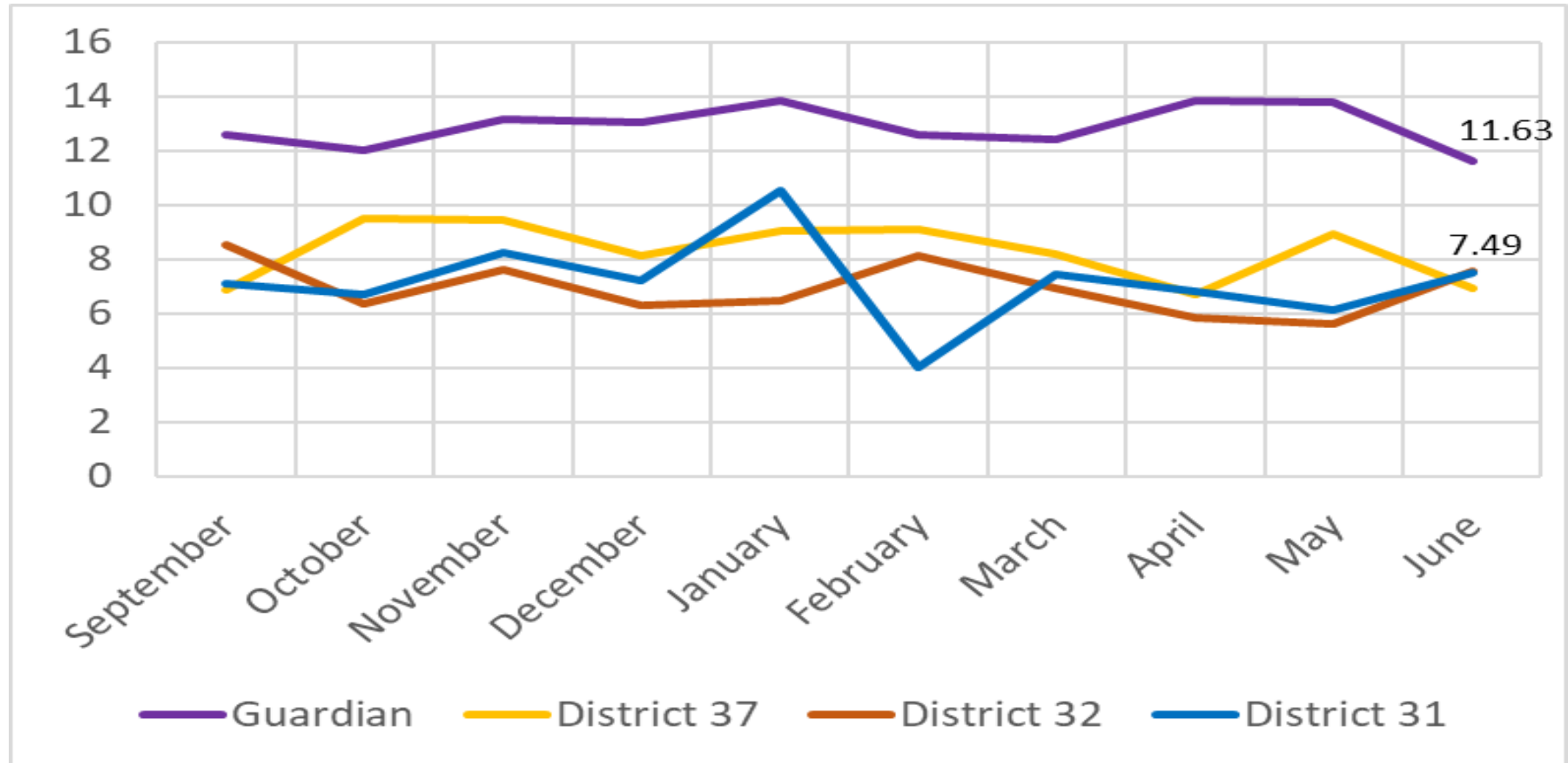
Non-Emergent Call Breakdown



Average Response Times



Response Time Trend



Summit Fire and Medical District Fire Board Meeting

Action 7a

To: SFMD Fire Board

From: SFMD Administration

Date: July 19, 2023

Title: Review, discuss and possible action on **Resolution 2023-03 Legal Counsel.**

Recommended Action:

Approve agreement with the Coconino County Attorney's office to provide legal counsel to district, staff, and governing board.

