



**PUBLIC NOTICE**  
**REGULAR BOARD MEETING AGENDA**  
**Wednesday, February 21, 2024**  
**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 February 21, 2024, at 6:00 p.m. The meeting will be held in person and remotely through technological means (see above).** The meeting room will be open to the public at 5:30pm. 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 agendized 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 January 17, 2024
  - b. Approval of Reconciliations and Financial Reports for January 2024.

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 and discuss: Wildland Fire Program update by Captain Neil Chapman, Forest Health & Flagstaff Watershed Protection Project Manager.
  - b. Review and discuss: Sta #37 Community Meeting & follow-up email
  - c. Review and discuss: Electronic Correspondence w/ Board Members, Staff, and Public
  - d. Review, discuss and possible action: Future agenda item requests from board members
  
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, February 20, 2024, 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, January 17, 2024

Station 32, 8905 Koch Field Road, Flagstaff AZ

1. **CALL TO ORDER**

Board Chair Timney called the Regular Board Meeting to order at 6:02 pm.

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

Members Present: Chair Timney, Board Members Robb Faus, Jim Duskocil and Scott Walton

Members Absent: Rick Parker

Administration: DC Fennell, DC M Wilson, BC Zambeck, Capt. Slayton, V Fennema, and T. Schieffer

3. **Pledge of Allegiance**

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

5. **CONSENT AGENDA**

a. Discussion and Approval of the Regular Board Meeting Minutes of December 20, 2023.

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

**Board Member Scott Walton motioned to approve the minutes from December 20th board meeting and the financial reports for December. Motion was seconded by J Duskocil.**

**Vote Conducted. MOTION PASSED unanimously.**

**AYES: Faus, Walton, Timney, Duskocil**

**NAYES: None**

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

c. Monthly Run Report

BC Zambeck reported:

- Run report for December 2023. Total of 110 calls, with 77 being emergent calls. Call distribution is as follows: District 31 had 32 calls, District 32 had 36, District 33 had 14, District 36 had 5, and District 37 had 5, and out of district was 18 calls.
- Avg response times: Sta# 31 at 7.64 min, #32 at 5.34 mins, #33 at 7.30, #36 at 7.84 mins. and #37 at 7.02, and Guardian at 13.40 min.

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

FC Gaillard:

- Grants from the Forest Service to assist homeowners with fuels reduction around their properties. Very successful program. Homeowner gets 3 bids, has work done on property then gets reimburses for 80% of the cost.
- Start the reviewing process of the new County Forest Restrictions. Also asking at the county level how to address the WUI code in different parts of the county.

- Future agenda item: get our “wildland team” here to go over what they have been doing.

DC Wilson:

- County attorney is still working on gathering data on the APS contract- what other counties are doing.
- Feasibility study (JPA analysis) has finally gone through the attorneys’ offices with the City and County. Now will come the data collection process.
- The new Type 3 is in our possession, has been paid for, and Alan and Kyle are doing some customization on it before it will be ready to use.
- No new news from Forest Service on possible lease of station #33 yet.

DC Fennell:

- Lots of training is happening with the new recruits starting. Wildland training is coming up, and with the new Type 3 we should be able to send it out on some callouts this year to make some additional revenue for the district.
- Glad to see snow. We have had more wildfires in the past 2 months than we had all last summer.
- New TICs for the department. Capt. Slayton demonstrated for the board and visitors. Smaller units cost \$700 each. Older models were a couple thousand when they were purchased. Great to use on gas calls; it shows the level of fuel in tanks.

Labor report: Mike Allen

- Excited to have the new Type 3 here.
- With the addition of our latest recruits, some shifts have had 4-man crews which is very nice to have that added help on calls.

## 7. NEW BUSINESS / ACTION ITEMS

### a. Bi-Annual Shop Report

- DC Wilson discussed the shop, revenue from outside work, and future possibilities for utilizing the shop while still putting the needs of SFMD first. This report will be done twice a year. We are showing a total profit for the past 6 months of \$15,571.90.
- Our mechanics are now mobile and can go to the stations when needed instead of having the engines go to the shop and be OOS, and out of district.

**ADJOURNMENT:** Board Meeting Adjourned at 6:55 pm

**Motion to adjourn by Board Member Duskocil, seconded by Board Member Faus.**

**Vote Conducted. MOTION PAST ALL IN FAVOR**

**AYES: Faus, Timney, Duskocil, Walton**

Respectfully submitted by:

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Robb Faus, Board Clerk

## 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	Apr 2024	May 2024	June 2024
Budget Stabilization	\$1,504,518.40	\$1,343,304.84	\$1,093,179.91	\$2,064,592.75	\$3,437,995.96	\$3,326,290.56	\$3,141,868.59					
OWA	\$178,007.29	\$178,218.30	\$173,366.57	\$185,876.61	\$231,543.02	\$182,902.85	\$183,301.76					
Petty Cash	\$2,775.22	\$2,767.84	\$3,153.15	\$3,383.15	\$3,813.15	\$4,184.95	\$946.75					
Capital	\$688,883.48	\$689,100.33	\$691,094.80	\$692,089.21	\$694,345.79	\$695,968.50	\$119,041.35					
Westside Capital	\$427,614.04	\$427,860.49	\$429,172.53	\$429,790.03	\$431,191.38	\$432,199.09	\$433,120.76					
Emergency	\$164,123.99	\$114,218.58	\$164,643.02	\$264,807.93	\$215,266.45	\$215,769.67	\$216,229.80					
Debt Services / GO	\$39,290.83	\$39,815.20	\$42,428.94	\$98,043.27	\$159,009.85	\$121,316.02	\$125,141.24					
Contingency / COP	\$1,884,932.27	\$1,884,932.27	\$1,884,932.27	\$1,884,932.27	\$1,884,932.27	\$1,777,204.90	\$1,777,204.90					
<b>TOTAL</b>	\$4,890,145.52	\$4,680,217.85	\$4,481,971.19	\$5,623,515.22	\$7,058,097.87	\$6,755,836.54	\$5,996,855.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

ACTUALS	YTD actuals	YTD Budgeted	Over / Under	% of Budget
Revenue	\$4,317,176.50	\$4,884,668.50	-\$567,492.00	88%
Expenses	\$2,800,395.27	\$3,276,599.59	-\$476,204.32	85%
Net Income	\$1,516,781.23	\$1,608,068.91	-\$91,287.68	94%

\*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.

\*\*December FDAT was not credited to our acct by County

## Summit Fire District Profit & Loss Budget vs. Actual January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>1100 TAX REVENUE</b>				
1101 Property Tax	98,124.48	82,023.05	16,101.43	119.63%
1102 FDAT	38,946.58	10,808.91	28,137.67	360.32%
1103 Delinquent Property Tax	861.26			
<b>Total 1100 TAX REVENUE</b>	<u>137,932.32</u>	<u>92,831.96</u>	<u>45,100.36</u>	<u>148.58%</u>
<b>1200 GRANTS</b>				
1210 Other Grants	0.00	45,833.33	-45,833.33	0.0%
<b>Total 1200 GRANTS</b>	<u>0.00</u>	<u>45,833.33</u>	<u>-45,833.33</u>	<u>0.0%</u>
<b>1300 MISC INCOME</b>				
1301 OWA Income	0.00	83,333.33	-83,333.33	0.0%
1302 Interest	10,751.22	0.00	10,751.22	100.0%
1304 Contracts with Towers	3,328.40	1,963.00	1,365.40	169.56%
1305 Out of District Calls	1,098.00	665.54	432.46	164.98%
1310 Misc. Income	8.52	5,689.76	-5,681.24	0.15%
1311 Maint Facility Income	2,261.45	6,500.00	-4,238.55	34.79%
1312 Community Room Rental	450.20			
<b>Total 1300 MISC INCOME</b>	<u>17,897.79</u>	<u>98,151.63</u>	<u>-80,253.84</u>	<u>18.24%</u>
<b>Total Income</b>	<u>155,830.11</u>	<u>236,816.92</u>	<u>-80,986.81</u>	<u>65.8%</u>
<b>Gross Profit</b>	155,830.11	236,816.92	-80,986.81	65.8%
<b>Expense</b>				
<b>2000 PERSONNEL SALARIES</b>				
<b>2009 Acting Pay</b>				
2009 .1 Acting Pay BC	0.00	0.00	0.00	0.0%
2009. 2 Acting Captain	0.00	488.00	-488.00	0.0%
2009.3 Acting Engineer	72.00	587.25	-515.25	12.26%
<b>Total 2009 Acting Pay</b>	<u>72.00</u>	<u>1,075.25</u>	<u>-1,003.25</u>	<u>6.7%</u>
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	14,748.84	-14,748.84	0.0%
2036 OWA Single Resource OT	0.00	0.00	0.00	0.0%
2037 OWA Holiday Pay	0.00	0.00	0.00	0.0%
2070 Battalion Chief	19,599.90	14,476.00	5,123.90	135.4%
2071 Administrative Officer	5,025.38	4,891.42	133.96	102.74%
2072 Admin Assistant II	3,144.00	3,806.10	-662.10	82.6%
2073 EVT Mechanic III	4,369.40	4,086.62	282.78	106.92%
2075 Captains	49,950.88	55,123.23	-5,172.35	90.62%
2076 Engineer	49,053.45	56,908.38	-7,854.93	86.2%
2077 Firefighters	41,804.93	52,983.60	-11,178.67	78.9%
2082 Overtime				

