



PUBLIC NOTICE
REGULAR BOARD MEETING AGENDA
Wednesday, November 15, 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 November 15, 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 three 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 October 18, 2023
 - b. Approval of Reconciliations and Financial Reports for October 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 three minutes per individual and must pertain to the specific agenda item.
 - a. Review, discuss, and possible action on the **Joint Powers Authority (JPA) Feasibility Study** scope of work and contract with the City of Flagstaff through AP Triton, LLC.
 - b. Review, discuss, and possible action on the **FY 2022-2023 Comprehensive Annual Financial Report (CAFR)** presented by Jennifer from HintonBurdick.
 - c. Review, discuss, and possible action on **appointing a new Board Chair and Board Clerk for the upcoming Year.**
 - d. Review, discuss, and possible action on the **Intergovernmental Agreement (IGA) between Woods Fire District and Summit Fire & Medical District.** This IGA is for Summit to provide Woods Fire Board with Administrative Services. (Revised from last month)
 - e. Review, discuss, and possible action on request by **Star Charter School** for a service contract.
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, November 14, 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, October 18, 2023

Station 32, 8905 Koch Field Road, Flagstaff AZ

1. **CALL TO ORDER**

Board Chair Timney called the Regular Board Meeting to order at 6:00 pm.

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

Members Present: Chair Timney, Board Members Rick Parker, Robb Faus, and Scott Walton
Board Member Jim Daskocil (via ZOOM)

Members Absent: none

Administration: Chief Gaillard, DC Chris Fennell, DC Mark Wilson, BC Palm, BC Zambeck, and
Tammy Schieffer, Local 1505 C Robinson

3. **Pledge of Allegiance**

4. Tyler Harper was joined by his family for his promotional badge pinning. Congratulations Engineer Harper.

5. **CALL TO THE PUBLIC – No requests.**

6. **CONSENT AGENDA**

- a. Discussion and Approval of the Regular Board Meeting Minutes of September 20, 2023.
- b. Approval of Reconciliations and Financial Reports for September 2023.

Board Member R. Parker motioned to approve the minutes from September 20th board meeting and the financial reports for last month. Motion was seconded by R. Faus.

Vote Conducted. MOTION PASSED

AYES: Parker, Walton, Faus, Timney, Daskocil

NAYES: None

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

- a. Monthly Run Report

BC Zambeck reported:

- Run report for August 2023. Total of 103 calls, with 69 being emergent calls. Call distribution is as follows: District 31 had 17 calls, District 32 had 40, District 33 had 19, District 36 had 1, and District 37 had 5, and out of district was 21 calls.
- Avg response times: Sta# 31 at 6.28 min, #32 at 5.93 mins, #33 at 8.9, #36 at 5.00 mins. GMT average response time was 5.4.
- Increase in MVA (w/ extrication) is trending.

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

FC Gaillard:

- Special Districts meeting was held with the County Treasurer Benatar to discuss alternative funding to help out the fire districts.
- DC Mark Wilson completed the CEOP (Chief Executive Officer Program) 2 week training certification.

DC Wilson:

- True Brown (Forest Service) holding meeting on Friday Oct 20th to discuss the leasing of Sta #33 from SFMD.
- Very happy to report that we are getting all the paperwork signed so that employee merit step increases and/or 6% market increases can go into effect 11/05/2023.

DC Fennell:

- Week 5 of the Recruit Academy, with 4 weeks in a row the FF of the week being a SFMD employee.
- Employee who has been out with a knee injury for quite some time is back on shift today.
- Engineer testing is complete and we have a promotional list with 3 people who are eligible to promote, but no open positions right now.
- Jimmy Unmacht has completed his paramedic training and as of today he is available to work as a medic for us. We have 14 total medics on the dept right now.
- Patrick Burns is retiring effective 11/19/2023 and there will be a flag ceremony at 0730 on 11/19/23 at Fire Station #32.

Local 1505- C Robinson:

- Very excited to have the raises going into effect for our employees; it is a very big deal, and a long time coming. Thank you to the board for making that happen.
- Union Local board 1505 has elections coming up for the VP and Trustee positions. No one was interested in the VP slot so Casey volunteered to remain in that position for 2 more years. There are two people interested in the Trustee spot so the Local will be holding the election for that position.

8. **NEW BUSINESS / ACTION ITEMS**

- a. Shannon Anderson, Deputy City Manager for the City of Flagstaff, gave a presentation on the JPA Feasibility Study. She reviewed the background as to how we got here (IGA for Management Services from FFD Admin), RFP for the Scope of Work to be completed by AP Triton. The total cost for the study will be \$67,107.00, with Summit's share being \$20,132.00 and should be completed in 6-8 months. Next steps are: to provide AP Triton with all the material they need for the evaluation, conduct interviews and site visits. We will hold a final technical review to make sure all the information is accurate, then they will present the study to the Summit Board and City Council.

The actual contract is not present at tonight's meeting. It is being reviewed by the County Attorney, Paul Garns. There was a notated change on the RFP on page #19. Orange County needs to be changed to City of Flagstaff and Summit Fire & Medical District.

Board Member Walton made a motion to move forward with Action item 8a, the JPA Feasibility Study. Motion was seconded by Board Member Faus.

Vote conducted. MOTION CARRIED with a 3 to 2 vote in favor.

AYES: Parker, Walton, Faus

NAYES: Timney, Daskocil.

We will work to get the approval from the County Attorney on the final contract which shows SFMD's portion of the fee being \$20,132.00.

- b. IGA between City of Flagstaff, SFMD, Ponderosa, Pinewood, and Highlands which allows for the City to be the administrator of the grant funds awarded to all parties via the 2022 AFG Grant. Summit will be responsible for \$11,097.93 (our match).
Board Member Walton made a motion to approve the IGA between the City and SFMD for management of the 2022 AFG grand funds awarded for FOLP training. Motion was seconded by Board Member Parker.

Vote conducted. MOTION CARRIED unanimously.

AYES: Timney, Parker, Walton, Faus, Daskocil

NAYES: None

- c. Approval of the 2024 SFMD Board Meeting Calendar.

Board Member Faus made a motion to approve 2024 SFMD Board Meeting Calendar as presented. Motion was seconded by Board Member Parker.

Vote conducted. MOTION CARRIED unanimously.

AYES: Timney, Parker, Walton, Faus, Daskocil

NAYES: None

- d. IGA between SFMD and Woods Fire District for us to provide administrative services for the Woods Fire Board for an annual fee of \$4000. The term will be from July 1, 2023 through June 30, 2024. They are to be working on a replacement to take over this responsibility.

Board Member Faus made a motion to approve the IGA between Woods Fire District and Summit Fire & Medical for Fire Board administrative support services for the fiscal year 23-24.

Motion was seconded by Board Member Parker.

Vote conducted. MOTION CARRIED unanimously.

AYES: Timney, Parker, Walton, Faus, Daskocil

NAYES: None

ADJOURNMENT: Board Meeting Adjourned at 7:32 pm

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

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Timney, Parker, Faus, Walton, Daskocil

Respectfully submitted by:

Robb Faus, Board Clerk

10:27 AM

11/10/23

Cash Basis

Summit Fire District
Profit & Loss Budget vs. Actual
 July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1100 TAX REVENUE				
1101 Property Tax	1,525,162.55	2,410,416.57	-885,254.02	63.3%
1102 FDAT	89,961.38	139,641.40	-49,680.02	64.4%
1103 Delinquent Property Tax	4,820.13	0.00	4,820.13	100.0%
Total 1100 TAX REVENUE	1,619,944.06	2,550,057.97	-930,113.91	63.5%
1200 GRANTS				
1210 Other Grants	240,381.00	183,333.34	57,047.66	131.1%
1211 SAFER II	0.00	0.00	0.00	0.0%
Total 1200 GRANTS	240,381.00	183,333.34	57,047.66	131.1%
1300 MISC INCOME				
1301 OWA Income	92,155.31	333,333.35	-241,178.04	27.6%
1302 Interest	14,782.31	0.00	14,782.31	100.0%
1303 Donations	0.00	0.00	0.00	0.0%
1304 Contracts with Towers	12,222.38	8,772.82	3,449.56	139.3%
1305 Out of District Calls	348.00	2,233.65	-1,885.65	15.6%
1308 Service Subscriptions	1,121.49			
1310 Misc. Income	0.00	11,379.52	-11,379.52	0.0%
1311 Maint Facility Income	7,617.43	14,653.60	-7,036.17	52.0%
1312 Community Room Rental	880.00	0.00	880.00	100.0%
1314 Insurance Proceed Income	0.00	0.00	0.00	0.0%
1315 SSFND-Smart & Safe AZ Fund	0.00	0.00	0.00	0.0%
1300 MISC INCOME - Other	3,600.00			
Total 1300 MISC INCOME	132,726.92	370,372.94	-237,646.02	35.8%
Total Income	1,993,051.98	3,103,764.25	-1,110,712.27	64.2%
Gross Profit	1,993,051.98	3,103,764.25	-1,110,712.27	64.2%
Expense				
2000 PERSONNEL SALARIES				
2009 Acting Pay				
2009 .1 Acting Pay BC	288.00	1,638.00	-1,350.00	17.6%
2009 .2 Acting Captain	878.00	4,608.00	-3,730.00	19.1%
2009.3 Acting Engineer	766.50	2,476.50	-1,710.00	31.0%
Total 2009 Acting Pay	1,932.50	8,722.50	-6,790.00	22.2%

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Cash Basis

Summit Fire District
Profit & Loss Budget vs. Actual
 July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
2032 OWA Backfill	0.00	20,681.45	-20,681.45	0.0%
2033 OWA OT	5,698.62	27,295.93	-21,597.31	20.9%
2034 OWA Eng Boss	0.00	400.00	-400.00	0.0%
2035 OWA Payroll	0.00	69,305.09	-69,305.09	0.0%
2036 OWA Single Resource OT	63,988.65	230,704.25	-166,715.60	27.7%
2037 OWA Holiday Pay	0.00	426.77	-426.77	0.0%
2070 Battalion Chief	71,016.01	57,904.00	13,112.01	122.6%
2071 Administrative Officer	18,907.23	19,565.68	-658.45	96.6%
2072 Admin Assistant II	14,338.65	15,224.40	-885.75	94.2%
2073 EVT Mechanic III	20,419.20	19,714.15	705.05	103.6%
2073.1 EVT Mechanic 1	0.00	0.00	0.00	0.0%
2075 Captains	205,082.19	220,492.92	-15,410.73	93.0%
2076 Engineer	166,816.95	223,015.33	-56,198.38	74.8%
2077 Firefighters	158,833.93	156,813.60	2,020.33	101.3%
2082 Overtime				
2082.2 OT FireOfficer Recall	0.00	55,849.62	-55,849.62	0.0%
2082 Overtime - Other	144,514.10	0.00	144,514.10	100.0%
Total 2082 Overtime	144,514.10	55,849.62	88,664.48	258.8%
2083 Vacation Leave	55,925.03	62,148.14	-6,223.11	90.0%
2084 Sick Leave	22,961.72	28,429.82	-5,468.10	80.8%
2088 Holiday Pay	5,122.08	0.00	5,122.08	100.0%
2099.1 Vacation Leave Payout	9,006.71	1,859.00	7,147.71	484.5%
2099.2 Sick Leave Payout	12,254.74	0.00	12,254.74	100.0%
Total 2000 PERSONNEL SALARIES	976,818.31	1,218,552.65	-241,734.34	80.2%
2200 PENSION				
2201 NationW Hybrid Tier 3 FD	7,685.33	8,225.20	-539.87	93.4%
2202 NationW - Tier 2 FD	741.86	1,597.68	-855.82	46.4%
2203 NationW DC Only Tier 3FD	0.00	1,847.76	-1,847.76	0.0%
2204 PSPRS - DROP	0.00	0.00	0.00	0.0%
2206 PSPRS - Tier 1 FD	47,328.15	82,841.62	-35,513.47	57.1%
2208 PSPRS - Tier 1A & 2 FD	3,662.27	18,650.62	-14,988.35	19.6%
2209 PSPRS DC Only Tier 3FD	0.00	0.00	0.00	0.0%
2209.1 PSPRS DC ONLY 3 FD Disab	0.00	185.00	-185.00	0.0%
2210.2 PSPRS - DB Tier 3	27,231.76	16,027.03	11,204.73	169.9%
2215 ASRS	10,070.84	9,044.00	1,026.84	111.4%
2200 PENSION - Other	1,600.00			
Total 2200 PENSION	98,320.21	138,418.91	-40,098.70	71.0%

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Cash Basis

Summit Fire District
Profit & Loss Budget vs. Actual
 July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
2300 PAYROLL EXPENSES				
2301 Workmen's Comp.	31,085.00	62,170.00	-31,085.00	50.0%
2303 Social Security	8,936.97	7,524.00	1,412.97	118.8%
2304 Medicare	14,123.95	13,495.88	628.07	104.7%
2305 Direct Deposit	0.00	0.00	0.00	0.0%
Total 2300 PAYROLL EXPENSES	54,145.92	83,189.88	-29,043.96	65.1%
2400 PERSONNEL INSURANCE				
2401 Medical Insurance	89,528.17	108,510.40	-18,982.23	82.5%
2402 Dental Insurance	4,805.17	7,000.00	-2,194.83	68.6%
2404 Life Insurance	1,333.01	1,390.36	-57.35	95.9%
2405 Vision Insurance	859.19	928.40	-69.21	92.5%
Total 2400 PERSONNEL INSURANCE	96,525.54	117,829.16	-21,303.62	81.9%
2500 CONTRACTUALS				
2502 Legal Expenses by SFMD	0.00	42,850.00	-42,850.00	0.0%
2503 Broker Fees Medical Ins	3,000.00	3,120.00	-120.00	96.2%
2503.1 Fit for Duty Expenses	0.00	1,800.00	-1,800.00	0.0%
2504 Audit	14,000.00	17,500.00	-3,500.00	80.0%
2510 FLAGIT Contract Services	6,270.00	12,000.00	-5,730.00	52.3%
2511 Software Contracts				
2511.1 Flagit Additional Svc	10,118.50	10,119.00	-0.50	100.0%
2511.2 Quickbooks Software	0.00	0.00	0.00	0.0%
2511.3 NEO GOV	0.00	0.00	0.00	0.0%
2511.4 Misc. Software	523.93	333.32	190.61	157.2%
2511.5 Avenza Maps for IPAD	0.00	0.00	0.00	0.0%
2511.6 PS Trax Eng, SCBA, PPE,	144.00	0.00	144.00	100.0%
2511.7 Upkeep	0.00	0.00	0.00	0.0%
2511.8 EMC2 Software	0.00	18,180.00	-18,180.00	0.0%
2511.9 ESO Software	7,864.55	6,745.00	1,119.55	116.6%
2511 Software Contracts - Other	3,473.49	0.00	3,473.49	100.0%
Total 2511 Software Contracts	22,124.47	35,377.32	-13,252.85	62.5%
2514 Bld & Vehicle Insurance	18,785.00	37,570.00	-18,785.00	50.0%
2515 IGA Services				
2515.1 Fire Chief	0.00	71,250.00	-71,250.00	0.0%
2515.2 Dispatch	0.00	34,000.00	-34,000.00	0.0%
2515.3 Training Coordinator	22,161.55	22,162.00	-0.45	100.0%
Total 2515 IGA Services	22,161.55	127,412.00	-105,250.45	17.4%

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Cash Basis

Summit Fire District
Profit & Loss Budget vs. Actual
 July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
2519 Memberships & Subscription				
2519.1 AFDA	0.00	0.00	0.00	0.0%
2519.2 NFPA	0.00	0.00	0.00	0.0%
2519.3 AZ Fire Chiefs Assoc	0.00	0.00	0.00	0.0%
2519.4 PFAC	0.00	0.00	0.00	0.0%
2519.5 Other (Feasability Study	0.00	0.00	0.00	0.0%
2519.6 Sam's Club Membership	0.00	45.00	-45.00	0.0%
2519 Memberships & Subscription - Ot...	128.25			
Total 2519 Memberships & Subscription	128.25	45.00	83.25	285.0%
2520 Computers, Printers	410.34	1,000.00	-589.66	41.0%
2530 New Hire NTN, Fingerprints	0.00	700.00	-700.00	0.0%
Total 2500 CONTRACTUALS	86,879.61	279,374.32	-192,494.71	31.1%
3000 FLEET SERVICES				
3005 Training-Certificates	0.00	750.00	-750.00	0.0%
3010 Shop Uniforms	1,056.38	504.16	552.22	209.5%
3020 Parts for SFMD Vehicles	20,708.68	16,000.00	4,708.68	129.4%
3025 Shop Outside Customer Exp	8,745.69	2,500.00	6,245.69	349.8%
Total 3000 FLEET SERVICES	30,510.75	19,754.16	10,756.59	154.5%
3100 EQUIPMENT				
3110 Apparatus Equipment				
3110.1 Holmatro Service	0.00	2,085.00	-2,085.00	0.0%
3110.2 Ladder Testing	599.98	1,200.00	-600.02	50.0%
3110.3 Foam	0.00	0.00	0.00	0.0%
3110.4 Bar Oil, Fuel Power Equi	0.00	400.00	-400.00	0.0%
3110.5 Nozzles, Hoses etc	0.00	0.00	0.00	0.0%
3110 Apparatus Equipment - Other	-2,865.73	0.00	-2,865.73	100.0%
Total 3110 Apparatus Equipment	-2,265.75	3,685.00	-5,950.75	-61.5%
3115 Communication-Radios	8,065.83	0.00	8,065.83	100.0%
3120 SCBA	434.58	600.00	-165.42	72.4%
Total 3100 EQUIPMENT	6,234.66	4,285.00	1,949.66	145.5%

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Summit Fire District
Profit & Loss Budget vs. Actual
July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
3200 SUPPLIES				
3210 EMS Program	6,238.01	20,503.00	-14,264.99	30.4%
3212 PPE Program	13,971.63	27,587.25	-13,615.62	50.6%
3220 Office Supplies	2,010.90	2,666.68	-655.78	75.4%
3225 BLD/Land Maint.	7,203.43	8,000.00	-796.57	90.0%
3227 Procurement	3,693.12	3,000.00	693.12	123.1%
3235 PIO / Pub ED	231.80	2,700.00	-2,468.20	8.6%
3241 Honor Guard	437.78	600.00	-162.22	73.0%
Total 3200 SUPPLIES	33,786.67	65,056.93	-31,270.26	51.9%
3300 UNIFORMS				
3310 Uniforms - SFMD	9,124.31	19,000.00	-9,875.69	48.0%
3312 Class AB Uniform	0.00	0.00	0.00	0.0%
3350 New Hire Expenses	1,800.00			
Total 3300 UNIFORMS	10,924.31	19,000.00	-8,075.69	57.5%
3400 FITNESS-HEALTH & SAFETY				
3401 Fitness	0.00	9,600.00	-9,600.00	0.0%
3405 Health & Safety				
3405.1 Annual Physicals	120.56	1,726.67	-1,606.11	7.0%
3405.2 Staff Counseling	23,464.75	12,333.32	11,131.43	190.3%
3405.3 Stress Test	255.00	616.67	-361.67	41.4%
3405.4 New Hire Physicals & Men	3,577.00	3,000.00	577.00	119.2%
3405.6 New Hire Mental Check	0.00	6,606.65	-6,606.65	0.0%
3405.7 Family & Child Counsel	0.00	600.00	-600.00	0.0%
Total 3405 Health & Safety	27,417.31	24,883.31	2,534.00	110.2%
Total 3400 FITNESS-HEALTH & SAFETY	27,417.31	34,483.31	-7,066.00	79.5%
4000 UTILITIES				
4005 Fuel for Apparatus	14,961.20	9,333.32	5,627.88	160.3%
4010 Electric	6,682.82	9,333.32	-2,650.50	71.6%
4015 Gas / Propane	2,891.80	8,666.68	-5,774.88	33.4%
4020 Water	4,880.73	5,333.32	-452.59	91.5%
4025 Phones / Internet / TV	11,715.19	11,666.68	48.51	100.4%
4030 Trash Pickup	2,164.06	1,680.00	484.06	128.8%
4050 Radio Site Rental Elden	1,275.00	1,145.92	129.08	111.3%
Total 4000 UTILITIES	44,570.80	47,159.24	-2,588.44	94.5%

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Cash Basis

Summit Fire District
Profit & Loss Budget vs. Actual
 July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
4100 Training and Travel				
4105 Training Registration	0.00	8,100.00	-8,100.00	0.0%
4110 Lodging	1,486.94	1,650.00	-163.06	90.1%
4115 Food	583.24	450.00	133.24	129.6%
4120 Supplies/Vent	0.00	1,000.00	-1,000.00	0.0%
4125 Travel Fuel Rentals Air	0.00	750.00	-750.00	0.0%
4130 Tuition Reimbursement	0.00	5,000.00	-5,000.00	0.0%
Total 4100 Training and Travel	2,070.18	16,950.00	-14,879.82	12.2%
4200 OWA Expenses				
4230 OWA Exp.	23,680.45	70,666.67	-46,986.22	33.5%
Total 4200 OWA Expenses	23,680.45	70,666.67	-46,986.22	33.5%
4300 INTERST / FEES				
4315 Interest / Fees	0.00	0.00	0.00	0.0%
Total 4300 INTERST / FEES	0.00	0.00	0.00	0.0%
4500 Grant Expenses				
4510 Other Grants	0.00	0.00	0.00	0.0%
Total 4500 Grant Expenses	0.00	0.00	0.00	0.0%
Payroll Expenses	0.00	0.00	0.00	0.0%
Reconciliation Discrepancies	-1,251.00	0.00	-1,251.00	100.0%
Total Expense	1,490,633.72	2,114,720.23	-624,086.51	70.5%
Net Ordinary Income	502,418.26	989,044.02	-486,625.76	50.8%
Net Income	502,418.26	989,044.02	-486,625.76	50.8%

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11/10/23

Cash Basis

Summit Fire District

Profit & Loss Budget vs. Actual

October 2023

	Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1100 TAX REVENUE				
1101 Property Tax	1,439,403.26	2,305,421.00	-866,017.74	62.4%
1102 FDAT	83,537.15	126,983.01	-43,445.86	65.8%
1103 Delinquent Property Tax	3,613.82	0.00	3,613.82	100.0%
Total 1100 TAX REVENUE	1,526,554.23	2,432,404.01	-905,849.78	62.8%
1200 GRANTS				
1210 Other Grants	0.00	45,833.34	-45,833.34	0.0%
1211 SAFER II	0.00	0.00	0.00	0.0%
Total 1200 GRANTS	0.00	45,833.34	-45,833.34	0.0%
1300 MISC INCOME				
1301 OWA Income	72,711.21	83,333.33	-10,622.12	87.3%
1302 Interest	3,787.17	0.00	3,787.17	100.0%
1303 Donations	0.00	0.00	0.00	0.0%
1304 Contracts with Towers	3,328.40	1,963.00	1,365.40	169.6%
1305 Out of District Calls	348.00	665.54	-317.54	52.3%
1310 Misc. Income	0.00	5,689.76	-5,689.76	0.0%
1311 Maint Facility Income	0.00	6,500.00	-6,500.00	0.0%
1312 Community Room Rental	230.00	0.00	230.00	100.0%
1314 Insurance Proceed Income	0.00	0.00	0.00	0.0%
1315 SSFND-Smart & Safe AZ Fund	0.00	0.00	0.00	0.0%
Total 1300 MISC INCOME	80,404.78	98,151.63	-17,746.85	81.9%
Total Income	1,606,959.01	2,576,388.98	-969,429.97	62.4%
Gross Profit	1,606,959.01	2,576,388.98	-969,429.97	62.4%
Expense				
2000 PERSONNEL SALARIES				
2009 Acting Pay				
2009 .1 Acting Pay BC	72.00	0.00	72.00	100.0%
2009. 2 Acting Captain	384.00	800.00	-416.00	48.0%
2009.3 Acting Engineer	108.00	369.00	-261.00	29.3%
Total 2009 Acting Pay	564.00	1,169.00	-605.00	48.2%

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Cash Basis

Summit Fire District

Profit & Loss Budget vs. Actual

October 2023

	Oct 23	Budget	\$ Over Budget	% of Budget
2032 OWA Backfill	0.00	0.00	0.00	0.0%
2033 OWA OT	0.00	0.00	0.00	0.0%
2034 OWA Eng Boss	0.00	0.00	0.00	0.0%
2035 OWA Payroll	0.00	19,246.52	-19,246.52	0.0%
2036 OWA Single Resource OT	50,978.25	65,000.00	-14,021.75	78.4%
2037 OWA Holiday Pay	0.00	0.00	0.00	0.0%
2070 Battalion Chief	16,667.40	14,476.00	2,191.40	115.1%
2071 Administrative Officer	4,515.16	4,891.42	-376.26	92.3%
2072 Admin Assistant II	2,920.43	3,806.10	-885.67	76.7%
2073 EVT Mechanic III	4,537.60	4,486.62	50.98	101.1%
2073.1 EVT Mechanic 1	0.00	0.00	0.00	0.0%
2075 Captains	41,658.20	55,123.23	-13,465.03	75.6%
2076 Engineer	38,241.65	56,908.38	-18,666.73	67.2%
2077 Firefighters	46,192.11	52,983.60	-6,791.49	87.2%
2082 Overtime				
2082.2 OT FireOfficer Recall	0.00	20,000.00	-20,000.00	0.0%
2082 Overtime - Other	31,037.17	0.00	31,037.17	100.0%
Total 2082 Overtime	31,037.17	20,000.00	11,037.17	155.2%
2083 Vacation Leave	14,426.57	15,387.17	-960.60	93.8%
2084 Sick Leave	8,576.62	11,708.07	-3,131.45	73.3%
2088 Holiday Pay	0.00	0.00	0.00	0.0%
2099.1 Vacation Leave Payout	47.39	0.00	47.39	100.0%
2099.2 Sick Leave Payout	0.00	0.00	0.00	0.0%
Total 2000 PERSONNEL SALARIES	260,362.55	325,186.11	-64,823.56	80.1%
2200 PENSION				
2201 NationW Hybrid Tier 3 FD	1,836.95	2,056.30	-219.35	89.3%
2202 NationW - Tier 2 FD	175.14	399.42	-224.28	43.8%
2203 NationW DC Only Tier 3FD	0.00	618.00	-618.00	0.0%
2204 PSPRS - DROP	0.00	0.00	0.00	0.0%
2206 PSPRS - Tier 1 FD	9,963.39	18,409.25	-8,445.86	54.1%
2208 PSPRS - Tier 1A & 2 FD	864.57	4,634.40	-3,769.83	18.7%
2209 PSPRS DC Only Tier 3FD	0.00	0.00	0.00	0.0%
2209.1 PSPRS DC ONLY 3 FD Disab	0.00	45.00	-45.00	0.0%
2210.2 PSPRS - DB Tier 3	6,508.93	3,570.00	2,938.93	182.3%
2215 ASRS	2,073.78	2,261.00	-187.22	91.7%
Total 2200 PENSION	21,422.76	31,993.37	-10,570.61	67.0%

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Cash Basis

Summit Fire District
Profit & Loss Budget vs. Actual
October 2023

	Oct 23	Budget	\$ Over Budget	% of Budget
2300 PAYROLL EXPENSES				
2301 Workmen's Comp.	0.00	31,085.00	-31,085.00	0.0%
2303 Social Security	4,181.21	1,881.00	2,300.21	222.3%
2304 Medicare	3,761.06	3,373.97	387.09	111.5%
2305 Direct Deposit	0.00	0.00	0.00	0.0%
Total 2300 PAYROLL EXPENSES	7,942.27	36,339.97	-28,397.70	21.9%
2400 PERSONNEL INSURANCE				
2401 Medical Insurance	20,840.44	27,127.60	-6,287.16	76.8%
2402 Dental Insurance	1,120.35	1,750.00	-629.65	64.0%
2404 Life Insurance	311.08	445.00	-133.92	69.9%
2405 Vision Insurance	200.20	320.00	-119.80	62.6%
Total 2400 PERSONNEL INSURANCE	22,472.07	29,642.60	-7,170.53	75.8%
2500 CONTRACTUALS				
2502 Legal Expenses by SFMD	0.00	42,100.00	-42,100.00	0.0%
2503 Broker Fees Medical Ins	0.00	780.00	-780.00	0.0%
2503.1 Fit for Duty Expenses	0.00	900.00	-900.00	0.0%
2504 Audit	0.00	0.00	0.00	0.0%
2510 FLAGIT Contract Services	2,090.00	3,000.00	-910.00	69.7%
2511 Software Contracts				
2511.11 Flagit Additional Svc	0.00	0.00	0.00	0.0%
2511.2 Quickbooks Software	0.00	0.00	0.00	0.0%
2511.3 NEO GOV	0.00	0.00	0.00	0.0%
2511.4 Misc. Software	0.00	83.33	-83.33	0.0%
2511.5 Avenza Maps for IPAD	0.00	0.00	0.00	0.0%
2511.6 PS Trax Eng, SCBA, PPE,	144.00	0.00	144.00	100.0%
2511.7 Upkeep	0.00	0.00	0.00	0.0%
2511.8 EMC2 Software	0.00	0.00	0.00	0.0%
2511.9 ESO Software	7,429.63	6,745.00	684.63	110.2%
2511 Software Contracts - Other	599.66	0.00	599.66	100.0%
Total 2511 Software Contracts	8,173.29	6,828.33	1,344.96	119.7%
2514 Bld & Vehicle Insurance	0.00	18,785.00	-18,785.00	0.0%
2515 IGA Services				
2515.1 Fire Chief	0.00	71,250.00	-71,250.00	0.0%
2515.2 Dispatch	0.00	17,000.00	-17,000.00	0.0%
2515.3 Training Coordinator	0.00	0.00	0.00	0.0%
Total 2515 IGA Services	0.00	88,250.00	-88,250.00	0.0%