Action Summary:	Per ARS §11-532, a Fire District may contract with the County Attorney for legal advice on items pertaining to the district, when the need arises.
Financial Impacts:	No fees charged up front.
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:	Current station would serve the district and our community best by having a partnering agency that would assist with wildfire threats and have a decreased response time based on location.
Additional Info:	This would be a verbal agreement that would be moved to an official contract as it worked through the Federal government processes. By allowing a working relationship with the HSFS, we could have response units in place much sooner and all utility costs and general wear and tear would be covered by the USFS as the tenant.
Attachments:	Resolution 2023-03, Terms and conditions letter from Coconino County Attorney's Office.
Suggested Motion	I motion to approve Resolution 2023-03 Legal Counsel to accept the letter of agreement from the Coconino County Attorney's office as written.



Resolution No 2023-03 Legal Counsel

A formal Resolution of the Governing Body of the Summit Fire District authorizing the use of Coconino County Office of the County Attorney for legal counsel on an as-needed basis regarding general matters, and authorizing the Fire Chief, Staff, and the Governing Board to contact said counsel.

Whereas, The Summit Fire District has a need for legal counsel in regard to various issues that may arise from time to time in regard to the District; and

Whereas, in order to maintain efficient operations of the District, it may be necessary for the Fire Chief, staff or Governing Board to contact counsel in regard to various matters arising from time to time and that any said contact shall be reported to the Board; and

Whereas, it is in the best interest of the Summit Fire District to have access to The Coconino County Office of the County Attorney as counsel for the District.

Now therefore, be it resolved, by the Governing Board of the Summit Fire District, that the District may use The Coconino County Office of the County Attorney for various matters on an ongoing basis as for Fiscal Year 2023/2024. The Governing Board also agrees to the terms and fee schedule presented by the Coconino County Office of the County Attorney's contract.

Further Resolved, that the Fire Chief, Staff, and Board Members are hereby authorized to contact said legal counsel regarding matters that may arise requiring counsel; provided, however that any contact or discussion with said legal counsel shall be reported to the Board.

Resolved and adopted this _____ day of _____, 2023

James Timney, Summit Fire and Medical District Board Chairman

Robb Faus, Summit Fire and Medical District Board Clerk



COCONINO COUNTY ARIZONA
OFFICE OF THE COUNTY ATTORNEY

WILLIAM P. RING
COUNTY ATTORNEY

AMMON BARKER
CHIEF DEPUTY

The Board of Directors for the Summit Fire District has reviewed the terms and conditions as set forth in the FY 2023-2024 letter of engagement and has resolved that:

_____ The District agrees to representation by the Coconino County Attorney's Office for FY 2023-2024, under the terms and conditions set forth in the letter of engagement and is **providing a copy of the Board Resolution.**

_____ The District is declining representation by the Coconino County Attorney's Office for FY 2023-2024, as affirmed by the authorized signature below. (Please provide a **copy of the corresponding Board action**. If applicable, it would also be helpful for you to provide us with the name of your chosen law firm/attorney by writing it in the space below.)

DATED this ____ day of _____, 2023.

Summit Fire District

By: _____
(printed name)

Position: _____
(Fire Chief, Board Chair, etc.)

Please Attach Board Resolution



COCONINO COUNTY ARIZONA
OFFICE OF THE COUNTY ATTORNEY

William P. Ring
County Attorney

Ammon Barker
Chief Deputy County
Attorney

July 6, 2023

Summit Fire District
Attn: Chief Marc Gaylord
8905 N. Koch Field Rd.
Flagstaff, AZ 86004

Re: Legal Representation for FY 2023-2024, ending June 30, 2024.

Dear Chief Marc Gaylord,

Arizona Law provides that the County Attorney may advise and represent a fire district if, in the County Attorney's judgment, the advice and representation are appropriate and not in conflict with the County Attorney's duties under A.R.S. § 11-532. A fire district is also authorized to retain private legal counsel. A.R.S. § 48-805. Our annual review of the Summit Fire District file indicates that there is an existing attorney-client relationship with Summit Fire District.

The purpose for this letter is to establish the terms and conditions of County Attorney representation of the District. These conditions establish the attorney-client relationship and reflect the ethical obligations that any attorney representing the District owes to the District as a government organization. Please note that this Agreement is intended to establish a limited representation only, and not a general representation for all legal matters. The District must carefully review and consider the various ways in which the County Attorney's representation will be limited, as described in the terms of this letter. The conditions also establish the terms of disengagement and termination of the attorney client relationship if circumstances arise that reasonably require our withdrawal from representation.