## Summit Fire District Profit & Loss Budget vs. Actual January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
2082.2 OT FireOfficer Recall	0.00	10,000.00	-10,000.00	0.0%
2082 Overtime - Other	21,930.32			
<b>Total 2082 Overtime</b>	<b>21,930.32</b>	<b>10,000.00</b>	<b>11,930.32</b>	<b>219.3%</b>
2083 Vacation Leave	9,406.74	10,276.07	-869.33	91.54%
2084 Sick Leave	10,896.28	8,560.17	2,336.11	127.29%
2088 Holiday Pay	6,355.44			
2099.1 Vacation Leave Payout	0.00	0.00	0.00	0.0%
2099.2 Sick Leave Payout	0.00	0.00	0.00	0.0%
<b>Total 2000 PERSONNEL SALARIES</b>	<b>221,608.72</b>	<b>236,935.68</b>	<b>-15,326.96</b>	<b>93.53%</b>
<b>2200 PENSION</b>				
2201 NationW Hybrid Tier 3 FD	2,058.07	2,056.30	1.77	100.09%
2202 NationW - Tier 2 FD	197.08	399.42	-202.34	49.34%
2203 NationW DC Only Tier 3FD	0.00	618.00	-618.00	0.0%
2204 PSPRS - DROP	0.00			
2206 PSPRS - Tier 1 FD	13,595.89	18,409.25	-4,813.36	73.85%
2208 PSPRS - Tier 1A & 2 FD	972.92	4,634.40	-3,661.48	20.99%
2209.1 PSPRS DC ONLY 3 FD Disab	0.00	45.00	-45.00	0.0%
2210.2 PSPRS - DB Tier 3	7,292.43	3,570.00	3,722.43	204.27%
2215 ASRS	2,290.38	2,261.00	29.38	101.3%
<b>Total 2200 PENSION</b>	<b>26,406.77</b>	<b>31,993.37</b>	<b>-5,586.60</b>	<b>82.54%</b>
<b>2300 PAYROLL EXPENSES</b>				
2301 Workmen's Comp.	0.00	31,085.00	-31,085.00	0.0%
2303 Social Security	1,129.82	1,881.00	-751.18	60.07%
2304 Medicare	3,122.87	3,373.97	-251.10	92.56%
2305 Direct Deposit	75,293.82	0.00	75,293.82	100.0%
<b>Total 2300 PAYROLL EXPENSES</b>	<b>79,546.51</b>	<b>36,339.97</b>	<b>43,206.54</b>	<b>218.9%</b>
<b>2400 PERSONNEL INSURANCE</b>				
2401 Medical Insurance	21,584.00	27,127.60	-5,543.60	79.57%
2402 Dental Insurance	1,164.00	1,750.00	-586.00	66.51%
2404 Life Insurance	323.20	445.00	-121.80	72.63%
2405 Vision Insurance	208.00	320.00	-112.00	65.0%
<b>Total 2400 PERSONNEL INSURANCE</b>	<b>23,279.20</b>	<b>29,642.60</b>	<b>-6,363.40</b>	<b>78.53%</b>
<b>2500 CONTRACTUALS</b>				
2502 Legal Expenses by SFMD	0.00	250.00	-250.00	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%
2510 FLAGIT Contract Services	2,090.00	3,000.00	-910.00	69.67%
<b>2511 Software Contracts</b>				
2511.10 Fire Manager Software	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%

## Summit Fire District Profit & Loss Budget vs. Actual January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
2511.5 Avenza Maps for IPAD	0.00	0.00	0.00	0.0%
2511.6 PS Trax Eng, SCBA, PPE,	0.00	0.00	0.00	0.0%
2511.7 Upkeep	0.00	0.00	0.00	0.0%
2511.8 EMC2 Software	0.00	0.00	0.00	0.0%
2511.9 ESO Software	0.00	0.00	0.00	0.0%
2511 Software Contracts - Other	743.66	0.00	743.66	100.0%
<b>Total 2511 Software Contracts</b>	<b>743.66</b>	<b>83.33</b>	<b>660.33</b>	<b>892.43%</b>
2514 Bld & Vehicle Insurance	18,778.00	18,785.00	-7.00	99.96%
<b>2515 IGA Services</b>				
2515.1 Fire Chief	0.00	0.00	0.00	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%
<b>Total 2515 IGA Services</b>	<b>0.00</b>	<b>17,000.00</b>	<b>-17,000.00</b>	<b>0.0%</b>
<b>2519 Memberships &amp; Subscription</b>				
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 (Feasibility Study	0.00	200.00	-200.00	0.0%
2519.6 Sam's Club Membership	0.00	0.00	0.00	0.0%
<b>Total 2519 Memberships &amp; Subscripti</b>	<b>0.00</b>	<b>200.00</b>	<b>-200.00</b>	<b>0.0%</b>
2520 Computers, Printers	0.00	1,000.00	-1,000.00	0.0%
2530 New Hire NTN, Fingerprints	0.00	0.00	0.00	0.0%
<b>Total 2500 CONTRACTUALS</b>	<b>21,611.66</b>	<b>41,998.33</b>	<b>-20,386.67</b>	<b>51.46%</b>
<b>3000 FLEET SERVICES</b>				
3005 Training-Certificates	0.00	375.00	-375.00	0.0%
3010 Shop Uniforms	435.97	349.19	86.78	124.85%
3020 Parts for SFMD Vehicles	5,492.90	6,000.00	-507.10	91.55%
3025 Shop Outside Customer Exp	89.82	625.00	-535.18	14.37%
<b>Total 3000 FLEET SERVICES</b>	<b>6,018.69</b>	<b>7,349.19</b>	<b>-1,330.50</b>	<b>81.9%</b>
<b>3100 EQUIPMENT</b>				
<b>3110 Apparatus Equipment</b>				
3110.1 Holmatro Service	0.00	0.00	0.00	0.0%
3110.2 Ladder Testing	0.00	0.00	0.00	0.0%
3110.3 Foam	0.00	0.00	0.00	0.0%
3110.4 Bar Oil, Fuel Power Equi	0.00	0.00	0.00	0.0%
3110.5 Nozzles, Hoses etc	0.00	0.00	0.00	0.0%
3110 Apparatus Equipment - Oth	12.32	0.00	12.32	100.0%
<b>Total 3110 Apparatus Equipment</b>	<b>12.32</b>	<b>0.00</b>	<b>12.32</b>	<b>100.0%</b>
3115 Communication-Radios	0.00	0.00	0.00	0.0%
3120 SCBA	126.12	0.00	126.12	100.0%
<b>Total 3100 EQUIPMENT</b>	<b>138.44</b>	<b>0.00</b>	<b>138.44</b>	<b>100.0%</b>

## Summit Fire District Profit & Loss Budget vs. Actual January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
<b>3200 SUPPLIES</b>				
3210 EMS Program	5,760.86	3,400.00	2,360.86	169.44%
3212 PPE Program	0.00	0.00	0.00	0.0%
3220 Office Supplies	808.66	666.66	142.00	121.3%
3225 BLD/Land Maint.	3,888.81	2,000.00	1,888.81	194.44%
3227 Procurement	1,397.14	750.00	647.14	186.29%
3235 PIO / Pub ED	0.00	0.00	0.00	0.0%
3241 Honor Guard	64.87	800.00	-735.13	8.11%
<b>Total 3200 SUPPLIES</b>	<b>11,920.34</b>	<b>7,616.66</b>	<b>4,303.68</b>	<b>156.5%</b>
<b>3300 UNIFORMS</b>				
3310 Uniforms - SFMD	491.63	7,500.00	-7,008.37	6.56%
3312 Class AB Uniform	0.00	0.00	0.00	0.0%
<b>Total 3300 UNIFORMS</b>	<b>491.63</b>	<b>7,500.00</b>	<b>-7,008.37</b>	<b>6.56%</b>
<b>3400 FITNESS-HEALTH &amp; SAFETY</b>				
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	576.00	3,083.33	-2,507.33	18.68%
3405.3 Stress Test	340.00	0.00	340.00	100.0%
3405.4 New Hire Physicals & Men	0.00	0.00	0.00	0.0%
3405.6 New Hire Mental Check	0.00	1,651.67	-1,651.67	0.0%
3405.7 Family & Child Counsel	0.00	0.00	0.00	0.0%
<b>Total 3405 Health &amp; Safety</b>	<b>916.00</b>	<b>4,735.00</b>	<b>-3,819.00</b>	<b>19.35%</b>
<b>Total 3400 FITNESS-HEALTH &amp; SAFETY</b>	<b>916.00</b>	<b>5,635.00</b>	<b>-4,719.00</b>	<b>16.26%</b>
<b>4000 UTILITIES</b>				
4005 Fuel for Apparatus	2,753.66	2,333.33	420.33	118.01%
4010 Electric	2,003.65	2,333.33	-329.68	85.87%
4015 Gas / Propane	3,194.35	2,166.67	1,027.68	147.43%
4020 Water	1,094.44	1,333.33	-238.89	82.08%
4025 Phones / Internet / TV	2,255.55	2,916.67	-661.12	77.33%
4030 Trash Pickup	1,260.00	420.00	840.00	300.0%
4050 Radio Site Rental Elden	350.00	286.48	63.52	122.17%
<b>Total 4000 UTILITIES</b>	<b>12,911.65</b>	<b>11,789.81</b>	<b>1,121.84</b>	<b>109.52%</b>
<b>4100 Training and Travel</b>				
4105 Training Registration	1,175.00	0.00	1,175.00	100.0%
4110 Lodging	999.26	0.00	999.26	100.0%
4115 Food	268.04	850.00	-581.96	31.53%
4120 Supplies/Vent	0.00	0.00	0.00	0.0%
4125 Travel Fuel Rentals Air	265.91	250.00	15.91	106.36%
4130 Tuition Reimbursement	0.00	5,000.00	-5,000.00	0.0%
<b>Total 4100 Training and Travel</b>	<b>2,708.21</b>	<b>6,100.00</b>	<b>-3,391.79</b>	<b>44.4%</b>
<b>4200 OWA Expenses</b>				