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Cash Basis

Summit Fire District
Profit & Loss Budget vs. Actual
October 2023

	Oct 23	Budget	\$ Over Budget	% of Budget
2519 Memberships & Subscription				
2519.1 AFDA	0.00	0.00	0.00	0.0%
2519.2 NFPA	0.00	0.00	0.00	0.0%
2519.3 AZ Fire Chiefs Assoc	0.00	0.00	0.00	0.0%
2519.4 PFAC	0.00	0.00	0.00	0.0%
2519.5 Other (Feasability Study	0.00	0.00	0.00	0.0%
2519.6 Sam's Club Membership	0.00	0.00	0.00	0.0%
Total 2519 Memberships & Subscri...	0.00	0.00	0.00	0.0%
2520 Computers, Printers	410.34	1,000.00	-589.66	41.0%
2530 New Hire NTN, Fingerprints	0.00	200.00	-200.00	0.0%
Total 2500 CONTRACTUALS	10,673.63	161,843.33	-151,169.70	6.6%
3000 FLEET SERVICES				
3005 Training-Certificates	0.00	375.00	-375.00	0.0%
3010 Shop Uniforms	434.98	252.08	182.90	172.6%
3020 Parts for SFMD Vehicles	3,154.15	2,000.00	1,154.15	157.7%
3025 Shop Outside Customer Exp	2,137.42	625.00	1,512.42	342.0%
Total 3000 FLEET SERVICES	5,726.55	3,252.08	2,474.47	176.1%
3100 EQUIPMENT				
3110 Apparatus Equipment				
3110.1 Holmatro Service	0.00	0.00	0.00	0.0%
3110.2 Ladder Testing	0.00	1,200.00	-1,200.00	0.0%
3110.3 Foam	0.00	0.00	0.00	0.0%
3110.4 Bar Oil, Fuel Power Equi	0.00	400.00	-400.00	0.0%
3110.5 Nozzles, Hoses etc	0.00	0.00	0.00	0.0%
3110 Apparatus Equipment - Other	0.00	0.00	0.00	0.0%
Total 3110 Apparatus Equipment	0.00	1,600.00	-1,600.00	0.0%
3115 Communication-Radios	7,939.56	0.00	7,939.56	100.0%
3120 SCBA	428.93	0.00	428.93	100.0%
Total 3100 EQUIPMENT	8,368.49	1,600.00	6,768.49	523.0%
3200 SUPPLIES				
3210 EMS Program	188.48	1,900.00	-1,711.52	9.9%
3212 PPE Program	5,993.62	7,587.25	-1,593.63	79.0%
3220 Office Supplies	1,286.44	666.67	619.77	193.0%
3225 BLD/Land Maint.	5,889.44	2,000.00	3,889.44	294.5%
3227 Procurement	270.00	750.00	-480.00	36.0%
3235 PIO / Pub ED	79.00	2,500.00	-2,421.00	3.2%
3241 Honor Guard	0.00	0.00	0.00	0.0%
Total 3200 SUPPLIES	13,706.98	15,403.92	-1,696.94	89.0%

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Cash Basis

Summit Fire District
Profit & Loss Budget vs. Actual
October 2023

	Oct 23	Budget	\$ Over Budget	% of Budget
3300 UNIFORMS				
3310 Uniforms - SFMD	6,562.18	6,500.00	62.18	101.0%
3312 Class AB Uniform	0.00	0.00	0.00	0.0%
Total 3300 UNIFORMS	6,562.18	6,500.00	62.18	101.0%
3400 FITNESS-HEALTH & SAFETY				
3401 Fitness	0.00	900.00	-900.00	0.0%
3405 Health & Safety				
3405.1 Annual Physicals	0.00	0.00	0.00	0.0%
3405.2 Staff Counseling	375.00	3,083.33	-2,708.33	12.2%
3405.3 Stress Test	0.00	0.00	0.00	0.0%
3405.4 New Hire Physicals & Men	0.00	0.00	0.00	0.0%
3405.6 New Hire Mental Check	0.00	1,651.66	-1,651.66	0.0%
3405.7 Family & Child Counsel	0.00	0.00	0.00	0.0%
Total 3405 Health & Safety	375.00	4,734.99	-4,359.99	7.9%
Total 3400 FITNESS-HEALTH & SAFETY	375.00	5,634.99	-5,259.99	6.7%
4000 UTILITIES				
4005 Fuel for Apparatus	4,061.75	2,333.33	1,728.42	174.1%
4010 Electric	1,494.89	2,333.33	-838.44	64.1%
4015 Gas / Propane	1,525.20	2,166.67	-641.47	70.4%
4020 Water	1,180.95	1,333.33	-152.38	88.6%
4025 Phones / Internet / TV	1,761.94	2,916.67	-1,154.73	60.4%
4030 Trash Pickup	1,260.00	420.00	840.00	300.0%
4050 Radio Site Rental Elden	350.00	286.48	63.52	122.2%
Total 4000 UTILITIES	11,634.73	11,789.81	-155.08	98.7%
4100 Training and Travel				
4105 Training Registration	0.00	2,000.00	-2,000.00	0.0%
4110 Lodging	0.00	0.00	0.00	0.0%
4115 Food	88.78	0.00	88.78	100.0%
4120 Supplies/Vent	0.00	1,000.00	-1,000.00	0.0%
4125 Travel Fuel Rentals Air	0.00	0.00	0.00	0.0%
4130 Tuition Reimbursement	0.00	0.00	0.00	0.0%
Total 4100 Training and Travel	88.78	3,000.00	-2,911.22	3.0%
4200 OWA Expenses				
4230 OWA Exp.	16,314.22	16,166.67	147.55	100.9%
Total 4200 OWA Expenses	16,314.22	16,166.67	147.55	100.9%

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Cash Basis

Summit Fire District
Profit & Loss Budget vs. Actual
October 2023

	Oct 23	Budget	\$ Over Budget	% of Budget
4300 INTERST / FEES				
4315 Interest / Fees	0.00	0.00	0.00	0.0%
Total 4300 INTERST / FEES	0.00	0.00	0.00	0.0%
4500 Grant Expenses				
4510 Other Grants	0.00	0.00	0.00	0.0%
Total 4500 Grant Expenses	0.00	0.00	0.00	0.0%
Payroll Expenses	0.00	0.00	0.00	0.0%
Reconciliation Discrepancies	-270.00	0.00	-270.00	100.0%
Total Expense	385,380.21	648,352.85	-262,972.64	59.4%
Net Ordinary Income	1,221,578.80	1,928,036.13	-706,457.33	63.4%
Net Income	1,221,578.80	1,928,036.13	-706,457.33	63.4%

Summit Fire & Medical District

Account Balances

Registered Balance	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024
Budget Stabilization	\$1,504,518.40	\$1,343,304.84	\$1,093,179.91	\$2,064,592.75					
OWA	\$178,007.29	\$178,218.30	\$173,366.57	\$185,876.61					
Petty Cash	\$2,775.22	\$2,767.84	\$3,153.15	\$3,383.15					
Capital	\$688,883.48	\$689,100.33	\$691,094.80	\$692,089.21					
Westside Capital	\$427,614.04	\$427,860.49	\$429,172.53	\$429,790.03					
Emergency	\$164,123.99	\$114,218.58	\$164,643.02	\$264,807.93					
Debt Services / GO	\$39,290.83	\$39,815.20	\$42,428.94	\$98,043.27					
Contingency / COP	\$1,884,932.27	\$1,884,932.27	\$1,884,932.27	\$1,884,932.27					
TOTAL	\$4,890,145.52	\$4,680,217.85	\$4,481,971.19	\$5,623,515.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

ACTUALS	YTD actuals	YTD Budgeted	Over / Under	% of Budget
Revenue	\$1,993,051.98	\$3,103,764.25	-\$1,110,712.27	64%
Expenses	\$1,490,633.72	\$2,114,720.23	-\$624,086.51	70%
Net Income	\$502,418.26	\$989,044.02		

*not including grant revenue, only expenses

**July: County did not process transfers from Budget Stabilization Acct to Emergency(50k) and Capital(80k)

**August: County transferred the Capital (80k), but did the other transfer backwards. Took (50k) from Emergency and put in Budget Stabilization.

Budget Stabilization s/b \$1,243,304.84

Emergency s/b \$214,123.99

**September: County still has not transferred the money correct from the Budget Stab. acct to Emergency Acct.

County also created an acct discrepancy of \$270 in OWA acct which is to be fixed in October.

**October: Transfer has been corrected by County. Totals in accounts are as they should be.

12:07 PM

11/08/23

Summit Fire District
Reconciliation Summary
101 County Treasurer, Period Ending 10/31/2023

	Oct 31, 23
Beginning Balance	1,192,607.47
Cleared Transactions	
Checks and Payments - 67 items	-438,375.44
Deposits and Credits - 136 items	1,542,538.06
Total Cleared Transactions	1,104,162.62
Cleared Balance	2,296,770.09
Uncleared Transactions	
Checks and Payments - 23 items	-97,774.48
Deposits and Credits - 30 items	1,301.00
Total Uncleared Transactions	-96,473.48
Register Balance as of 10/31/2023	2,200,296.61
New Transactions	
Checks and Payments - 23 items	-136,303.86
Deposits and Credits - 1 item	600.00
Total New Transactions	-135,703.86
Ending Balance	2,064,592.75

County Acct

Reconciled 11/8/23 Y

Summit Fire District Reconciliation Detail

101 County Treasurer, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,192,607.47
Cleared Transactions						
Checks and Payments - 67 items						
Bill Pmt -Check	07/19/2023	82400...	Designed In Ink LLC	X	-343.17	-343.17
Check	09/08/2023	82400...	National Bank of Ari...	X	-9,255.62	-9,598.79
Bill Pmt -Check	09/21/2023	82400...	Highlands Fire	X	-21,964.75	-31,563.54
Bill Pmt -Check	09/21/2023	82400...	Optimum Business	X	-650.09	-32,213.63
Check	09/21/2023	82400...	Robert Hanisee-	X	-600.00	-32,813.63
Check	09/21/2023	82400...	McNeil Hodges-	X	-600.00	-33,413.63
Bill Pmt -Check	09/21/2023	82400...	Verizon Wireless	X	-588.44	-34,002.07
Bill Pmt -Check	09/28/2023	82400...	LN Curtis & Sons	X	-5,296.72	-39,298.79
Bill Pmt -Check	09/28/2023	82400...	Executech	X	-3,104.38	-42,403.17
Bill Pmt -Check	09/28/2023	82400...	Flagstaff Industrial ...	X	-2,033.00	-44,436.17
Liability Check	09/28/2023	82400...	Nationwide Trust Co...	X	-1,963.84	-46,400.01
Liability Check	09/28/2023	82400...	AFLAC	X	-1,430.22	-47,830.23
Bill Pmt -Check	09/28/2023	82400...	APS	X	-570.36	-48,400.59
Bill Pmt -Check	09/28/2023	82400...	Optimum Business	X	-326.71	-48,727.30
Bill Pmt -Check	09/28/2023	82400...	Right Water Hauling...	X	-110.00	-48,837.30
Bill Pmt -Check	09/28/2023	82400...	Aramark	X	-62.14	-48,899.44
Bill Pmt -Check	09/28/2023	82400...	Linde Gas & Equipm...	X	-40.71	-48,940.15
Liability Check	09/28/2023	82400...	5 Star Life Insuranc...	X	-34.67	-48,974.82
Bill Pmt -Check	10/05/2023	82400...	APS	X	-1,128.05	-50,102.87
Bill Pmt -Check	10/05/2023	82400...	Firetrucks Unlimited	X	-1,120.67	-51,223.54
Bill Pmt -Check	10/05/2023	82400...	Rush Truck	X	-1,008.84	-52,232.38
Bill Pmt -Check	10/05/2023	82400...	Flagstaff Industrial ...	X	-900.00	-53,132.38
Check	10/05/2023	82400...	Lopez, Vincent-	X	-600.00	-53,732.38
Bill Pmt -Check	10/05/2023	82400...	Rhinehart Oil Co., LLC	X	-523.12	-54,255.50
Bill Pmt -Check	10/05/2023	82400...	Executech	X	-410.34	-54,665.84
Bill Pmt -Check	10/05/2023	82400...	AT&T Mobility	X	-370.93	-55,036.77
Bill Pmt -Check	10/05/2023	82400...	NAPA	X	-259.01	-55,295.78
Bill Pmt -Check	10/05/2023	82400...	Right Water Hauling...	X	-110.00	-55,405.78
Bill Pmt -Check	10/05/2023	82400...	CenturyLink	X	-94.99	-55,500.77
Bill Pmt -Check	10/05/2023	82400...	Aramark	X	-62.14	-55,562.91
Liability Check	10/11/2023		QuickBooks Payroll ...	X	-78,229.19	-133,792.10
Transfer	10/12/2023			X	-100,000.00	-233,792.10
Liability Check	10/12/2023	82400...	KAIROS Health Ariz...	X	-22,893.00	-256,685.10
Liability Check	10/12/2023	EFT	Public Safety Retire...	X	-14,730.69	-271,415.79
Liability Check	10/12/2023	EFT	United States Treas...	X	-10,418.80	-281,834.59
Liability Check	10/12/2023	EFT	Health Equity	X	-3,531.53	-285,366.12
Liability Check	10/12/2023	EFT	Arizona State Retire...	X	-3,474.50	-288,840.62
Liability Check	10/12/2023	EFT	Voya Financial	X	-3,042.39	-291,883.01
Liability Check	10/12/2023	EFT	Arizona Department ...	X	-2,182.42	-294,065.43
Liability Check	10/12/2023	82400...	Nationwide Trust Co...	X	-1,935.28	-296,000.71
Liability Check	10/12/2023	82400...	United Summit Fire ...	X	-1,192.73	-297,193.44
Liability Check	10/12/2023	82400...	AFLAC	X	-953.48	-298,146.92
Bill Pmt -Check	10/12/2023	82400...	Skyline Waste LLC	X	-840.00	-298,986.92
Bill Pmt -Check	10/12/2023	82400...	Aramark	X	-248.56	-299,235.48
Bill Pmt -Check	10/12/2023	82400...	Flagstaff Counseling...	X	-240.00	-299,475.48
Check	10/13/2023	EFT	Arizona Department ...	X	-201.00	-299,676.48
Bill Pmt -Check	10/18/2023	82400...	AZ Dept of Forestry ...	X	-4,944.06	-304,620.54
Bill Pmt -Check	10/18/2023	82400...	Northern Arizona El...	X	-1,537.57	-306,158.11
Bill Pmt -Check	10/18/2023	82400...	Arizona PPE Recon...	X	-1,434.00	-307,592.11
Bill Pmt -Check	10/18/2023	82400...	HUB International In...	X	-989.00	-308,581.11
Bill Pmt -Check	10/18/2023	82400...	Doney Park Water	X	-735.32	-309,316.43
Bill Pmt -Check	10/18/2023	82400...	Right Water Hauling...	X	-110.00	-309,426.43
Bill Pmt -Check	10/18/2023	82400...	LN Curtis & Sons	X	-85.20	-309,511.63
Bill Pmt -Check	10/18/2023	82400...	Aramark	X	-62.14	-309,573.77
Liability Check	10/25/2023		QuickBooks Payroll ...	X	-80,972.44	-390,546.21
Liability Check	10/26/2023	EFT	Public Safety Retire...	X	-16,088.37	-406,634.58
Liability Check	10/26/2023	EFT	United States Treas...	X	-11,153.06	-417,787.64
Liability Check	10/26/2023	EFT	Health Equity	X	-3,912.33	-421,699.97
Liability Check	10/26/2023	EFT	Voya Financial	X	-3,263.82	-424,963.79
Liability Check	10/26/2023	EFT	Arizona Department ...	X	-2,329.06	-427,292.85
Liability Check	10/26/2023	EFT	Arizona State Retire...	X	-2,073.78	-429,366.63
Bill Pmt -Check	10/26/2023	82400...	Niles Radio	X	-917.35	-430,283.98
Bill Pmt -Check	10/26/2023	82400...	Aramark	X	-62.14	-430,346.12
Liability Check	10/27/2023	EFT	United States Treas...	X	-6,922.26	-437,268.38
Liability Check	10/27/2023	EFT	Arizona Department ...	X	-949.33	-438,217.71

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Summit Fire District Reconciliation Detail

101 County Treasurer, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Liability Check	10/27/2023	EFT	Colonial Supplement...	X	-100.54	-438,318.25
Liability Check	11/01/2023	EFT	Public Safety Retire...	X	-57.19	-438,375.44
Total Checks and Payments					-438,375.44	-438,375.44
Deposits and Credits - 136 items						
Paycheck	08/17/2023	707532	Slayton, Preston P	X	0.00	0.00
Deposit	09/27/2023			X	10,326.42	10,326.42
Deposit	10/01/2023			X	1,058.00	11,384.42
Paycheck	10/12/2023	707657	Black, William A	X	0.00	11,384.42
Paycheck	10/12/2023	707659	Burns, Patrick D.	X	0.00	11,384.42
Paycheck	10/12/2023	707685	Riggs, Elliott A	X	0.00	11,384.42
Paycheck	10/12/2023	707684	Pickett, Michael E.	X	0.00	11,384.42
Paycheck	10/12/2023	707683	Palm, Torsten H.	X	0.00	11,384.42
Paycheck	10/12/2023	707666	Flood, Frederick T	X	0.00	11,384.42
Paycheck	10/12/2023	707678	Kester, Alan	X	0.00	11,384.42
Paycheck	10/12/2023	707662	Davis, Warren K	X	0.00	11,384.42
Paycheck	10/12/2023	707664	Fennema, Vivian L	X	0.00	11,384.42
Paycheck	10/12/2023	707687	Russo, David B.	X	0.00	11,384.42
Paycheck	10/12/2023	707682	Morse, Zachary	X	0.00	11,384.42
Paycheck	10/12/2023	707686	Robinson, Casey L.	X	0.00	11,384.42
Paycheck	10/12/2023	707669	Gibbs, Reuben L.	X	0.00	11,384.42
Paycheck	10/12/2023	707696	Zambeck, Christoph...	X	0.00	11,384.42
Paycheck	10/12/2023	707681	Modrell, Ian P.	X	0.00	11,384.42
Paycheck	10/12/2023	707665	Fisk, Benjamin J.	X	0.00	11,384.42
Paycheck	10/12/2023	707695	Walsh, Brian M	X	0.00	11,384.42
Paycheck	10/12/2023	707694	Vaughn, Russell	X	0.00	11,384.42
Paycheck	10/12/2023	707693	Unmacht III, James	X	0.00	11,384.42
Paycheck	10/12/2023	707680	Luna, Carlos L.	X	0.00	11,384.42
Paycheck	10/12/2023	707692	Swatzell, Brandon	X	0.00	11,384.42
Paycheck	10/12/2023	707679	Lopez, Vincent	X	0.00	11,384.42
Paycheck	10/12/2023	707691	Stalvey, Adam	X	0.00	11,384.42
Paycheck	10/12/2023	707690	Slayton, Preston P	X	0.00	11,384.42
Paycheck	10/12/2023	707660	Christian III, Nikolas J	X	0.00	11,384.42
Paycheck	10/12/2023	707689	Schmidt, Wesley	X	0.00	11,384.42
Paycheck	10/12/2023	707668	Gibbs, Matthew L	X	0.00	11,384.42
Paycheck	10/12/2023	707656	Bain, Chuck A.	X	0.00	11,384.42
Paycheck	10/12/2023	707688	Schieffer, Tammy S	X	0.00	11,384.42
Paycheck	10/12/2023	707658	Brooks, Robert W	X	0.00	11,384.42
Paycheck	10/12/2023	707663	Drennan, Steven	X	0.00	11,384.42
Paycheck	10/12/2023	707677	Jamison Jr., Richard...	X	0.00	11,384.42
Paycheck	10/12/2023	707676	Hunt, Gannon	X	0.00	11,384.42
Paycheck	10/12/2023	707675	Hodges, McNeil	X	0.00	11,384.42
Paycheck	10/12/2023	707674	Hernandez, Fernand...	X	0.00	11,384.42
Paycheck	10/12/2023	707661	Collins, James	X	0.00	11,384.42
Paycheck	10/12/2023	707673	Harrison, Maguire	X	0.00	11,384.42
Paycheck	10/12/2023	707672	Harper, Tyler	X	0.00	11,384.42
Paycheck	10/12/2023	707671	Hanisee, Robert	X	0.00	11,384.42
Paycheck	10/12/2023	707670	Greenwalt, David E	X	0.00	11,384.42
Paycheck	10/12/2023	707655	Allen, Michael W.	X	0.00	11,384.42
Paycheck	10/12/2023	707667	Gia, Brandon	X	0.00	11,384.42
Deposit	10/12/2023			X	1,910.28	13,294.70
Deposit	10/12/2023			X	3,613.82	16,908.52
Deposit	10/12/2023			X	83,537.15	100,445.67
Deposit	10/12/2023			X	1,439,403.26	1,539,848.93
Deposit	10/23/2023			X	1,140.60	1,540,989.53
Deposit	10/24/2023			X	1,548.53	1,542,538.06
Paycheck	10/26/2023	707717	Harper, Tyler	X	0.00	1,542,538.06
Paycheck	10/26/2023	707727	Morse, Zachary	X	0.00	1,542,538.06
Paycheck	10/26/2023	707733	Schieffer, Tammy S	X	0.00	1,542,538.06
Paycheck	10/26/2023	707736	Stalvey, Adam	X	0.00	1,542,538.06
Paycheck	10/26/2023	707718	Harrison, Maguire	X	0.00	1,542,538.06
Paycheck	10/26/2023	707704	Burns, Patrick D.	X	0.00	1,542,538.06
Paycheck	10/26/2023	707707	Davis, Warren K	X	0.00	1,542,538.06
Paycheck	10/26/2023	707711	Flood, Frederick T	X	0.00	1,542,538.06
Paycheck	10/26/2023	707730	Riggs, Elliott A	X	0.00	1,542,538.06
Paycheck	10/26/2023	707731	Robinson, Casey L.	X	0.00	1,542,538.06
Paycheck	10/26/2023	707719	Hernandez, Fernand...	X	0.00	1,542,538.06
Paycheck	10/26/2023	707732	Russo, David B.	X	0.00	1,542,538.06

Summit Fire District Reconciliation Detail

101 County Treasurer, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	10/26/2023	707712	Gia, Brandon	X	0.00	1,542,538.06
Paycheck	10/26/2023	707722	Jamison Jr., Richard...	X	0.00	1,542,538.06
Paycheck	10/26/2023	707735	Slayton, Preston P	X	0.00	1,542,538.06
Paycheck	10/26/2023	707721	Hunt, Gannon	X	0.00	1,542,538.06
Paycheck	10/26/2023	707709	Fennema, Vivian L	X	0.00	1,542,538.06
Paycheck	10/26/2023	707702	Black, William A	X	0.00	1,542,538.06
Paycheck	10/26/2023	707737	Swatzell, Brandon	X	0.00	1,542,538.06
Paycheck	10/26/2023	707708	Drennan, Steven	X	0.00	1,542,538.06
Paycheck	10/26/2023	707723	Kester, Alan	X	0.00	1,542,538.06
Paycheck	10/26/2023	707724	Lopez, Vincent	X	0.00	1,542,538.06
Paycheck	10/26/2023	707725	Luna, Carlos L.	X	0.00	1,542,538.06
Paycheck	10/26/2023	707720	Hodges, McNeil	X	0.00	1,542,538.06
Paycheck	10/26/2023	707738	Unmacht III, James	X	0.00	1,542,538.06
Paycheck	10/26/2023	707739	Vaughn, Russell	X	0.00	1,542,538.06
Paycheck	10/26/2023	707726	Modrell, Ian P.	X	0.00	1,542,538.06
Paycheck	10/26/2023	707716	Hanisee, Robert	X	0.00	1,542,538.06
Paycheck	10/26/2023	707740	Walsh, Brian M	X	0.00	1,542,538.06
Paycheck	10/26/2023	707710	Fisk, Benjamin J.	X	0.00	1,542,538.06
Paycheck	10/26/2023	707701	Bain, Chuck A.	X	0.00	1,542,538.06
Paycheck	10/26/2023	707728	Palm, Torsten H.	X	0.00	1,542,538.06
Paycheck	10/26/2023	707713	Gibbs, Matthew L.	X	0.00	1,542,538.06
Paycheck	10/26/2023	707729	Pickett, Michael E.	X	0.00	1,542,538.06
Paycheck	10/26/2023	707741	Zambeck, Christoph...	X	0.00	1,542,538.06
Paycheck	10/26/2023	707706	Collins, James	X	0.00	1,542,538.06
Paycheck	10/26/2023	707734	Schmidt, Wesley	X	0.00	1,542,538.06
Paycheck	10/26/2023	707705	Christian III, Nikolas J	X	0.00	1,542,538.06
Paycheck	10/26/2023	707715	Greenwalt, David E	X	0.00	1,542,538.06
Paycheck	10/26/2023	707714	Gibbs, Reuben L.	X	0.00	1,542,538.06
Paycheck	10/26/2023	707703	Brooks, Robert W	X	0.00	1,542,538.06
Paycheck	10/26/2023	707700	Allen, Michael W.	X	0.00	1,542,538.06
Paycheck	11/09/2023	707772	Morse, Zachary	X	0.00	1,542,538.06
Paycheck	11/09/2023	707769	Lopez, Vincent	X	0.00	1,542,538.06
Paycheck	11/09/2023	707752	Davis, Warren K	X	0.00	1,542,538.06
Paycheck	11/09/2023	707784	Vaughn, Russell	X	0.00	1,542,538.06
Paycheck	11/09/2023	707783	Unmacht III, James	X	0.00	1,542,538.06
Paycheck	11/09/2023	707782	Swatzell, Brandon	X	0.00	1,542,538.06
Paycheck	11/09/2023	707778	Schieffer, Tammy S	X	0.00	1,542,538.06
Paycheck	11/09/2023	707776	Robinson, Casey L.	X	0.00	1,542,538.06
Paycheck	11/09/2023	707775	Riggs, Elliott A	X	0.00	1,542,538.06
Paycheck	11/09/2023	707774	Pickett, Michael E.	X	0.00	1,542,538.06
Paycheck	11/09/2023	707773	Palm, Torsten H.	X	0.00	1,542,538.06
Paycheck	11/09/2023	707771	Modrell, Ian P.	X	0.00	1,542,538.06
Paycheck	11/09/2023	707785	Walsh, Brian M	X	0.00	1,542,538.06
Paycheck	11/09/2023	707786	Zambeck, Christoph...	X	0.00	1,542,538.06
Paycheck	11/09/2023	707770	Luna, Carlos L.	X	0.00	1,542,538.06
Paycheck	11/09/2023	707768	Kester, Alan	X	0.00	1,542,538.06
Paycheck	11/09/2023	707745	Allen, Michael W.	X	0.00	1,542,538.06
Paycheck	11/09/2023	707767	Jamison Jr., Richard...	X	0.00	1,542,538.06
Paycheck	11/09/2023	707764	Hernandez, Fernand...	X	0.00	1,542,538.06
Paycheck	11/09/2023	707763	Harrison, Maguire	X	0.00	1,542,538.06
Paycheck	11/09/2023	707762	Harper, Tyler	X	0.00	1,542,538.06
Paycheck	11/09/2023	707760	Greenwalt, David E	X	0.00	1,542,538.06
Paycheck	11/09/2023	707777	Russo, David B.	X	0.00	1,542,538.06
Paycheck	11/09/2023	707759	Gibbs, Reuben L.	X	0.00	1,542,538.06
Paycheck	11/09/2023	707754	Fennema, Vivian L	X	0.00	1,542,538.06
Paycheck	11/09/2023	707758	Gibbs, Matthew L	X	0.00	1,542,538.06
Paycheck	11/09/2023	707757	Gia, Brandon	X	0.00	1,542,538.06
Paycheck	11/09/2023	707761	Hanisee, Robert	X	0.00	1,542,538.06
Paycheck	11/09/2023	707756	Flood, Frederick T	X	0.00	1,542,538.06
Paycheck	11/09/2023	707779	Schmidt, Wesley	X	0.00	1,542,538.06
Paycheck	11/09/2023	707755	Fisk, Benjamin J.	X	0.00	1,542,538.06
Paycheck	11/09/2023	707780	Slayton, Preston P	X	0.00	1,542,538.06
Paycheck	11/09/2023	707753	Drennan, Steven	X	0.00	1,542,538.06
Paycheck	11/09/2023	707781	Stalvey, Adam	X	0.00	1,542,538.06
Paycheck	11/09/2023	707750	Christian III, Nikolas J	X	0.00	1,542,538.06
Paycheck	11/09/2023	707749	Burns, Patrick D.	X	0.00	1,542,538.06
Paycheck	11/09/2023	707765	Hodges, McNeil	X	0.00	1,542,538.06
Paycheck	11/09/2023	707766	Hunt, Gannon	X	0.00	1,542,538.06