It is important to note from the outset that the Fire District Governing Board may employ the attorney of its choice to represent the District, either with or without the consent of the County Attorney. Employment of outside counsel with the County Attorney's prior consent can demonstrate good business judgment by the District so that the continuum of District legal services can be coordinated. Prior consent also avoids the resulting appearance of "piecemeal" representation or instances in which there is uncertainty whether the District is represented or not by legal counsel. If employment is without the consent of the County Attorney, then the County Attorney is not obligated to represent the District with regard to any matter for which other counsel was employed. The County Attorney is not responsible for outside counsel's exercise of professional judgment. Outside counsel's legal fees and costs are a District expense. This letter confirms the conditions of the attorney client relationship.

- You understand that the legal services we provide to you may be limited due to attorney time constraints and the prioritization of statutorily mandated duties, in accordance with A.R.S. §§ 48-805(G) and 48-853(C).
- You understand that the legal services we provide are discretionary and we may decline to provide you legal services on any given matter if we cannot provide competent representation in a timely manner consistent with our ethical obligations. If we cannot provide you legal services on a matter, we will inform you via email after evaluation of the request for legal services. It is the District's responsibility to provide the County Attorney with a current email address, where these declinations may be received in a timely manner.
- The County Attorney shall not provide legal services regarding changes to District boundaries pursuant to A.R.S. § 48-262 due to potential conflicts of interest with the County Board of Supervisors. The District must hire outside counsel for legal representation regarding any potential boundary changes.
- We shall respond to your request for service with reasonable diligence and promptness.
- We shall consider requests for service from your Governing Board when acting as the District Board, or from your chief administrator only. If the governing board intends to empower other individuals within the organization to request our services, then the District Board must first pass a resolution to that effect, provide us with the resolution, and inform us of the person(s) authorized to make such requests for legal services on behalf of the District.
- Our client is the District itself, acting by and through the District Board. We do not and will not represent individual Board members when acting in their personal or individually elected capacities, and we do not render advice that is unrelated to the legal business of the District. Further, we do not and will not represent any other entity, partnership, auxiliary, organization, committee, or other association that is not directly created by, and constitutes a part of, the District itself, even if such other entity may be affiliated with, and/or even overseen by, the District.
- We shall keep all communications with the District confidential. Our communications are limited to those individual(s) the District Board specifically designates in advance as the point of contact for the Organization.
- We shall abide by the District Board's decisions concerning the objectives of representation and we shall consult with you regarding the means by which the objectives are pursued. Our representation does not constitute an endorsement of the District Board's political, economic, social or moral views and activities. However, we also reserve the right to withdraw from representation if the objectives of representation are contrary to law or, in our view, good policy.
- In the event we become informed of the potential for a conflict of interest, we shall bring the matter to your attention. The circumstance may require our withdrawal from representation. Specifically, our representation of the County Board of Supervisors and the elected County Officers must take priority over our representation of the District. If presented with an inquiry that presents such a conflict, we shall decline representation for that matter and the District must seek outside counsel.
- We will not be able to represent the District in any protracted litigation.
- You shall cooperate with the Coconino County Attorney's Office in the coordination of services provided by the representation. This includes, but is not limited to, providing all

relevant information in a timely manner that relates to the matter or issue at hand, and promptness in responding to communications from our Office.

- The District is obligated to pay the County for provision of legal services whenever the District is billed for the same. The attorney providing legal services will advise the District in writing before beginning work when the District will be billed for particular legal services. Where you have been advised that the District will be billed for a particular legal service and/or representation on a matter, billing for services shall occur quarterly, and payment shall be due forty-five (45) days after the date the invoice was produced.
- We reserve the right to terminate and withdraw from representation in all situations where allowed by law. Such circumstances include, but are not limited to, your failure to pay invoices within forty-five (45) days of the due date; your failure to substantially fulfill an obligation to one of our attorneys regarding the attorneys' services after being given reasonable warning that the attorney will withdraw unless your obligation is fulfilled; the District's desire to pursue an objective that, in our view, is neither good law nor good policy; or other circumstances that arise and that, in our sole discretion, constitute sufficient grounds for termination.

These revised terms and conditions of engagement are effective upon passage of a Board Resolution approving this representation and your authorized agent's signature below. This engagement expires June 30, 2024. The terms and conditions of re-engagement shall be annually re-evaluated prior to the expiration date. We shall disengage services on June 30, 2024 unless we consent to continuing representation and a Board Resolution re-engaging services is approved by your Board of Directors and delivered to our Office with a signed original re-engagement letter.