## Summit Fire District Profit & Loss Budget vs. Actual January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
4230 OWA Exp.	0.00	0.00	0.00	0.0%
<b>Total 4200 OWA Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>4500 Grant Expenses</b>				
4510 Other Grants	0.00	0.00	0.00	0.0%
<b>Total 4500 Grant Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Payroll Expenses</b>	<b>0.00</b>			
<b>Reconciliation Discrepancies</b>	<b>-2,026.45</b>			
<b>Total Expense</b>	<b>405,531.37</b>	<b>422,900.61</b>	<b>-17,369.24</b>	<b>95.89%</b>
<b>Net Ordinary Income</b>	<b>-249,701.26</b>	<b>-186,083.69</b>	<b>-63,617.57</b>	<b>134.19%</b>
<b>Net Income</b>	<b>-249,701.26</b>	<b>-186,083.69</b>	<b>-63,617.57</b>	<b>134.19%</b>

**Summit Fire District**  
**Profit & Loss Budget vs. Actual**  
July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>1100 TAX REVENUE</b>				
1101 Property Tax	3,537,293.24	3,655,018.80	-117,725.56	96.78%
1102 FDAT	242,831.10	243,988.53	-1,157.43	99.53%
1103 Delinquent Property Tax	19,159.82	0.00	19,159.82	100.0%
<b>Total 1100 TAX REVENUE</b>	<b>3,799,284.16</b>	<b>3,899,007.33</b>	<b>-99,723.17</b>	<b>97.44%</b>
<b>1200 GRANTS</b>				
1210 Other Grants	240,381.00	320,833.34	-80,452.34	74.92%
1211 SAFER II	0.00	0.00	0.00	0.0%
<b>Total 1200 GRANTS</b>	<b>240,381.00</b>	<b>320,833.34</b>	<b>-80,452.34</b>	<b>74.92%</b>
<b>1300 MISC INCOME</b>				
1301 OWA Income	147,622.18	583,333.34	-435,711.16	25.31%
1302 Interest	47,437.10	0.00	47,437.10	100.0%
1303 Donations	0.00	0.00	0.00	0.0%
1304 Contracts with Towers	22,207.58	14,661.82	7,545.76	151.47%
1305 Out of District Calls	1,446.00	4,230.27	-2,784.27	34.18%
1308 Service Subscriptions	1,121.49			
1310 Misc. Income	8.52	28,448.80	-28,440.28	0.03%
1311 Maint Facility Income	17,549.17	34,153.60	-16,604.43	51.38%
1312 Community Room Rental	2,140.20	0.00	2,140.20	100.0%
1314 Insurance Proceed Income	0.00	0.00	0.00	0.0%
1315 SSFND-Smart & Safe AZ Fund	34,379.10	0.00	34,379.10	100.0%
1300 MISC INCOME - Other	3,600.00			
<b>Total 1300 MISC INCOME</b>	<b>277,511.34</b>	<b>664,827.83</b>	<b>-387,316.49</b>	<b>41.74%</b>
<b>Total Income</b>	<b>4,317,176.50</b>	<b>4,884,668.50</b>	<b>-567,492.00</b>	<b>88.38%</b>
<b>Gross Profit</b>	<b>4,317,176.50</b>	<b>4,884,668.50</b>	<b>-567,492.00</b>	<b>88.38%</b>
<b>Expense</b>				
<b>2000 PERSONNEL SALARIES</b>				
<b>2009 Acting Pay</b>				
2009 .1 Acting Pay BC	288.00	1,638.00	-1,350.00	17.58%
2009. 2 Acting Captain	1,367.00	5,741.00	-4,374.00	23.81%
2009.3 Acting Engineer	930.75	4,047.00	-3,116.25	23.0%
<b>Total 2009 Acting Pay</b>	<b>2,585.75</b>	<b>11,426.00</b>	<b>-8,840.25</b>	<b>22.63%</b>
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	20.88%
2034 OWA Eng Boss	0.00	400.00	-400.00	0.0%
2035 OWA Payroll	6,316.66	113,551.61	-107,234.95	5.56%
2036 OWA Single Resource OT	92,382.46	230,704.25	-138,321.79	40.04%
2037 OWA Holiday Pay	0.00	426.77	-426.77	0.0%
2070 Battalion Chief	123,513.50	101,332.00	22,181.50	121.89%
2071 Administrative Officer	32,157.83	34,239.94	-2,082.11	93.92%
2072 Admin Assistant II	22,906.99	26,642.70	-3,735.71	85.98%
2073 EVT Mechanic III	34,235.70	32,774.01	1,461.69	104.46%
2073.1 EVT Mechanic 1	0.00	0.00	0.00	0.0%
2075 Captains	351,165.71	385,862.61	-34,696.90	91.01%
2076 Engineer	296,022.78	393,740.47	-97,717.69	75.18%
2077 Firefighters	298,040.06	315,764.40	-17,724.34	94.39%
<b>2082 Overtime</b>				
2082.2 OT FireOfficer Recall	0.00	105,849.62	-105,849.62	0.0%
2082 Overtime - Other	238,155.31	0.00	238,155.31	100.0%
<b>Total 2082 Overtime</b>	<b>238,155.31</b>	<b>105,849.62</b>	<b>132,305.69</b>	<b>224.99%</b>
2083 Vacation Leave	90,753.76	104,344.56	-13,590.80	86.98%
2084 Sick Leave	52,919.13	48,005.27	4,913.86	110.24%
2088 Holiday Pay	17,492.08	0.00	17,492.08	100.0%
2099.1 Vacation Leave Payout	12,431.83	5,108.00	7,323.83	243.38%
2099.2 Sick Leave Payout	24,186.21	1,954.23	22,231.98	1,237.63%
<b>Total 2000 PERSONNEL SALARIES</b>	<b>1,700,964.38</b>	<b>1,960,103.82</b>	<b>-259,139.44</b>	<b>86.78%</b>
<b>2200 PENSION</b>				
2201 NationW Hybrid Tier 3 FD	13,683.82	14,394.10	-710.28	95.07%
2202 NationW - Tier 2 FD	1,365.89	2,795.94	-1,430.05	48.85%
2203 NationW DC Only Tier 3FD	0.00	3,701.76	-3,701.76	0.0%
2204 PSPRS - DROP	0.00	0.00	0.00	0.0%
2206 PSPRS - Tier 1 FD	85,311.73	138,069.37	-52,757.64	61.79%

**Summit Fire District**  
**Profit & Loss Budget vs. Actual**  
July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
2208 PSPRS - Tier 1A & 2 FD	6,742.88	32,553.82	-25,810.94	20.71%
2209 PSPRS DC Only Tier 3FD	0.00	0.00	0.00	0.0%
2209.1 PSPRS DC ONLY 3 FD Disab	0.00	320.00	-320.00	0.0%
2210.2 PSPRS - DB Tier 3	48,486.31	26,737.03	21,749.28	181.35%
2215 ASRS	16,833.68	15,827.00	1,006.68	106.36%
2200 PENSION - Other	1,600.00			
<b>Total 2200 PENSION</b>	<b>174,024.31</b>	<b>234,399.02</b>	<b>-60,374.71</b>	<b>74.24%</b>
<b>2300 PAYROLL EXPENSES</b>				
2301 Workmen's Comp.	62,170.00	93,255.00	-31,085.00	66.67%
2303 Social Security	14,314.94	13,167.00	1,147.94	108.72%
2304 Medicare	24,565.21	23,617.79	947.42	104.01%
2305 Direct Deposit	81,131.21	0.00	81,131.21	100.0%
<b>Total 2300 PAYROLL EXPENSES</b>	<b>182,181.36</b>	<b>130,039.79</b>	<b>52,141.57</b>	<b>140.1%</b>
<b>2400 PERSONNEL INSURANCE</b>				
2401 Medical Insurance	155,847.42	189,893.20	-34,045.78	82.07%
2402 Dental Insurance	8,196.97	12,250.00	-4,053.03	66.91%
2404 Life Insurance	2,326.85	2,725.36	-398.51	85.38%
2405 Vision Insurance	1,498.79	1,888.40	-389.61	79.37%
<b>Total 2400 PERSONNEL INSURANCE</b>	<b>167,870.03</b>	<b>206,756.96</b>	<b>-38,886.93</b>	<b>81.19%</b>
<b>2500 CONTRACTUALS</b>				
2502 Legal Expenses by SFMD	0.00	43,600.00	-43,600.00	0.0%
2503 Broker Fees Medical Ins	5,480.00	5,460.00	20.00	100.37%
2503.1 Fit for Duty Expenses	0.00	2,700.00	-2,700.00	0.0%
2504 Audit	17,730.00	17,500.00	230.00	101.31%
2510 FLAGIT Contract Services	12,540.00	21,000.00	-8,460.00	59.71%
2511 Software Contracts				
2511.10 Fire Manager Software	0.00	0.00	0.00	0.0%
2511.11 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	1,152.55	583.31	569.24	197.59%
2511.5 Avenza Maps for IPAD	0.00	0.00	0.00	0.0%
2511.6 PS Trax Eng, SCBA, PPE,	288.00	0.00	288.00	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	5,188.30	0.00	5,188.30	100.0%
<b>Total 2511 Software Contracts</b>	<b>24,611.90</b>	<b>35,627.31</b>	<b>-11,015.41</b>	<b>69.08%</b>
2514 Bld & Vehicle Insurance	56,341.00	56,355.00	-14.00	99.98%
2515 IGA Services				
2515.1 Fire Chief	71,250.00	71,250.00	0.00	100.0%
2515.2 Dispatch	27,436.58	51,000.00	-23,563.42	53.8%
2515.3 Training Coordinator	22,161.55	22,162.00	-0.45	100.0%
<b>Total 2515 IGA Services</b>	<b>120,848.13</b>	<b>144,412.00</b>	<b>-23,563.87</b>	<b>83.68%</b>
2519 Memberships & Subscription				
2519.1 AFDA	0.00	1,050.00	-1,050.00	0.0%
2519.2 NFPA	0.00	210.00	-210.00	0.0%
2519.3 AZ Fire Chiefs Assoc	250.00	500.00	-250.00	50.0%
2519.4 PFAC	0.00	200.00	-200.00	0.0%
2519.5 Other (Feasability Study)	0.00	200.00	-200.00	0.0%
2519.6 Sam's Club Membership	0.00	45.00	-45.00	0.0%
2519 Memberships & Subscription - Other	128.25			
<b>Total 2519 Memberships &amp; Subscription</b>	<b>378.25</b>	<b>2,205.00</b>	<b>-1,826.75</b>	<b>17.15%</b>
2520 Computers, Printers	410.34	3,000.00	-2,589.66	13.68%
2530 New Hire NTN, Fingerprints	0.00	700.00	-700.00	0.0%
<b>Total 2500 CONTRACTUALS</b>	<b>238,339.62</b>	<b>332,559.31</b>	<b>-94,219.69</b>	<b>71.67%</b>
<b>3000 FLEET SERVICES</b>				
3005 Training-Certificates	0.00	1,125.00	-1,125.00	0.0%
3010 Shop Uniforms	2,264.24	1,497.32	766.92	151.22%
3020 Parts for SFMD Vehicles	38,196.86	36,000.00	2,196.86	106.1%
3025 Shop Outside Customer Exp	7,091.33	4,375.00	2,716.33	162.09%
<b>Total 3000 FLEET SERVICES</b>	<b>47,552.43</b>	<b>42,997.32</b>	<b>4,555.11</b>	<b>110.59%</b>
<b>3100 EQUIPMENT</b>				
3110 Apparatus Equipment				