Summit Fire District Reconciliation Detail 101 County Treasurer, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	11/09/2023	707748	Brooks, Robert W	X	0.00	1,542,538.06
Paycheck	11/09/2023	707747	Black, William A	X	0.00	1,542,538.06
Paycheck	11/09/2023	707746	Bain, Chuck A.	X	0.00	1,542,538.06
Paycheck	11/09/2023	707751	Collins, James	X	0.00	1,542,538.06
Paycheck	11/10/2023	707787	Russo, David B.	X	0.00	1,542,538.06
Total Deposits and Credits					1,542,538.06	1,542,538.06
Total Cleared Transactions					1,104,162.62	1,104,162.62
Cleared Balance					1,104,162.62	2,296,770.09
Uncleared Transactions						
Checks and Payments - 23 items						
Check	03/06/2023	EFT	Coconino County Tr...		-189.11	-189.11
Transfer	07/25/2023				-50,000.00	-50,189.11
Liability Check	09/14/2023	82400...	United Summit Fire ...		-1,192.73	-51,381.84
Check	09/21/2023	82400...	Zachary Morse-		-600.00	-51,981.84
Bill Pmt -Check	09/28/2023	82400...	Arizona PPE Recon,...		-2,317.50	-54,299.34
Liability Check	09/28/2023	82400...	United Summit Fire ...		-1,192.73	-55,492.07
Check	10/06/2023	82400...	National Bank of Ari...		-18,700.68	-74,192.75
Bill Pmt -Check	10/26/2023	82400...	ESO / Firehouse		-7,429.63	-81,622.38
Bill Pmt -Check	10/26/2023	82400...	Arizona PPE Recon,...		-4,474.42	-86,096.80
Liability Check	10/26/2023	82400...	Principal Life Insura...		-3,309.30	-89,406.10
Liability Check	10/26/2023	82400...	Nationwide Trust Co...		-2,247.40	-91,653.50
Bill Pmt -Check	10/26/2023	82400...	Orion Energy Inc.		-1,394.67	-93,048.17
Liability Check	10/26/2023	82400...	United Summit Fire ...		-1,234.25	-94,282.42
Bill Pmt -Check	10/26/2023	82400...	Big D Drywall		-950.00	-95,232.42
Bill Pmt -Check	10/26/2023	82400...	Optimum Business		-652.25	-95,884.67
Bill Pmt -Check	10/26/2023	82400...	Trace Analytics		-428.93	-96,313.60
Bill Pmt -Check	10/26/2023	82400...	Skyline Waste LLC		-420.00	-96,733.60
Bill Pmt -Check	10/26/2023	82400...	APS		-366.84	-97,100.44
Bill Pmt -Check	10/26/2023	82400...	Right Water Hauling...		-225.63	-97,326.07
Bill Pmt -Check	10/26/2023	82400...	Loren Vickers Overh...		-170.00	-97,496.07
Bill Pmt -Check	10/26/2023	82400...	UniSource Energy S...		-130.53	-97,626.60
Bill Pmt -Check	10/26/2023	82400...	Directv		-107.99	-97,734.59
Bill Pmt -Check	10/26/2023	82400...	Linde Gas & Equipm...		-39.89	-97,774.48
Total Checks and Payments					-97,774.48	-97,774.48
Deposits and Credits - 30 items						
General Journal	08/01/2023	ACCT ...			1,251.00	1,251.00
Paycheck	08/17/2023	707511	Fisk, Benjamin J.		0.00	1,251.00
Paycheck	08/17/2023	707512	Flood, Frederick T		0.00	1,251.00
Paycheck	08/17/2023	707513	Gia, Brandon		0.00	1,251.00
Paycheck	08/17/2023	707515	Gibbs, Reuben L.		0.00	1,251.00
Paycheck	08/17/2023	707516	Greenwalt, David E		0.00	1,251.00
Paycheck	08/17/2023	707517	Harper, Tyler		0.00	1,251.00
Paycheck	08/17/2023	707509	Drennan, Steven		0.00	1,251.00
Paycheck	08/17/2023	707518	Harrison, Maguire		0.00	1,251.00
Paycheck	08/17/2023	707519	Hernandez, Fernand...		0.00	1,251.00
Paycheck	08/17/2023	707521	Jamison Jr., Richard...		0.00	1,251.00
Paycheck	08/17/2023	707522	Kester, Alan		0.00	1,251.00
Paycheck	08/17/2023	707523	Luna, Carlos L.		0.00	1,251.00
Paycheck	08/17/2023	707525	Palm, Torsten H.		0.00	1,251.00
Paycheck	08/17/2023	707526	Pickett, Michael E.		0.00	1,251.00
Paycheck	08/17/2023	707527	Riggs, Elliott A		0.00	1,251.00
Paycheck	08/17/2023	707528	Robinson, Casey L.		0.00	1,251.00
Paycheck	08/17/2023	707529	Russo, David B.		0.00	1,251.00
Paycheck	08/17/2023	707531	Schmidt, Wesley		0.00	1,251.00
Paycheck	08/17/2023	707524	Modrell, Ian P.		0.00	1,251.00
Paycheck	08/17/2023	707535	Vaughn, Russell		0.00	1,251.00
Paycheck	08/17/2023	707536	Walsh, Brian M		0.00	1,251.00
Paycheck	08/17/2023	707537	Zambeck, Christoph...		0.00	1,251.00
Paycheck	08/17/2023	707533	Swatzell, Brandon		0.00	1,251.00
Paycheck	08/17/2023	707534	Unmacht III, James		0.00	1,251.00
Paycheck	08/17/2023	707510	Fennema, Vivian L		0.00	1,251.00
Paycheck	08/17/2023	707508	Davis, Warren K		0.00	1,251.00
Paycheck	08/17/2023	707514	Gibbs, Matthew L		0.00	1,251.00

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Summit Fire District Reconciliation Detail 101 County Treasurer, Period Ending 10/31/2023

Type	Date	Num	Name	Cir	Amount	Balance
Paycheck	08/17/2023	707530	Schieffer, Tammy S		0.00	1,251.00
Deposit	08/23/2023				50.00	1,301.00
Total Deposits and Credits					1,301.00	1,301.00
Total Uncleared Transactions					-96,473.48	-96,473.48
Register Balance as of 10/31/2023					1,007,689.14	2,200,296.61
New Transactions						
Checks and Payments - 23 items						
Bill Pmt -Check	11/02/2023	82400...	Turbo & Electric, Inc.		-4,072.50	-4,072.50
Bill Pmt -Check	11/02/2023	82400...	Executech		-2,876.22	-6,948.72
Bill Pmt -Check	11/02/2023	82400...	Hughes Fire Equipm...		-2,637.29	-9,586.01
Bill Pmt -Check	11/02/2023	82400...	Rush Truck		-1,743.42	-11,329.43
Bill Pmt -Check	11/02/2023	82400...	APS		-396.80	-11,726.23
Bill Pmt -Check	11/02/2023	82400...	Nuido Embroderly		-373.50	-12,099.73
Bill Pmt -Check	11/02/2023	82400...	AT&T Mobility		-371.00	-12,470.73
Bill Pmt -Check	11/02/2023	82400...	RWC International		-347.99	-12,818.72
Bill Pmt -Check	11/02/2023	82400...	Optimum Business		-326.71	-13,145.43
Bill Pmt -Check	11/02/2023	82400...	Flagstaff Counseling...		-240.00	-13,385.43
Bill Pmt -Check	11/02/2023	82400...	Appliance Guy		-119.95	-13,505.38
Bill Pmt -Check	11/02/2023	82400...	Peak Heart & Vascu...		-85.00	-13,590.38
Bill Pmt -Check	11/02/2023	82400...	Aramark		-62.14	-13,652.52
Liability Check	11/02/2023	82400...	5 Star Life Insuranc...		-34.67	-13,687.19
Liability Check	11/08/2023		QuickBooks Payroll ...		-79,099.58	-92,786.77
Liability Check	11/09/2023	EFT	Public Safety Retire...		-15,478.44	-108,265.21
Liability Check	11/09/2023	EFT	United States Treas...		-10,690.08	-118,955.29
Liability Check	11/09/2023		QuickBooks Payroll ...		-5,837.39	-124,792.68
Liability Check	11/09/2023	EFT	Health Equity		-3,915.28	-128,707.96
Liability Check	11/09/2023	EFT	Voya Financial		-3,144.02	-131,851.98
Liability Check	11/09/2023	EFT	Arizona Department ...		-2,198.25	-134,050.23
Liability Check	11/09/2023	EFT	Arizona State Retire...		-2,073.78	-136,124.01
Liability Check	11/10/2023	To Print	Arizona Department ...		-179.85	-136,303.86
Total Checks and Payments					-136,303.86	-136,303.86
Deposits and Credits - 1 item						
Deposit	11/08/2023				600.00	600.00
Total Deposits and Credits					600.00	600.00
Total New Transactions					-135,703.86	-135,703.86
Ending Balance					871,985.28	2,064,592.75

9:36 AM

11/08/23

Summit Fire District
Reconciliation Summary
102 OWA Account, Period Ending 10/31/2023

	Oct 31, 23
Beginning Balance	176,033.79
Cleared Transactions	
Checks and Payments - 5 items	-65,917.83
Deposits and Credits - 10 items	73,246.19
Total Cleared Transactions	7,328.36
Cleared Balance	<u>183,362.15</u>
Uncleared Transactions	
Checks and Payments - 2 items	-7,871.59
Deposits and Credits - 2 items	0.00
Total Uncleared Transactions	-7,871.59
Register Balance as of 10/31/2023	<u>175,490.56</u>
New Transactions	
Deposits and Credits - 1 item	10,386.05
Total New Transactions	10,386.05
Ending Balance	<u>185,876.61</u>

OWA Acct

reconciled 11/8/23

9:36 AM

11/08/23

Summit Fire District Reconciliation Detail

102 OWA Account, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						176,033.79
Cleared Transactions						
Checks and Payments - 5 items						
Paycheck	09/29/2023	706746	Schieffer, Tammy S	X	-2,667.22	-2,667.22
Liability Check	10/18/2023		QuickBooks Payroll ...	X	-29,436.37	-32,103.59
Liability Check	10/19/2023	EFT	United States Treas...	X	-10,042.42	-42,146.01
Liability Check	10/19/2023	EFT	Arizona Department ...	X	-1,191.76	-43,337.77
Liability Check	10/26/2023		QuickBooks Payroll ...	X	-22,580.06	-65,917.83
Total Checks and Payments					-65,917.83	-65,917.83
Deposits and Credits - 10 items						
Deposit	10/12/2023			X	264.98	264.98
General Journal	10/12/2023	JE 26...		X	270.00	534.98
Deposit	10/16/2023			X	41,547.59	42,082.57
Paycheck	10/19/2023	707699	Story, Thomas L	X	0.00	42,082.57
Paycheck	10/19/2023	707697	Henningsen, Kirby	X	0.00	42,082.57
Paycheck	10/19/2023	707698	Johns, Martin R.	X	0.00	42,082.57
Deposit	10/25/2023			X	31,163.62	73,246.19
Paycheck	10/27/2023	707742	Gillespie, Michael L.	X	0.00	73,246.19
Paycheck	10/27/2023	707743	Henningsen, Kirby	X	0.00	73,246.19
Paycheck	10/27/2023	707744	Johns, Martin R.	X	0.00	73,246.19
Total Deposits and Credits					73,246.19	73,246.19
Total Cleared Transactions					7,328.36	7,328.36
Cleared Balance					7,328.36	183,362.15
Uncleared Transactions						
Checks and Payments - 2 items						
Liability Check	10/27/2023	EFT	United States Treas...		-6,922.26	-6,922.26
Liability Check	10/27/2023	EFT	Arizona Department ...		-949.33	-7,871.59
Total Checks and Payments					-7,871.59	-7,871.59
Deposits and Credits - 2 items						
Paycheck	09/22/2023	707612	Johns, Martin R.		0.00	0.00
Paycheck	09/22/2023	707611	Henningsen, Kirby		0.00	0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					-7,871.59	-7,871.59
Register Balance as of 10/31/2023					-543.23	175,490.56
New Transactions						
Deposits and Credits - 1 item						
Deposit	11/08/2023				10,386.05	10,386.05
Total Deposits and Credits					10,386.05	10,386.05
Total New Transactions					10,386.05	10,386.05
Ending Balance					9,842.82	185,876.61

10:25 AM

11/08/23

Summit Fire District
Reconciliation Detail
105 Petty Cash, Period Ending 11/08/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,153.15
Cleared Transactions						
Deposits and Credits - 4 items						
Deposit	10/20/2023			X	100.00	100.00
Deposit	10/26/2023			X	50.00	150.00
Deposit	10/31/2023			X	30.00	180.00
Deposit	11/03/2023			X	50.00	230.00
Total Deposits and Credits					230.00	230.00
Total Cleared Transactions					230.00	230.00
Cleared Balance					230.00	3,383.15
Register Balance as of 11/08/2023					230.00	3,383.15
Ending Balance					230.00	3,383.15

Reconciled
 11/8/23
 Tammy

11/8/23

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 2 -
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3383.15

7:52 AM

11/08/23

Summit GO Bond Account
Reconciliation Summary
300315 Debt Services Account, Period Ending 10/31/2023

	Oct 31, 23
Beginning Balance	42,428.94
Cleared Transactions	
Deposits and Credits - 1 item	55,614.33
Total Cleared Transactions	55,614.33
Cleared Balance	98,043.27
Register Balance as of 10/31/2023	98,043.27
Ending Balance	98,043.27

GO Bond

Reconciled 11/8/23

7:43 AM

11/08/23

SFMD Contingency Fund
Reconciliation Summary
Coconino County Treasurer, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	1,884,932.27
Cleared Balance	1,884,932.27
Register Balance as of 10/31/2023	1,884,932.27
Ending Balance	1,884,932.27

Contingency Fund

reconciled 11/8/23

8:20 AM

11/08/23

Summit Fire District
Reconciliation Summary
120 Capital Fund, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	691,094.80
Cleared Transactions	
Deposits and Credits - 1 item	<u>994.41</u>
Total Cleared Transactions	<u>994.41</u>
Cleared Balance	<u><u>692,089.21</u></u>
Register Balance as of 10/31/2023	692,089.21
Ending Balance	692,089.21

Capital Fund

Reconciled 11/8/23

10:45 AM

11/10/23

Summit Fire District
Reconciliation Summary
150 Emergency Fund, Period Ending 10/31/2023

	Oct 31, 23	
Beginning Balance		114,643.02
Cleared Transactions		
Deposits and Credits - 2 items	100,164.91	
Total Cleared Transactions	100,164.91	
Cleared Balance		214,807.93
Uncleared Transactions		
Deposits and Credits - 1 item	50,000.00	
Total Uncleared Transactions	50,000.00	
Register Balance as of 10/31/2023		264,807.93
Ending Balance		264,807.93

Emergency Fund

Reconciled 11/10/23.

8:16 AM

11/08/23

Summit Fire District
Reconciliation Summary
136 Westside Capital Fund, Period Ending 10/31/2023

	<u>Oct 31, 23</u>
Beginning Balance	429,172.53
Cleared Transactions	
Deposits and Credits - 1 item	<u>617.50</u>
Total Cleared Transactions	<u>617.50</u>
Cleared Balance	<u><u>429,790.03</u></u>
Register Balance as of 10/31/2023	429,790.03
Ending Balance	429,790.03

Westside Capital

reconciled 11/8/2023

Action 7a

To: SFMD Fire Board

From: SFMD Administration

Date: November 15, 2023

Title: Joint Powers Authority (JPA) Feasibility Study scope of work and contract with the City of Flagstaff through AP Triton, LLC

Recommended Action: Approve the joint JPA Feasibility Study Contract through AP Triton, LLC

Action Summary: This study will determine the costs and service benefits to the taxpayers of the City and District to consolidate all or some of the current service provided by the Flagstaff Fire Department and the Summit Fire and Medical District into a newly formed Joint Power Authority or to amend the intergovernmental agreement.

Financial Impacts: \$20,132 – SFMD shared cost obligation and were budgeted in this FY.

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: The current IGA has proven to be beneficial on multiple levels for both the District and the City. This study will look at other options including a Joint Powers Authority and provide at least three potential options and identify the challenges, opportunities, weaknesses and strengths. The consultant will recommend one option that is most beneficial for the City and the District in providing the most cost-effective and efficient plan to maintain or improve service to the community.

Additional Info: Summit had representation on the joint committee that developed the original scope of work for the feasibility study. Through a competitive request for proposal process, AP Triton, LLC was selected to provide the service. The final product will give three options with one recommendation along with a proposed implementation plan.

Attachments: See scope of work and contract.

CONTRACT FOR PROFESSIONAL SERVICES

Contract No. 2023-86

This Contract is entered into this _____ day of _____, 20____ by and between the City of Flagstaff, a political subdivision of the State of Arizona ("City"), Summit Fire and Medical District, a political subdivision of the State of Arizona ("District"), and AP Triton, a Wyoming Limited Liability Company ("Consultant").

WHEREAS, the City and District desire to receive and Consultant is able to provide professional services;

NOW THEREFORE, in consideration for the mutual promises contained herein, the City, District, and Consultant (the "Parties") agree as follows:

SERVICES

1. Scope of Work: Consultant shall provide the professional services generally described as:

Joint Powers Authority Feasibility Study

and as more specifically described in the scope of work attached hereto as Exhibit A, and incorporated into the terms of this contract by this reference. Any amendments to the scope of work must be considered by the City Council and the District Board.

2. Standard Terms and Conditions: The City of Flagstaff Standard Terms and Conditions, attached hereto as Exhibit B, are hereby incorporated by reference and shall apply to performance of this Contract, except to the extent modified in Exhibit A. As reflected in the language of Exhibit B, the City of Flagstaff's Standard Terms and Conditions also apply to the contractual relationship between the District and Consultant.
3. Key Personnel/Subcontractors: Consultant's Key Personnel, Subcontractors (if any), and contact information are designated in Exhibit A. Key Personnel are those employees whose license number and signature will be placed on key documents and those employees who have significant responsibilities for completion of the services. The City Representative for this Contract has the right to approve any proposed substitution of Key Personnel or Subcontractors.

CITY AND DISTRICT RESPONSIBILITIES

4. Representatives: The City Representative is Shannon Anderson, Senior Deputy City Manager, or her designee; the District Representative is Mark Wilson, Deputy Fire Chief, or his designee. All communications with the City and/or District shall be through these identified Representatives. The Representatives are responsible for bringing any request for a Contract amendment or price adjustment to the attention of the City Procurement Specialist and the District Board of Directors, respectively.
5. Cooperation: The City and District will cooperate with Consultant by placing at its disposal all available information concerning the City, District, or the City/District project reasonably necessary for Consultant's performance of this Contract.

CONTRACT TERM

6. Contract Term: The Contract term is for a period of two (2) years unless terminated pursuant to the Standard Terms and Conditions. This Contract will be effective as of the date signed by all Parties. Performance shall commence within ten (10) days from City's issuance of the Notice to Proceed.
7. Renewal: This Contract may be renewed or extended for up to two (2) additional one (1) year terms by mutual written consent of each of the Parties. The City Manager or his designee (the Purchasing Director) and District Board, and the Consultant shall agree in writing to renew the Contract and have authority to approve renewal on behalf of their respective party.

PAYMENT

8. Compensation: Consultant shall be paid an amount not to exceed **sixty-seven thousand one hundred seven dollars and zero cents (\$67,107.00)** for satisfactory performance of the services in accordance with the Scope of Work identified in Exhibit A.
 - a. City contribution: \$46,975.00.
 - b. District contribution: \$20,132.00.
9. Price Adjustment: Any price adjustment must be approved by both the City Council and District Board in writing as a formal Contract Amendment.

DATA AND RECORDS

10. Ownership of Document and Data: Any original documents prepared or collected by Consultant in performance of this Contract such as models, samples, reports, test plans, survey results, graphics, tables, charts, plans, maps, specifications, surveys, computations, and other data shall be the property of the City and District ("Work Product"), unless otherwise agreed by the Parties in writing. Consultant agrees that all materials prepared under this Contract are "works for hire" within the meaning of the copyright laws of the United States and hereby assigns to the City and District all rights and interests Consultant may have in the materials it prepares under this Contract, including any right to derivative use of the material.
11. Re-Use: The City and/or District may use the Work Product without further compensation to Consultant; provided, however, that the City and/or District's reuse without written verification or adaption by Consultant for purposes other than contemplated herein is at the City and/or District's sole risk and without liability to Consultant. Consultant shall not engage in any conflict of interest nor appropriate any portion of the Work Product for the benefit of Consultant or any third parties without both the City and District's prior written consent.
12. Delivery of Document and Data: Upon termination of this Contract in whole or part, or upon expiration if not previously terminated, Consultant shall immediately deliver to the City and District copies of all of the Work Product and any other documents and data accumulated by Consultant in performance of this Contract, whether complete or in process.

INSURANCE

13. Insurance: Consultant shall meet insurance requirements of this Contract, set forth in Exhibit C, and incorporated into this contract by this reference.

MISCELLANEOUS

14. Notice: Any notice concerning this Contract shall be in writing and sent by certified mail and email as follows:

To the City:
Emily Markel
Procurement Specialist
City of Flagstaff
211 W. Aspen Ave.
Flagstaff, AZ 86001
emarkel@flagstaffaz.gov

To Consultant:
Valerie Erwin
AP Triton, LLC
1309 Coffeen Avenue
Suite 3178
Sheridan, Wyoming 82801
verwin@aptriton.com

With a copy to:
Shannon Anderson
Senior Deputy City Manager
City of Flagstaff
211 W. Aspen Ave.
Flagstaff, AZ 86001
SAnderson@flagstaffaz.gov

To the District:
Vivian Fennema
Administrative Officer
Summit Fire & Medical District
8905 Koch Field Rd.
Flagstaff, AZ 86004
Vivian@sfmd.org

15. Authority: Each Party warrants that it has authority to enter into this Contract and perform its obligations hereunder, and that it has taken all actions necessary to enter into this Contract.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract on the date identified herein.

CITY OF FLAGSTAFF

AP TRITON

By: _____

By: _____

Title: _____

Title: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney's Office

SUMMIT FIRE & MEDICAL DISTRICT

By: _____

Title: Board Chair

APPROVED AS TO FORM:

Deputy County Attorney's Office

Notice to Proceed issued: _____, 20____

EXHIBIT A

SCOPE OF WORK

(Attached)



Flagstaff Fire Department Summit Fire & Medical

Flagstaff, Arizona

Proposal to conduct a
Joint Powers Authority
FEASIBILITY STUDY

Closing Date: May 5, 2023

Solicitation No. MS-2023-86



AP TRITON

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Experience & Qualifications

The following is a *partial* list of Triton's current and former clients. An expanded list can be provided upon request.

- Aberdeen Fire Department (WA)
- City of Alameda Fire Department (CA)
- Alameda County FPD (CA)
- Alameda County Fire Chiefs Association (CA)
- Alaska Fire Chiefs Association (AK)
- Albany Fire Department (OR)
- Anaheim Fire and Rescue (CA)
- Berkeley Fire Department (CA)
- Bethel Fire Department (AK)
- Blaine County (ID)
- Brattleboro Fire Department (VT)
- Brea Fire Department (CA)
- Brigham City Fire Department (UT)
- Fremont Fire Department (CA)
- California Fire Chiefs Association (CA)
- California Metro Chiefs Association (CA)
- Carlsbad Fire Department (CA)
- Carroll County Ambulance District (MO)
- Carson City Fire Department (NV)
- Central Jackson County FPD (MO)
- Central Fire District of Santa Cruz County (CA)
- Central Kitsap Fire & Rescue (WA)
- Central Pierce Fire Protection (WA)
- Chariton County Ambulance District (MO)
- Chico Fire Department (CA)
- Chula Vista Fire Department (CA)
- City of Costa Mesa Fire Department (CA)
- Coalinga Fire Department (CA)
- Contra Costa County FPD (CA)
- Cowlitz 2 Fire & Rescue (WA)
- DeKalb County Fire Rescue (GA)
- City of Downey Fire Department (CA)
- Dixon Fire Department (CA)
- Douglas Okanogan County FD 15 (WA)
- El Dorado Hills Fire Department (CA)
- Fort Myers Fire Department (FL)
- Eureka Fire Protection District (MO)
- Fairfield Fire Department (CA)
- Fort Myers Fire Department (FL)
- City of Fresno Fire Department (CA)
- Fullerton Fire Department (CA)
- Gig Harbor/Pierce FD #5 (WA)
- Golden Fire Department (CO)
- Grand River Regional Ambulance (MO)
- Gray's Harbor Fire District #5 (WA)
- Hawaii Fire Chiefs Association (HI)
- Hermosa Beach Fire Department (CA)
- Huntington Beach Fire Department (CA)
- Idaho Fire Chiefs Association (ID)
- Kennewick Fire & Ambulance (WA)
- Kern County Fire Department (CA)
- Lake Ozark FPD (MO)
- La Verne Fire Department (CA)
- Lincoln Fire & Rescue (NE)
- City of Long Beach (CA)
- Milwaukee Fire Department (WI)
- City of Napa Fire Department (CA)
- City of Pflugerville (TX)
- Placer LAFCO (CA)
- San Bernardino County JPA (CA)
- City of San Diego Fire Department (CA)
- Santa Barbara County Fire Chiefs Association (CA)
- Santa Clara LAFCO (CA)
- Santa Cruz County Fire Department (CA)
- Santa Cruz LAFCO (CA)
- Seattle Fire Department (WA)
- Solano County Fire Chiefs Association (CA)
- Sonoma County Fire District (CA)
- Sonoma Valley Fire Department (CA)
- Stockton Fire Department (CA)
- Sunnyside Fire Department (WA)
- Tacoma Fire Department (WA)
- Tualatin Valley Fire & Rescue (OR)
- Ukiah Valley Fire Authority (CA)
- Umatilla Fire Department (OR)
- Utah Fire Chiefs Association (UT)
- Vacaville Fire Department (CA)
- Valley Center Fire Protection District (CA)
- Ventura County Fire Department (CA)
- Washington Fire Chiefs Association (WA)
- Watsonville Fire Department (CA)
- Webster Fire Department (TX)
- Whitefish Fire Department (MT)
- Williston Fire Department (VT)

Project Types

The following is a *partial* list of projects in which the members of the Project Team for this study have either served as the Project Manager or participated in. Our team has participated in dozens of studies throughout the United States.

Project Description

- Ambulance Services Optimization Study:
- Annexation Study (three districts):
- BLS Ambulance System Valuation:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Consolidation Feasibility Study:
- Cooperative Services Study:
- Countywide Fire Service Review:
- EMS Feasibility & Optimization Study:
- EMS Feasibility Study:
- EMS Optimization Study:
- EMS Optimization Study & Transition Plan:
- EMS Strategic Assessment & Analysis:
- EMS Optimization and Feasibility Study:
- EMS System Evaluation:
- Financial Analysis:
- EMS System Valuation:
- EMS Transportation & Optimization Study:
- EMS Transportation & Optimization Study:
- Fire Department Cooperative Services Study:
- Fire District Consolidation Study:
- Fire Services Analysis:
- Fire Services Special Study:
- Fire Station Location Study:
- Fire Station & CRA/SOC Study:
- Fire/EMS Assessment:
- Long-Range Fire Department Master Plan:
- Long-Range Master Plan:
- Master Plan:
- Master Plan:
- Master Plan & Community Risk Assessment:
- Master Plan & CRA-SOC:
- Master Plan & Strategic Plan:
- Organizational & Operational Analysis:
- Municipal Service Review & SOI Study:
- Regional Ambulance Study:
- Staffing Study & Operational Analysis:
- Strategic Plan:

Organization

Santa Barbara County Fire Department (CA)
 Contra Costa County FPD (CA)
 Seattle Fire Department (WA)
 Davidson Fire Department (NC)
 Medford Fire Department (OR)
 Santa Barbara (City) Fire Department (CA)
 Elk Creek Fire Protection District (CO)
 Clifton FPD/Grand Junction FD (CO)
 Santa Clara LAFCO (CA)
 Webster Fire Department (TX)
 Brattleboro Fire Department (VT)
 Burbank Fire Department (CA)
 Carson City Fire Department (NV)
 City of Ontario/San Bernardino County (CA)
 San Diego Fire Department (CA)
 Truckee Meadows Fire Protection District (NV)
 Long Beach Fire Department (CA)
 San Luis Obispo Fire Chiefs Association (CA)
 Alameda County Fire Chiefs Association (CA)
 Solano County Fire Chiefs Association (CA)
 Golden/Fairmount/Pleasant View FDs (CO)
 Clackamas Fire District 1 (OR)
 Williston Fire Department (VT)
 Santa Cruz LAFCO (CA)
 Portland Fire Department (TX)
 Montecito FPD (CA)
 Pflugerville Fire Department (TX)
 Templeton Fire & Emergency Services (CA)
 Fairfield Fire Department (CA)
 Orting Valley Fire-Rescue (WA)
 Whitefish Fire Department (MT)
 Brigham City Fire Department (UT)
 Central Fire District of Santa Cruz County (CA)
 Redmond Fire & Rescue (OR)
 City of Napa Fire Department (CA)
 Placer LAFCO (CA)
 Eastern Placer County JPA (CA)
 Derby Fire Department (KS)
 Aspen Fire Department (CO)

Project Team

AP Triton takes pride in only contracting with the most experienced and qualified public safety consultants. We match our consultants' skills and expertise to each client's specific needs. In addition, we approach every project as if it were our sole priority. Due to the page limitation as specified in the RFP (p. 13), the following are brief bios of our designated project team. Full resumes are available upon request.

Greg Rogers, MSML, CFO, FM, MIFireE
Project Manager



Summary of Qualifications

Greg Rogers has been in the fire service for 28 years, starting as an instructor in 1992 at the Oklahoma State Fire Service Training Center in Stillwater, Oklahoma. Chief Rogers has a Bachelor of Science Degree in Engineering Technology - Fire Protection and Safety, and his Master's Degree in Management and Leadership. He has testified in front of the State Legislator regarding fire service issues. He currently serves as a board member and

Vice-Chair of the Fire and Life Safety Section for IAFC.

Chief Rogers is a proven industry leader in developing strategic partnerships for sustainable community outcomes and designing and leading organizational change. He has also assisted 15 local jurisdictions in the state of Washington with developing and implementing CRR programs. He has developed and taught several courses in Washington, Oregon, Montana, and Colorado.

Adam Poirrier, MPA, EFO, CFO
Senior Associate

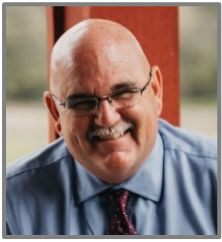


Summary of Experience

Results-oriented, hands-on professional with a successful record of accomplishments in municipal government fire and emergency medical service environment. Strong background and experience in budgeting, purchasing, personnel affairs, training, resource management, customer service, visioning, labor relations and negotiations, incident command, emergency management, fire prevention and inspections, and emergency

response with a focus on effective relationships, results, and accuracy. Major strengths include strong leadership, relationship and employee development and mentoring, excellent communication skills, critical thinking, problem solving, competent, strong, team-player, with dutiful respect for compliance in all regulated environments.