If the District agrees to representation by the Coconino County Attorney's Office, the authorized agent should sign below, attach a Board Resolution approving this representation, and return the letter to me.

Sincerely,



William P. Ring
COCONINO COUNTY ATTORNEY

Action 7b

To: SFMD Fire Board

From: SFMD Administration

Date: July 19, 2023

Title: Review, discuss and possible action on updates to the **Fire Board Handbook.**

Recommended Action: Direction from Governing Board on any changes / revisions to the current Fire Board Handbook.

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

Financial Impacts: N/A

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:

- Community members have repeatedly requested an increase in “Public Comment” speaking time during board meetings. Our current handbook states that the Fire Board Chairman may define the length of time that the public may speak. (page 10)
- Article III, Section 2. MEETINGS; specifies time of monthly board meetings.

Attachments: Fire Board Handbook (Last Update: September 18, 2019)

Suggested Motion I motion to make the following changes to the Fire Board Handbook:



Handbook for Fire Board Members

Adopted: February 17, 2016
Last Update: September 18, 2019

REVISED BY THE

Summit Fire District Board of Directors

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Introduction

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

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

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

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

Summit Fire and Medical District History

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

Mission and Vision Statement

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

Vision Statement: Dedicated to life safety and fire protection services

First Official Acts

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

Orientation

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

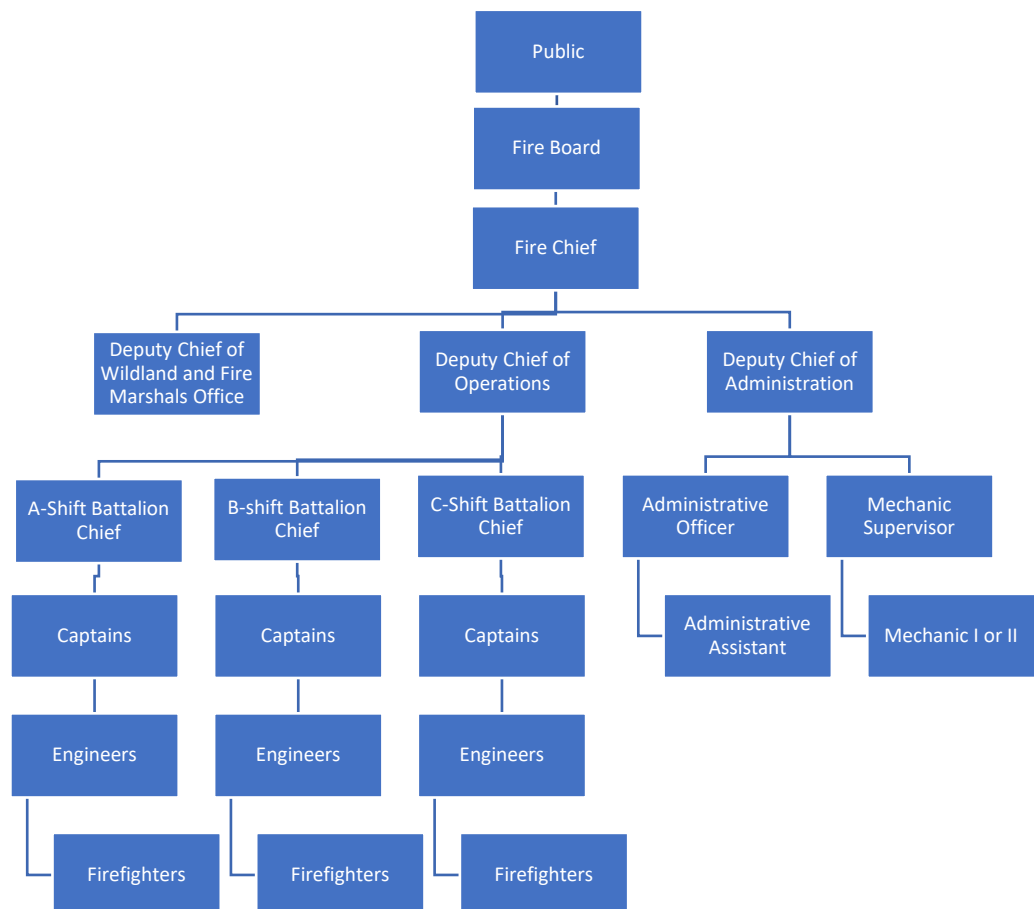
- Tour of stations, apparatus and meet staff
- Chain of command
- The role of a Fire Board Member
- Explanation of the Fire District finances, budget, and the role a Board Member plays
- Description of response areas (district boundaries, off district, mutual aid)
- Explanation of Arizona Fire District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