**Summit Fire District**  
**Profit & Loss Budget vs. Actual**  
July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
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	-141.65	0.00	-141.65	100.0%
<b>Total 3110 Apparatus Equipment</b>	<b>458.33</b>	<b>3,685.00</b>	<b>-3,226.67</b>	<b>12.44%</b>
3115 Communication-Radios	8,084.01	0.00	8,084.01	100.0%
3120 SCBA	1,198.17	600.00	598.17	199.7%
<b>Total 3100 EQUIPMENT</b>	<b>9,740.51</b>	<b>4,285.00</b>	<b>5,455.51</b>	<b>227.32%</b>
<b>3200 SUPPLIES</b>				
3210 EMS Program	13,261.39	27,703.00	-14,441.61	47.87%
3212 PPE Program	47,655.13	42,761.75	4,893.38	111.44%
3220 Office Supplies	3,181.13	4,666.66	-1,485.53	68.17%
3225 BLD/Land Maint.	13,055.54	14,000.00	-944.46	93.25%
3227 Procurement	6,769.07	5,250.00	1,519.07	128.94%
3235 PIO / Pub ED	354.64	6,650.00	-6,295.36	5.33%
3241 Honor Guard	502.65	1,400.00	-897.35	35.9%
<b>Total 3200 SUPPLIES</b>	<b>84,779.55</b>	<b>102,431.41</b>	<b>-17,651.86</b>	<b>82.77%</b>
<b>3300 UNIFORMS</b>				
3310 Uniforms - SFMD	7,957.02	26,500.00	-18,542.98	30.03%
3312 Class AB Uniform	0.00	0.00	0.00	0.0%
3350 New Hire Expenses	1,800.00			
<b>Total 3300 UNIFORMS</b>	<b>9,757.02</b>	<b>26,500.00</b>	<b>-16,742.98</b>	<b>36.82%</b>
<b>3400 FITNESS-HEALTH &amp; SAFETY</b>				
3401 Fitness	0.00	12,300.00	-12,300.00	0.0%
<b>3405 Health &amp; Safety</b>				
3405.1 Annual Physicals	120.56	3,453.33	-3,332.77	3.49%
3405.2 Staff Counseling	48,205.50	21,583.31	26,622.19	223.35%
3405.3 Stress Test	595.00	1,233.33	-638.33	48.24%
3405.4 New Hire Physicals & Men	3,662.00	6,000.00	-2,338.00	61.03%
3405.6 New Hire Mental Check	0.00	11,561.65	-11,561.65	0.0%
3405.7 Family & Child Counsel	0.00	1,200.00	-1,200.00	0.0%
<b>Total 3405 Health &amp; Safety</b>	<b>52,583.06</b>	<b>45,031.62</b>	<b>7,551.44</b>	<b>116.77%</b>
<b>Total 3400 FITNESS-HEALTH &amp; SAFETY</b>	<b>52,583.06</b>	<b>57,331.62</b>	<b>-4,748.56</b>	<b>91.72%</b>
3500 Wildland SFMD	6,225.66			
<b>4000 UTILITIES</b>				
4005 Fuel for Apparatus	24,887.97	16,333.31	8,554.66	152.38%
4010 Electric	12,646.85	16,333.31	-3,686.46	77.43%
4015 Gas / Propane	8,930.32	15,166.69	-6,236.37	58.88%
4020 Water	8,395.57	9,333.31	-937.74	89.95%
4025 Phones / Internet / TV	20,246.65	20,416.69	-170.04	99.17%
4030 Trash Pickup	3,455.30	2,940.00	515.30	117.53%
4050 Radio Site Rental Elden	2,325.00	2,005.36	319.64	115.94%
<b>Total 4000 UTILITIES</b>	<b>80,887.66</b>	<b>82,528.67</b>	<b>-1,641.01</b>	<b>98.01%</b>
<b>4100 Training and Travel</b>				
4105 Training Registration	1,776.50	9,900.00	-8,123.50	17.94%
4110 Lodging	2,755.81	2,800.00	-44.19	98.42%
4115 Food	983.06	1,300.00	-316.94	75.62%
4120 Supplies/Vent	0.00	1,000.00	-1,000.00	0.0%
4125 Travel Fuel Rentals Air	265.91	1,000.00	-734.09	26.59%
4130 Tuition Reimbursement	5,289.00	10,000.00	-4,711.00	52.89%
<b>Total 4100 Training and Travel</b>	<b>11,070.28</b>	<b>26,000.00</b>	<b>-14,929.72</b>	<b>42.58%</b>
<b>4200 OWA Expenses</b>				
4230 OWA Exp.	34,419.40	70,666.67	-36,247.27	48.71%
<b>Total 4200 OWA Expenses</b>	<b>34,419.40</b>	<b>70,666.67</b>	<b>-36,247.27</b>	<b>48.71%</b>
<b>4300 INTERST / FEES</b>				
4315 Interest / Fees	0.00	0.00	0.00	0.0%
<b>Total 4300 INTERST / FEES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>4500 Grant Expenses</b>				
4510 Other Grants	0.00	0.00	0.00	0.0%
<b>Total 4500 Grant Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Payroll Expenses	0.00	0.00	0.00	0.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%

Summit Fire District  
**Profit & Loss Budget vs. Actual**  
July 2023 through January 2024

	<u>Jul '23 - Jan 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Expense	2,800,395.27	3,276,599.59	-476,204.32	85.47%
Net Ordinary Income	1,516,781.23	1,608,068.91	-91,287.68	94.32%
Net Income	<u>1,516,781.23</u>	<u>1,608,068.91</u>	<u>-91,287.68</u>	<u>94.32%</u>

**Summit Fire District**  
**Reconciliation Summary**  
101 County Treasurer, Period Ending 01/31/2024

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	<u>Jan 31, 24</u>
<b>Beginning Balance</b>	3,592,932.39
<b>Cleared Transactions</b>	
Checks and Payments - 72 items	-543,439.39
Deposits and Credits - 88 items	161,293.29
<b>Total Cleared Transactions</b>	<u>-382,146.10</u>
<b>Cleared Balance</b>	<u>3,210,786.29</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 25 items	-38,845.14
Deposits and Credits - 3 items	12,345.89
<b>Total Uncleared Transactions</b>	<u>-26,499.25</u>
<b>Register Balance as of 01/31/2024</b>	<u>3,184,287.04</u>
<b>New Transactions</b>	
Checks and Payments - 17 items	-42,418.45
<b>Total New Transactions</b>	<u>-42,418.45</u>
<b>Ending Balance</b>	<u>3,141,868.59</u>