William Boyd, BA, EFO
Senior Associate



Summary of Qualifications

Chief Boyd is a retired Fire Chief from the Bellingham Fire Department. He retired in 2012 after 29 years of progressive service to the citizens of Bellingham and Whatcom County. During his tenure, he served as a firefighter, firefighter paramedic, paramedic supervisor, fire captain/paramedic, assistant fire chief, and fire chief for the last nine years of his career. During this time, he served as the incident commander on several major fires and disasters, including the 1999 Whatcom Creek Explosion. He also led the department through the 2008–2010 “great recession,” collaborating with the department bargaining units in making strategic reductions and service delivery changes to meet budget reduction targets without reducing service delivery. He also consulted and lectured for the Department of Homeland Security, and served as a charter member of the DHS Virtual Social Media Working Group, providing guidance and training on integrating social media tools in crisis communications/incident command. After his retirement, Chief Boyd entered the private sector as a regional safety coordinator for a national industrial cleaning company, overseeing and managing safety and compliance programs across four states. He now uses his broad public and private safety experience in assessing fire service organizations around the country.

John A. Stouffer
Senior Associate/Business Unit Leader

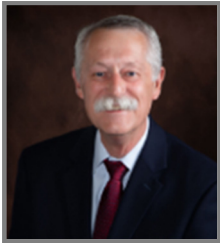


Summary of Qualifications

Mr. Stouffer began his career in public safety in 1976 as a firefighter/EMT with Yakima County (WA) Fire District #10, where he established the first EMS program in the department. In 1980, he attended the Paramedic Program at Central Washington University and obtained a position with Yakima (WA) Medic One becoming a field paramedic and the organization's first Training Officer. In 1988, he was offered the position of the Director of the Yakima County (WA) Department of Emergency Medical Services. After holding that position for nine years, he took a position with Gresham (OR) Fire & Emergency Services as the EMS Coordinator, occasionally serving as the acting Chief of the Training Division, until his retirement in 2009. Since 1992, in addition to his other employment, he has been providing a wide variety of public safety consulting services to clients throughout the U.S. and Canada.

Randy Parr, CPA, MPA, CFO, EFO

Senior Associate/Certified Public Accountant

**Summary of Qualifications**

Chief Parr has over 45 years of experience in the fire service, including 20 years as a chief officer. He has served in four fire departments in Texas and Missouri. The agencies for which he has worked range from a mid-sized Houston area combination fire district serving a population of 100,000 to a small municipal department as they transitioned from a volunteer-based delivery system to a career-based delivery system. He has served the past 16 years as the career Fire Chief for the City of Tomball, a Houston, Texas suburb with a population of 35,000. He is a Certified Public Accountant and during his career has served as the chief financial officer of large national and regional real estate developers and as the City of Tomball interim finance officer. Chief Parr's diverse skills have provided regional leadership in inter-agency collaboration, strategic planning, master and financial planning, and organizational evaluation. He has advised policymakers on fire service delivery options, created financial models, and has made presentations to large workshop audiences on such topics as regional collaboration and legislative initiatives.

James Long, BA

Senior GIS Analyst

**Summary of Qualifications**

Mr. Long has almost 40 years of experience in public safety. His career has included firefighting, paramedicine, EMS personnel management, Computer Aided Dispatch System project deployment, data analysis, public safety software sales, communications coordination, project management, and Geographic Information Systems (GIS) analysis. His career has been varied and rich exposing him to many aspects of public safety operations including communications/dispatch, data processing and analysis, logistics including fleet services, facilities, and warehouse operations; as well as managing data through different systems and projects.

Approach & Methodology

About AP Triton

Established in 2014, AP Triton has a wide range of experience in the fire service, emergency medical services, special events and filming, fire prevention, and life-safety programs. Our consultants have conducted numerous studies involving Master Plans, Community Risk Assessments/Standards of Cover, Strategic Plans, Fire Department Consolidation Studies, EMS Systems Analyses, Staffing Studies, Agency Evaluations, Fire Station Location, and Engineering Studies, as well as other unique Fire Service and EMS studies.

AP Triton was founded on the need to provide innovative solutions to public safety departments. For too many agencies, creative thinking is not part of the status quo. AP Triton is able to bring our experience to enable long-term, creative, and sustainable solutions specialized to your local issues.

The Flagstaff Project

AP Triton, LLC (Triton) understands that the City of Flagstaff Fire Department (FFD) and Summit Fire & Medical (SFM) desire to retain a qualified and experienced public safety consulting firm to determine the potential improved efficiencies, effectiveness, and cost benefits of consolidating all or some of the services provided by the two organizations. This could take the form of a new Joint Powers Authority (JPA), other forms, or an amendment to the existing intergovernmental agreements between the City and District.

Triton has substantial experience in conducting cooperative services and consolidation studies resulting in either legal consolidations, JPAs, or collaborative options through IGAs. In this proposal, Triton has assigned a team of experienced and knowledgeable subject matter experts (SME) specifically selected for this project.

We are confident that Triton can deliver a useful study that will meet the needs of both the Flagstaff Fire Department and Summit Fire & Medical. The following pages represent the Scope of Work (SOW) in accordance with the terms of your Request for Proposal (RFP), Solicitation Number MS-2023-86.

The following represents the approach and methodology or Scope of Work (SOW) prepared by Triton based on the requirements of your organization's request for proposal. The various sections and tasks have been developed specifically for this project.

Triton's Approach to Projects

Triton's approach to projects represents our complete understanding of your expectations. Our experience in working with fire departments, fire districts, and EMS organizations, as well as other emergency services agencies, includes a wide variety of communities throughout the United States. Key elements of Triton's methodology include:

- A complete understanding of the project background, goals, and objectives, as well as the complex issues that must be addressed.
- A comprehensive, well-designed, and practical scope of work (SOW) and workplan that enables substantial input from the key stakeholders, leadership, and other individuals.
- Use of state-of-the-art GIS mapping, computer modeling, and data analysis tools, web-based communications technology, and many other sophisticated tools and technologies.
- Triton's project methodology is augmented by the utilization of web-based and other communication technologies. We will utilize the Dropbox application to create a secure online project site that enables the client and project team members to collaborate and communicate throughout every phase of the project. In addition, Triton utilizes GoToMeeting conferencing software to assist with client communications and various presentations.
- Utilization of experienced subject matter experts (SME) in the fire service, EMS, and other related emergency services disciplines, as well as individuals with expertise in GIS and data analysis.
- Commitment to successfully complete our projects and deliverables within the time requested and in a manner that would meet or exceed expectations.
- High-quality printed and bound reports, with contents and recommendations that will easily enable the client, key stakeholders, and community members to understand.

Best Practices & National Standards

Based on the type of project and study requirements, Triton will refer to and utilize current industry best practices, along with relevant national standards promulgated by a wide variety of associations and organizations that develop consensus standards for the fire service, EMS, communications, and other related services. These may include the *National Fire Protection Association (NFPA)*, *Center for Public Safety Excellence (CPSE)*, *Commission on Accreditation of Ambulance Services (CAAS)*, and other organizations.

Section One—Project Initiation & Acquisition of Data

Task 1-A: Project Initiation & Development of a Work Plan

Triton will conduct a remote virtual meeting with the representatives of the Flagstaff Fire Department and Summit Fire & Medical. The purpose will be to develop a complete understanding of each organization's background, goals, and expectations for the project.

Triton's Project Manager will develop and refine a proposed work plan that will guide the Project Team. This work plan will be developed identifying:

- Project team members responsible for each task
- Major tasks to be performed
- Resources to be utilized
- Methods for evaluating study results
- Any potential constraints or issues related to accomplishing specific tasks

The benefits of this process will be to develop working relationships between the Triton Project Team and client representative, determine communications processes, and identify logistical needs for the project.

Task 1-B: Procurement of Information & Data

Triton will request pertinent information and data from FFD and SFM and any other agencies as necessary. This information is critical and will be used extensively in the various analyses and development of the report. Thoroughly researched and relevant studies will be included during Triton's review. The documents and information relevant to this project will include, but not be limited to, the following:

- Any relevant previous studies involving SFM or FFD
- City of Flagstaff and Summit Fire & Medical (district) census and demographic data
- All current interagency and interlocal agreements (ILA) between SFM and FFD, including any other agencies
- Organizational charts from each participating fire agency
- Historical financial data, budgets, revenue sources, including debt information, long-range financial plans, and projections from each fire agency
 - Current assessed values of the service areas FFD and SFM and their respective property tax rates
- Standard Operating Guidelines (SOGs) and service delivery and deployment practices of each fire agency
- Current collective bargaining agreements with the United Flagstaff Fire Fighters IAFF

Local 1505

- Inventory of SFM's and FFD's fire stations and other relevant facilities (e.g., training centers)
- Inventory of SFM's and FFD's apparatus, command and staff cars, special operations vehicles, and other vehicles
- If applicable, current performance standards and service delivery objectives for each fire agency
- Historical incident data from each fire agency's Records Management System (RMS), including National Fire Incident Reporting System (NFIRS) incident data (5 years)
 - Historical Computer-Aided Dispatch (CAD) incident records from the Northern Arizona Healthcare Communications Center (NAHCC) from each fire agency (5 years)
- List of all career, part-time, and volunteer operations personnel and administrative support staff (names de-identified) from SFM and FFD
 - To include ranks, EMS and other certifications, salaries, benefits, and volunteer compensation (if applicable)
 - Two to three years of historical leave usage
- Most recent Insurance Services Office (ISO) Public Protection Classification (PPC®) rating and reports
- Geographic Information Systems (GIS) data, to include the service area boundaries of each participating fire agency and their respective physical fire station locations
- Any other documents and records necessary for the successful completion of the project

Task 1-C: Stakeholder Input & Field Work

The Triton Project Team will conduct on-site interviews and gather information from key personnel and stakeholders from each of the agencies. Some information may be acquired utilizing online electronic surveys and/or telephone interviews. Members of the Triton team will travel to Flagstaff to conduct interviews. This will occur at a point in the study process where approximately 75% or more of the study has been written. Individuals will include:

- Fire Chiefs, command staffs, and support staff from FFD and SFM
- Flagstaff City Manager, Mayor, and any other elected officials as requested
- Representatives of the Summit, Westwood, and Woods Fire Boards
- City of Flagstaff Finance and Human Resources Directors or representatives
- Individuals responsible for Human Resources and Finance at SFM
- Representative(s) of the Coconino County Board of Supervisors (within SFM)
- Coconino County Treasurer, Attorney, and any other relevant County representatives
- Representative(s) of IAFF Local 1505

- City of Flagstaff Police Communications representative(s)
- Guardian Medical Transport (GMT) representative(s)
 - Representative(s) of the Northern Arizona Healthcare Communications Center
- Random group of Firefighters, company officers, and others assigned to emergency operations from each participating fire agency
- Any other individuals or representatives that may contribute to the success of this project

Section Two—Baseline Evaluations of the Fire Agencies

The initial tasks of this study will focus on a baseline assessment of the current organizational conditions of FFD, SFM, their respective communities, and their current service performance. Triton will conduct an organizational review of these fire agencies based on the elements included in the following tasks.

The purpose of this evaluation is to assess each fire agency's operations in comparison to industry standards and best practices, as well as to create a benchmark against which the options for future service delivery, consolidation, or potential cooperative services can be measured.

Task 2-A: Community Overview of the City of Flagstaff & Coconino County

Triton will examine and provide an overview and basic description of the City of Flagstaff and Coconino County. This will include service area population and demographics, including GIS maps of the service area and population density.

Task 2-B: Organizations Overview

Triton will conduct an overview of both fire agencies and their respective communities to include, but not be limited to:

- History, formation, and general description of each fire agency
- Description of the current service delivery infrastructure
- Governance and lines of authority
- Organizational structure of each
- Other organizations and components relevant to the emergency services delivery system

Task 2-C: Management Components

Each fire agency's basic management components will be reviewed and include at least:

- Mission, vision, strategic plans and planning, district goals, and objectives
- Internal assessment of critical issues and future challenges
- Review of current policies, procedures, and any SOGs

- Payroll systems
- Internal and external communications processes
- Records management systems (RMS) and information technology platforms
- Document control and security

Task 2-D: Staffing & Personnel

Triton will review each fire agency's career, volunteer, and part-time staffing levels. Areas to be considered include, but will not be limited to:

- Administration and support staff
- Operational staffing levels
- Staff allocation to various functions and divisions
- Staff scheduling methodologies
- Current standard of coverage and staffing performance for incidents
- Career and volunteer operations staff distribution
- Comparison of current wages and benefits, to include tuition assistance programs, current and retiree healthcare costs, and accrual payouts of career and part-time personnel between the fire agencies (if applicable)
- Review and comparison of volunteer compensation between the fire agencies, if applicable
- Review and comparison of current labor agreements between the agencies
- Analysis of workers' compensation costs/claims, cancer and behavioral health, general liability costs/claims
- Health and Wellness programs and Counseling Services available to employees of FFD and SFM
- Compensation systems, staff wages, and benefits
- Review of job descriptions
- Human resources functions
- Hiring and promotional processes
- Quality and status of job descriptions
 - Personnel reports and recordkeeping
 - Compensation systems
 - Disciplinary and counseling services
 - Application and recruitment processes
 - Member retention efforts and programs

Task 2-E: Financial Review of the Fire Agencies

Triton will review the existing financial status of each fire agency in accordance with Arizona state law and any other regulations. This task will be a basic overview of fiscal status of each fire agency. This task will include, but not be limited to:

- Review and analyze each agency's budget, revenue, expenditures, employment costs, compression analysis, bond obligations, long-term debt, audit reports and long-range financial plans
 - Identify sources of recurring and non-recurring revenue, including property taxes and reserve funds
- Review of capital facilities and apparatus replacement and improvement plans
- Purchasing processes at both fire agencies
- Conduct a comparative analysis between the two fire agencies of staff salaries and benefits by rank and position
- Any other issues related to revenue, expenditures, and annual budgets

Task 2-F: Capital Facilities & Equipment

This task will entail a review of current major capital assets (facilities and apparatus) of each fire agency. This evaluation will include the following:

Facilities—Tour and observe areas critical of current fire locations and future station and facility considerations. This will entail a cursory review of each facility, and not a detailed, comprehensive engineering analysis. Items to be contained in the report include:

- | | | |
|--------------------|--------------------|---------------------|
| ▪ Design | ▪ Code Compliance | ▪ Safety |
| ▪ Construction | ▪ Staff Facilities | ▪ Future Viability |
| ▪ Future viability | ▪ Efficiency | ▪ Land Use Criteria |

Apparatus/Ambulances/Other Vehicles—Review and make recommendations regarding the inventory of apparatus and equipment. Items to be reviewed include:

- Age, condition, and serviceability
- Distribution and deployment
- Fleet services provided to each of the fire agencies
 - Maintenance schedules of apparatus and vehicles

Capital Medical Equipment—Review each agency's inventory of capital medical equipment (e.g., cardiac monitors, powered ambulance cots, extrication tools, etc.); to include maintenance contracts and schedules

Task 2-G: Service Delivery & Performance

Triton will review and make observations in areas specifically involved in, or affecting, service levels and performance of the agencies. This shall include but not be limited to:

- **Demand Study**

- Analysis of current service demand by incident type for each fire agency
- Analysis of the temporal variation for each individual fire agency
- Analysis and Geographic Information System (GIS) display of current service demand density within the overall study area

- **Distribution Study**

- Overview of the current facility and apparatus deployment strategies of each fire agency, analyzed through GIS software, with identification of service gaps and redundancies.
- This distribution study will be conducted for the study area as a whole (service areas of both fire districts combined) as well as each individual service area, with all existing facilities included in the analysis.

- **Concentration Study**

- GIS analysis and display of the response time necessary to achieve full effective response force (ERF) arrival in the study area using existing distribution of all fire department resources.
- Analysis of company- and staff-distribution and ambulance resources as it relates to ERF assembly in the study area.

- **Reliability Study**

- Analysis of current workload, including unit hour utilization (UHU) of individual companies (to the extent data is complete)
- Review of actual or estimated failure rates of individual companies (to the extent data is complete)
- Analysis of call concurrency and the impact on ERF assembly

- **Performance Summary**

- Analysis of actual system response time performance, analyzed by individual companies (to the extent data is available). Performance analysis will be conducted for each fire agency individually, along with the study area as a whole.
- Analysis of mutual aid and automatic aid responses
- Overall review of the quality of records management data of both fire agencies.

Task 2-H: Population Growth & Service Demand Projections

Utilizing available census data from each fire agency, along with historical service demand (call volumes) of each, Triton will project the following:

- Population growth projections among each of the jurisdictions and the overall study area (combined) for the next 5–10 years
- Service demand projections among SFM and FFD for the next 5–10 years

Task 2-I: Support Programs

Triton will review and evaluate in detail, the following support programs.

- **Communications & Dispatch:** PSAP functions and dispatch and communications staff; Call answering performance (will be evaluated in Service Delivery & Performance)
- **Emergency Medical Services**
- **Fire Prevention Program:** Wildfire Mitigation; Code Enforcement & General Inspections; Fire Investigations; Pre-Planning Activities; Public Education & Community Education Programs
- **Special Operations:** Cold Water Rescue; Confined Space Rescue; High Angle Rescue; Trenching and Shoring
- **Hazardous Materials Response**

Task 2-J: General Analyses

- Evaluation of Compliance with National Standards
 - Triton will review each fire agency's level of compliance with national and state fire service standards, accepted best practices and principles
- Review of Existing Contracts with Other Agencies
 - Basic review of any relevant existing contracts and their potential impact
- Comparison of FFD & SFM Policies & Procedures
 - Conduct a comparison of primary policies and procedures between the two agencies
 - Identify those with significant differences
- Review of Non-Operational Responsibilities
 - Evaluate primary non-operational responsibilities and their impact on workload

Task 2-K: Community Risk Overview

Triton will review the existing Community Risk Assessment (CRA) and Community Risk Reduction (CRR) Plan and update those areas relevant to infrastructure and unique hazards, as described in the RFP in Section G.4.

Section Three—Future Strategies & Opportunities for Cooperative Services

Triton will use the completed baseline assessment of the Flagstaff Fire Department and Summit Fire & Medical to identify opportunities, efficiencies, cost-effectiveness, and feasibility for potential consolidation or other cooperative service options. The Project Team will identify areas of duplication that can be reduced through consolidation efforts, as well as potential service improvements that can be accomplished. Experience has shown that this frequently becomes the overriding influence for public fire service consolidation efforts.

Items in this section of the report include but are not limited to the areas listed below. The detailed information will provide the leaders and elected officials of the two fire agencies with the information necessary to make important decisions regarding the future of their organizations.

Task 3-A: General Partnering Strategies & Consolidation Options

Triton will review the various options for the two fire agencies in this study, including the advantages and disadvantages (or SWOT) of each. The following options will be evaluated and discussed:

- Status quo (each agency remains autonomous)
- General partnering strategies/options for shared services
 - Administrative Collaboration
 - Functional Collaboration
 - Operational Collaboration
 - Combination of the three preceding
- Legal consolidation of two or more agencies (merger, annexation, Joint Powers Authority, etc.)
- Any other valid options identified during the study

Task 3-B: Recommendations Concerning the Proposed Option

The study considers the many shared issues facing each of the fire agencies and how such matters affect the effort to construct a regional organization for efficient service. Following the comprehensive analysis in Section Two, and a review of the options described in Task 3-A above, Triton will provide the following:

- Recommendations on the most effective, efficient, viable, sustainable, and cost-effective option(s) for consideration
- Staffing and personnel methods and scheduling, including salaries and benefits

- Recommended organizational structure to include administration, command, and control
- Cultural and social impacts of merging agencies
- Possible changes in the collective bargaining agreements
- Efficient and effective location of administrative staff and support personnel
- Operations and deployment recommendations
- Identification and potential elimination of unnecessary and redundant services and capital equipment
- Any impact on fire station locations, infrastructure, and staffing capacity
- Consideration of best practices and national consensus standards
 - Insurance Services Office (ISO) ratings for rural and suburban communities
 - National Fire Protection Association (NFPA) 1710 and 1720
 - AHA 1582
- Current and future capital equipment needs
- Identify additional necessary services and any additional risk associated with consolidation or changes in the IGAs
- Review of all legal considerations in accordance with Arizona law
- Any other issues related to the recommended option
 - Integration of the records management systems and other technologies

Task 3-C: Financial Impact

If a recommended option(s) is identified other than maintaining status quo, Triton will identify and evaluate the financial impact of the recommended option(s) to include:

- Develop a budget for the next 5–10 years
- Provide financial projections of the recommended option(s) for the next 5–10 years
- Consideration of other available revenue sources
- Funding and cost-sharing between SFM and FFD
 - This will include the development of recommended formulas and methods to ensure that costs are shared fairly and equitably among the two jurisdictions
 - Recommendations for annual contributions to the equipment replacement reserve account for capital equipment over \$5,000 in value
 - Impacts on current and future funding sources

- Capital financing needs and other potential funding alternatives
 - Feasibility of transferring ownership of existing Fire specific equipment replacement reserves
 - Feasibility of transferring funds for the initial contingency and fund balance
 - Potential agreements for continued use of facilities and equipment
- Recommended potential effective tax rate for a JPA or other consolidations
- Potential increases in the Arizona Public Safety Personnel Retirement System (PSPRS)
- All other fiscal considerations including impact on property and any other taxes and other revenue sources; potential cost-recovery options
- Consideration of all options, strategies, and methods to reduce costs while ensuring continued high-quality fire protection and EMS to each of the jurisdictions
- Any other issues related to the financial impact of the recommended option(s)

Task 3-D: Planning & Implementation

Should the analyses and study indicate that some type of consolidation or other strategies would be feasible and beneficial to FFD and SFM, Triton will develop a recommended planning and implementation process in accordance with the requirements of applicable Arizona regulations, including:

- General guidance and key implementation steps
- Interim organizational, administrative, and operational structures and processes
- Address all Arizona regulatory requirements and legal considerations
- Policy requirements and actions
- Benchmarks to identify completion
- Estimated timelines for completion

Task 3-E: General Findings & Recommendations

During the study, Triton may identify other areas or issues that warrant evaluation and recommendations for improvement. If so, they will be addressed in this section or other areas of the report.

Section Four—Review & Publication of the Report

Task 4-A: Development, Compilation, & Review of the Draft Report

Triton will develop and produce an electronic version of the draft written report for technical review by representatives of the Flagstaff Fire Department and Summit Fire & Medical. This feedback is a very important aspect of this project, and Triton will provide adequate opportunities for review and discussion of the draft report before finalization. If necessary, a second or third technical review draft will be provided. The report will include:

- Clearly designated recommendations
- Detailed narrative analysis of each report element written and presented in sections with explanatory support to ensure an understanding by all readers
- Charts, graphs, GIS maps and analyses, and diagrams, where appropriate

Task 4-B: Updates & Publication of the Final Report

Following a final technical review and approval by FFD and SFM, Triton will provide two printed and bound copies of the report, along with an electronic version (PDF format) of the report for each fire agency.

Task 4-C: Presentation of the Final Report

Triton will conduct a final presentation of the report to representatives of the City of Flagstaff, the Summit Fire & Medical Boards, and any other individuals or groups as requested. The presentation will include:

- A summary of the report, methods of analysis, primary findings, and recommendations
- An audio-visual presentation of the study with an opportunity for questions and answers
- A review and explanation of charts, graphs, diagrams, and maps, where appropriate
- Opportunity for questions and answers, as needed
- All presentation materials, files, graphics, and written material will be provided to the City of Flagstaff and Summit Fire & Medical at the conclusion of the presentation(s).

Estimated Project Timeline & Fee Proposal

Project Completion Timeline

Triton offers the following project timeline, which is subject to change based upon the mutual agreement of the City of Flagstaff (and its fire department), elected officials of Summit Fire & Medical, and AP Triton. The timeline will not begin until Triton has been provided with all information and data necessary for the successful completion of the project. Triton will make every effort to complete the project in less time than anticipated.

Estimated Time to Complete the Project: 6–8 months

Project Section	— Month —					
	1-2	3-4	5-6	7-8	9-10	11-12
Section 1: Project Initiation & Acquisition of Data						
Section 2: Baseline Evaluation of the Fire Agencies						
Section 3: Future Strategies & Opportunities						
Section 4: Review & Publication of the Report						

Project Fee Proposal

AP Triton, LLC presents the following formal cost proposal for the project outlined in the Scope of Work. The fee is inclusive of expenses:

Project Section	Fees & Expenses
Section 1: Project Initiation & Acquisition of Data	\$17,407
Section 2: Baseline Evaluation of the Fire Agencies	\$31,240
Section 3: Future Strategies & Opportunities for Cooperative Services	\$10,420
Section 4: Review & Publication of the Report	\$8,040
Proposed Project Fee (will not exceed):	\$67,107

Payment Schedule & Invoicing

- 10% payment due upon signing of the contract. Monthly invoicing thereafter as work progresses until 95% of project has been completed
- Final 5% due upon project completion
- Additional hours will be billed at a rate of \$190/hour for the Project Manager and \$150/hour for consultants plus any additional travel expenses

EXHIBIT B
Standard Terms and Conditions
(Attached)

EXHIBIT B

STANDARD TERMS AND CONDITIONS

(Last Updated May 2, 2023)

*The term "Contractor" may substitute for the term "vendors," "consultants," or "firms," depending on the purpose of the underlying Contract.

IN GENERAL

1. **PARTIES:** The City of Flagstaff ("City"), the Summit Fire and Medical District ("District"), and the contractor identified in the Contract ("Contractor") may be referred to individually as "Party" or collectively as "Parties."
2. **NOTICE TO PROCEED:** Contractor shall not commence performance until after the City has issued a Notice to Proceed.
3. **LICENSES AND PERMITS:** Contractor at its expense shall maintain current federal, state, and local licenses, permits, and approvals required for performance of the Contract and provide copies to City or District upon request.
4. **COMPLIANCE WITH LAWS:** Contractor shall comply with all applicable federal, state, and local laws, regulations, standards, codes, and ordinances in performance of the Contract.
5. **NON-EXCLUSIVE:** Unless expressly provided otherwise in the Contract, the Contract is non-exclusive, and the City and District reserve the right to contract with others for materials or services.
6. **SAMPLES:** Any sample submitted to the City or District by the Contractor and relied upon by City or District as representative of quality and conformity shall constitute an express warranty that all materials and/or service to be provided shall be of the same quality and conformity.

MATERIALS

7. **PURCHASE ORDERS:** The City and/or District will issue a purchase order for the materials covered by the Contract, and such order will reference the Contract number.
8. **QUALITY:** Contractor warrants that all materials supplied under the Contract will be new and free from defects in material or workmanship. The materials will conform to any statements made on the containers or labels or advertisements for the materials and will be safe and appropriate for use as normally used. The City's and/or District's inspection, testing, acceptance, or use of materials shall not serve to waive these quality requirements. This warranty shall survive termination or expiration of the Contract.
9. **ACCEPTANCE:** All materials and services provided by Contract are subject to final inspection and acceptance by the City and District. Materials and services failing to conform to the Contract specifications may be rejected in whole or part. If rejected, Contractor is responsible for all costs associated arising from rejection.
10. **MANUFACTURER'S WARRANTIES:** Contractor shall deliver all Manufacturer's

Warranties to the City and District upon the City's and District's acceptance of the materials.

11. **PACKING AND SHIPPING:** Contractor shall be responsible for industry standard packing which conforms to requirements of carrier's tariff and ICC regulations. Containers shall be clearly marked as to lot number, destination, address, and purchase order number. All shipments shall be F.O.B. Destination, City of Flagstaff, 211 West Aspen Avenue, Flagstaff, Arizona 86001, unless otherwise specified by the City. C.O.D. shipments will not be accepted.
12. **TITLE AND RISK OF LOSS:** The title and risk of loss of material shall not pass to the City or District until the City or District actually receives the material at the point of delivery and the City or District has completed inspection and has accepted the material, unless the City or District has expressly provided otherwise in the Contract.
13. **NO REPLACEMENT OF DEFECTIVE TENDER:** Every tender of materials shall fully comply with all provisions of the Contract. If a tender is made which does not fully conform, this shall constitute a breach and Contractor shall not have the right to substitute a conforming tender without prior written approval from the City and District.
14. **DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor may not substitute nonconforming materials and/or services. Delivery of nonconforming materials and/or services, or a default of any nature, shall constitute a breach of the Contract as a whole.
15. **SHIPMENT UNDER RESERVATION PROHIBITED:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading shall operate as a tender of the materials.
16. **LIENS:** All materials and other deliverables supplied to the City and District shall be free of all liens, other than the security interest held by Contractor, until payment in full is made by the City and District. Upon request of the City or District, Contractor shall provide a formal release of all liens.
17. **CHANGES IN ORDERS:** The City and District reserve the right at any time to make changes in any one or more of the following: (a) methods of shipment or packing; (b) place of delivery; and (c) quantities. If any change causes an increase or decrease in the cost of or the time required for performance, an equitable adjustment may be made in the price or delivery schedule, or both. Any claim for adjustment shall be evidenced in writing and approved by the City Purchasing Director and the District Board prior to the institution of the change.

PAYMENT

18. **INVOICES:** A separate invoice shall be issued for each shipment and each job completed. Invoices shall include the Contract and/or Purchase Order number and dates when goods had been shipped or work performed. Invoices shall be sent within thirty (30) days following performance. Payment will only be made for satisfactory materials and/or services received and accepted by City and District.
19. **LATE INVOICES:** The City and District may deduct up to 10% of the payment price for late invoices. The City and District operate on a fiscal year budget, from July 1 through the following June 30. Except in unusual circumstances, which are not due to the fault of

Contractor, the City and District will not honor any invoices or claims submitted after August 15 for materials or services supplied in the prior fiscal year.