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

Organization Structure

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

Summit Fire and Medical District Organizational Chart



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

Code of Conduct

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

Legal Responsibilities

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

The Fire District Shall:

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

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

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

A fire district, through its board, May:

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

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

The district SHALL NOT:

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

Commitments

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

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

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

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

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

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

Officer/Board Members Descriptions

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

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

BOARD CHAIRPERSON

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

BOARD CLERK

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

ALL BOARD MEMBERS

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

Filling Board Vacancies

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

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

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

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

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

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

Fire District Elections

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

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

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

Conducting a Board Meeting

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

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

Pre-Board Meeting

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

Board Meeting

- The Fire Board members must comply with all requirements of Arizona Open Meeting Laws. The law states very simply that, with a few limited exceptions, all meetings of a public body shall be open to all persons desiring to attend. The law defines a meeting as the gathering of a quorum of members of the public body to propose or take legal action, including any deliberations with respect to action.
- A quorum of the board members must be in attendance to conduct District business. Attendance may be in-person, by computer or telephonically.
- The agenda must contain information reasonably necessary to inform the public of the matters to be discussed or decided.
- Citizens have the right to attend, listen, audio and video record the public meeting. According to the Fire Board policy they will also allow

the public to have opportunities to speak to topics during Calls to the Public as defined on the agenda. The Fire Board Chairman may define the length of time that the public may speak.

- When the Fire Board votes on any question the vote shall be taken by ayes and nays and shall be taken simultaneously. If the presiding officer is unable to accurately determine the result of a simultaneous voice vote, they may or at the request of any board member shall, call for a roll call vote taken by lot. It shall be out of order for member to explain their vote during the roll call. There shall be no additional debate or speaking on the subject after the vote is taken.
- The Fire Board has the right to go into executive sessions as noted on the agenda. Executive session has seven authorized circumstances in which the Fire Board may discuss items in private. The Fire Board is not allowed to vote or take a poll in executive session. All final actions must be made in open meeting.

Minutes

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

Records Management

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

Board Travel

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

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

Other Resources

Arizona Fire District Association “Red Book”

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

Copies of all Arizona Revised Statutes are available online at:

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

Open Meeting Law Information and Resources available online at:

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

BASIC FIRE DISTRICT STATUTES

Title 11. Counties

Chapter 2. Board of Supervisors

Article 4. Powers and Duties

11-251. Powers of board

11-251.06. Reimbursement for county services to special districts

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

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

Chapter 6. County Planning and Zoning

Article 3. Building Codes

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

Chapter 7. Intergovernmental Operations

Article 3. Joint Exercise of Powers

11-952. Intergovernmental agreements and contracts

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

11-952.02. Separate legal entities; joint exercise of powers
Article 5. City, Town or County Employee Benefits, Property Loss and Liability Claim Coverage
11-981. Payment of benefits, losses and claims; establishment of trust funds

Title 42. Taxation

Chapter 17. Levy

Article 6. Assessment, Levy and Collection of Local Taxes
42-17257 Notice of establishment or change in city, town or taxing district boundaries

Title 48. Special Taxing Districts

Chapter 1. General Provisions

Article 5. District Contracts with Federal Government
48-187. Governing body; civil immunity; definition
Article 9. Reports by Districts
48-251. Annual report
48-252. District budgets Page 42 of 327 © AFDA 2015 – 17th Edition – Rev.: 12/14
48-253. District audits and financial reviews
Article 10. District Creation and Boundary Changes
48-261. District creation; procedures; notice; hearing; determinations; petitions
48-262. District boundary changes; procedures; notice; hearing; determinations; petitions
48-263. Special taxing district impact statement; district creation; district boundary change; bond requirement
48-264. Dissolution of inactive special taxing districts; board of supervisor's action; exceptions
48-265. Petitions; form; verification of signatures
48-266. Petitions of property owners; form; verification
Article 11. Approval of Formation of Special Districts
48-271. Board of supervisor's authority to approve or deny formation of special district

Chapter 5. Fire Districts

Article 1. General Provisions

48-802. Election procedures (*see notes page 7*)
48-803. District administered by a district board
48-804. District administered by elected chief and secretary treasurer
48-805. Fire district; powers and duties
48-805.01 Separate legal entities; joint exercise of powers
48-805.02 Fire district annual budget; levy; requirements
48-806. Bond election; issuance and sale of bonds
48-807. County fire district assistance tax; annual budget