*County Acct*

*Reconciled 2/6/2024 Y*

**Summit Fire District**  
**Reconciliation Detail**  
**101 County Treasurer, Period Ending 01/31/2024**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,592,932.39
<b>Cleared Transactions</b>						
<b>Checks and Payments - 72 items</b>						
Bill Pmt -Check	11/22/2023	82400...	Flagstaff Medical Ce...	X	-700.00	-700.00
Check	12/08/2023	82400...	National Bank of Ari...	X	-10,242.81	-10,942.81
Bill Pmt -Check	12/14/2023	82400...	Highlands Fire	X	-21,964.75	-32,907.56
Bill Pmt -Check	12/14/2023	82400...	US Bank	X	-850.00	-33,757.56
Bill Pmt -Check	12/20/2023	82400...	Orion Energy Inc.	X	-1,202.00	-34,959.56
Bill Pmt -Check	12/20/2023	82400...	Verizon Wireless	X	-588.50	-35,548.06
Bill Pmt -Check	12/20/2023	82400...	APS	X	-488.17	-36,036.23
Bill Pmt -Check	12/20/2023	82400...	Right Water Hauling...	X	-118.94	-36,155.17
Bill Pmt -Check	12/20/2023	82400...	Directv	X	-107.99	-36,263.16
Bill Pmt -Check	12/28/2023	82400...	City of Flagstaff	X	-71,250.00	-107,513.16
Bill Pmt -Check	12/28/2023	82400...	Municipal Emergenc...	X	-2,477.79	-109,990.95
Bill Pmt -Check	12/28/2023	82400...	Rush Truck	X	-1,145.90	-111,136.85
Bill Pmt -Check	12/28/2023	82400...	Optimum Business	X	-647.84	-111,784.69
Bill Pmt -Check	12/28/2023	82400...	APS	X	-391.60	-112,176.29
Bill Pmt -Check	12/28/2023	82400...	Blue Card	X	-346.50	-112,522.79
Bill Pmt -Check	12/28/2023	82400...	Flagstaff Counseling...	X	-240.00	-112,762.79
Liability Check	01/03/2024		QuickBooks Payroll ...	X	-84,132.16	-196,894.95
Liability Check	01/04/2024	EFT	Public Safety Retire...	X	-19,913.74	-216,808.69
Bill Pmt -Check	01/04/2024	82400...	HUB International In...	X	-18,778.00	-235,586.69
Liability Check	01/04/2024	EFT	United States Treas...	X	-11,827.54	-247,414.23
Liability Check	01/04/2024	EFT	Health Equity	X	-3,732.86	-251,147.09
Liability Check	01/04/2024	EFT	Voya Financial	X	-2,652.60	-253,799.69
Liability Check	01/04/2024	EFT	Arizona Department ...	X	-2,403.88	-256,203.57
Liability Check	01/04/2024	EFT	Arizona State Retire...	X	-2,290.38	-258,493.95
Liability Check	01/04/2024	82400...	Nationwide Trust Co...	X	-2,185.90	-260,679.85
Bill Pmt -Check	01/04/2024	82400...	Zoll Medical Corpora...	X	-1,860.00	-262,539.85
Bill Pmt -Check	01/04/2024	82400...	APS	X	-1,050.37	-263,590.22
Liability Check	01/04/2024	82400...	AFLAC	X	-884.48	-264,474.70
Bill Pmt -Check	01/04/2024	82400...	Orion Energy Inc.	X	-546.37	-265,021.07
Bill Pmt -Check	01/04/2024	82400...	AT&T Mobility	X	-371.00	-265,392.07
Bill Pmt -Check	01/04/2024	82400...	Economy Towing	X	-350.00	-265,742.07
Liability Check	01/04/2024	82400...	Support Payment Cl...	X	-292.65	-266,034.72
Bill Pmt -Check	01/04/2024	82400...	Harper's Plumbing	X	-205.00	-266,239.72
Liability Check	01/04/2024	82400...	5 Star Life Insuranc...	X	-34.67	-266,274.39
Bill Pmt -Check	01/04/2024	82400...	DSB Distributing LLC	X	-28.47	-266,302.86
Bill Pmt -Check	01/04/2024	82400...	NAPA	X	-23.34	-266,326.20
Liability Check	01/10/2024	EFT	United States Treas...	X	-92.66	-266,418.86
Bill Pmt -Check	01/10/2024	EFT	Arizona Department ...	X	-12.32	-266,431.18
Liability Check	01/17/2024		QuickBooks Payroll ...	X	-79,057.19	-345,488.37
Bill Pmt -Check	01/17/2024	82400...	Executech	X	-3,104.38	-348,592.75
Bill Pmt -Check	01/17/2024	82400...	Doney Park Water	X	-764.44	-349,357.19
Bill Pmt -Check	01/17/2024	82400...	Verizon Wireless	X	-588.52	-349,945.71
Bill Pmt -Check	01/17/2024	82400...	APS	X	-536.45	-350,482.16
Bill Pmt -Check	01/17/2024	82400...	Niles Radio	X	-350.00	-350,832.16
Bill Pmt -Check	01/17/2024	82400...	Peak Heart & Vascu...	X	-340.00	-351,172.16
Bill Pmt -Check	01/17/2024	82400...	Optimum Business	X	-331.12	-351,503.28
Bill Pmt -Check	01/17/2024	82400...	Prudential Overall S...	X	-304.50	-351,807.78
Bill Pmt -Check	01/17/2024	82400...	UniSource Energy S...	X	-288.06	-352,095.84
Bill Pmt -Check	01/17/2024	82400...	Right Water Hauling...	X	-220.00	-352,315.84
Liability Check	01/17/2024	EFT	Colonial Supplement...	X	-100.54	-352,416.38
Bill Pmt -Check	01/17/2024	82400...	Coconino Auto Supply	X	-69.70	-352,486.08
Bill Pmt -Check	01/17/2024	82400...	Aramark	X	-55.22	-352,541.30
Liability Check	01/18/2024	82400...	KAIROS Health Ariz...	X	-23,360.00	-375,901.30
Liability Check	01/18/2024	EFT	Public Safety Retire...	X	-18,216.06	-394,117.36
Liability Check	01/18/2024	EFT	United States Treas...	X	-10,924.84	-405,042.20
Liability Check	01/18/2024	EFT	Health Equity	X	-3,732.86	-408,775.06
Liability Check	01/18/2024	82400...	Nationwide Trust Co...	X	-2,666.66	-411,441.72
Liability Check	01/18/2024	EFT	Voya Financial	X	-2,510.12	-413,951.84
Liability Check	01/18/2024	EFT	Arizona State Retire...	X	-2,290.38	-416,242.22
Liability Check	01/18/2024	EFT	Arizona Department ...	X	-2,276.34	-418,518.56
Liability Check	01/18/2024	82400...	AFLAC	X	-884.48	-419,403.04
Liability Check	01/18/2024	82400...	Support Payment Cl...	X	-292.65	-419,695.69
Bill Pmt -Check	01/25/2024	82400...	Turbo & Electric, Inc.	X	-1,406.37	-421,102.06
Bill Pmt -Check	01/25/2024	82400...	Prudential Overall S...	X	-76.25	-421,178.31
Bill Pmt -Check	01/25/2024	82400...	Velocity Truck Center	X	-58.95	-421,237.26

## Summit Fire District Reconciliation Detail 101 County Treasurer, Period Ending 01/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Liability Check	01/31/2024		QuickBooks Payroll ...	X	-81,131.21	-502,368.47
Liability Check	02/01/2024	EFT	Public Safety Retire...	X	-18,816.71	-521,185.18
Liability Check	02/01/2024	EFT	United States Treas...	X	-11,156.84	-532,342.02
Liability Check	02/01/2024	EFT	Health Equity	X	-3,732.86	-536,074.88
Liability Check	02/01/2024	EFT	Voya Financial	X	-2,742.93	-538,817.81
Liability Check	02/01/2024	EFT	Arizona Department ...	X	-2,331.20	-541,149.01
Liability Check	02/01/2024	EFT	Arizona State Retire...	X	-2,290.38	-543,439.39
Total Checks and Payments					-543,439.39	-543,439.39
<b>Deposits and Credits - 88 items</b>						
Deposit	01/03/2024			X	1,058.00	1,058.00
Transfer	01/05/2024			X	3,000.00	4,058.00
Deposit	01/08/2024			X	7,486.35	11,544.35
Deposit	01/08/2024			X	137,932.32	149,476.67
General Journal	01/12/2024	PSPR...		X	2,025.45	151,502.12
Paycheck	01/18/2024	707995	Unmacht III, James	X	0.00	151,502.12
Paycheck	01/18/2024	707962	Brooks, Robert W	X	0.00	151,502.12
Paycheck	01/18/2024	707963	Christian III, Nikolas J	X	0.00	151,502.12
Paycheck	01/18/2024	707960	Bain, Chuck A.	X	0.00	151,502.12
Paycheck	01/18/2024	707964	Collins, James	X	0.00	151,502.12
Paycheck	01/18/2024	707959	Allen, Michael W.	X	0.00	151,502.12
Paycheck	01/18/2024	707965	Davis, Warren K	X	0.00	151,502.12
Paycheck	01/18/2024	707967	Fennema, Vivian L	X	0.00	151,502.12
Paycheck	01/18/2024	707966	Drennan, Steven	X	0.00	151,502.12
Paycheck	01/18/2024	707989	Russo, David B.	X	0.00	151,502.12
Paycheck	01/18/2024	707968	Fisk, Benjamin J.	X	0.00	151,502.12
Paycheck	01/18/2024	707988	Robinson, Casey L.	X	0.00	151,502.12
Paycheck	01/18/2024	707969	Gia, Brandon	X	0.00	151,502.12
Paycheck	01/18/2024	707998	Zambeck, Christoph...	X	0.00	151,502.12
Paycheck	01/18/2024	707970	Gibbs, Matthew L	X	0.00	151,502.12
Paycheck	01/18/2024	707997	Walsh, Brian M	X	0.00	151,502.12
Paycheck	01/18/2024	707971	Gibbs, Reuben L.	X	0.00	151,502.12
Paycheck	01/18/2024	707996	Vaughn, Russell	X	0.00	151,502.12
Paycheck	01/18/2024	707972	Greenwalt, David E	X	0.00	151,502.12
Paycheck	01/18/2024	707994	Swatzell, Brandon	X	0.00	151,502.12
Paycheck	01/18/2024	707973	Hanisee, Robert	X	0.00	151,502.12
Paycheck	01/18/2024	707993	Stalvey, Adam	X	0.00	151,502.12
Paycheck	01/18/2024	707974	Harper, Tyler	X	0.00	151,502.12
Paycheck	01/18/2024	707992	Slayton, Preston P	X	0.00	151,502.12
Paycheck	01/18/2024	707975	Harrison, Maguire	X	0.00	151,502.12
Paycheck	01/18/2024	707991	Schmidt, Wesley	X	0.00	151,502.12
Paycheck	01/18/2024	707976	Hernandez, Fernand...	X	0.00	151,502.12
Paycheck	01/18/2024	707990	Schieffer, Tammy S	X	0.00	151,502.12
Paycheck	01/18/2024	707977	Hodges, McNeil	X	0.00	151,502.12
Paycheck	01/18/2024	707978	Hunt, Gannon	X	0.00	151,502.12
Paycheck	01/18/2024	707979	Jamison Jr., Richard...	X	0.00	151,502.12
Paycheck	01/18/2024	707987	Riggs, Elliott A	X	0.00	151,502.12
Paycheck	01/18/2024	707980	Kester, Alan	X	0.00	151,502.12
Paycheck	01/18/2024	707986	Pickett, Michael E.	X	0.00	151,502.12
Paycheck	01/18/2024	707981	Lopez, Vincent	X	0.00	151,502.12
Paycheck	01/18/2024	707985	Palm, Torsten H.	X	0.00	151,502.12
Paycheck	01/18/2024	707982	Luna, Carlos L.	X	0.00	151,502.12
Paycheck	01/18/2024	707983	Modrell, Ian P.	X	0.00	151,502.12
Paycheck	01/18/2024	707984	Morse, Zachary	X	0.00	151,502.12
Paycheck	01/18/2024	707961	Black, William A	X	0.00	151,502.12
Deposit	01/22/2024			X	1,140.60	152,642.72
Deposit	01/25/2024			X	8,649.57	161,292.29
General Journal	01/30/2024	Recon...		X	1.00	161,293.29
Paycheck	02/01/2024	708024	Morse, Zachary	X	0.00	161,293.29
Paycheck	02/01/2024	708020	Kester, Alan	X	0.00	161,293.29
Paycheck	02/01/2024	708025	Palm, Torsten H.	X	0.00	161,293.29
Paycheck	02/01/2024	708019	Jamison Jr., Richard...	X	0.00	161,293.29
Paycheck	02/01/2024	708026	Pickett, Michael E.	X	0.00	161,293.29
Paycheck	02/01/2024	708018	Hunt, Gannon	X	0.00	161,293.29
Paycheck	02/01/2024	708027	Riggs, Elliott A	X	0.00	161,293.29
Paycheck	02/01/2024	708017	Hodges, McNeil	X	0.00	161,293.29
Paycheck	02/01/2024	708016	Hernandez, Fernand...	X	0.00	161,293.29
Paycheck	02/01/2024	708029	Russo, David B.	X	0.00	161,293.29