- 20. TAXES:** Contractor shall be responsible for payment of all taxes including federal, state, and local taxes related to or arising out of Contractor's performance of the Contract. Such taxes include but are not limited to federal and state income tax, social security tax, unemployment insurance taxes, transaction privilege taxes, use taxes, and any other taxes or business license fees as required.

Exception: The City will pay any taxes which are specifically identified as a line-item dollar amount in the Contractor's bid, proposal, or quote, and which were considered and approved by the City as part of the Contract award process. In this event, taxes shall be identified as a separate line item in Contractor's invoices.

- 21. FEDERAL EXCISE TAXES:** The City and District are exempt from paying certain Federal Excise Taxes and will furnish an exemption certificate upon request.
- 22. FUEL CHARGES:** Contractor at its own expense is liable for all fuel costs related to performance. No fuel surcharges will be accepted or paid by the City or District.
- 23. DISCOUNTS:** If the Contract provides for payment discounts, payment discounts will be computed from the later date of the following: (a) when correct invoice is received by the City and District; or (b) when acceptable materials were received by the City and District.
- 24. AMOUNTS DUE TO THE CITY:** Contractor must be current and remain current in all obligations due to the City and District during performance. Payments to Contractor may be offset by any delinquent amounts due to the City or District, or fees and charges owed to the City or District under the Contract.
- 25. OFAC:** No payments may be made to any person in violation of Office of Foreign Assets Control regulations. 31 C.F.R. Part 501.

SERVICES

- 26. INDEPENDENT CONTRACTOR:** Contractor shall be an independent contractor for purposes of all laws, including but not limited to the Fair Labor Standards Act, Federal Insurance Contribution Act, Social Security Act, Federal Unemployment Tax Act, Internal Revenue Code, Immigration and Naturalization Act, Arizona revenue and taxation, workers' compensation, and unemployment insurance laws.
- 27. CONTROL:** Contractor shall be responsible for the control of the work.
- 28. WORK SITE:** Contractor shall inspect the work site and notify the City and District in writing of any deficiencies or needs prior to commencing work.
- 29. SAFEGUARDING PROPERTY:** Contractor shall be responsible for any damage to real property of the City or District, or adjacent property in performance of the work and safeguard the worksite.
- 30. QUALITY:** All work shall be of good quality and free of defects, and performed in a diligent and professional manner.

31. **ACCEPTANCE:** If the City or District rejects Contractor's work due to noncompliance with the Contract, the City or District, after notifying Contractor in writing, may require Contractor to correct the deficiencies at Contractor's expense, or cancel the work order and pay Contractor only for work properly performed.
32. **WARRANTY:** Contractor warrants all work for a period of one year following final acceptance by the City and District. Upon receipt of written notice from the City or District, Contractor at its own expense shall promptly correct work rejected as defective or as failing to conform to the Contract, whether observed before or after acceptance, and whether or not fabricated, installed, or completed by Contractor, and shall bear all costs of correction. If Contractor does not correct deficiencies within a reasonable time specified in the written notice from the City or District, the City or District may perform the work and Contractor shall be liable for the costs. This one-year warranty is in addition to, and does not limit, Contractor's other obligations herein. This warranty shall survive termination or expiration of the Contract.

INSPECTION, RECORDS, ADMINISTRATION

33. **RECORDS:** The City and District shall have the right to inspect and audit all Contractor books and records related to the Contract for up to five years after completion of the Contract.
34. **RIGHT TO INSPECT BUSINESS:** The City and District shall have the right to inspect the place of business of the Contractor or its subcontractor during regular business hours at reasonable times, to the extent necessary to confirm Contract performance.
35. **PUBLIC RECORDS:** The Contract and any related materials are a matter of public record and subject to disclosure pursuant to Arizona Public Records Law. A.R.S. § 39-121 et seq. If Contractor has clearly marked its proprietary information as "confidential," the City or District will endeavor to notify Contractor prior to release of such information.
36. **CONTRACT ADMINISTRATION:** Contractor will be required to participate in the City's contract administration process. Contractor will be closely monitored for Contract compliance and will be required to promptly correct any deficiencies.

INDEMNIFICATION

37. **GENERAL INDEMNIFICATION:** Contractor shall indemnify and hold the City and the District, and their respective officers, agents, employees, and subcontractors, harmless from and against any third-party claims, actions, liabilities, costs, including reasonable attorneys' fees and other costs of defense, arising out of the acts, errors, or omissions of Contractor, its officers, agents, employees, and subcontractors, in performing or failing to perform the responsibilities identified in the Contract. In the event any such action or claim is brought against the City and/or District, Contractor shall, if the City and/or District so elects, and upon tender by the City and/or District: (a) defend the same at Contractor's sole cost and expense; and/or (b) promptly satisfy any judgment adverse to the City and/or District; or (c) reimburse the City and/or District for any loss, cost, damage, or expense, including attorneys' fees, suffered or incurred by the City and/or District. The City and District shall notify Contractor, within a reasonable time, of any claim, threat of claim, or legal action as it relates to the responsibilities identified in the Contract. This indemnification shall survive termination or expiration of the Contract.

- 38. INTELLECTUAL PROPERTY INDEMNIFICATION:** Contractor shall indemnify and hold the City and the District, and their respective officers, agents, employees, and subcontractors, harmless from and against any third-party claims, actions, liabilities, costs, including reasonable attorneys' fees and other costs of defense arising out of the alleged infringement of any patent, trademark, or copyright, or other proprietary rights of any third-parties arising out of Contract performance or use by the City and/or District of materials furnished or work performed under the Contract. In the event any such action or claim is brought against the City and/or the District, Contractor shall, if the City and/or District so elects and upon tender by the City and/or District: (a) defend the same at Contractor's sole cost and expense; and/or (b) promptly satisfy any judgment adverse to the City and/or District; or (c) reimburse the City and/or District for any loss, cost, damage, or expense, including attorneys' fees, suffered or incurred by the City and/or District. The City and District shall notify Contractor, within a reasonable time, of any claim, threat of claim, or legal action as it relates to the responsibilities identified in the Contract. This indemnification shall survive termination or expiration of the Contract.
- 39. NETWORK SECURITY AND PRIVACY LIABILITY:** Contractor shall indemnify and hold the City and the District, and their respective officers, agents, employees, and subcontractors, harmless from and against any third-party claims, actions, liabilities, costs, including reasonable attorneys' fees and other costs of defense arising out of all acts, errors, omissions, negligence, infringement of intellectual property (except patent and trade secret); network security and privacy risks, including but not limited to unauthorized access, failure of security, breach of privacy perils, wrongful disclosure, collection, or other negligence in the handling of confidential information, privacy perils, and including coverage for related regulatory defense and penalties; data breach expenses, including but not limited to consumer notification, whether or not required by law, computer forensic investigations, public relations and crisis management firm fees, credit file or identity monitoring, or remediation services in the performance of services for the City and/or District. In the event any such action or claim is brought against the City and/or District, Contractor shall, if the City and/or District so elects and upon tender by the City and/or District: (a) defend the same at Contractor's sole cost and expense; and/or (b) promptly satisfy any judgment adverse to the City and/or District; or (c) reimburse the City and/or District for any loss, cost, damage, or expense, including attorneys' fees, suffered or incurred by the City and/or District. The City and District shall notify Contractor, within a reasonable time, of any claim, threat of claim, or legal action as it relates to the responsibilities identified in the Contract. This indemnification shall survive termination or expiration of the Contract.

CONTRACT CHANGES

- 40. PRICE INCREASES:** Except as expressly provided for in the Contract, no price increases will be approved.
- 41. COMPLETE AGREEMENT:** The Contract is intended to be the complete and final agreement of the Parties.
- 42. AMENDMENTS:** The Contract may be amended by written agreement of the Parties.
- 43. SEVERABILITY:** If any term or provision of the Contract is found by a court of competent jurisdiction to be illegal or unenforceable, then such term or provision is deemed deleted and the remainder of the Contract shall remain in full force and effect.

44. **NO WAIVER:** All Parties have the right to insist upon strict performance of the Contract, and the prior failure of a Party to insist upon strict performance, or a delay in any exercise of any right or remedy, or acceptance of materials or services, shall not be deemed a waiver of any right to insist upon strict performance.
45. **ASSIGNMENT:** Contractor was selected for its special knowledge, skills, and expertise, and shall not assign the services/materials required in the Contract, in whole or in part, without the City's and District's prior written consent, which may be withheld for any reason. Any assignment without such consent shall be null and void. No assignment shall relieve Contractor (Assignor) from any of its obligations and liabilities under the Contract with respect to the City and District. The City's Purchasing Director shall have authority to consent to an assignment on behalf of the City, and the District's Board shall have authority to consent to an assignment on behalf of the District.
46. **BINDING EFFECT:** The Contract shall be binding upon and inure to the benefit of the Parties and their successors and assigns.

EMPLOYEES AND SUBCONTRACTORS

47. **SUBCONTRACTING:** Contractor was selected for its special knowledge, skills, and expertise, and shall not assign the services/materials required in the Contract, in whole or in part, without the City's and District's prior written consent, which may be withheld for any reason. The City and District reserve the right to withhold consent if the subcontractor is deemed irresponsible and/or subcontracting may negatively affect performance. All subcontracts shall comply with the underlying Contract. Contractor is responsible for Contract performance whether or not subcontractors are used.
48. **NONDISCRIMINATION:** Contractor shall not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, disability, genetic information, veteran's status, pregnancy, and/or familial status and represents and warrants that it complies with all applicable federal, state, and local laws and executive orders regarding employment. In addition, any Contractor whose business is located within City of Flagstaff limits shall comply with the Flagstaff City Code, Chapter 14-02, *Civil Rights*, which also prohibits discrimination based on sexual orientation or gender identity or expression.
49. **DRUG FREE WORKPLACE:** The City has adopted a Drug Free Workplace policy for itself and those doing business with the City to ensure the safety and health of all persons working on City contracts and projects. Contractor's personnel shall abstain from use or possession of illegal drugs while engaged in performance of the Contract.
50. **IMMIGRATION LAWS:** Pursuant to A.R.S. § 41-4401, Contractor hereby warrants to the City and District that Contractor and each of its subcontractors shall comply with all state and federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). A breach of state and/or federal immigration laws and regulations shall constitute a material breach of the Contract and shall subject Contractor to penalties up to and including termination of the Contract. The City may, at its sole discretion, conduct random verification of the employment records of the employees of the Contractor and any subcontractors to ensure compliance with all state and federal immigration laws and regulations. Neither Contractor nor any subcontractor shall be deemed to have materially breached the Contract if Contractor or subcontractor establishes that it has complied with the employment

verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the e-verify requirements prescribed by A.R.S. § 23-214(A).

DEFAULT AND TERMINATION

- 51. TERMINATION FOR DEFAULT:** Prior to terminating the Contract for a material breach, the non-defaulting Party shall give the defaulting Party written notice and reasonable opportunity to cure the default, not to exceed thirty (30) days unless a longer period of time is granted by the non-defaulting Party in writing. In the event the breach is not timely cured, or in the event of a series of repeated breaches, the non-defaulting Party may elect to terminate Contract by written notice to defaulting Party, which shall be effective upon receipt. In the event of default, the Parties may execute all remedies available at law in addition to the Contract remedies provided for herein.
- 52. CITY REMEDIES:** In the event of Contractor's default, the City and District may obtain required materials and/or services from a substitute contractor, and Contractor shall be liable to the City and District to pay for the costs of such substitute service. The City and District may deduct or offset the cost of substitute service from any balance due to Contractor, and/or seek recovery of the costs of substitute service against any performance security, and/or collect any liquidated damages provided for in the Contract. Remedies herein are not exclusive.
- 53. CONTRACTOR REMEDIES:** In the event of the City's or District's default, Contractor may pursue all remedies available at law, except as provided for herein.
- 54. TERMINATION FOR NONAPPROPRIATION OF FUNDS:** The City or District may terminate all or a portion of the Contract due to budget constraints and non-appropriation of funds for the following fiscal year, without penalty or liability to Contractor.
- 55. TERMINATION FOR CONVENIENCE:** Unless expressly provided for otherwise in the Contract, the Contract may be terminated in whole or part by the City or District for convenience upon thirty (30) days written notice, without further penalty or liability to Contractor. If the Contract is terminated, City and District shall be liable only for payment for satisfactory materials and/or services received and accepted by the City and District before the effective date of termination.
- 56. TERMINATION DUE TO INSOLVENCY:** If Contractor becomes a debtor in a bankruptcy proceeding, or a reorganization, dissolution, or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of Contractor under federal bankruptcy law or any state insolvency law, Contractor shall immediately provide the City and District with a written notice thereof. The City and/or District may terminate the Contract, and Contractor is deemed in default, at any time if the Contractor becomes insolvent, or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's ability to perform under the Contract.
- 57. PAYMENT UPON TERMINATION:** Upon termination of the Contract, the City and District will pay Contractor for satisfactory performance up until the effective date of termination. The City and District shall make final payment within thirty (30) days from receipt of the Contractor's final invoice.

- 58. CANCELLATION FOR GRATUITIES:** The City or District may cancel the Contract at any time, without penalty or further liability to Contractor, if City or District determines that Contractor has given or offered to give any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with award or performance of the Contract.
- 59. CANCELLATION FOR CONFLICT OF INTEREST:** Pursuant to A.R.S. § 38-511, if the City or District identifies a conflict of interest in the award or performance of the Contract, the City or District may cancel the Contract within three years after its execution, without penalty or further liability to Contractor.

MISCELLANEOUS

- 60. ADVERTISING:** Contractor shall not advertise or publish information concerning this Contract without the prior written consent of both the City and District.
- 61. NOTICES:** All notices given pursuant to the Contract shall be delivered at the addresses as specified in the Contract or updated by Notice to the other Parties. Notices may be: (a) personally delivered, with receipt effective upon personal delivery; (b) sent via certified mail, postage prepaid, with receipt deemed effective four days after being sent; or (c) sent by overnight courier, with receipt deemed effective two days after being sent. Notice may be sent by email as a secondary form of notice.
- 62. THIRD PARTY BENEFICIARIES:** The Contract is intended for the exclusive benefit of the Parties. Nothing herein is intended to create any rights or responsibilities to third parties.
- 63. GOVERNING LAW:** The Contract shall be construed in accordance with the laws of Arizona.
- 64. FORUM:** In the event of litigation relating to the Contract, any action at law or in equity shall be filed in Coconino County, Arizona.
- 65. ATTORNEYS' FEES:** If any action at law or in equity is necessary to enforce the terms of the Contract, the prevailing party/parties shall be entitled to recover reasonable attorneys' fees, costs, professional fees, and expenses.
- 66. FORCE MAJEURE:**
- a. There may be events that occur during the term of the Contract that are beyond the control of the Parties, including events of war, floods, labor, disputes, earthquakes, epidemics, pandemics, adverse weather conditions not reasonably anticipated, forest fires, and other acts of God ("Events"). These Events may result in a temporary delay of contractual deliverables, or the permanent inability to provide the contractual deliverables that are the subject of the Contract.
 - b. There shall be no claims arising from a temporary delay of contractual deliverables or the permanent inability to provide the contractual deliverables caused by the Events, and the City and District shall not pay additional costs incurred by Contractor as a result of such Events.
 - c. The Parties shall act in good faith to extend the Contract completion date without any

penalty to Contractor and that the extension will be in an amount of time equal to any temporary delay. This provision of the Contract supersedes all other terms regarding temporary delay, permanent shut down, or increased costs.

- 67. NO BOYCOTT OF ISRAEL:** Pursuant to A.R.S. §§ 35-393 and 35-393.01, if a Party has over ten (10) employees and the Contract is worth at least one-hundred thousand dollars and no cents (\$100,000), the Party shall certify that it is not currently engaged in, and agrees, for the duration of the Contract, will not engage in a boycott of Israel.
- 68. CHANGES TO CONTRACT:** The Contract shall not be modified within the first year after Contract award where: (a) an amendment may result in a competitive advantage that was not made available to other proposers/bidders; or (b) requests for changes may delay commencement of performance.
- 69. FORCED LABOR OF ETHNIC UYGHURS:** If Contractor engages in for-profit activity and has ten (10) or more employees, pursuant to A.R.S. § 35-394, the Contractor certifies that it does not currently, and agrees for the duration of the contract that it will not, use: 1) the forced labor of ethnic Uyghurs in the People's Republic of China; 2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and 3) any contractors, subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If the Contractor becomes aware during the term of the contract that the company is not in compliance with the written certification, the Contractor shall notify the City and District within five (5) business days after becoming aware of the noncompliance. If the Contractor does not provide the City and District with a written certification that the Contractor has remedied the noncompliance within 180 days after notifying the City and District of the noncompliance, this Contract terminates, except that if the contract termination date occurs before the end of the remedy period the Contract terminates on the Contract termination date.

EXHIBIT C
Insurance Requirements
(Attached)

EXHIBIT C

STANDARD INSURANCE REQUIREMENTS

(Last Updated May 2, 2023)

*The term "Contractor" may substitute for the term "vendors," "consultants," or "firms," depending on the purpose of the underlying Contract.

1. **IN GENERAL:** Contractor shall maintain insurance against claims for injury to persons or damage to property arising from performance of or in connection with the Contract by Contractor, its agents, representatives, employees, and/or subcontractors.
2. **REQUIREMENT TO PROCURE AND MAINTAIN:** Each insurance policy required by the Contract shall be in effect at, or before, commencement of work under the Contract and shall remain in effect until all of Contractor's obligations under the Contract have been met, including any warranty periods. Contractor's failure to maintain the insurance policies as required by the Contract, or to provide timely evidence of renewal, will be considered a material breach of the Contract.
3. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** The following insurance requirements are minimum requirements for the Contract and in no way limit the indemnity covenants contained in the Contract. The City and District do not represent or warrant that the minimum limits set forth in the Contract are sufficient to protect Contractor from liabilities that might arise out of the Contract, and Contractor is free to purchase such additional insurance as Contractor may determine is necessary.

Where applicable, as related to the Scope of Work, Contractor shall provide coverage at least as broad and with limits not less than those stated below.

a. Commercial General Liability - Occurrence Form

General Aggregate	\$2,000,000
Products/Completed Operations	\$1,000,000
Each Occurrence	\$1,000,000

b. Umbrella Coverage \$2,000,000

c. Automobile Liability

Any Automobile or Owned, Hired, and Non-owned Vehicles	\$1,000,000
Combined Single Limit Per Accident for Bodily Injury & Property Damage	

d. Workers' Compensation and Employer's Liability

Workers' Compensation	Statutory
Employer's Liability: Each Accident	\$1,000,000
Disease - Each Employee	\$1,000,000
Disease - Policy Limit	\$1,000,000

e. Professional Liability \$2,000,000

f. Network Security and Privacy Liability

Per claim	\$2,000,000
Annual Aggregate	\$2,000,000

4. **NETWORK SECURITY AND PRIVACY LIABILITY:** Contractor shall maintain the requisite insurance requirements covering all acts, errors, omissions, negligence, infringement of intellectual property (except patent and trade secret); network security and privacy risks, including but not limited to unauthorized access, failure of security, breach of privacy perils, wrongful disclosure, collection, or other negligence in the handling of confidential information, privacy perils, and including coverage for related regulatory defense and penalties; data breach expenses, including but not limited to consumer notification, whether or not required by law, computer forensic investigations, public relations and crisis management firm fees, credit file or identity monitoring, or remediation services in the performance of services for the City and District. The insurance policy shall include coverage for third-party claims. The insurance policy shall contain an affirmative coverage grant for contingent bodily injury and property damage emanating from the failure of the technology services or an error or omission in the content/information provided.
5. **SELF-INSURED RETENTION:** Any self-insured retentions must be declared to and approved by the City and District. If not approved, the City or District may require that Contractor reduce or eliminate such self-insured retentions with respect to the City and District, their officers, agents, employees, and/or subcontractors. Contractor shall be solely responsible for any self-insured retention amounts. The City or District at their option may require Contractor to secure payment of such self-insured retention by a surety bond or irrevocable and unconditional letter of credit.
6. **OTHER INSURANCE REQUIREMENTS:** The insurance policies shall contain, or be endorsed to contain, the following provisions:
- a. Additional Insured: In Commercial General Liability and Automobile Liability Coverages, the City of Flagstaff, the Summit Fire and Medical District, and their respective officers, officials, agents, employees, and/or subcontractors shall be named and endorsed as additional insureds with respect to liability arising out of the Contract and activities performed by or on behalf of Contractor, including products and completed operations of Contractor, and automobiles owned, leased, hired, or borrowed by Contractor.
 - b. Broad Form: Contractor's insurance policy shall contain broad form contractual liability coverage.
 - c. Primary Insurance: Contractor's insurance coverage shall be primary insurance with respect to the City, the District, and their respective officers, officials, agents, employees, and/or subcontractors. Any insurance or self-insurance maintained by the City, the District, and their respective officers, officials, agents, employees, and/or subcontractors shall be in excess of the coverage of Contractor's insurance and shall not contribute to it.
 - d. Each Insured: Contractor's insurance policies shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - e. Not Limited: Coverage provided by Contractor shall not be limited to the liability assumed under the indemnification provisions of the Contract.

- f. Waiver of Subrogation: The insurance policies shall contain a waiver of subrogation against the City, the District, and their respective officers, officials, agents, employees, and/or subcontractors for losses arising from work performed by Contractor for the City and District.
7. **NOTICE OF CANCELLATION**: Each insurance policy required by the insurance provisions of the Contract shall provide the required coverage and shall not be suspended, voided, cancelled, and/or reduced in coverage or in limits unless prior written notice has been given to the City and District. Notices required by this section shall be sent directly to the Procurement Agent and shall reference the Contract Number.
8. **ACCEPTABILITY OF INSURERS**: Contractor shall place insurance hereunder with insurers duly licensed or approved unlicensed companies in the State of Arizona and with a "Best's" rating of not less than A-: VII. The City and District do not represent or warrant that the above required minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.
9. **CERTIFICATES OF INSURANCE**: Contractor shall furnish the City and District with certificates of insurance (ACORD form) as required by the Contract. The certificates for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. Any policy endorsements that restrict or limit coverage shall be clearly noted on the certificate of insurance. The Contract number shall be noted on the certificates of insurance. If requested by the City or District, all certificates of insurance and endorsements must be received and approved by the City and District before the Contractor commences work.
10. **POLICIES**: The City and District reserve the right to require, and receive within ten (10) days, complete, certified copies of all insurance policies and endorsements required by the Contract. The City and District shall not be obligated, however, to review any insurance policies or to advise Contractor of any deficiencies in such policies and endorsements. The City's and District's receipt of Contractor's policies or endorsements shall not relieve Contractor from, or be deemed a waiver of, the City's and District's right to insist on strict fulfillment of Contractor's obligations under the Contract.
11. **MODIFICATIONS**: Any modification or variation from the insurance requirements in the Contract must have the prior approval of the City's Attorney's Office in consultation with the City's Risk Manager, as well as the District's attorney, whose decision shall be final. Such action will not require a formal Contract amendment but may be made by their handwritten revision and notation to the foregoing insurance requirements.

Action 7b

To: SFMD Fire Board

From: SFMD Administration

Date: November 15, 2023

Title: Fiscal Year 2022-2023 Comprehensive Annual Financial Report (CAFR)

Recommended Action: Approve the 2022-2023 CAFRs report presented by Jennifer Franks from HintonBurdick, CPA

Action Summary: Fiscal Year Audit was conducted in accordance with A.R.S. §48-251 ,A.R.S. §48-805.2, U.S. GAAP and GASBS Nos 344 & 37

Financial Impacts: Fee for service was \$14,000.00

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: We recommend continuing efforts to improve controls over year end while accounting and identifying accruals and adjustments prior to the audit.

Additional Info:

Attachments: See Audit.

Suggested Motion Approve the audit findings from HintonBurdick for fiscal year 2022-2023 as presented and approve the Comprehensive Annual Financial Report.



October 13, 2023

To the Board of Directors of
Summit Fire District
Flagstaff, Arizona

We have audited the financial statements of Summit Fire District as of and for the year ended June 30, 2023, and have issued our report thereon dated October 13, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated August 1, 2023, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Summit Fire District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We noted no findings regarding significant control deficiencies over financial and material noncompliance, and other matters noted during our audit.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence. Safeguards have been applied to eliminate identified threats to independence or reduce them to an acceptable.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Summit Fire District is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during fiscal year 2023, except for the implementation of GASB 96 as disclosed in Note 1. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are described below:

Management's estimate of accumulated depreciation and depreciation expense is based on the estimated useful lives of the assets. We evaluated the key factors and assumptions used to develop the estimated lives of the assets to determine that it seems reasonable in relation to the basic financial statements of the District for the year ended June 30, 2023, taken as a whole. The procedures used by management and the amount of depreciation expense seem reasonable at this time, however, there will usually be differences between the allowance and actual results and these differences may be material to the financial statements.

Management's estimate of accrued compensated absences (vacation and sick leave) is based on historical pay rates and the number of eligible employees. We evaluated the key factors and assumptions used to develop the compensated absences accrual in determining that it is reasonable in relation to the financial statements taken as a whole.

For purposes of measuring the net pension/OPEB liability/asset, deferred outflows of resources and deferred inflows of resources related to pensions and OPEB, and pension/OPEB expense, management's estimates have been determined on the same basis as they are reported by the Public Safety Personnel Retirement System (PSPRS) and Arizona State Retirement System (ASRS). The District's net pension/OPEB liability was measured as of June 30, 2022, and the total pension/OPEB liability used to calculate the net pension/OPEB liability was determined by an actuarial valuation as of that date. The key factors and assumptions used to develop the valuation and the accrual appear reasonable in relation to the financial statements taken as a whole.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. We did not identify any significant unusual transactions that we are required to communicate to you.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified significant misstatements and a list of the adjustments noted during the audit has been provided to management. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. Management has a list of the material misstatements that we identified as a result of our audit procedures that were brought to the attention of, and corrected by, management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Summit Fire District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. There are no unusual circumstances that affect the form and content of the auditor's report.

Representations Requested from Management

We have requested certain written representations from management, which are included in a separate letter dated October 13, 2023.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Summit Fire District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Summit Fire District's auditors.

Other Information Included in Annual Reports

Pursuant to professional standards, our responsibility as auditors for other information, whether financial or nonfinancial, included in Summit Fire District's annual reports, does not extend beyond the information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have:

We applied certain limited procedures to management's discussion and analysis and the budget to actual statements, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the governing body and management of Summit Fire District and is not intended to be and should not be used by anyone other than these specified parties.

HintonBurdick, PLLC

SUMMIT FIRE DISTRICT
FINANCIAL STATEMENTS
FISCAL YEAR ENDED JUNE 30, 2023
WITH REPORT OF
CERTIFIED PUBLIC ACCOUNTANTS

SUMMIT FIRE DISTRICT

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Independent Auditors' Report

To the Board of Directors of
Summit Fire District

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities and each major fund, of Summit Fire District, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Summit Fire District, as of June 30, 2023, and the respective changes in financial position, and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

As described in Note 1 to the financial statements, in fiscal year 2023, the District implemented the provisions of GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a

going concern for one year after the date that the financial statements are issued or when applicable, one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and pension/ other post-employment benefits (OPEB) related schedules, as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The Required Bond Disclosures are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 13, 2023 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

HintonBurdick, PLLC

Gilbert, Arizona
October 13, 2023

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BOARD OF DIRECTORS

Jim Timney

Chair

Robb Faus

Clerk

Jim Daskocil

Member

Rick Parker

Member

Scott Walton

Member

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of Summit Fire District, we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended June 30, 2023. Please read it in conjunction with the accompanying basic financial statements.

FINANCIAL HIGHLIGHTS

- Total liabilities exceed total assets (net position) by \$825,595 at the close of the fiscal year.
- Total net position increased by \$315,235.
- Total revenues from all sources were \$6,229,417 and the total cost of all District programs was \$5,914,182.
- Total revenue received in the General Fund was \$990,204 less than the final budget and expenditures were \$1,592,432 less than the final budget.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The three components of the financial statements are: (1) Government-wide financial statements which include the Statement of Net Position and the Statement of Activities. These statements provide information about the activities of the District as a whole. (2) Fund financial statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the District's operations in more detail than the government-wide statements. (3) Notes to the financial statements.

Reporting the District as a Whole

The Statement of Net Position and the Statement of Activities (Government-wide)

A frequently asked question regarding the District's financial health is whether the year's activities contributed positively to the overall financial well-being. The Statement of Net Position and the Statement of Activities report information about the District as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

The Statement of Net Position presents financial information on all of the District's assets, liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The Statement of Activities presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported for some items that will only result in cash flows in future fiscal periods.

The Statement of Net Position and the Statement of Activities, present information about the following:

- Government activities – All of the District's basic services are considered to be governmental activities. Property and fire assistance taxes, intergovernmental revenues and charges for services finance most of this activity.

- Proprietary activities/Business type activities – The District currently does not maintain any proprietary activities; all activities are accounted for as governmental activities.

Reporting the District's Most Significant Funds

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds—not the District as a whole. The District's major fund uses the accounting approaches as explained below.

- Governmental funds – All of the District's basic services are reported in governmental funds. Governmental funds focus on how resources flow in and out with the balances remaining at year-end that are available for spending. These funds are reported using an accounting method called the modified accrual accounting method, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Government fund information shows whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in a reconciliation included with the Basic Financial Statements and in footnote 2.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net position may serve over time as a useful indicator of the District's financial position. The District's combined liabilities exceed assets by \$825,595 as of June 30, 2023 as shown on the following condensed statement of net position.