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

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

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

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

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

48-816. Election to reorganize district

48-817. District over twenty-five thousand population

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

48-819. Reimbursement for county services

48-820. Hearing and election to merge fire districts

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

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

Article 2. Military Exemptions

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

48-832. Procedure to obtain exemption

48-833. Exemption based on length of service

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

Article 3. Noncontiguous County Island Fire District

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

48-852. District board governance; elections

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

Title 38. Public Officers and Employees

Chapter 2. Qualification and Tenure

Article 4. Oath of Office

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

38-232. Time of oath

38-233. Filing oaths of record

38-234. Usurpation of office; classification

Article 6. Vacancy in Office

38-291. Vacancy defined

Chapter 3. Conduct of Office

Article 3.1 Public Meetings and Proceedings

38-431. Definitions

38-431.01. Meetings shall be open to the public

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

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

By-laws of the Summit Fire and Medical Fire Board

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

ARTICLE I- NAME

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

ARTICLE II - PURPOSE

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

ARTICLE III --BOARD OF THE DISTRICT

SECTION 1. MEMBERS

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

SECTION 2. MEETINGS

Regular monthly public meetings shall normally be held on the third Wednesday of each month at 3:00 pm but may occasionally be scheduled for other days or times when necessary.

Notification of changes will be given to all Board members in a timely manner. Special Meetings, Executive Sessions, and Work

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

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

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

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

SECTION 3. QUORUM

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

SECTION 4. AGENDA

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

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

SECTION 5. MOTIONS AND VOTING

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

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

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

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

SECTION 6. POWERS

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

SECTION 7. REMUNERATION

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

ARTICLE IV – OFFICERS OF THE BOARD

SECTION 1. BOARD OFFICERS

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

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

SECTION 2. EXECUTIVE OFFICERS ELECTION AND TERMS OF OFFICE

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

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

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

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

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

ARTICLE V - FIRE CHIEF AND BOARD

SECTION 1. FIRE CHIEF

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

SECTION 2. DUTIES OF THE BOARD AND FIRE CHIEF

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

ARTICLE VI – FINANCIAL POLICY

SECTION 1. FISCAL YEAR

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

SECTION 2. THE BUDGET

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

SECTION 3. ANNUAL FINANCIAL AUDIT

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

SECTION 4. SPECIAL DISTRICT ANNUAL REPORT

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

ARTICLE VII - AMENDMENTS

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

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

Adopted by the Board of Directors on _____

Board Signatures

Jim Daskocil, Board Chairperson

Jim Timney, Clerk of the Board

Rick Parker, Board Member

Mike Milich, Board Member

Don Woods, Board Member

Action 7c

To: SFMD Fire Board

From: SFMD Administration

Date: July 19, 2023

Title: Review, discuss and possible action on the partnership between the district and United States Forest Service (USFS) for the joint use of Station #33.

Recommended Action:

Allow the Chiefs office to work with the USFS team to establish a partnership that allows the joint use of Fire Station #33

Action Summary: The Chief's office is working with the USFS team to establish a community and district partnership for the joint use of Fire Station #33.

Financial Impacts: Loss of Community Room rental income.

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: Current station would serve the district and our community best by having a partnering agency that would assist with wildfire threats and have a decreased response time based on location.

Additional Info: This would be a verbal agreement that would be moved to an official contract as it worked through the Federal government processes. By allowing a working relationship with the HSFS, we could have response units in place much sooner and all utility costs and general wear and tear would be covered by the USFS as the tenant.

Attachments: N/A

Suggested Motion Recommend we empower the Chief's office to represent the board in developing a verbal and written contract for joint use of Sta #33 between the district and the United States Forest Service.

Summit Fire and Medical District Fire Board Meeting

Action 7d

To: SFMD Fire Board

From: SFMD Administration

Date: July 19, 2023

Title: Review, discuss and possible action on the ARPA funding allocation, once it is received by the District.

Recommended Action: Transfer ARPA funds received into the district's CAPITAL account.

Action Summary: The Arizona Governor's Office of Strategic Planning and Budgeting Office (OSPB) has earmarked \$20 million of federal funding from the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") to be used to assist Arizona Fire Districts (the Districts) with their COVID-19 response.

Financial Impacts: SFMD's total allocation of ARPA funds is listed at \$240,381.