## Summit Fire District Reconciliation Detail 101 County Treasurer, Period Ending 01/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	02/01/2024	708015	Harrison, Maguire	X	0.00	161,293.29
Paycheck	02/01/2024	708030	Schieffer, Tammy S	X	0.00	161,293.29
Paycheck	02/01/2024	708014	Harper, Tyler	X	0.00	161,293.29
Paycheck	02/01/2024	708031	Schmidt, Wesley	X	0.00	161,293.29
Paycheck	02/01/2024	708013	Hanisee, Robert	X	0.00	161,293.29
Paycheck	02/01/2024	708032	Slayton, Preston P	X	0.00	161,293.29
Paycheck	02/01/2024	708012	Greenwalt, David E	X	0.00	161,293.29
Paycheck	02/01/2024	708033	Stalvey, Adam	X	0.00	161,293.29
Paycheck	02/01/2024	708000	Bain, Chuck A.	X	0.00	161,293.29
Paycheck	02/01/2024	708034	Swatzell, Brandon	X	0.00	161,293.29
Paycheck	02/01/2024	708011	Gibbs, Reuben L.	X	0.00	161,293.29
Paycheck	02/01/2024	708035	Unmacht III, James	X	0.00	161,293.29
Paycheck	02/01/2024	708010	Gibbs, Matthew L	X	0.00	161,293.29
Paycheck	02/01/2024	708009	Gia, Brandon	X	0.00	161,293.29
Paycheck	02/01/2024	708036	Vaughn, Russell	X	0.00	161,293.29
Paycheck	02/01/2024	708008	Fisk, Benjamin J.	X	0.00	161,293.29
Paycheck	02/01/2024	708037	Walsh, Brian M	X	0.00	161,293.29
Paycheck	02/01/2024	708006	Drennan, Steven	X	0.00	161,293.29
Paycheck	02/01/2024	708005	Davis, Warren K	X	0.00	161,293.29
Paycheck	02/01/2024	708038	Zambeck, Christoph...	X	0.00	161,293.29
Paycheck	02/01/2024	708028	Robinson, Casey L.	X	0.00	161,293.29
Paycheck	02/01/2024	708007	Fennema, Vivian L	X	0.00	161,293.29
Paycheck	02/01/2024	707999	Allen, Michael W.	X	0.00	161,293.29
Paycheck	02/01/2024	708002	Brooks, Robert W	X	0.00	161,293.29
Paycheck	02/01/2024	708003	Christian III, Nikolas J	X	0.00	161,293.29
Paycheck	02/01/2024	708004	Collins, James	X	0.00	161,293.29
Paycheck	02/01/2024	708001	Black, William A	X	0.00	161,293.29
Paycheck	02/01/2024	708021	Lopez, Vincent	X	0.00	161,293.29
Paycheck	02/01/2024	708023	Modrell, Ian P.	X	0.00	161,293.29
Paycheck	02/01/2024	708022	Luna, Carlos L.	X	0.00	161,293.29
Total Deposits and Credits					161,293.29	161,293.29
Total Cleared Transactions					-382,146.10	-382,146.10
Cleared Balance					-382,146.10	3,210,786.29
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 25 items</b>						
Check	03/06/2023	EFT	Coconino County Tr...		-189.11	-189.11
General Journal	06/30/2023	FY23 ...			-1,283.07	-1,472.18
Check	09/21/2023	82400...	Zachary Morse-		-600.00	-2,072.18
General Journal	12/01/2023	8/1/23...			-1,251.00	-3,323.18
Bill Pmt -Check	12/14/2023	82400...	Flagstaff Medical Ce...		-700.00	-4,023.18
Liability Check	12/21/2023	82400...	United Summit Fire ...		-1,410.53	-5,433.71
Liability Check	01/04/2024	82400...	United Summit Fire ...		-1,369.01	-6,802.72
Bill Pmt -Check	01/10/2024	82400...	Rush Truck		-2,019.81	-8,822.53
Bill Pmt -Check	01/17/2024	82400...	Flagstaff Medical Ce...		-5,061.49	-13,884.02
Bill Pmt -Check	01/17/2024	82400...	Directv		-107.99	-13,992.01
Liability Check	01/18/2024	82400...	United Summit Fire ...		-1,475.50	-15,467.51
Bill Pmt -Check	01/19/2024	82400...	AZ Public Safety Pe...		-75.00	-15,542.51
Bill Pmt -Check	01/25/2024	82400...	Orion Energy Inc.		-1,639.10	-17,181.61
Bill Pmt -Check	01/25/2024	82400...	Skyline Waste LLC		-1,260.00	-18,441.61
Bill Pmt -Check	01/25/2024	82400...	Spry Doors and Gates		-1,180.00	-19,621.61
Bill Pmt -Check	01/25/2024	82400...	UniSource Energy S...		-720.82	-20,342.43
Bill Pmt -Check	01/25/2024	82400...	Public Safety Crisis ...		-576.00	-20,918.43
Bill Pmt -Check	01/25/2024	82400...	APS		-416.83	-21,335.26
Bill Pmt -Check	01/25/2024	82400...	Life Assist, Inc		-409.06	-21,744.32
Bill Pmt -Check	01/25/2024	82400...	Optimum Business		-321.14	-22,065.46
Check	01/25/2024	82400...	Rick Parker		-157.66	-22,223.12
Bill Pmt -Check	01/25/2024	82400...	Right Water Hauling...		-110.00	-22,333.12
Bill Pmt -Check	01/25/2024	82400...	Linde Gas & Equipm...		-41.97	-22,375.09
Liability Check	01/25/2024	82400...	5 Star Life Insuranc...		-34.67	-22,409.76
Check	01/28/2024	82400...	National Bank of Ari...		-16,435.38	-38,845.14
Total Checks and Payments					-38,845.14	-38,845.14
<b>Deposits and Credits - 3 items</b>						
General Journal	06/30/2023	FY23 ...			1,283.07	1,283.07

**Summit Fire District**  
**Reconciliation Detail**  
**101 County Treasurer, Period Ending 01/31/2024**

Type	Date	Num	Name	Clr	Amount	Balance
General Journal	06/30/2023	FY23 ...			9,811.82	11,094.89
General Journal	08/01/2023	ACCT ...			1,251.00	12,345.89
Total Deposits and Credits					12,345.89	12,345.89
Total Uncleared Transactions					-26,499.25	-26,499.25
Register Balance as of 01/31/2024					-408,645.35	3,184,287.04
<b>New Transactions</b>						
<b>Checks and Payments - 17 Items</b>						
Bill Pmt -Check	02/01/2024	82400...	Municipal Emergenc...		-5,823.28	-5,823.28
Bill Pmt -Check	02/01/2024	82400...	Executech		-3,104.38	-8,927.66
Liability Check	02/01/2024	82400...	Principal Life Insura...		-3,005.70	-11,933.36
Liability Check	02/01/2024	82400...	Nationwide Trust Co...		-1,910.55	-13,843.91
Liability Check	02/01/2024	82400...	United Summit Fire ...		-1,475.50	-15,319.41
Bill Pmt -Check	02/01/2024	82400...	APS		-1,206.52	-16,525.93
Bill Pmt -Check	02/01/2024	82400...	Orion Energy Inc.		-951.83	-17,477.76
Bill Pmt -Check	02/01/2024	82400...	Nuido Embrodery		-713.00	-18,190.76
Bill Pmt -Check	02/01/2024	82400...	AT&T Mobility		-371.01	-18,561.77
Bill Pmt -Check	02/01/2024	82400...	Right Water Hauling...		-338.88	-18,900.65
Bill Pmt -Check	02/01/2024	82400...	Optimum Business		-326.71	-19,227.36
Liability Check	02/01/2024	82400...	Support Payment Cl...		-292.65	-19,520.01
Bill Pmt -Check	02/01/2024	82400...	Life Assist, Inc		-110.49	-19,630.50
Bill Pmt -Check	02/01/2024	82400...	Crazy Country Boys ...		-89.83	-19,720.33
Bill Pmt -Check	02/01/2024	82400...	Aramark		-41.58	-19,761.91
Liability Check	02/08/2024	To Print	KAIROS Health Ariz...		-22,556.00	-42,317.91
Liability Check	02/08/2024	EFT	Colonial Supplement...		-100.54	-42,418.45
Total Checks and Payments					-42,418.45	-42,418.45
Total New Transactions					-42,418.45	-42,418.45
<b>Ending Balance</b>					<b>-451,063.80</b>	<b>3,141,868.59</b>