	Governmental activities	
	June 30, 2023	June 30, 2022
Current and other assets	\$ 5,820,662	\$ 5,252,062
Capital assets	3,694,808	3,998,548
Total assets	9,515,470	9,250,610
Deferred outflows	1,967,498	7,626,414
Long-term liabilities outstanding	10,738,828	15,036,668
Other liabilities	941,229	942,744
Total liabilities	11,680,057	15,979,412
Deferred inflows	628,506	2,038,442
Net position:		
Net investment in capital assets	1,002,420	1,160,977
Restricted - debt service, contingency and capital outlay	1,812,188	1,812,807
Unrestricted	(3,640,203)	(4,114,614)
Total net position (deficit)	\$ (825,595)	\$ (1,140,830)

Governmental Activities

The cost of all Governmental activities this year was \$5,914,182. Program revenues totaled \$549,212 and general revenues, including taxes, investment earnings and other revenues totaled \$5,680,205.

The District's programs includes: Public Safety (fire protection services). Each program's revenues and expenses are presented below.

	Governmental activities	
	June 30, 2023	June 30, 2022
Revenues:		
Program revenues:		
Charges for services	\$ 293,959	\$ 959,301
Operating grants and contributions	255,253	44,981
General revenues:		
Taxes	5,496,407	5,279,894
Unrestricted interest earnings	51,838	11,072
Other revenues	131,960	569,515
Total revenues	6,229,417	6,864,763
Expenses:		
Public Safety	5,914,182	6,192,031
Total expenses	5,914,182	6,192,031
Increase/(decrease) in net position	315,235	672,732
Net position (deficit), beginning	(1,140,830)	(1,813,562)
Net position (deficit), ending	\$ (825,595)	\$ (1,140,830)

Total resources available during the year to finance governmental operations were \$5,088,587 consisting of net position at July 1, 2022 of (\$1,140,830), program revenues of \$549,212 and General Revenues of \$5,680,205. Total Governmental Activities expenses during the year were \$5,914,182; thus Governmental Net Position increased by \$315,235 to (\$825,595).

General Fund Budgetary Highlights

The final appropriations for the General Fund at year-end were \$1,592,432 more than actual expenditures. Actual revenues were less than the final budget by \$990,204.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

The capital assets of the District are those assets that are used in performance of District functions. Capital Assets include land, buildings and improvements, emergency vehicles, equipment and furniture and fixtures. At the end of fiscal year 2023, net capital assets of the government activities totaled \$3,694,808. Depreciation on capital assets is recognized in the Government-Wide financial statements. (See notes to the financial statements.)

Long-term Liabilities

At year end, the District had \$11,496,205 in governmental-type long-term liabilities. This amount includes compensated absences, GO Bonds and related premium and net pension liability. (See note 6 to the financial statements for detailed descriptions.)

NEXT YEAR'S BUDGET AND ECONOMIC FACTORS

In considering the District Budget for fiscal year 2024, the District Board and management were cautious as to the growth of revenues and expenditures. Overall General Fund operating expenditures were budgeted so as to contain costs at the same level as fiscal year 2023.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the government's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Mark Gaillard, Chief, 8905 Koch Field Road, Flagstaff, AZ 86004 or call (928) 526-9537.

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BASIC FINANCIAL STATEMENTS

SUMMIT FIRE DISTRICT
Statement of Net Position
June 30, 2023

	Governmental Activities
Assets	
Cash and cash equivalents	\$ 5,245,227
Receivables	386,457
Deposit	10,726
Inventory	2,514
Net OPEB asset	175,738
Capital assets not being depreciated:	
Land	616,598
Capital assets, net of accumulated depreciation:	
Buildings and improvements	2,018,045
Emergency vehicles	793,605
Equipment	249,022
Furniture and fixtures	17,538
Total assets	<u>9,515,470</u>
Deferred Outflows of Resources	
Deferred outflows related to pensions	1,946,220
Deferred outflows related to OPEB	21,278
Total deferred outflows	<u>1,967,498</u>
Liabilities	
Accounts payable and other current liabilities	183,852
Noncurrent liabilities:	
Due within one year	757,377
Due in more than one year	10,738,828
Total liabilities	<u>11,680,057</u>
Deferred Inflows of Resources	
Deferred inflows related to pensions	529,527
Deferred inflows related to OPEB	98,979
Total deferred inflows	<u>628,506</u>
Net Position	
Net investment in capital assets	1,002,420
Restricted for:	
Debt service, capital outlay and contingency	1,812,188
Unrestricted	(3,640,203)
Total net position (deficit)	<u><u>\$ (825,595)</u></u>

The accompanying notes are an integral part of the financial statements.

SUMMIT FIRE DISTRICT
Statement of Activities
For the Fiscal Year Ended June 30, 2023

	Governmental Activities
Expenses-Public safety:	
Salaries, wages, and benefits	\$ 4,316,242
Repairs and maintenance	205,699
Insurance	70,909
Legal and professional	287,164
Operating expenses	399,241
Depreciation	319,320
Interest	315,607
	<hr/>
Total program expenses	5,914,182
	<hr/>
Program revenues:	
Charges for services	293,959
Operating grants and contributions	255,253
	<hr/>
Total program revenues	549,212
	<hr/>
Net program expenses	5,364,970
	<hr/>
General revenues	
Property taxes	5,135,228
Fire District Assistance Tax (FDAT)	361,179
Investment earnings	51,838
Other revenues	131,960
	<hr/>
Total general revenues	5,680,205
	<hr/>
Change in net position	315,235
	<hr/>
Net position (deficit) - beginning	(1,140,830)
	<hr/>
Net position (deficit) - ending	\$ (825,595)
	<hr/> <hr/>

The accompanying notes are an integral part of the financial statements.

SUMMIT FIRE DISTRICT
Balance Sheet
Governmental Funds
June 30, 2023

	General Fund	PSPRS Contingency Fund	Debt Service Fund	Total Governmental Funds
Assets:				
Cash	\$ 3,321,710	\$ 1,884,932	\$ 38,585	\$ 5,245,227
Property tax receivables	132,098	-	5,835	137,933
Due from other governments	248,524	-	-	248,524
Deposit	10,726	-	-	10,726
Inventory	2,514	-	-	2,514
Total Assets	<u>\$ 3,715,572</u>	<u>\$ 1,884,932</u>	<u>\$ 44,420</u>	<u>\$ 5,644,924</u>
Liabilities:				
Accounts payable	13,812	-	-	13,812
Accrued liabilities	170,040	-	-	170,040
Total Liabilities	<u>183,852</u>	<u>-</u>	<u>-</u>	<u>183,852</u>
Deferred Inflows of Resources				
Unavailable revenue - property taxes	113,327	-	4,705	118,032
Total deferred inflows of resources	<u>113,327</u>	<u>-</u>	<u>4,705</u>	<u>118,032</u>
Fund Balance:				
Nonspendable	13,240	-	-	13,240
Restricted	-	1,772,473	39,715	1,812,188
Assigned	960,241	112,459	-	1,072,700
Unassigned	2,444,912	-	-	2,444,912
Total Fund Balance	<u>3,418,393</u>	<u>1,884,932</u>	<u>39,715</u>	<u>5,343,040</u>
Total liabilities, deferred inflows of resources and fund balance	<u>\$ 3,715,572</u>	<u>\$ 1,884,932</u>	<u>\$ 44,420</u>	<u>\$ 5,644,924</u>

The accompanying notes are an integral part of the financial statements.

SUMMIT FIRE DISTRICT
Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
June 30, 2023

Amounts reported for governmental activities in the statement of net position are different because:

Total governmental fund balances	\$ 5,343,040
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	3,694,808
Other long-term assets are not available to pay current-period expenditures and, therefore, are deferred in the funds.	118,032
Some liabilities, including notes payable and net pension/OPEB liabilities are not due and payable in the current period and therefore are not reported in the funds.	(11,496,205)
Some assets, including net OPEB assets are not available in the current period and therefore are not reported in the funds.	175,738
Deferred outflows and inflows of resources related to pensions and OPEB are applicable to future reporting periods and, therefore, are not reported in the funds.	1,338,992
Net position (deficit) of governmental activities	<u><u>\$ (825,595)</u></u>

The accompanying notes are an integral part of the financial statements.

SUMMIT FIRE DISTRICT
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Fiscal Year Ended June 30, 2023

	General Fund	PSPRS Contingency Fund	Debt Service Fund	Total Governmental Funds
Revenues:				
Property taxes	\$ 4,853,521	\$ -	\$ 291,534	\$ 5,145,055
Fire district assistance tax	361,179	-	-	361,179
Grant income	255,253	-	-	255,253
Charges for services	293,959	-	-	293,959
Interest income	51,838	-	-	51,838
Miscellaneous income	131,960	-	-	131,960
Total Revenues	<u>5,947,710</u>	<u>-</u>	<u>291,534</u>	<u>6,239,244</u>
Expenditures:				
Public safety:				
Salaries and wages	2,954,927	-	-	2,954,927
Employee benefits	930,524	-	-	930,524
Legal and professional	287,164	-	350	287,514
Education and training	12,813	-	-	12,813
Insurance	70,909	-	-	70,909
Repairs and maintenance	205,699	-	-	205,699
Supplies	109,526	-	-	109,526
Utilities	105,124	-	-	105,124
Miscellaneous	71,915	-	-	71,915
Debt service:				
Principal	-	250,000	183,470	433,470
Interest	-	217,457	108,333	325,790
Capital outlay	115,093	-	-	115,093
Total Expenditures	<u>4,863,694</u>	<u>467,457</u>	<u>292,153</u>	<u>5,623,304</u>
Excess of Revenues Over (Under) Expenditures	<u>1,084,016</u>	<u>(467,457)</u>	<u>(619)</u>	<u>615,940</u>
Other financing sources (uses)				
Transfers in	-	476,458	-	476,458
Transfers out	(476,458)	-	-	(476,458)
Total other financing sources (uses):	<u>(476,458)</u>	<u>476,458</u>	<u>-</u>	<u>-</u>
Net change in fund balance	607,558	9,001	(619)	615,940
Fund Balance - Beginning of Year	<u>2,810,835</u>	<u>1,875,931</u>	<u>40,334</u>	<u>4,727,100</u>
Fund Balance - End of Year	<u>\$ 3,418,393</u>	<u>\$ 1,884,932</u>	<u>\$ 39,715</u>	<u>\$ 5,343,040</u>

The accompanying notes are an integral part of the financial statements.

SUMMIT FIRE DISTRICT
Reconciliation of the Statement of Revenues,
Expenditures, and Changes in Fund Balances of Governmental Funds
To the Statement of Activities
For the Fiscal Year Ended June 30, 2023

Amounts reported for governmental activities in the statement of activities
are different because:

Net change in fund balance - total governmental funds	\$ 615,940
---	------------

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the costs of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation expense exceeded capital outlay in the current period.	(303,740)
--	-----------

The issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. This amount is the net effect of these differences in the treatment of long-term debt and related items.	443,653
--	---------

Pension contributions are reported as expenditures in the governmental funds when made. However, they are reported as deferred outflows of resources in the Statement of Net Position because the net pension liability is measured a year before the District's report date. Pension expense, which is the change in net pension liability adjusted for changed in deferred outflows and inflows of resources related to pension, is reported in the Statement of Activities.	(488,191)
--	-----------

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This amount represents the change in unavailable revenue - property taxes.	(9,827)
---	---------

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. This amount represent the change in accrued compensated absences and PSPRS refunds payable.	57,400
---	--------

Change in net position of governmental activities	\$ 315,235
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The accompanying notes are an integral part of the financial statements.

SUMMIT FIRE DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balance
General Fund – Budget and Actual
For the Fiscal Year Ended June 30, 2023

	Budget Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final	Amounts	
Revenues:				
Property taxes	\$ 4,871,914	\$ 4,871,914	\$ 4,853,521	\$ (18,393)
Fire district assistance tax	360,000	360,000	361,179	1,179
Grant income	550,000	550,000	255,253	(294,747)
Charges for services	1,105,188	1,105,188	293,959	(811,229)
Interest income	414	414	51,838	51,424
Miscellaneous income	50,398	50,398	131,960	81,562
Total Revenues	6,937,914	6,937,914	5,947,710	(990,204)
Expenditures:				
Public safety:				
Salaries and wages	3,693,947	3,693,947	2,954,927	739,020
Employee benefits	1,115,236	1,115,236	930,524	184,712
Legal and professional	399,844	399,844	287,164	112,680
Education and training	19,000	19,000	12,813	6,187
Insurance	70,000	70,000	70,909	(909)
Repairs and maintenance	182,474	182,474	205,699	(23,225)
Supplies	155,642	155,642	109,526	46,116
Utilities	110,040	110,040	105,124	4,916
Grant related expense	459,000	459,000	-	459,000
Miscellaneous	134,943	134,943	71,915	63,028
Capital outlay	116,000	116,000	115,093	907
Total Expenditures	6,456,126	6,456,126	4,863,694	1,592,432
Excess of Revenues Over/(Under) Expenditures	481,788	481,788	1,084,016	602,228
Other Financing Sources (Uses):				
Transfers out	(467,458)	(467,458)	(476,458)	9,000
Total other financing sources (uses):	(467,458)	(467,458)	(476,458)	9,000
Net change in fund balance	14,330	14,330	607,558	593,228
Fund Balance - Beginning of Year	2,810,835	2,810,835	2,810,835	-
Fund Balance - End of Year	\$ 2,825,165	\$ 2,825,165	\$ 3,418,393	\$ 593,228

The accompanying notes are an integral part of the financial statements.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 1. Summary of Significant Accounting Policies

Description of government-wide financial statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government and its component units. All fiduciary activities are reported only in the fund financial statements. *Governmental activities*, which normally are supported by taxes, intergovernmental revenues, and other nonexchange transactions, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges to external customers for support. Likewise, when applicable, the *primary government* is reported separately from certain legally separate *component units* for which the primary government is financially accountable.

Reporting entity

Summit Fire District (the District) was organized as a Special Service District pursuant to the provisions of Chapter 5 of Title 48 of the Arizona Revised Statutes – Special Taxing Districts, which sets forth the legal framework for a fire district. The District is located north of Flagstaff, Arizona and is established to provide fire services to the citizens in the communities of Doney Park, Timberline, Fernwood and Highway 180 identified as the Fort Valley area. The District is governed by a board of directors that is elected by the residents of the District. The terms of the directors are staggered and each director serves for four years. The District has five fire stations to serve the residents of the District and also assists in out-of-district fires. The District does not have any component units, meaning entities for which the District is considered to be financially accountable.

Basis of presentation – government-wide financial statements

While separate government-wide and fund financial statements are presented, they are interrelated. The governmental activities column incorporates data from governmental funds.

Basis of presentation – fund financial statements

The fund financial statements provide information about the government's funds. The emphasis of the District's fund financial statements is on major governmental funds, each is displayed in a separate column. Currently the District has only one fund, the General Fund.

The District reports the following major governmental funds:

The **General Fund** is the government's primary operating fund. It accounts for all financial resources of the general government.

The **PSPRS Contingency Fund** is used to record activity related to the COP bond issuance and related restricted cash. The cash is to offset the volatility in the PSPRS pension liability in future years.

The **Debt Service Fund** is used to account for legally restricted tax levies of the District which are used to meet ongoing debt service requirements.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 1. Summary of Significant Accounting Policies (Continued)

Measurement focus and basis of accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as *current financial resources* or *economic resources*. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the *current financial resources measurement* focus and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under leases are reported as other financing sources.

Property taxes, Fire District Assistance Taxes (FDAT), and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). All other revenue items are considered to be measurable and available only when cash is received by the government.

Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position/Fund Balance

Cash, cash equivalents, and investments

Cash includes cash on hand, demand deposits with banks and deposits with the Coconino County Treasurer. The District's policy allows for the investment of funds in time certificates of deposit with federally insured depositories and other investments as allowed by state statutes.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 1. Summary of Significant Accounting Policies (Continued)

Inventories and prepaid items

The costs of governmental fund-type inventories are recorded as expenditures when purchased rather than when consumed. The District's inventory of materials and supplies related to the maintenance facility is recorded at cost.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as an expenditure when consumed rather than when purchased.

Capital Assets

Capital assets, which include land, buildings, improvements, vehicles, equipment and furniture and fixtures, are reported in the governmental activities column in the government-wide statement of net position. In accordance with GASB 34, the District has opted not to retroactively report infrastructure assets. Capital assets are defined by the District as assets with an individual cost of more than \$5,000 and an estimated useful life in excess of two years. Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Depreciation of capital assets is computed and recorded by the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows:

Buildings and improvements	5-39 years
Vehicles and equipment	5-20 years
Furniture and fixtures	5-15 years

Deferred outflows/inflows of resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/ expenditure) until then. The government currently has one type of item which qualifies for reporting in this category. It is pension and OPEB related items reported on the government-wide financial statements. See footnote 8 for more information.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The government has two types of items that qualify for reporting in this category. The item, *unavailable revenue*, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from only one source, property taxes.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 1. Summary of Significant Accounting Policies (Continued)

These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The other item is pension and OPEB related items reported on the government-wide financial statements. See footnote 8 for more information.

Postemployment benefits

For purposes of measuring the net pension liability and other postemployment benefits (OPEB) assets and liabilities, deferred outflows of resources and deferred inflows of resources related to pensions and OPEB, and pension and OPEB expense, information about the plan's fiduciary net position of the Arizona State Retirement System (ASRS) and Public Safety Personnel Retirement System (PSPRS) and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by ASRS and PSPRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value

Net position flow assumption

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Leases and Subscription-based information technology arrangements

Lessee-. The District recognizes a lease liability and an intangible right-to-use lease asset (lease asset) in the government-wide financial statements. The District recognizes lease liabilities with an initial, individual value of \$5,000 or more.

At the commencement of a lease, the District initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

Key estimates and judgments related to leases include how the District determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- The District uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the District generally uses its estimated incremental borrowing rate as the discount rate for leases.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 1. Summary of Significant Accounting Policies (Continued)

- The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that the District is reasonably certain to exercise.

The District monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported with other capital assets and lease liabilities are reported with long-term debt on the statement of net position. At June 30, 2023, the District had no leases.

Subscription-based information technology arrangements: The District recognizes a subscription liability and an intangible right-to-use subscription asset in the government-wide financial statements. The District recognizes subscription liabilities with an initial, individual value of \$5,000 or more. The District uses its estimated incremental borrowing rate to measure subscription liabilities unless it can readily determine the interest rate implicit in the arrangement. At June 30, 2023, the District had no SBITAs.

Fund balance flow assumptions

Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Fund balance policies

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The government itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The governing board is the highest level of decision-making authority for the government that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 1. Summary of Significant Accounting Policies (Continued)

Amounts in the assigned fund balance classification are intended to be used by the District for specific purposes but do not meet the criteria to be classified as committed. The governing board (board) has by resolution authorized the board chairman to assign fund balance. The board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

Revenues and expenditures/expenses

Program revenues

Amounts reported as program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. All taxes, including those dedicated for specific purposes, and other internally dedicated resources are reported as general revenues rather than as program revenues.

Property taxes

Property tax revenues are recognized as revenues in the year collected or if collected within 60 days thereafter unless they are prepaid.

The County levies real property taxes on or before the third Monday in August, which become due and payable in two equal installments. The first installment is due on the first day of October and becomes delinquent after the first business day of November. The second installment is due on the first day of March of the next year and becomes delinquent after the first business day of May. The County also levies various personal property taxes during the year, which are due the second Monday of the month following receipt of the tax notice and become delinquent 30 days thereafter. A lien against real and personal property assessed attaches on the first day of January preceding the assessment and levy thereof.

Compensated Absences

Compensated absences consist of vacation leave earned by employees based on services rendered to the District. Fifty-six hour employees may accumulate up to 240 hours and forty hour employees may accumulate up to 160 hours of vacation depending on years of service, but any vacation hours in excess of the maximum amount that are unused at year-end are forfeited. General sick leave benefits are cumulative and vest with employees based on years of service with the District and are accrued as compensated balances. The liability for vested compensated absences is recorded in the government-wide statements as a non-current liability.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 1. Summary of Significant Accounting Policies (Continued)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

New Pronouncements

For the year ended June 30, 2023, Summit Fire District implemented the provisions of GASB Statement No. 96, Subscription-Based Information Technology Arrangements, which (1) defines a subscription-based information technology arrangement (SBITA); (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. The District had no SBITAs as of June 30, 2023.

Note 2. Reconciliation of Government-Wide and Fund Financial Statements

Explanation of certain differences between the governmental fund balance sheet and government-wide statement of net position:

The governmental fund balance sheet includes a reconciliation between total governmental fund balances and net position of governmental activities as reported in the government-wide statement of net position. The differences primarily result from the long-term economic focus of the statement of net position versus the current financial resources focus of the governmental fund balance sheet.

When capital assets (property, plant and equipment) that are to be used in governmental activities are purchased or constructed, the cost of those assets are reported as expenditures in governmental funds. However, the statement of net position includes those capital assets among the assets of the District as a whole.

Cost of capital assets	\$ 7,998,556
Accumulated depreciation	<u>(4,303,748)</u>
Net adjustment to increase fund balance - total governmental funds to arrive at net position - governmental activities	<u><u>\$ 3,694,808</u></u>

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 2. Reconciliation of Government-Wide and Fund Financial Statements (Continued)

Explanation of differences between governmental fund statement of revenues, expenditures, and changes in fund balance and the government-wide statement of activities:

The governmental fund statement of revenues, expenditures, and changes in fund balance includes a reconciliation between net changes in fund balances-total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities. The first element of this reconciliation states that capital outlays are reported in the governmental funds as expenditures while the government-wide statement of activities allocates these costs over the useful lives of the assets as depreciation. While shown in the reconciliation as the net difference, the elements of this difference are as follows:

Capital outlay	\$ 15,580
Depreciation expense	<u>(319,320)</u>
Net adjustment to decrease net changes in fund balance - total governmental funds to arrive at changes in net position - governmental activities	<u><u>\$ (303,740)</u></u>

Note 3. Stewardship, Compliance and Accountability

Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with GAAP for all governmental funds. Budgeted amounts are as originally adopted, or as amended by the Board.

Budgetary Process: State law requires that on or before the third Monday in July of each fiscal year, the Board must adopt a tentative budget. Once this tentative budget has been adopted, the expenditures may not be increased upon final adoption, however, they may be decreased.

Final Budget Adoption: State law specifies that exactly seven days prior to the day the property tax levy is adopted, the Board must adopt the final budget for the fiscal year. The date in State law for adoption of the tax levy is on or before the third Monday in August. The adopted budget then becomes the amount proposed for expenditure in the upcoming fiscal year. The adoption of the final budget may take place through a simple motion approved by the Board.

For management purposes, the District adopts a budget for departments within the General Fund. The Fire Chief is authorized to transfer budgeted amounts within departments; however, any revisions that alter total expenditures must be approved by the Board. Budget amendments are required to increase expenditure budgets. Expenditures may not legally exceed budgeted appropriations at the local activity level.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 3. Stewardship, Compliance and Accountability (Continued)

Expenditures over Appropriations

Expenditures may not legally exceed budgeted appropriations at the fund level. The Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual report as listed in the table of contents present expenditures/expenses over appropriations for the year ended June 30, 2023, if any.

Note 4. Deposits and Investments

Deposits as of the District at June 30, 2023 consist of the following:

	Fair Value
Deposits:	
Cash on hand (General Fund)	\$ 2,759
Cash on deposit with the	
Coconino County Treasurer (General Fund)	3,318,951
Coconino County Treasurer (Debt Service Fund)	38,585
Coconino County Treasurer (PSPRS Contingency Fund)	1,884,932
Total deposits	<u>\$ 5,245,227</u>

Deposits

Custodial Credit Risk

For deposits this is the risk that in the event of a bank failure, the government's deposit may not be returned to it. The District does not have a formal policy for custodial credit risk. As of June 30, 2023, none of the District's bank balance of \$5,344,523 was exposed to custodial credit risk because it was insured and collateralized.

The District maintains a bank account at a local bank to record bank activity related to wildland suppression.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 4. Deposits and Investments (Continued)

Investments

The District's policy allows for the investment of funds in time certificates of deposit with federally insured depositories, investment in the county treasurer's pool, and other investments as allowed by state statutes. Eligible Arizona depositories as defined by state statutes are any commercial bank or savings and loan association with its principal place of business in the state of Arizona, which are insured by the federal deposit insurance corporation, or any other insuring instrumentality of the United States. The District had no investments as of June 30, 2023.

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The District had no assets measured at fair value as of June 30, 2023.

Interest rate risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The District's policy for managing its exposure to fair value loss arising from increasing interest rates is to comply with the state statutes which define allowable investments.

Credit risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The District's policy for reducing exposure to credit risk is to comply with the state statutes which define allowable investments.

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SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 5. Capital Assets

The following table summarizes changes to capital assets for the year ended June 30, 2023:

Governmental Activities:	Balance 06/30/22	Additions	Deletions	Balance 06/30/23
Capital assets, not being depreciated:				
Land and land improvements	\$ 616,598	\$ -	\$ -	\$ 616,598
Total capital assets, not being depreciated	616,598	-	-	616,598
Capital assets, being depreciated:				
Buildings and improvements	3,899,628	-	-	3,899,628
Emergency vehicles	2,505,125	15,580	-	2,520,705
Equipment	919,844	-	-	919,844
Furniture and fixtures	41,781	-	-	41,781
Total capital assets, being depreciated	7,366,378	15,580	-	7,381,958
Less accumulated depreciation for:				
Buildings and improvements	(1,755,577)	(126,006)	-	(1,881,583)
Emergency vehicles	(1,616,716)	(110,384)	-	(1,727,100)
Equipment	(591,201)	(79,621)	-	(670,822)
Furniture and fixtures	(20,934)	(3,309)	-	(24,243)
Total accumulated depreciation	(3,984,428)	(319,320)	-	(4,303,748)
Total capital assets, being depreciated, net	3,998,548	(303,740)	-	3,694,808
Governmental activities capital assets, net	\$ 3,998,548	\$ (303,740)	\$ -	\$ 3,694,808

Depreciation expense of \$319,320 was charged to the public safety function of the District.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 6. Long-Term Liabilities

The following is a summary of changes in long-term liabilities for the year ended June 30, 2023:

Governmental Activities:	Balance 06/30/22	Additions	Retirements	Balance 06/30/23	Current Portion
Compensated absences	\$ 389,392	\$ 192,583	\$ (249,983)	\$ 331,992	\$ 282,193
Net Pension/OPEB Liabilities	4,840,872	-	(3,814,047)	1,026,825	-
Notes from Direct Borrowings					
County Loan	48,470	-	(48,470)	-	-
Bonds from Direct Placements					
GO Bond, Series 2017	2,695,000	-	(135,000)	2,560,000	140,000
Unamortized premium	142,571	-	(10,183)	132,388	10,184
Certificates of Participation					
Taxable Series 2021	7,695,000	-	(250,000)	7,445,000	325,000
Total	\$ 15,811,305	\$ 192,583	\$ (4,507,683)	\$ 11,496,205	\$ 757,377

In February 2017, the District entered into a bond purchase agreement with Stifel, Nicolaus & Company, Incorporated. The Arizona General Obligation Bonds, Series 2017 have a par amount of \$3,300,000. Under the terms of the agreement, the average annual payment is \$242,160 with an all-in true interest cost of 3.78%. The balance outstanding at June 30, 2023 was \$2,560,000.

In June 2018, the District entered into a loan agreement with Coconino County in order to finance the first year's bond payments on the Arizona General Obligation Bonds, Series 2017 mentioned above. The loan payable to Coconino County totaled \$242,350. Under the terms of the agreement, annual principal payments were made in the amount of \$48,470 with semi-annual interest payments at a rate of 2.20%. The balance was paid in full at June 30, 2023.

In November 2021, the District issued the Taxable Series 2021 certificates of participation to pay the unfunded PSPRS net pension liability. Payments are due in annual principal and semiannual interest installments, bearing interest at 0.60% to 3.4%, maturing June 15, 2038. The certificates of participation are secured by fire stations #31, #33, and #37. \$5,767,773 of the debt proceeds were remitted to PSPRS during the year ended June 30, 2022. Due to the one-year reporting delay by PSPRS, this was not reflected in the District's pension/OPEB liability until fiscal year 2023. The balance outstanding at June 30, 2023 was \$7,445,000.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 6. Long-Term Liabilities (Continued)

Debt service maturities are as follows:

Bonds Payable from Direct Placements			
Year Ending June 30	GO Bond, Series 2017	COP Taxable Series 2021	Total
2024	\$ 140,000	\$ 325,000	\$ 465,000
2025	145,000	395,000	540,000
2026	150,000	430,000	580,000
2027	155,000	450,000	605,000
2028	165,000	455,000	620,000
2029-2033	920,000	2,485,000	3,405,000
2034-2038	885,000	2,905,000	3,790,000
Total	<u>\$ 2,560,000</u>	<u>\$ 7,445,000</u>	<u>\$ 10,005,000</u>

Note 7. Interfund Transfers

As of June 30, 2023 interfund transfers are as follows:

	<u>Transfers Out:</u>	
<u>Transfers In:</u>	<u>General Fund</u>	<u>Total</u>
PSPRS Contingency Fund	\$ 476,458	\$ 476,458
Total	\$ 476,458	\$ 476,458

This transfer occurred to provide for the PSPRS COP debt payments.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 8. Pensions and Other Postemployment Benefits

The District contributes to the plans described below. The plans are component units of the State of Arizona.

At June 30, 2023, the District reported the following aggregate amounts related to pensions and other postemployment benefits (OPEB) for all plans to which it contributes:

Statement of Net Position and Statement of Activities	ASRS	PSPRS	Governmental Activities
Net pension and OPEB asset	\$ 9,153	\$ 166,585	\$ 175,738
Net pension and OPEB liability	261,318	765,507	1,026,825
Deferred outflows of resources	45,911	1,921,587	1,967,498
Deferred inflows of resources	43,029	585,477	628,506
Pension/OPEB expense	15,486	761,658	777,144

The District's accounts payable and other current liabilities includes \$19,210 of outstanding pension and OPEB contribution amounts payable to all pension plans for the year ended June 30, 2023. Also, the District reported \$278,011 of pension and OPEB contributions as expenditures in the governmental funds related to all pension plans to which it contributes.