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: This fairly substantial funding has not previously been earmarked for any specific project or expense reimbursement. Placing these funds in our Capital account would provide additional resources for any unexpected catastrophic expenses should they arise, or be used to help fund future apparatus needs.

Additional Info: We do not have an ETA on these funds as of today.

Attachments: Email correspondence from the Industrial Commission of AZ.

Suggested Motion Motion to approve the placement of ARPA funding into the district's CAPITAL account, once received.

THE INDUSTRIAL COMMISSION OF ARIZONA



ADMINISTRATION DIVISION

DENNIS P. KAVANAUGH, CHAIRMAN
JOSEPH M. HENNELLY, JR., VICE CHAIRMAN
SCOTT P. LEMARR, MEMBER
D. ALAN EVERETT, MEMBER
MARIA CECILIA VALDEZ, MEMBER

SYLVIA SIMPSON, CPA
CHIEF FINANCIAL OFFICER
PHONE: (602) 542-4654
FAX: (602) 542-3070

JAMES ASHLEY, DIRECTOR

TO: All Special Fire Districts
FROM: Industrial Commission of Arizona (ICA)
DATE: 04/21/2023
RE: American Rescue Plan Act (ARPA), Coronavirus State and Local Fiscal Recovery Funds ("SLFRF")

The Arizona Governor's Office of Strategic Planning and Budgeting Office (OSPB) has earmarked \$20 million of federal funding from the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") to be used to assist Arizona Fire Districts (the Districts) with their COVID-19 response.

ARPA-SLFRF is a federal grant program, and as such has specific requirements and processes that must be followed. The Industrial Commission of Arizona (ICA) has been given the responsibility to administer the Fire District ARPA-SLFRF federal grant program on behalf of the districts.

To request reimbursement for eligible expenses, a district must complete and submit a *Reporting Package* for each eligibility period. The *Reporting Package* must include the following documents:

- *Request for Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Form* (attached)
- *Fire District ARPA Attestation Form* (attached)
- Supporting documentation such as payroll reports, vehicle logs, invoices, and receipts. Reimbursement requests for payroll and covered benefits expenses may only be submitted for employees who spent more than 50% of their time performing services devoted to mitigating or responding to the COVID-19 public health emergency.
- If the request exceeds \$25,000, the district must provide the following: (a) Unique Entity Identifier (UEI) number for the fiscal agent; and (b) proof of current registration in the SAM.gov (SAM) website. SAM registration must be maintained for the term of the Agreement. SAM registration information may be found at <https://sam.gov/content/home>.

The reimbursement amounts on the *Request for Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Form* must be accompanied with supporting documentation. Items without adequate supporting documents will be denied. Additionally, some items may be denied and removed from the reimbursement request if the requests do not meet ARPA-SLFRF criteria.

All supporting documentation must be retained by the Fire Districts for five (5) years after receipt of federal funds and may be subject to inspection by State and Federal auditors.

There will be three reporting periods for submission, as follows:

- First Period: March 3, 2021, to June 30, 2023 – Submission Due by August 31, 2023
- Second Period: July 1, 2023, to June 30, 2024 - Submission Due by August 31, 2024
- Third Period: July 1, 2024, to December 31, 2024 - Submission Due by February 28, 2025

The ICA will review each Reporting Package submitted to determine eligibility, conformance with all state and federal requirements, and the final approved reimbursable amount. Total distributions per district may not exceed the balance of ARPA-SLFRF funds awarded to the district listed on the attached *ARPA-SLFRF Awards - Arizona Fire Districts* schedule. The ICA will consult with OSPB on the disposition of any remaining funds undistributed at the end of third reporting period (July 1, 2024 - December 31, 2024).

Please submit the completed *Request for Coronavirus State and Local Fiscal Recovery Funds (SLFRF)* and *Fire District ARPA Attestation* forms and all required supporting documentation by uploading it online to the private folder that will be shared with your fire district designated contact in a separate communication. Once the form and supporting documentation have been submitted, the ICA will review the information, and request reimbursement from the ARPA-SLFRF grant on behalf of the district.

Please complete and submit an Arizona Substitute W9 form; no other W9 format is accepted. The required form may be found [here](#). The ICA cannot process disbursements until a completed Arizona Substitute W9 form has been submitted.

Please contact Renee Pastor at 602.542.1839 or Renee.Pastor@azica if you have any questions.