**Summit Fire District**  
**Reconciliation Summary**  
102 OWA Account, Period Ending 01/31/2024

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	<u>Jan 31, 24</u>
Beginning Balance	182,902.85
Cleared Transactions	
Deposits and Credits - 1 item	<u>398.91</u>
Total Cleared Transactions	<u>398.91</u>
Cleared Balance	<u><u>183,301.76</u></u>
Uncleared Transactions	
Checks and Payments - 1 item	-343.20
Deposits and Credits - 3 items	<u>343.20</u>
Total Uncleared Transactions	<u>0.00</u>
Register Balance as of 01/31/2024	<u><u>183,301.76</u></u>
Ending Balance	183,301.76

*OWA acct*

*Reconciled 2/8/2024 J*

## Summit Fire District Reconciliation Detail 105 Petty Cash, Period Ending 02/01/2024

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						4,184.95
Cleared Transactions						
Checks and Payments - 3 items						
Transfer	01/05/2024			X	-3,000.00	-3,000.00
Check	01/05/2024	1235	US Postal Service	X	-488.40	-3,488.40
Check	01/05/2024	1234	Flag Lock and Key	X	-119.80	-3,608.20
Total Checks and Payments					-3,608.20	-3,608.20
Deposits and Credits - 4 items						
Deposit	01/05/2024			X	50.00	50.00
Deposit	01/05/2024			X	120.00	170.00
Deposit	01/17/2024			X	100.00	270.00
Deposit	01/29/2024			X	100.00	370.00
Total Deposits and Credits					370.00	370.00
Total Cleared Transactions					-3,238.20	-3,238.20
Cleared Balance					-3,238.20	946.75
Register Balance as of 02/01/2024					-3,238.20	946.75
Ending Balance					-3,238.20	946.75

2/1/24

.05

.55

.90

11.25

22-

115-

160-

540-

75

10

2-

10-

946.75

Reconciled  
2/1/24  
Tammy

**Summit Fire District**  
**Reconciliation Summary**  
120 Capital Fund, Period Ending 01/31/2024

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	Jan 31, 24
Beginning Balance	695,968.50
Cleared Transactions	
Checks and Payments - 1 item	-578,411.31
Deposits and Credits - 1 item	1,484.16
Total Cleared Transactions	-576,927.15
Cleared Balance	<u>119,041.35</u>
Uncleared Transactions	
Checks and Payments - 1 item	-1,300.00
Deposits and Credits - 1 item	1,300.00
Total Uncleared Transactions	<u>0.00</u>
Register Balance as of 01/31/2024	<u>119,041.35</u>
Ending Balance	<u>119,041.35</u>

*Capital Acct*

*Reconciled 7/6/24*

2:40 PM

02/06/24

**Summit Fire District**  
**Reconciliation Summary**  
**136 Westside Capital Fund, Period Ending 01/31/2024**

---

	<u>Jan 31, 24</u>
Beginning Balance	432,199.09
Cleared Transactions	
Deposits and Credits - 1 item	<u>921.67</u>
Total Cleared Transactions	<u>921.67</u>
Cleared Balance	<u><u>433,120.76</u></u>
Register Balance as of 01/31/2024	433,120.76
Ending Balance	433,120.76

*Westside*

*Reconciled 2/6/2024 Y*

2:20 PM

02/06/24

**Summit Fire District**  
**Reconciliation Summary**  
**150 Emergency Fund, Period Ending 01/31/2024**

---

	<u>Jan 31, 24</u>
Beginning Balance	215,769.67
Cleared Transactions	
Deposits and Credits - 1 item	<u>460.13</u>
Total Cleared Transactions	<u>460.13</u>
Cleared Balance	<u><u>216,229.80</u></u>
Register Balance as of 01/31/2024	216,229.80
Ending Balance	216,229.80

*Emergency Fund*

*Reconciled 2/6/2024 Y*

2:49 PM

02/06/24

**Summit GO Bond Account  
Reconciliation Summary**  
300315 Debt Services Account, Period Ending 01/31/2024

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	Jan 31, 24
Beginning Balance	121,316.02
Cleared Transactions	
Deposits and Credits - 1 item	3,825.22
Total Cleared Transactions	3,825.22
Cleared Balance	<u>125,141.24</u>
Uncleared Transactions	
Deposits and Credits - 1 item	0.00
Total Uncleared Transactions	0.00
Register Balance as of 01/31/2024	<u>125,141.24</u>
Ending Balance	125,141.24

GO Bond

Reconciled 2/6/2024 J

2:51 PM

02/06/24

**SFMD Contingency Fund  
Reconciliation Summary**  
Coconino County Treasurer, Period Ending 01/31/2024

---

	<u>Jan 31, 24</u>
Beginning Balance	1,777,204.90
Cleared Balance	1,777,204.90
Register Balance as of 01/31/2024	1,777,204.90
Ending Balance	1,777,204.90