Arizona State Retirement System (ASRS)

Plan description – The District participates in the Arizona State Retirement System (ASRS). The ASRS administers a cost-sharing multiple-employer defined benefit pension plan, a cost-sharing multiple-employer defined benefit health insurance premium benefit (OPEB) plan, and a cost-sharing multiple-employer defined benefit long-term disability (OPEB) plan. The Arizona State Retirement System Board governs the ASRS according to the provisions of A.R.S. Title 38, Chapter 5, Articles 2 and 2.1. The ASRS issues a publicly available financial report that includes its financial statements and required supplementary information. The report is available on its website at www.azasrs.gov.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 8. Pensions and Other Postemployment Benefits (Continued)

Benefits provided – The ASRS provides retirement, health insurance premium supplement, long-term disability, and survivor benefits. State statute establishes benefit terms. Retirement benefits are calculated on the basis of age, average monthly compensation, and service credit as follows:

	Initial Membership Date Before July 1, 2011	Initial Membership Date On or After July 1, 2011
Years of service and age required to receive benefit	Sum of years and age equals 80 10 years, age 62 5 years, age 50* any years, age 65	30 years, age 55 25 years, age 60 10 years, age 62 5 years, age 50* any years, age 65
Final average salary is based on	Highest 36 consecutive months of last 120 months	Highest 60 consecutive months of last 120 months
Benefit percent per year of service	2.1% to 2.3%	2.1% to 2.3%

* With actuarially reduced benefits.

Retirement benefits for members who joined the ASRS prior to September 13, 2013, are subject to automatic cost-of-living adjustments based on excess investment earning. Members with a membership date on or after September 13, 2013, are not eligible for cost-of-living adjustments. Survivor benefits are payable upon a member's death. For retired members, the retirement option chosen determines the survivor benefit. For all other members, the beneficiary is entitled to the member's account balance that includes the member's contributions and employer's contributions, plus interest earned.

Health insurance premium benefits are available to retired or disabled members with 5 years of credited service. The benefits are payable only with respect to allowable health insurance premiums for which the member is responsible. For members with 10 or more years of service, benefits range from \$100 per month to \$260 per month depending on the age of the member and dependents. For members with 5 to 9 years of service, the benefits are the same dollar amounts as above multiplied by a vesting fraction based on completed years of service.

Active members are eligible for a monthly long-term disability benefit equal to two-thirds of monthly earnings. Members receiving benefits continue to earn service credit up to their normal retirement dates. Members with long-term disability commencement dates after June 30, 1999, are limited to 30 years of service or the service on record as of the effective disability date if their service is greater than 30 years.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 8. Pensions and Other Postemployment Benefits (Continued)

Contributions – In accordance with state statutes, annual actuarial valuations determine active member and employer contribution requirements. The combined active member and employer contribution rates are expected to finance the costs of benefits employees earn during the year, with an additional amount to finance any unfunded accrued liability. For the year ended June 30, 2023, statute required active ASRS members to contribute at the actuarially determined rate of 12.17 percent (12.03 percent for retirement and 0.14 percent for long-term disability) of the members' annual covered payroll, and statute required the District to contribute at the actuarially determined rate of 12.17 percent (11.92 percent for retirement, 0.11 percent for health insurance premium benefit, and 0.14 percent for long-term disability) of the active members' annual covered payroll.

The District's contributions to the pension, health insurance premium benefit, and long term disability plans for the year ended June 30, 2023, were \$26,566, \$245, and \$312, respectively.

Liability – At June 30, 2023, the District reported the following asset and liabilities for its proportionate share of the ASRS' net pension/OPEB asset or liability.

	Net pension/OPEB (asset) liability
Pension	\$ 261,156
Health insurance premium benefit	(9,153)
Long-term disability	162

The net asset and liabilities were measured as of June 30, 2022. The total liability used to calculate the net asset or net liability was determined using update procedures to roll forward the total liability from an actuarial valuation as of June 30, 2021, to the measurement date of June 30, 2022.

The District's proportion of the net asset or net liability was based on the District's actual contributions to the plan relative to the total of all participating employers' contributions for the year ended June 30, 2022. The District's proportions measured as of June 30, 2022, and the change from its proportions measured as of June 30, 2021, were:

	Proportion June 30, 2021	Proportion June 30, 2022	Increase (decrease) from June 30, 2021
Pension	0.00190%	0.00160%	-0.00030%
Health insurance premium benefit	0.00195%	0.00164%	-0.00031%
Long-term disability	0.00194%	0.00175%	-0.00019%

Expense – For the year ended June 30, 2023, the District recognized the following pension and OPEB expense.

	Net pension/OPEB (asset) liability
Pension	\$ 261,156
Health insurance premium benefit	(9,153)
Long-term disability	162

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 8. Pensions and Other Postemployment Benefits (Continued)

Deferred outflows/inflows of resources –At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to pensions and OPEB from the following sources:

	Pension		Health Insurance Premium Benefit		Long-term disability	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 2,225	\$ -	\$ -	\$ 4,671	\$ 84	\$ 151
Changes of assumptions or other inputs	12,962	-	149	250	88	394
Net difference between projected and actual earnings on pension plan investments	-	6,879	-	308	-	5
Changes in proportion and differences between contributions and proportionate share of contributions	2,865	30,265	358	20	57	86
Contributions subsequent to the measurement date	26,566	-	245	-	312	-
Total	<u>\$ 44,618</u>	<u>\$ 37,144</u>	<u>\$ 752</u>	<u>\$ 5,249</u>	<u>\$ 541</u>	<u>\$ 636</u>

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 8. Pensions and Other Postemployment Benefits (Continued)

The amounts reported as deferred outflows of resources related to ASRS pensions and OPEB resulting from District contributions subsequent to the measurement date will be recognized as an increase of the net asset or a reduction of the net liability in the year ending June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to ASRS pensions and OPEB will be recognized as expense as follows:

Year Ended June 30,	Pension	Health Insurance Premium Benefit	Long-term disability
2024	\$ (694)	\$ (1,322)	\$ (34)
2025	(17,464)	(1,445)	(44)
2026	(11,944)	(1,591)	(82)
2027	11,010	(168)	(11)
2028	-	(216)	(83)
Thereafter	-	-	(153)

Actuarial Assumptions – The significant actuarial assumptions used to measure the total pension/OPEB liability are as follows:

Actuarial valuation date	June 30, 2021
Actuarial roll forward date	June 30, 2022
Actuarial cost method	Entry age normal
Investment rate of return	7.0%
Projected salary increases	2.9-8.4% for pensions/not applicable for OPEB
Inflation	2.3%
Permanent benefit increase	Included for pensions/not applicable for OPEB
Mortality rates	2017 SRA Scale U-MP for pensions and health insurance
Recovery Rates	2012 GLDT for long-term disability
Healthcare cost trend rate	Not Applicable

Actuarial assumptions used in the June 30, 2021, valuation were based on the results of an actuarial experience study for the 5-year period ended June 30, 2020.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 8. Pensions and Other Postemployment Benefits (Continued)

The long-term expected rate of return on ASRS plan investments was determined to be 7.0 percent using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Geometric Real Rate of Return
Equity	50%	3.90%
Fixed income-credit	20%	5.30%
Fixed income-interest rate sensitive	10%	(0.20%)
Real estate	20%	6.00%
Totals	100%	

Discount Rate – At June 30, 2022, the discount rate used to measure the ASRS total pension/OPEB liability was 7.0 percent. The projection of cash flows used to determine the discount rate assumed that contributions from participating employers will be made based on the actuarially determined rates based on the ASRS Board's funding policy, which establishes the contractually required rate under Arizona statute. Based on those assumptions, the plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension/OPEB liability.

Sensitivity of the proportionate share of the net pension/OPEB (asset) liability to changes in the discount rate – The following table presents the District's proportionate share of the net pension/OPEB (asset) liability calculated using the discount rate of 7.0 percent, as well as what the District's proportionate share of the net pension/OPEB (asset) liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.0 percent) or 1 percentage point higher (8.0 percent) than the current rate:

	1% Decrease (6.0%)	Discount Rate (7.0%)	1% Increase (8.0%)
Proportionate share of the			
Net pension liability	\$ 385,327	\$ 261,156	\$ 157,616
Net insurance premium benefit liability (asset)	(6,581)	(9,153)	(11,335)
Net long-term disability liability	268	162	59

Plan fiduciary net position – Detailed information about the plan's fiduciary net position is available in the separately issued ASRS financial report.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 8. Pensions and Other Postemployment Benefits (Continued)

Public Safety Personnel Retirement System (PSPRS)

Plan description – District employees who are regularly assigned hazardous duty participate in the Public Safety Personnel Retirement System (PSPRS) or employees who became members on or after July 1, 2017, may participate in the Public Safety Personnel Defined Contribution Retirement Plan (PSPDCRP). The PSPRS administers agent and cost-sharing multiple-employer defined benefit pension plans and agent and cost-sharing multiple-employer defined benefit health insurance premium benefit (OPEB) plans. A nine-member board known as the Board of Trustees and the participating local boards govern the PSPRS according to the provisions of A.R.S. Title 38, Chapter 5, Article 4. Employees who were PSPRS members before July 1, 2017, participate in the agent plans, and those who became PSPRS members on or after July 1, 2017, participate in the cost-sharing plans (PSPRS Tier 3 Risk Pool).

The PSPRS issues a publicly available financial report that includes financial statements and required supplementary information for PSPRS. The report is available on the PSPRS website at www.psprs.com.

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SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 8. Pensions and Other Postemployment Benefits (Continued)

Benefits provided – The PSPRS provides retirement, health insurance premium supplement, disability, and survivor benefits. State statute establishes benefit terms. Retirement, disability, and survivor benefits are calculated on the basis of age, average monthly compensation, and service credit as follows:

	Initial Membership Date Before January 1, 2012	Initial Membership Date On or After January 1, 2012 and before July 1, 2017
Retirement and Disability		
Years of service and age required to receive benefit	20 years of service, any age 15 years of service, age 62	25 years of service or 15 years of credited service, age 52.5
Final average salary is based on	Highest 36 consecutive months of last 20 years	Highest 60 consecutive months of last 20 years months
Benefit percent		
Normal Retirement	50% less 2.0% for each year of credited service less than 20 years OR plus 2.0% to 2.5% for each year of credited service over 20 years, not to exceed 80%	1.5% to 2.5% per year of credited service, not to exceed 80%
Accidental Disability Retirement	50% or normal retirement, whichever is greater	
Catastrophic Disability Retirement	90% for the first 60 months then reduced to either 62.5% or normal retirement, whichever is greater	
Ordinary Disability Retirement	Normal retirement calculated with actual years of credited service or 20 years of credited service, whichever is greater, multiplied by years of credited service (not to exceed 20 years) divided by 20	
Survivor Benefit		
Retired Members	80% to 100% of retired member's pension benefit	
Active Members	80% to 100% of accidental disability retirement benefit or 100% of average monthly compensation if death was the result of injuries received on the job	

Retirement and survivor benefits are subject to automatic cost-of-living adjustments based on inflation. PSPRS also provides temporary disability benefits of 50 percent of the member's compensation for up to 12 months.

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 8. Pensions and Other Postemployment Benefits (Continued)

Health insurance premium benefits are available to retired or disabled members with 5 years of credited service. The benefits are payable only with respect to allowable health insurance premiums for which the member is responsible. Benefits range from \$100 per month to \$260 per month depending on the age of the member and dependents

Employees covered by benefit terms – At June 30, 2023, the following employees were covered by the agent pension plans' benefit terms:

	<u>Pension</u>	<u>Health</u>
Inactive employees or beneficiaries currently receiving benefits	13	13
Inactive employees entitled to but not yet receiving benefits	11	3
Active employees	23	23
Total	<u>47</u>	<u>39</u>

Contributions – State statutes establish the pension contribution requirements for active PSPRS employees. In accordance with state statutes, annual actuarial valuations determine active member and employer contribution requirements for pension and health insurance premium benefits. The combined active member and employer contribution rates are expected to finance the costs of benefits employees earn during the year, with an additional amount to finance any unfunded accrued liability. Contribution rates for the year ended June 30, 2023, are indicated below. Rates are a percentage of active members' annual covered payroll.

	<u>Active member - Pension</u>	<u>District - Pension</u>	<u>District-Health insurance premium</u>
PSPRS	7.65%	34.99%	0.00%
PSPRS Tier 3 risk pool	9.94%	9.82%	0.12%

Also, statute required the District to contribute at the actuarially determined rate of 22.07 percent (21.80 percent for pension and 0.27 percent for health insurance premium benefit) of the annual covered payroll of District employees who were PSPRS Tier 3 Risk Pool members, in addition to the District's required contributions to the PSPRS Tier 3 Risk Pool for these District employees.

The District's contributions to the plans for the year ended June 30, 2023 were:

	<u>Pension</u>	<u>Health insurance premium benefit</u>
PSPRS	\$ 211,162	\$ -
PSPRS Tier 3 risk pool	60,636	-

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 8. Pensions and Other Postemployment Benefits (Continued)

Liability – At June 30, 2023, the District reported a net pension liability of \$765,507 and a net OPEB asset of \$166,585. The net assets and net liabilities were measured as of June 30, 2022, and the total liability used to calculate the net asset or liability was determined by an actuarial valuation as of that date. The total liabilities as of June 30, 2022, reflect changes of actuarial assumptions, including decreasing the investment rate of return from 7.3 percent to 7.2 percent, changing the wage inflation from 3.5 percent to a range of 3.0 – 6.25 percent, and increasing the cost-of-living adjustment from 1.75 percent to 1.85 percent.

Actuarial assumptions – The significant actuarial assumptions used to measure the total pension/OPEB liability are as follows:

Actuarial valuation date	June 30, 2022
Actuarial cost method	Individual Entry Age Normal
Investment rate of return	7.2%
Wage inflation	3.0 - 6.25% for pensions/not applicable for OPEB
Price inflation	2.5% for pensions/not applicable for OPEB
Cost-of living adjustment	1.85% for pensions/not applicable for OPEB
Mortality rates	PubS-2010 tables
Healthcare cost trend rates	Not applicable

Actuarial assumptions used in the June 30, 2022, valuation were based on the results of an actuarial experience study for the 5-year period ended June 30, 2021.

The long-term expected rate of return on PSPRS plan investments was determined to be 7.2 using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of plan investment expense and inflation) are developed for each major asset class. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Geometric Real Rate of Return
U.S public equity	24.00%	3.49%
International public equity	16.00%	4.47%
Global private equity	20.00%	7.18%
Other assets (capital appreciation)	7.00%	4.83%
Core bonds	2.00%	0.45%
Private credit	20.00%	5.10%
Diversifying strategies	10.00%	2.68%
Cash-Mellon	1.00%	-0.35%
Total	100.00%	

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 8. Pensions and Other Postemployment Benefits (Continued)

Discount Rate – At June 30, 2022, the discount rate used to measure the PSPRS total pension/OPEB liabilities was 7.2 percent, which was a decrease of 0.1 from the discount rate used as of June 30, 2021. The projection of cash flows used to determine this Single Discount Rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension/OPEB liability.

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SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 8. Pensions and Other Postemployment Benefits (Continued)

Changes in the Net Pension/OPEB Liability

	Pension Increase (decrease)			Health insurance premium benefit Increase (decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances at June 30, 2022	\$ 19,447,530	\$ 14,856,710	\$ 4,590,820	\$ 271,110	\$ 490,605	\$ (219,495)
Changes for the year:		-			-	
Service cost	443,453	-	443,453	10,132	-	10,132
Interest on total pension/OPEB liability	1,429,763	-	1,429,763	20,417	-	20,417
Changes of benefit terms	-	-	-	-	-	-
Difference between expected and actual experience in the measurement of the pension/OPEB liability	(283,544)	-	(283,544)	(8,975)	-	(8,975)
Changes of assumptions	319,754	-	319,754	12,032	-	12,032
Contributions - employer	-	6,331,314	(6,331,314)	-	371	(371)
Contributions - employee	-	170,381	(170,381)	-	-	-
Net investment income	-	(753,591)	753,591	-	(19,331)	19,331
Benefit payments, including refunds of employee contributions	(610,372)	(610,372)	-	(3,124)	(3,124)	-
Plan administrative expenses	-	(13,365)	13,365	-	(344)	344
Other changes*	-	-	-	-	-	-
Net changes	1,299,054	5,124,367	(3,825,313)	30,482	(22,428)	52,910
Balances at June 30, 2023	\$ 20,746,584	\$ 19,981,077	\$ 765,507	\$ 301,592	\$ 468,177	\$ (166,585)

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 8. Pensions and Other Postemployment Benefits (Continued)

Sensitivity of the proportionate share of the net pension/OPEB (asset) liability to changes in the discount rate – The following table presents the District's net pension/OPEB (asset) liability calculated using the discount rates noted above, as well as what the District's net pension/OPEB (asset) liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.2 percent) or 1 percentage point higher (8.2 percent) than the current rate:

	1% Decrease (6.20%)	Discount Rate (7.20%)	1% Increase (8.20%)
Proportionate share of			
Net pension (asset) / liability	\$ 3,876,477	\$ 765,507	\$ (1,752,329)
Net OPEB (asset)/ liability	(127,878)	(166,585)	(199,090)

Plan fiduciary net position – Detailed information about the plan's fiduciary net position is available in the separately issued PSPRS financial report.

Expense and deferred outflows/inflows of resources – For the year ended June 30, 2023, the District recognized pension expense for PSPRS of \$271,798 and OPEB expense of \$0. At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to pensions and OPEB from the following sources:

	Pension		Health Insurance Premium Benefit	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 482,226	\$ 492,383	\$ 404	\$ 86,343
Changes in assumptions	615,486	-	11,705	6,751
Net difference between projected and actual earnings on pension/OPEB plan investments	532,092	-	7,876	-
Contributions subsequent to the measurement date	271,798	-	-	-
Total	<u>\$ 1,901,602</u>	<u>\$ 492,383</u>	<u>\$ 19,985</u>	<u>\$ 93,094</u>

The amounts reported as deferred outflows of resources related to pensions and OPEB resulting from District contributions subsequent to the measurement date will be recognized as an increase in the net asset or a reduction of the net liability in the year ending June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions and OPEB will be recognized as expenses as follows:

Year Ended June 30	Pension	Health Insurance Premium Benefit
2024	\$ 350,692	\$ (14,994)
2025	232,799	(16,389)
2026	49,006	(20,965)
2027	505,046	(5,400)
2028	(122)	(14,968)
Thereafter	-	(393)

SUMMIT FIRE DISTRICT
Notes to the Financial Statements
June 30, 2023

Note 9. Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets and natural disasters. The District has insurance protection and the limit for basic coverage is for \$1,000,000 per occurrence on a claims made basis. No significant reduction in insurance coverage occurred during the year and no settlements exceeded insurance coverage during any of the past three fiscal years.

Note 10. Intergovernmental Agreements

On January 1, 2016, the District entered into an agreement with the City of Flagstaff (City) for the City to provide management services to the District. The purpose of this agreement is to authorize the City Fire Chief to also function as the District Fire Chief. The initial term of the agreement is two years. The District and City extended the agreement effective September 2018. The District will compensate the City \$142,500 annually for the management services provided. The agreement may be terminated by either party upon thirty days written notice.

Note 11. Contingencies

The District is involved with various matters of litigation from year to year. It is the opinion of the District that these cases will be handled by the District's insurance coverage or that they will not have a material effect on the District's financial condition.

Required Supplementary Information

SUMMIT FIRE DISTRICT
Schedule of the Proportionate Share of the Net Pension/OPEB Liability
June 30, 2023

ASRS - Pension	Reporting Fiscal Year (Measurement Date)								
	2023 (2022)	2022 (2021)	2021 (2020)	2020 (2019)	2019 (2018)	2018 (2017)	2017 (2016)	2016 (2015)	2015 (2014)
Proportion of the net pension liability (asset)	0.001600%	0.001900%	0.001840%	0.001850%	0.001760%	0.001760%	0.001780%	0.001148%	0.001148%
Proportionate share of the net pension liability (asset)	\$ 261,156	\$ 249,652	\$ 318,808	\$ 269,197	\$ 245,458	\$ 274,174	\$ 287,310	\$ 181,849	\$ 169,899
Covered payroll	\$ 210,626	\$ 183,361	\$ 200,624	\$ 194,654	\$ 174,784	\$ 171,421	\$ 171,772	\$ 116,192	\$ 79,080
Proportionate share of the net pension liability (asset) as a percentage of its covered payroll	123.99%	136.15%	140.44%	140.44%	140.44%	159.94%	167.26%	156.51%	214.84%
Plan fiduciary net position as a percentage of the total pension liability	74.26%	78.58%	69.33%	73.24%	73.40%	69.92%	67.06%	68.35%	69.49%

Note: The District implemented GASB 68 in fiscal year 2015. Prior year information is not available.

SUMMIT FIRE DISTRICT
Schedule of the Proportionate Share of the Net Pension/OPEB Liability
June 30, 2023

ASRS - Health insurance premium benefit	Reporting Fiscal Year (Measurement Date)					
	2023 (2022)	2022 (2021)	2021 (2020)	2020 (2019)	2019 (2018)	2018 (2017)
Proportion of the net OPEB (asset)	0.001640%	0.001950%	0.001880%	0.001790%	0.001790%	0.001780%
Proportionate share of the net OPEB (asset)	\$ (9,153)	\$ (9,501)	\$ (1,331)	\$ (522)	\$ (645)	\$ (969)
Covered payroll	\$ 210,626	\$ 183,361	\$ 200,624	\$ 194,654	\$ 174,784	\$ 171,421
Proportionate share of the net OPEB (asset) as a percentage of its covered payroll	-4.35%	-5.18%	-0.66%	-0.27%	-0.37%	-0.57%
Plan fiduciary net position as a percentage of the total OPEB liability	137.79%	130.24%	104.33%	101.62%	102.20%	103.57%
ASRS - Long-term disability	Reporting Fiscal Year (Measurement Date)					
	2023 (2022)	2022 (2021)	2021 (2020)	2020 (2019)	2019 (2018)	2018 (2017)
Proportion of the net OPEB (asset)	0.001750%	0.001940%	0.001860%	0.001870%	0.001760%	0.001760%
Proportionate share of the net OPEB (asset)	\$ 162	\$ 400	\$ 1,411	\$ 1,218	\$ 920	\$ 638
Covered payroll	\$ 210,626	\$ 183,361	\$ 200,624	\$ 194,654	\$ 174,784	\$ 171,421
Proportionate share of the net OPEB (asset) as a percentage of its covered payroll	0.08%	0.22%	0.70%	0.63%	0.53%	0.37%
Plan fiduciary net position as a percentage of the total OPEB liability	95.40%	90.38%	72.85%	72.85%	77.83%	84.44%

Note: The District implemented GASB 75 in fiscal year 2018. Prior year information is not available.

SUMMIT FIRE DISTRICT
Schedule of Changes in the Net Pension/OPEB Liability and Related Ratios
June 30, 2023

PSPRS - Pension

	Reporting Fiscal Year (Measurement Date)								
	2023 (2022)	2022 (2021)	2021 (2020)	2020 (2019)	2019 (2018)	2018 (2017)	2017 (2016)	2016 (2015)	2015 (2014)
Total pension liability									
Service cost	\$ 443,453	\$ 448,043	\$ 446,975	\$ 508,129	\$ 482,000	\$ 538,989	\$ 405,614	\$ 422,334	\$ 439,618
Interest on total pension liability	1,429,763	1,306,231	1,221,503	1,159,552	1,098,327	1,002,553	878,953	771,693	708,033
Changes of benefit terms*	-	-	-	-	-	98,111	1,268,601	-	11,561
Difference between expected and actual experience of the total net pension liability	(283,544)	526,926	42,215	(162,718)	(249,080)	131,152	(301,119)	683,292	(478,387)
Changes of assumptions	319,754	-	-	331,352	-	332,203	511,145	-	335,837
Benefit payments, including refunds of employee contributions	(610,372)	(558,403)	(543,817)	(879,914)	(662,109)	(537,134)	(781,596)	(223,585)	(170,546)
Net change in total pension liability	1,299,054	1,722,797	1,166,876	956,401	669,138	1,565,874	1,981,598	1,653,734	846,116
Total pension liability - beginning	19,447,530	17,724,733	16,557,857	15,601,456	14,932,318	13,366,444	11,384,846	9,731,112	8,884,996
Total pension liability - ending (a)	\$ 20,746,584	\$ 19,447,530	\$ 17,724,733	\$ 16,557,857	\$ 15,601,456	\$ 14,932,318	\$ 13,366,444	\$ 11,384,846	\$ 9,731,112
Plan fiduciary net position									
Contributions - employer	\$ 6,331,314	\$ 912,290	\$ 811,960	\$ 682,642	\$ 743,606	\$ 469,097	\$ 378,117	\$ 341,378	\$ 358,783
Contributions - employee	170,381	186,480	186,639	194,706	219,044	269,996	266,970	304,232	229,772
Net investment income	(753,591)	3,182,638	138,082	542,929	658,019	976,342	48,805	291,993	910,407
Benefit payments, including refunds of employee contributions	(610,372)	(558,403)	(543,817)	(879,914)	(662,109)	(537,134)	(781,596)	(223,585)	(170,546)
Other (net transfer)	(13,365)	(14,819)	(11,259)	(10,433)	(357,842)	(8,930)	(126,556)	(13,579)	(303,804)
Net change in plan fiduciary net position	5,124,367	3,708,186	581,605	529,930	600,718	1,169,371	(214,260)	700,439	1,024,612
Plan fiduciary net position - beginning	14,856,710	11,148,524	10,566,918	10,041,017	9,440,299	8,270,928	8,485,188	7,784,749	6,760,137
Adjustment to beginning of year	-	-	1	(4,029)	-	-	-	-	-
Plan fiduciary net position - ending (b)	\$ 19,981,077	\$ 14,856,710	\$ 11,148,524	\$ 10,566,918	\$ 10,041,017	\$ 9,440,299	\$ 8,270,928	\$ 8,485,188	\$ 7,784,749
Net pension liability - ending (a) - (b)	\$ 765,507	\$ 4,590,820	\$ 6,576,209	\$ 5,990,939	\$ 5,560,439	\$ 5,492,019	\$ 5,095,516	\$ 2,899,658	\$ 1,946,363
Plan fiduciary net position as a percentage of the total pension liability	96.31%	76.39%	62.90%	63.82%	64.36%	63.22%	61.88%	74.53%	80.00%
Covered employee payroll	\$ 1,733,686	\$ 2,004,731	\$ 2,072,602	\$ 2,034,325	\$ 2,238,735	\$ 2,427,878	\$ 2,164,428	\$ 2,250,452	\$ 2,220,970
Net pension liability as a percentage of covered-employee payroll	44.15%	229.00%	317.29%	294.49%	248.37%	226.21%	235.42%	128.85%	87.64%

Note: The District implemented GASB 68 in fiscal year 2015. Information prior to 2015 is not available.

SUMMIT FIRE DISTRICT
Schedule of Changes in the Net Pension/OPEB Liability and Related Ratios
June 30, 2023

PSPRS-Health Insurance Premium Benefit	Reporting Fiscal Year (Measurement Date)					
	2023 (2022)	2022 (2021)	2021 (2020)	2020 (2019)	2019 (2018)	2018 (2017)
Total OPEB liability						
Service cost	\$ 10,132	\$ 10,988	\$ 11,256	\$ 7,612	\$ 7,388	\$ 8,255
Interest on total OPEB liability	20,417	20,922	19,265	23,449	21,724	20,938
Changes of benefit terms*	-	-	-	-	-	3,362
Difference between expected and actual experience of the total net OPEB liability	(8,975)	(34,939)	(760)	(90,133)	(6,323)	992
Changes of assumptions or other inputs	12,032	-	-	3,021	-	(16,681)
Benefit payments	(3,124)	(2,940)	(3,529)	(4,744)	(2,041)	(2,025)
Net change in total OPEB liability	<u>30,482</u>	<u>(5,969)</u>	<u>26,232</u>	<u>(60,795)</u>	<u>20,748</u>	<u>14,841</u>
Total OPEB liability - beginning	<u>271,110</u>	<u>277,079</u>	<u>250,847</u>	<u>311,642</u>	<u>290,894</u>	<u>276,053</u>
Total OPEB liability - ending (a)	<u>\$ 301,592</u>	<u>\$ 271,110</u>	<u>\$ 277,079</u>	<u>\$ 250,847</u>	<u>\$ 311,642</u>	<u>\$ 290,894</u>
Plan fiduciary net position						
Contributions - employer	\$ 371	\$ 3,115	\$ 7,378	\$ 7,235	\$ 4,066	\$ 8,398
Net investment income	(19,331)	105,918	4,749	19,109	22,851	34,094
Benefit payments	(3,124)	(2,940)	(3,529)	(4,744)	(2,041)	(2,025)
Administrative expense	(344)	(436)	(386)	(330)	(348)	(302)
Net change in plan fiduciary net position	<u>(22,428)</u>	<u>105,657</u>	<u>8,212</u>	<u>21,270</u>	<u>24,528</u>	<u>40,165</u>
Plan fiduciary net position - beginning	<u>490,605</u>	<u>384,948</u>	<u>376,736</u>	<u>351,437</u>	<u>326,909</u>	<u>286,744</u>
Adjustment to beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,029</u>	<u>-</u>	<u>-</u>
Plan fiduciary net position - ending (b)	<u>\$ 468,177</u>	<u>\$ 490,605</u>	<u>\$ 384,948</u>	<u>\$ 376,736</u>	<u>\$ 351,437</u>	<u>\$ 326,909</u>
Net OPEB liability - ending (a) - (b)	<u>\$ (166,585)</u>	<u>\$ (219,495)</u>	<u>\$ (107,869)</u>	<u>\$ (125,889)</u>	<u>\$ (39,795)</u>	<u>\$ (36,015)</u>
Plan fiduciary net position as a percentage of the total OPEB liability	155.24%	180.96%	138.93%	150.19%	112.77%	112.38%
Covered employee payroll	\$ 1,733,686	\$ 2,004,731	\$ 2,072,602	\$ 2,034,325	\$ 2,238,735	\$ 2,427,878
Net OPEB liability as a percentage of covered-employee payroll	-9.61%	-10.95%	-5.20%	-6.19%	-1.78%	-1.48%

Note: The District implemented GASB 75 in fiscal year 2018. Information prior to 2018 is not available.