Industrial Commission of Arizona

American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds (ARPA-SLFRF)

Based on Tax Year (TY) 2021 Net Assessed Valuation (NAV) Per A.R.S. § 48.807(F)

Fire District	TY21 NAV (1)	TY21 NAV%	ARPA-SLFRF Award
Picture Rocks	\$ 40,130,850	0.340%	\$ 68,020
Pima Rural	\$ 6,917,346	0.059%	\$ 11,725
Pinal Rural Rescue And Medical	\$ 4,751,444	0.040%	\$ 8,053
Pine Lake	\$ 2,998,887	0.025%	\$ 5,083
Pine/Strawberry	\$ 72,663,063	0.616%	\$ 123,160
Pinetop	\$ 147,015,535	1.246%	\$ 249,184
Pinewood	\$ 71,753,555	0.608%	\$ 121,619
Pinion Pine	\$ 9,705,625	0.082%	\$ 16,451
Pirtleville	\$ 4,896,844	0.041%	\$ 8,300
Pleasant Valley	\$ 8,430,839	0.071%	\$ 14,290
Pomerene	\$ 5,046,691	0.043%	\$ 8,554
Ponderosa	\$ 31,697,656	0.269%	\$ 53,726
Puerco Valley	\$ 14,613,208	0.124%	\$ 24,769
Quartzsite	\$ 47,327,350	0.401%	\$ 80,218
Queen Valley	\$ 5,712,946	0.048%	\$ 9,683
Rincon Valley	\$ 157,883,596	1.338%	\$ 267,605
Rio Rico	\$ 79,935,145	0.677%	\$ 135,486
Rio Verde	\$ 100,073,423	0.848%	\$ 169,620
Round Valley/Oxbow Estates	\$ 5,999,503	0.051%	\$ 10,169
Sabino Vista	\$ 35,377,478	0.300%	\$ 59,963
Safford Rural	\$ 34,832,513	0.295%	\$ 59,039
San Jose	\$ 3,502,436	0.030%	\$ 5,936
San Manuel	\$ 7,111,728	0.060%	\$ 12,054
San Simon	\$ 7,159,987	0.061%	\$ 12,136
Sedona	\$ 653,935,422	5.542%	\$ 1,108,390
Seligman	\$ 2,185,480	0.019%	\$ 3,704
Sherwood Forest Estates	\$ 5,206,106	0.044%	\$ 8,824
Sonoita-Elgin	\$ 39,717,108	0.337%	\$ 67,319
St. David	\$ 9,843,201	0.083%	\$ 16,684
Stanfield	\$ 1,926,963	0.016%	\$ 3,266
Summit	\$ 141,821,719	1.202%	\$ 240,381
Sun City	\$ 373,631,747	3.166%	\$ 633,288
Sun Valley	\$ 1,663,164	0.014%	\$ 2,819
Sunnyside	\$ 3,929,303	0.033%	\$ 6,660
Sunsites/Pearce	\$ 12,819,473	0.109%	\$ 21,728
Superstition Fire and Medical	\$ 458,697,402	3.887%	\$ 777,471
Tanque Verde Valley	\$ 16,790,043	0.142%	\$ 28,458
Three Points	\$ 42,626,204	0.361%	\$ 72,249
Thunderbird	\$ 969,999	0.008%	\$ 1,644
Timber Mesa Fire and Medical	\$ 334,246,695	2.833%	\$ 566,533

Vivian Fennema

From: Tammy Schieffer
Sent: Monday, July 10, 2023 8:42 AM
To: Mark Wilson; Mark Gaillard; Jerry Bills
Cc: Vivian Fennema
Subject: FW: ARPA review complete.

Yay!!!! This should be to the tune of \$240,000. It is a grant from Securis (workers comp) for previous COVID expenses. We were able to claim all payroll except office and shop

Tammy

From: Renee Pastor <renee.pastor@azica.gov>
Sent: Friday, July 7, 2023 5:32 PM
To: Tammy Schieffer <tammy@sfmd.org>
Subject: ARPA review complete.

Caution! This message was sent from outside your organization.

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The review is complete, so the file will be sent to the Federal Grant program for the Governor's Office to review. Once that is complete, they have to transfer the funds to the ICA and we will issue the payment. I will let you know when that payment is being processed, so you can look for it.

Thank you for your patience.

Renee Pastor | Self-Insurance | Industrial Commission of Arizona

800 West Washington Street | Phoenix, Arizona 85007 | Direct: (602) 542-1839 | Fax: (602) 542-3070

Email: Renee.Pastor@azica.gov

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