SUMMIT FIRE DISTRICT
Schedule of Contributions
June 30, 2023

ASRS - Pension

	Reporting Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Contractually required contribution	\$ 26,566	\$ 22,886	\$ 24,853	\$ 22,971	\$ 21,762	\$ 19,051	\$ 18,479	\$ 11,803	\$ 11,075	\$ 11,086
Contributions in relation to the contractually required contribution	(26,566)	(22,886)	(24,853)	(22,971)	(21,762)	(19,051)	(18,479)	(11,803)	(11,075)	(11,086)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 223,147	\$ 210,626	\$ 183,361	\$ 200,624	\$ 194,654	\$ 174,784	\$ 171,421	\$ 171,772	\$ 116,192	\$ 79,080
Contributions as a percentage of covered payroll	11.91%	10.87%	13.55%	11.45%	11.18%	10.90%	10.78%	6.87%	9.53%	14.02%

Note: The District implemented GASB 68 in fiscal year 2015. Prior year information is not available.

SUMMIT FIRE DISTRICT
Schedule of Contributions
June 30, 2023

ASRS - Health insurance premium benefit

	Reporting Fiscal Year					
	2023	2022	2021	2020	2019	2018
Contractually required contribution	\$ 245	\$ 400	\$ 832	\$ 983	\$ 895	\$ 962
Contributions in relation to the contractually required contribution	(245)	(400)	(832)	(983)	(895)	(962)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 223,147	\$ 210,626	\$ 183,361	\$ 200,624	\$ 194,654	\$ 174,784
Contributions as a percentage of covered payroll	0.11%	0.19%	0.45%	0.49%	0.46%	0.55%

ASRS - Long-term disability

	Reporting Fiscal Year					
	2023	2022	2021	2020	2019	2018
Contractually required contribution	\$ 312	\$ 392	\$ 388	\$ 341	\$ 311	\$ 280
Contributions in relation to the contractually required contribution	(312)	(392)	(388)	(341)	(311)	(280)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 223,147	\$ 210,626	\$ 183,361	\$ 200,624	\$ 194,654	\$ 174,784
Contributions as a percentage of covered payroll	0.14%	0.19%	0.21%	0.17%	0.16%	0.16%

Note: The District implemented GASB 75 in fiscal year 2018. Prior year information is not available.

SUMMIT FIRE DISTRICT
Schedule of Contributions
June 30, 2023

PSPRS-Pensions	Reporting Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Actuarially determined contribution	\$ 271,798	\$ 500,959	\$ 786,567	\$ 811,960	\$ 682,642	\$ 743,606	\$ 469,097	\$ 378,117	\$ 341,378	\$ 385,783
Contributions in relation to the actuarially determined contribution	\$ (271,798)	\$ (6,331,314)	\$ (912,290)	\$ (811,960)	\$ (682,642)	\$ (743,606)	\$ (469,097)	\$ (378,117)	\$ (341,378)	\$ (385,783)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ (5,830,355)</u>	<u>\$ (125,723)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered-employee payroll	\$ 1,610,882	\$ 1,733,686	\$ 2,004,731	\$ 2,072,602	\$ 2,034,325	\$ 2,238,735	\$ 2,427,878	\$ 2,164,428	\$ 2,250,452	\$ 220,970
Contributions as a percentage of covered-employee payroll	16.87%	365.19%	45.51%	39.18%	33.56%	33.22%	19.32%	17.47%	15.17%	174.59%

Note: The District implemented GASB 68 in fiscal year 2015. Information prior to 2014 is not available.

PSPRS-Health Insurance Premium Benefit	Reporting Fiscal Year						
	2023	2022	2021	2020	2019	2018	2017
Actuarially determined contribution	\$ -	\$ 371	\$ 3,115	\$ 7,378	\$ 7,235	\$ 4,066	\$ 8,398
Contributions in relation to the actuarially determined contribution	\$ -	\$ (371)	\$ (3,115)	\$ (7,378)	\$ (7,235)	\$ (4,066)	\$ (8,398)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered-employee payroll	\$ 1,610,882	\$ 1,733,686	\$ 2,004,731	\$ 2,072,602	\$ 2,034,325	\$ 2,238,735	\$ 2,427,878
Contributions as a percentage of covered-employee payroll	0.00%	0.02%	0.16%	0.36%	0.36%	0.18%	0.35%

Note: The District implemented GASB 75 in fiscal year 2018. Information prior to 2018 is not available.

SUMMIT FIRE DISTRICT
Required Supplementary Information
Notes to the Pension/OPEB Plan Schedules
June 30, 2023

Note 1. Actuarially Determined Contribution Rates

Actuarially determined contribution rates for PSPRS are calculated as of June 30 two years prior to the end of the fiscal year in which contributions are made. The actuarial methods and assumptions used to establish the contribution requirements are as follows:

Actuarial cost method	Individual Entry Age Normal
Amortization Method	Level Percentage of Pay, Closed
Remaining Amortization Period	17 years for unfunded liabilities
Asset valuation method	7-Year smoothed market; 80%/120% market corridor
Actuarial assumptions:	
Investment rate of return	In the 2019 actuarial valuation, the investment rate of return was decreased from 7.4% to 7.3%. In the 2017 actuarial valuation, the investment rate of return was decreased from 7.5% to 7.4%. In the 2016 actuarial valuation, the investment rate of return was decreased from 7.85% to 7.5%. In the 2013 actuarial valuation, the investment rate of return was decreased from 8.0% to 7.85%.
Projected salary increases	In the 2017 actuarial valuation, the projected salary increases were decreased from 4.0%-8.0% to 3.5%-7.5%. In the 2014 actuarial valuation, projected salary increases were decreased from 4.5%-8.5% to 4.0%-8.0%. In the 2014 actuarial valuation, projected salary increases were decreased from 4.5%-8.5% to 4.0%-8.0%
Wage growth	In the 2017 actuarial valuation, wage growth was decreased from 4% to 3.5% for PSPRS. In the 2014 actuarial valuation, wage growth was decreased from 4.5% to 4.0% for PSPRS. In the 2013 actuarial valuation, wage growth was decreased from 5.0% to 4.5% for PSPRS

SUMMIT FIRE DISTRICT
Required Supplementary Information
Notes to the Pension/OPEB Plan Schedules
June 30, 2023

Note 1. Actuarially Determined Contribution Rates (Continued)

Retirement age	Experience-based table of rates that is specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period July 1, 2006 - June 30, 2011.
Mortality	In the 2019 actuarial valuation, changed to PubS-2010 tables. In the 2017 actuarial valuation, changed to RP-2014 tables, with 75% of MP-2016 fully generational projection scales. RP-2000 mortality table (adjusted by 105% for both males and females)

Note 2. Intergovernmental Agreements

Arizona courts have ruled that provisions of a 2011 law that changed the mechanism for funding permanent pension benefit increases and increased employee pension contribution rates were unconstitutional or a breach of contract because those provisions apply to individuals who were members as of the law's effective date. As a result, the PSPRS changed benefit terms to reflect the prior mechanism for funding permanent benefit increases for those members and revised actuarial assumptions to explicitly value future permanent benefit increases. PSPRS also reduced those members' employee contribution rates. These changes are reflected in the plans' pension liabilities for fiscal year 2015 (measurement date 2014) for members who were retired as of the law's effective date and fiscal year 2018 (measurement date 2017) for members who retired or will retire after the law's effective date. These changes also increased the PSPRS -required pension contributions beginning in fiscal year 2016 for members who were retired as of the law's effective date. These changes increased the PSPRS -required contributions beginning in fiscal year 2019 for members who retired or will retire after the law's effective date. Also, the District refunded excess employee contributions to PSPRS members. PSPRS allowed the District to reduce its actual employer contributions for the refund amounts. As a result, the District's pension contributions were less than the actuarially or statutorily determined contributions for 2018 and 2029.

Supplementary Information

**SUMMIT FIRE DISTRICT
Supplementary Information
Required Bond Disclosures
June 30, 2023**

Real and Secured Property Taxes Levied and Collected (a)

Fiscal year	Secondary tax rate	Adjusted District tax levy	Collected to June 30th of Initial Fiscal Year		Cumulative Collections to August 30, 2023	
			Amount	% of Levy	Amount	% of Levy
2022/23	3.4451	\$ 5,141,987	\$ 5,066,160	98.53%	\$ 5,087,240	98.94%
2021/22	3.4580	4,913,543	4,817,395	98.32%	4,903,293	99.79%
2020/21	3.4710	4,662,040	4,548,872	98.19%	4,623,746	99.18%
2019/20	3.4860	4,387,965	4,274,844	97.43%	4,353,354	99.21%
2018/19	3.4985	4,167,983	4,093,892	98.28%	4,147,645	99.51%
2017/18	3.2500	3,653,769	3,577,742	97.96%	3,621,703	99.12%

- (a) Taxes are collected by the Treasurer of the County. Taxes in support of debt service are levied by the Board of Supervisors of the County as required by Arizona Revised Statutes. Delinquent taxes are subject to an interest and penalty charge of 16% per annum, which is prorated at a monthly rate of 1.33%. Interest and penalty collections for delinquent taxes are not included in the collection figures above, but are deposited in the County's General Fund. Interest and penalties with respect to the first half tax collects (delinquent November 1) are waived if the full year's taxes are paid by December 31.

Net Limited Assessed Property Value by Property Classification (a)

Class	2022/23	2021/22
Commercial, industrial, utilities and mines	\$ 11,983,277	\$ 11,153,619
Agricultural and vacant	10,908,263	10,878,428
Residential (owner occupied)	101,159,108	94,677,760
Residential (rental)	25,588,373	24,893,319
Railroad	213,302	218,593
Totals	<u>\$ 149,852,323</u>	<u>\$ 141,821,719</u>

- (a) Determined by Net Assessed Property Value. See "PROPERTY TAXES - Limited Property Value" and - "Secondary Taxes" herein for a discussion of the use of Net Limited Assessed Property Value for fiscal years 2015-16 and thereafter.
- (b) Total may not add up due to rounding

SUMMIT FIRE DISTRICT
Supplementary Information
Required Bond Disclosures
June 30, 2023

2022/23 Net Limited Assessed Property Value of Major Taxpayers

Major Taxpayer (a)	2022/23 Net Limited Assessed Property Value	As % of 2022/23 Net Limited Assessed Property Value
Transwestern Pipeline Company LLC	\$ 1,654,939	1.10%
Arizona Public Service Company	1,636,775	1.09%
Unisource Energy Corporation	1,256,574	0.84%
Doney Park Water	843,470	0.56%
El Paso Natural Gas Company	694,667	0.46%
Blazing Oak Inc.	506,353	0.34%
Macarco VII LLC	497,692	0.33%
D & G Development LLC	424,743	0.28%
Stilley Properties LLC	374,380	0.25%
KDJ Enterprises LLC	367,393	0.25%
	<u>\$ 6,602,047</u>	<u>4.40%</u>

(a)

Some of such taxpayers or their parent corporations are subject to the informational requirements of the Securities Exchange Act of 1934, as amended, and in accordance therewith file reports, proxy statements and other information with the Securities and Exchange Commission (the "Commission"). Such reports, proxy statements and other information (collectively, the "Fillings") may be inspected, copied and obtained at prescribed rates at the Commission's public reference facilities at 100 F Street, N.E., Washington, D.C. 20549-2736. In addition, the Fillings may also be inspected at the offices of the New York Stock Exchange at 20 Broad Street, New York, New York 10005. The Fillings may also be obtained through the Internet on the Commission's EDGAR data base at <http://www.sec.gov>. No representation of the District, the Underwriter, Bond Counsel, or counsel to the Underwriter has examined the information set forth in the Fillings for accuracy or completeness, nor does any such representation assume responsibility for the same.

**SUMMIT FIRE DISTRICT
Supplementary Information
Required Bond Disclosures
June 30, 2023**

Direct General Obligation Bonded Debt Outstanding and to be Outstanding

Total General Obligation Bonded Debt Outstanding	\$ 2,560,000
Total General Obligation Bonded Debt Outstanding and to be Outstanding	<u>\$ 2,560,000</u>

Statutory Debt Limited/Unused Borrowing Capacity after Bond Issuance

2022/23 Debt limitation	
(6% of Net Limited Assessed Property Value)	\$ 8,991,139
Less: General Obligation Bonds Outstanding and to be Outstanding (a)	<u>(2,560,000)</u>
Unused Borrowing Capacity	<u>\$ 6,431,139</u>

(a) Includes the Bonds

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**SUMMIT FIRE DISTRICT
Supplementary Information
Required Bond Disclosures
June 30, 2023**

Direct and Overlapping General Obligation Bonded Debt

Overlapping Jurisdiction	General Obligation Bonded Debt (b)	Portion Applicable to the District (a)	
		Approximate Percent	Net Debt Amount
State of Arizona	None	0.19%	None
Coconino County	None	6.78	None
Coconino County Community College District	\$ 5,990,000	6.78	\$ 406,122
Flagstaff Unified School District No. 1*	40,390,000	9.88	3,990,532
Summit Fire and Medical District	3,300,000	100.00	3,300,000 (c)
Net Direct and Overlapping General Obligation Bonded Debt			<u><u>\$ 7,696,654</u></u>

(a) Proportion applicable to the District is computed on the ratio of Net Limited Assessed Property Value for 2016/17

(b) Includes total stated principal amount of general obligation bonds outstanding. Does not include outstanding principal amount of certificates of participation, revenue obligations or loan obligations outstanding for the jurisdictions listed above. Does not include outstanding principal amounts of various County and City improvement districts, as the bonds of these districts are presently being paid from special assessments against property within the various improvement districts.

Does not include presently authorized general obligation bonds of such jurisdictions which may be issued in the future as indicated in the following table. Additional bonds may also be authorized by voters within overlapping jurisdictions pursuant to future elections.

Overlapping Jurisdiction	General Obligation Bonds Authorized but Unissued
Flagstaff Unified District No. 1	None *
Summit Fire and Medical District	None

* Reflects Flagstaff Unified School District No. 1's anticipated sale of \$10,190,000 remaining bonds on February 8, 2017.

(c) Includes the Bonds

Other Communications from Independent Auditors

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**Independent Auditors' Report on Internal Control
Over Financial Reporting and on Compliance and other
Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

To the Board of Directors of
Summit Fire District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Summit Fire District, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Summit Fire District's basic financial statements, and have issued our report thereon dated October 13, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Summit Fire District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Summit Fire District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Summit Fire District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did not identify any deficiencies in internal control that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Summit Fire District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

HintonBurdick, PLLC

Gilbert, Arizona
October 13, 2023



HINTONBURDICK
CPAs & ADVISORS

**Independent Auditors' Report on
State Legal Compliance**

Summit Fire District
Flagstaff, Arizona

We have audited the basic financial statements of Summit Fire District (the District) for the year ended June 30, 2023, and have issued our report thereon dated October 13, 2023. Our audit also included test work on the District's compliance with selected requirements identified in the State of Arizona Revised Statutes and the Arizona State Constitution including, but not limited to, Title 48, Chapter 5, Article 1.

The management of Summit Fire District is responsible for the District's compliance with all requirements identified above. Our responsibility is to express an opinion on compliance with those requirements based on our audit; accordingly, we make the following statements:

ARS 48-805.02 requires the audit or report to include an attestation by the auditor of the District as to the following:

1. That the District has not incurred any debt or liability in excess of taxes levied and to be collected and the monies actually available and unencumbered at that time in the District general fund except for those liabilities as prescribed in section 48-805, subsection B, paragraphs 2 and 3 and sections 48-806 and 48-807.
2. That the District complies with subsection F of section 48-805.
3. Whether the audit or report disclosed any information contrary to the certification made as prescribed by subsection D, paragraph 1 of section 48-805.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether material noncompliance with the requirements referred to above occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the Summit Fire District complied, in all material respects, with the requirements identified above for the year ended June 30, 2023.

The purpose of this report is solely to describe the scope of our testing of the applicable compliance requirements identified in the Arizona Revised Statutes as noted above and the results of that testing based on the state requirements. Accordingly, this report is not suitable for any other purpose.

Sincerely,

HintonBurdick, PLLC

Gilbert, Arizona
October 13, 2023

Summit Fire and Medical District Fire Board Meeting

Action 7c

To: SFMD Fire Board
From: SFMD Administration
Date: November 15, 2023
Title: Board Elections

Recommended Action: Appoint a new Chair and Clerk through November 2024

Action Summary: Begin process of selecting a new Fire Board Chair and Fire Board Clerk

Financial Impacts: Required positions per A.R.S and Fire District Handbook

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: Summit Fire District Board Members Handbook – 1 year term and voted on every November- Article IV Section 2. Positions may be limited to two consecutive terms unless approved by three members of the board. The Clerk acts as the Chair in his vacancy.

Additional Info: No vacancies until November 2024.

Action: Motion to nominate _____ for Fire Board Chair, and _____ for Fire Board Clerk.

Summit Fire and Medical District Fire Board Meeting

Action 7d

To: SFMD Fire Board

From: SFMD Administration

Date: November 15, 2023

Title: Intergovernmental Agreement (IGA) between Woods Fire District and Summit Fire & Medical District for us to provide administrative services for Woods Fire Board.

Recommended Action: Approve the revised IGA as written; County Attorney had some edits.

Action Summary: This is a renewal of an existing IGA between Woods Fire District and Summit Fire & Medical District. Administrative Assistant, Tammy Schieffer, currently provides administrative services to the Woods Fire Board.

Financial Impacts: We will receive an annual fee of \$4000.00 for her services, to be billed quarterly.

Relation to Goals: Assisting our neighboring communities is the right thing to do.

Key Considerations: We provide the Woods Board with administrative oversight for their budget preparation, public notices, open meeting law compliance, and website support. They are a small district and need a cost-effective way to manage all the necessary tasks that are required of district fire boards.

Attachments: See IGA

Suggested Motion I make a motion to approve the revised IGA between Woods Fire District and Summit Fire & Medical District for Fire Board administrative support services for the fiscal year 23/24.

**INTERGOVERNMENTAL AGREEMENT
FOR ADMINISTRATIVE SERVICES
between
Woods Fire District
and
Summit Fire & Medical District**

This Intergovernmental Agreement for Fire Board Support Services (“Agreement”) is entered into this ____ day of _____, 2023, between the Woods Fire District (“WOODS”), a political subdivision of the State of Arizona, Flagstaff, Arizona, and the Summit Fire and Medical District (“SUMMIT”), a political subdivision of the State of Arizona, with offices at 8905 Koch Field Road, Flagstaff, Arizona.

RECITALS

- A. WHEREAS, WOODS and SUMMIT (which may be referred to herein individually as a “PARTY” or collectively as the “PARTIES”) desire to enter into this Agreement for Management Services; and
- B. WHEREAS, WOODS is a duly formed and constituted Fire District pursuant to Title 48, Chapter 5 of the Arizona Revised Statutes, and therefore, is a political subdivision of the State of Arizona and a “Public Agency” under A.R.S. § 11-951.
- C. WHEREAS, SUMMIT is likewise a duly formed and constituted Fire District pursuant to Title 48, Chapter 5 of the Arizona Revised Statutes, and therefore, is a political subdivision of the State of Arizona and a “Public Agency” under A.R.S. § 11-951.
- D. WHEREAS, the Parties, as political subdivisions and public agencies of the State of Arizona, are authorized pursuant to A.R.S. § 11-951 *et seq.* to enter into intergovernmental agreements for the joint exercise of powers to carry out their mutual responsibilities.
- E. WHEREAS, A.R.S. § 48-805(17) authorizes WOODS and SUMMIT to enter into an intergovernmental agreement for administrative services.
- F. WHEREAS, WOODS AND SUMMIT desire to share Fire Board support services, including Administrative services, (“Administrative Services”) to each operate in a more efficient and cost effective manner.
- G. WHEREAS, SUMMIT employs, on a full-time basis, an Administrative Officer with the required professional qualifications, expertise, and experience in leading, managing, and administering a professional, full-service Fire District.
- H. WHEREAS, SUMMIT is willing to provide Administrative Services to WOODS in exchange for the consideration as set forth herein.

1. PURPOSE

The purpose of this IGA is to authorize the Summit Fire & Medical District to provide Fire Board Support under the terms of this Intergovernmental Agreement for Administrative Services.

2. SCOPE

The scope of this Agreement shall include the following:

2.1 WOODS' Responsibilities and Obligations

WOODS shall:

- 2.1.1 Permit SUMMIT to serve as administrative agent in matters of fire board services, subject to the conditions, limitations, and guidelines set forth in this Agreement.
- 2.1.2 Pay to SUMMIT such sums in consideration for its provision of Administrative Services, as outlined in this Agreement.

2.2 SUMMIT's Responsibilities and Obligations

The SUMMIT shall:

- 2.2.1 Provide Administrative Services to assist the WOODS Board of Directors including,
 - 2.2.1.1 Budget Preparation
 - 2.2.1.2 Public Notices
 - 2.2.1.3 Public Meeting/Open Meeting Law Compliance
 - 2.2.1.4 General Fire Board Support
 - 2.2.1.5 A link on website for public information
 - 2.2.1.6 Possible training of future administrative staff

3. CONSIDERATION

In exchange for providing Administrative Services to WOODS as outlined herein, WOODS agrees to compensate SUMMIT in the sum of \$4,000.00, four thousand dollars. SUMMIT will issue a quarterly invoice. Payment will be made to Summit Fire and Medical District at 8905 Koch Field Road, Flagstaff, Arizona 86004 within thirty (30) days of receipt of the invoice.

4. EFFECTIVE DATE; TERM; REVIEW; RENEWAL

- 4.1 Effective Date. This Agreement will become effective for each PARTY July 1, 2023 (the "Effective Date").
- 4.2 Term. The initial term of this Agreement will be for one (1) year, unless sooner terminated as provided herein.

5. GENERAL PROVISIONS

- 5.1 WOODS shall, under no circumstances, assume any responsibility or liability for claims or litigation that are pending against SUMMIT as of the Effective Date of this Agreement or that arise after the Effective Date of this Agreement.
- 5.2 WOODS shall not assume responsibility for payment of any debts or outstanding amounts owed by SUMMIT as of the Effective Date of this Agreement or any amounts owed by SUMMIT during the term of this Agreement.

6. TERMINATION

This Agreement may be terminated by either PARTY, for any reason, effective thirty (30) days from the giving of written notice to the other party at the following addresses:

In the event of termination pursuant to this Section 6, the amount to be paid by WOODS to SUMMIT shall be prorated based on the number of days remaining in the quarter when the termination becomes effective.

7. LIABILITY INSURANCE

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

8. INDEMNIFICATION

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

9. INDEPENDENT CONTRACTOR STATUS

SUMMIT will operate as an independent contractor and not as an officer, agent, servant, or employee of WOODS. SUMMIT will be solely responsible for the acts and omissions of its officers, agents, servants, and employees. As an independent contractor, SUMMIT is responsible for the payment of all applicable income and employment taxes and for providing all workers' compensation insurance required by law. SUMMIT has no authority to enter into contracts or agreements on behalf of WOODS, without prior and duly passed delegation of authority. This Agreement does not create a partnership between the PARTIES.

10. WORKERS' COMPENSATION COVERAGE

SUMMIT shall be considered the primary employer of personnel working with WOODS, and agrees to provide Workers' Compensation Insurance for its employees in accordance with all applicable Federal and State laws.

11. SEVERABILITY

If any provision of this Agreement shall be held to be unconstitutional, invalid, or unenforceable, it shall be deemed severable; however, the remainder of the Agreement shall not be affected and shall remain in full force and effect.

12. NON-DISCRIMINATION

The PARTIES will comply with A.R.S. § 41-1461 *et seq.* and State Executive Order No. 2009-09 and 2023-01, as well as all other applicable Federal and State laws, rules and regulations prohibiting discrimination.

13. CANCELLATION FOR CONFLICT OF INTEREST

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

14. COMPLIANCE WITH ALL LAWS

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

15. EXECUTION PROCEDURE

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

16. LEGAL ARIZONA WORKERS ACT COMPLIANCE

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

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

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

17. NON-APPROPRIATION

This Agreement shall be subject to available funding for each PARTY, and nothing in this Agreement shall bind any PARTY to expenditures in excess of funds appropriated and allotted for the purposes outlined in this Agreement.

18. NO THIRD PARTY BENEFICIARIES

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

19. AUDIT OF RECORDS

Each PARTY, upon written request and at reasonable times, shall have the right to review, inspect, audit, and copy all books, accounts, reports, files, and all other records relating to the performance and/or costs associated with this Agreement.

20. PUBLIC RECORDS

All records created or kept in connection with this Agreement shall be subject to Arizona Public Records Laws, A.R.S. § 39-101 *et seq.* SUMMIT shall comply with WOODS Records Retention Policy regarding all records associated with the performance of this Agreement.

21. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Arizona.

22. COMPLIANCE WITH ALL LAWS

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

23. WAIVER OF POTENTIAL CONFLICT

Both parties consent to the Coconino County Attorney's Office representing the SUMMIT FIRE AND MEDICAL DISTRICT and the WOODS FIRE DISTRICT and acknowledge that they have both been advised of the potential for conflicts of interest, including the specific advantages and risks involved with joint representation, and potential consequences that would be created by future conflicts, if any should arise. For instance, both parties were instructed that although joint representation could yield a cost savings on attorneys' fees and also result in easier coordination, no one parties' interests could be advocated above that of the others by the attorney. It was explained to both parties that this could result in less favorable terms for either one or the other party, because negotiations could not be conducted in a partisan manner with the assistance of counsel. It was further explained to both parties that joint representation would result in the loss of confidentiality as to each other with regard to the subject matter of the joint representation. It was further explained that if the joint representation should result in an irreconcilable conflict in the future, which required one party to file a lawsuit against the other with respect to the subject

matter of the joint representation, or else resulted from another non-waivable conflict, then the Coconino County Attorney's Office would be required to withdraw from representing both parties, and both parties would have to incur the expense of retaining new, replacement counsel. The parties additionally acknowledge that they have been advised and are aware that the Coconino County Attorney does represent several fire districts, including the undersigned. Both parties additionally acknowledge that they have the right to independent counsel to review this Agreement and/or the Coconino County Attorney's Office's joint representation in this matter, and have consulted such counsel, or have waived the right to consult such counsel. Both parties further acknowledge that they understand their rights, and notwithstanding this disclosure, do hereby confirm their waiver any conflict of interest that may arise by reason of the Coconino County Attorney's Office's representation of the undersigned in this matter, and consent to the joint representation of both parties by the Coconino County Attorney's Office.

24. SIGNATURES

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

Woods Fire District

Board Chair

Attest:

WOODS Clerk

Approved as to form and within authority:

Deputy County Attorney
Counsel for WOODS & SUMMIT

Summit Fire & Medical District

Board Chair

Attest:

SUMMIT Clerk

Action 7e

To: SFMD Fire Board
From: SFMD Administration
Date: November 15, 2023
Title: Star Charter School request for service contract.

Recommended Action: Board action on request from Star Charter School.

Action Summary: School Board President and Founder, Dr. Mark Sorenson, has requested a contract for services to a well/water distribution site which is located at the Star Charter School, 145 Leupp Rd, Flagstaff. The property is approximately 13 miles from SFMD fire station #31 and 11 miles from our District boundary.

They are doing some remodeling of a building at the site, and in order for them to have a Conditional Use Permit to operate the well site, they are required to provide proof of fire protection.

Financial Impacts: Annual billing or direct billing for each emergency response to their location.

Relation to Goals: Assisting our neighboring communities is the right thing to do.

Key Considerations: Create efficiencies that improve and sustain the capabilities of the District, and Improve the resources of the District both human and capital

Attachments: See Star School Memo

Suggested Motion: I make a motion to approve option (1,2,3 or 4) as listed on the Memo dated November 15, 2023, addressed to the Fire Board.

Summit Fire and Medical District Fire Board Meeting

Memo

To: SFMD Fire Board
From: Administration
Date: November 15, 2023
Re: Star Charter School Service Request

Star Charter School is a charter school located outside the Summit Fire and Medical District (SFMD) at 145 Leupp Rd. Flagstaff, AZ 86004. In addition to the school use, the non-profit operating the school also operates a community well site for 125 families in this area of the County and Reservation. The site is approximately 13 miles from SFMD Fire Station # 31 and 11 miles from the District boundary.

Since January 01, 2000, we have run 7 calls to their address: 3 EMS calls, 1 wildland fire, 1 gas leak, 1 cancelled in route, and 1 no incident found.

The request from School Board President and Founder is to provide a "Contract for Services" to the well/water distribution site. Proof of fire protection is required for the site to allow for a conditional use permit to operate the well site. (The new requirement for fire protection is required due to the remodeling of a building at the site.) The school does not wish to contract for services at the school, rather they commit to paying for services delivered to the school on a direct billing basis.

Options for the Fire Board:

1. Contract with the entity for SFMD response to the water site. Within the contract include language where they agree to pay for services to the school on a direct billing basis.
2. Contract with the entity on the condition that both the School and Well site are included.
3. Encourage the school to work with adjacent property owners to annex into the district. While not impossible, it may be problematic in that the board would have to annex large plots of Federal and State lands to achieve the annexation.
4. The board could decide not to contract with the entity and continue to respond to the school only on a bill for service basis.