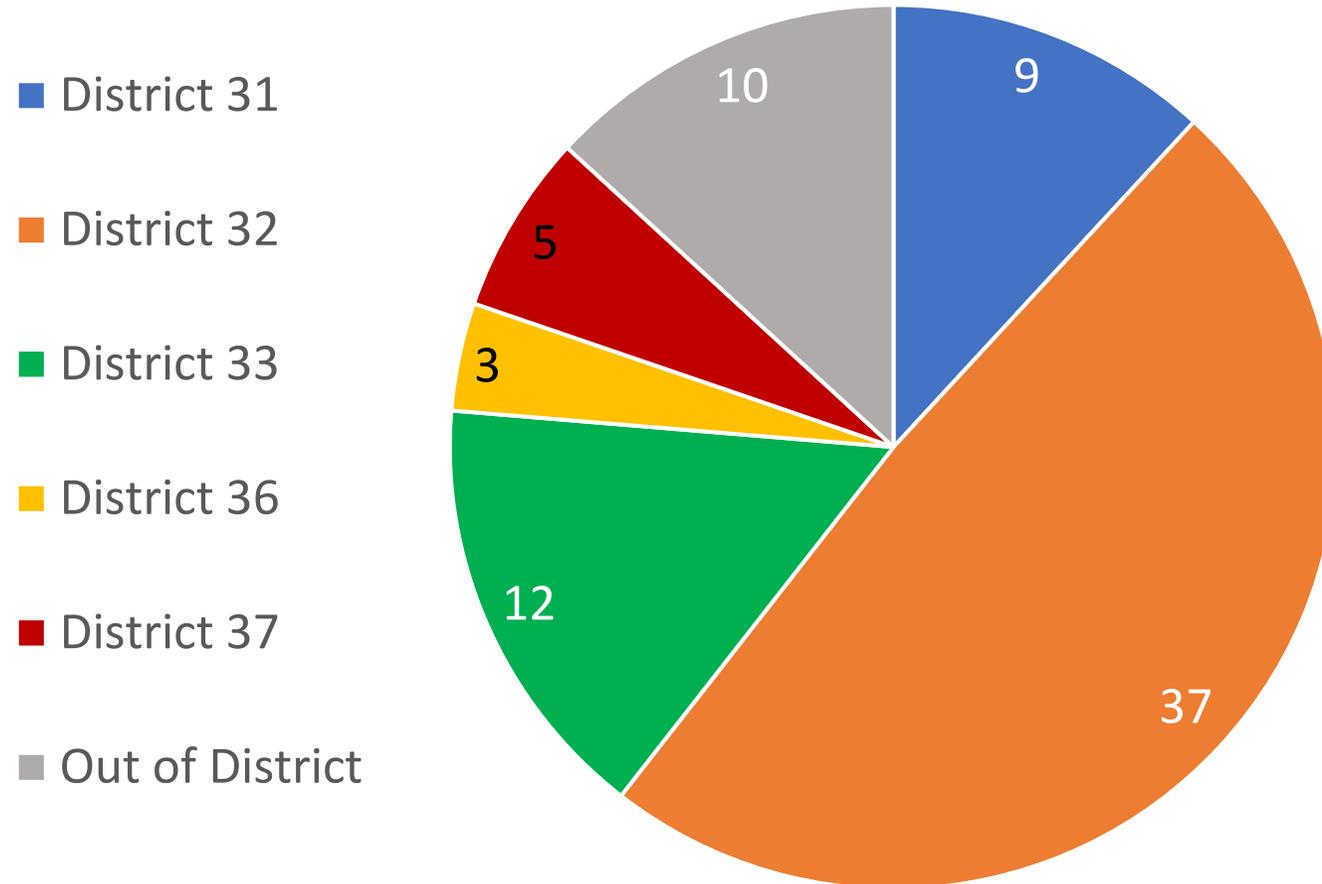
*Contingency Acct*

*Reconciled 2/6/2024 Y*

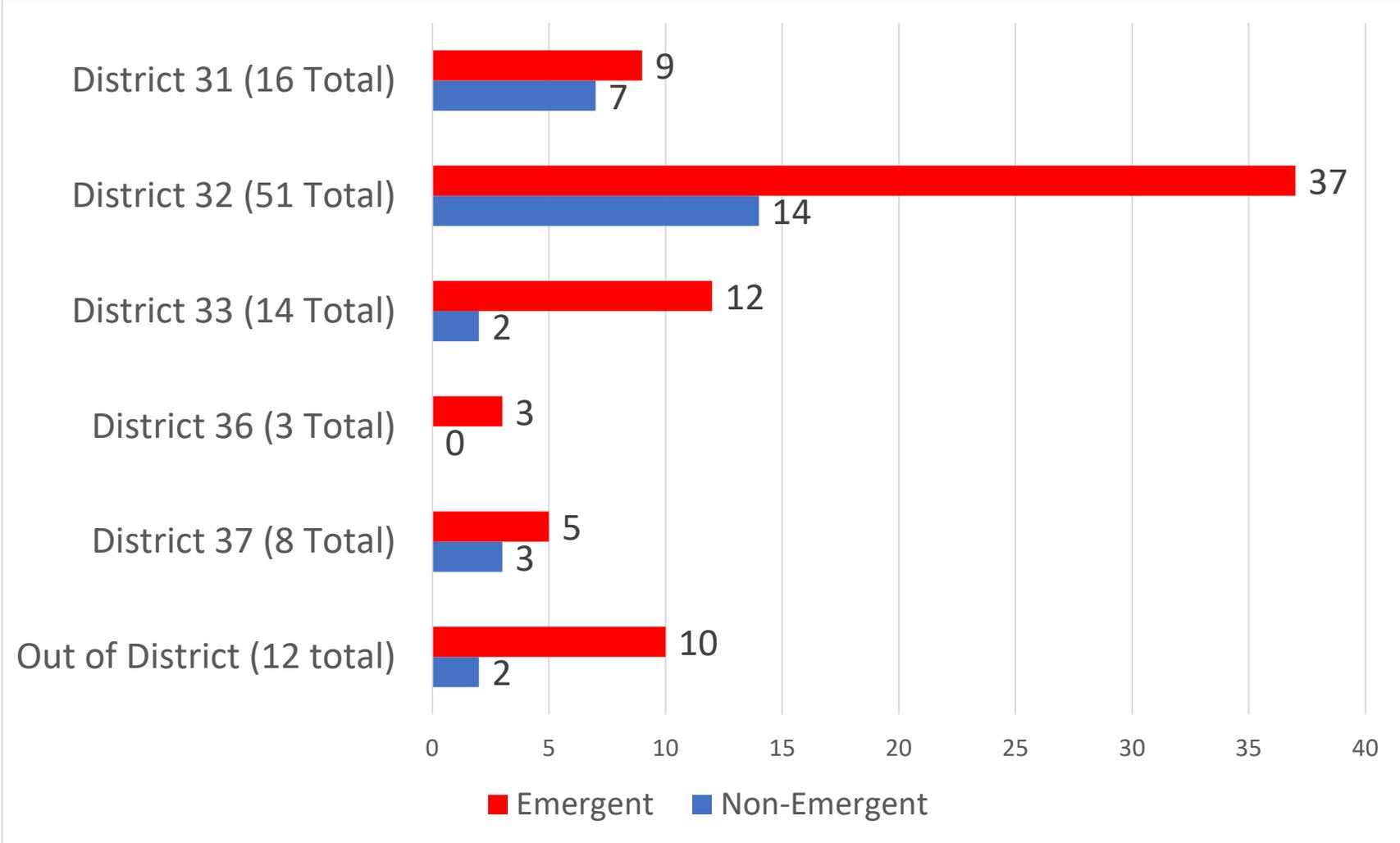
# SFMD BC Run Report

January 2024 Statistics

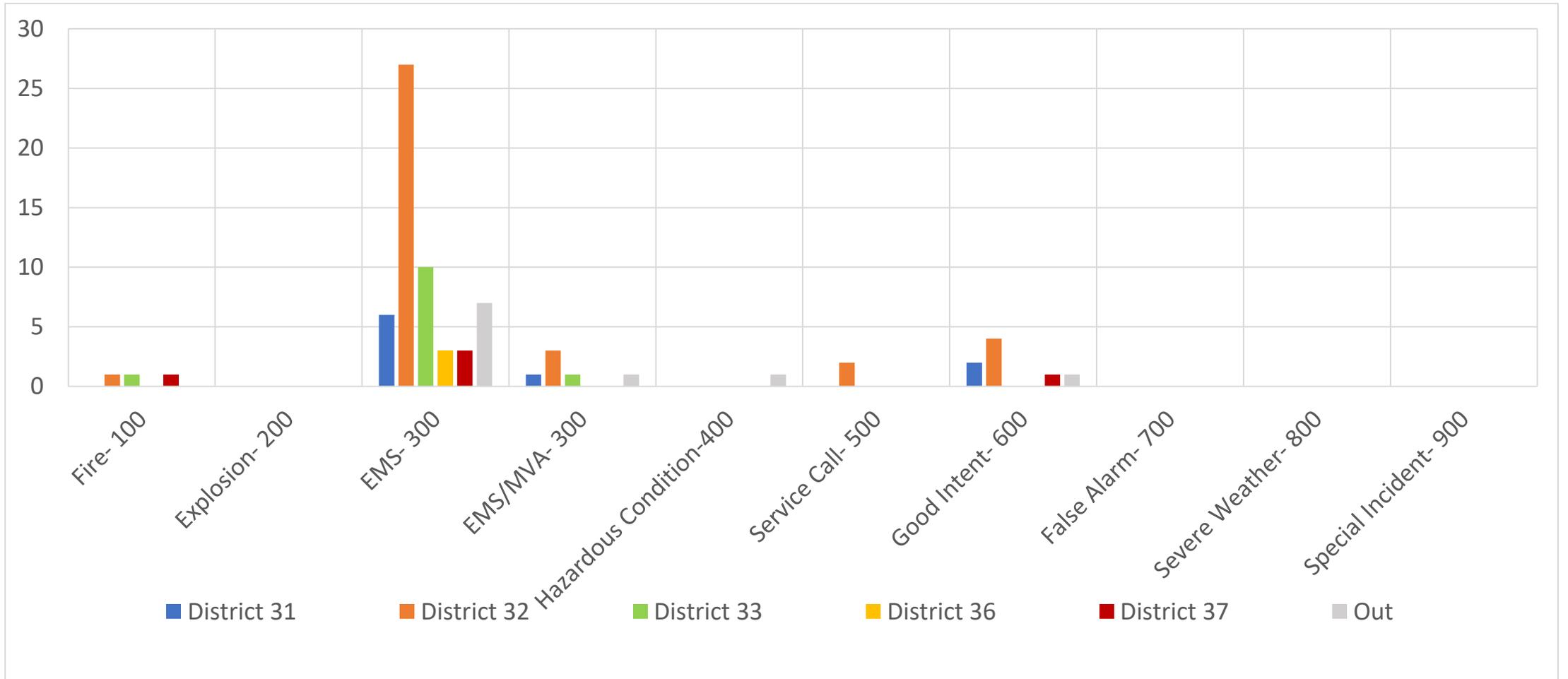
# Emergent Calls- 76 Total



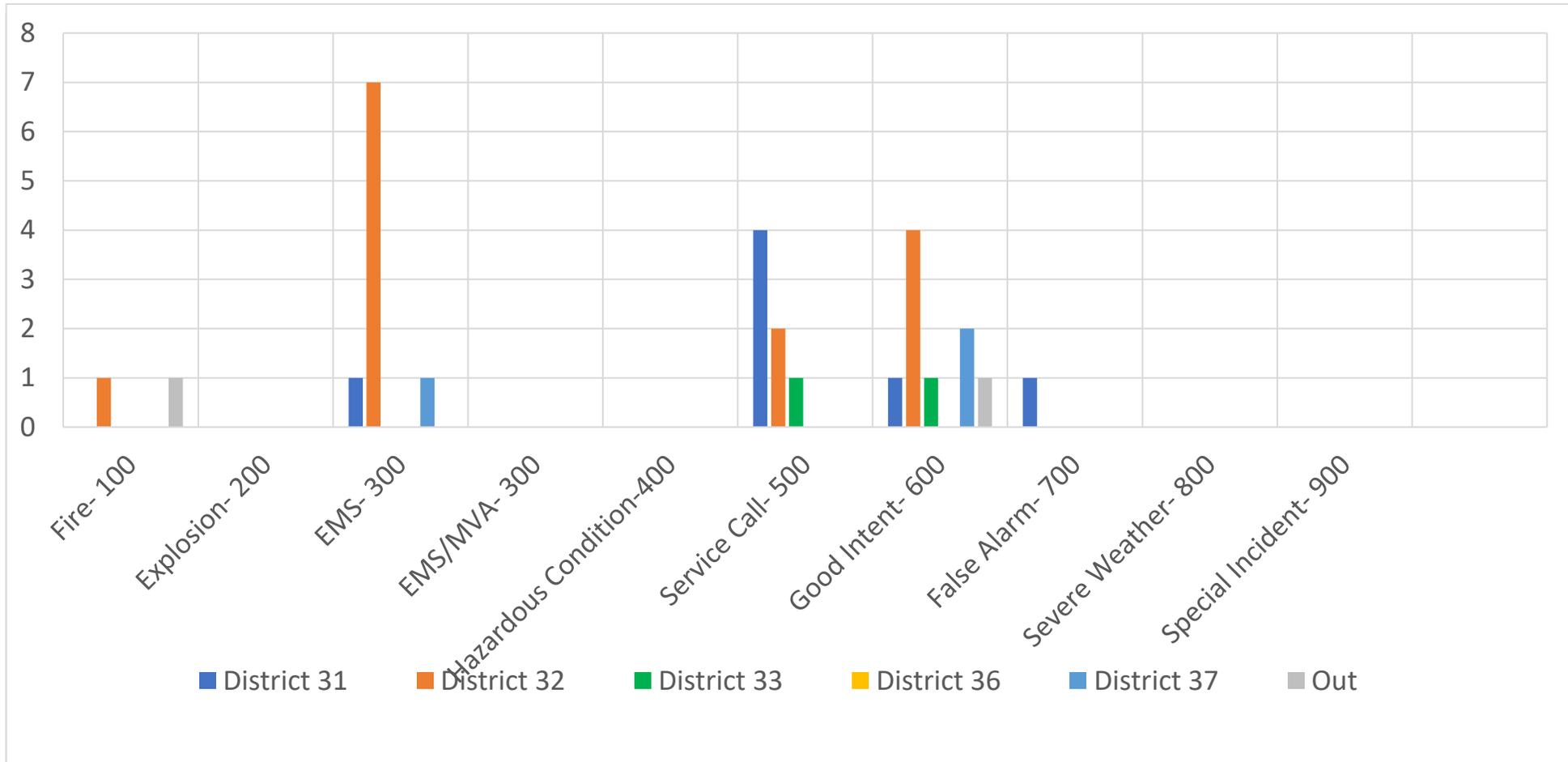
# Total Incidents- (104)



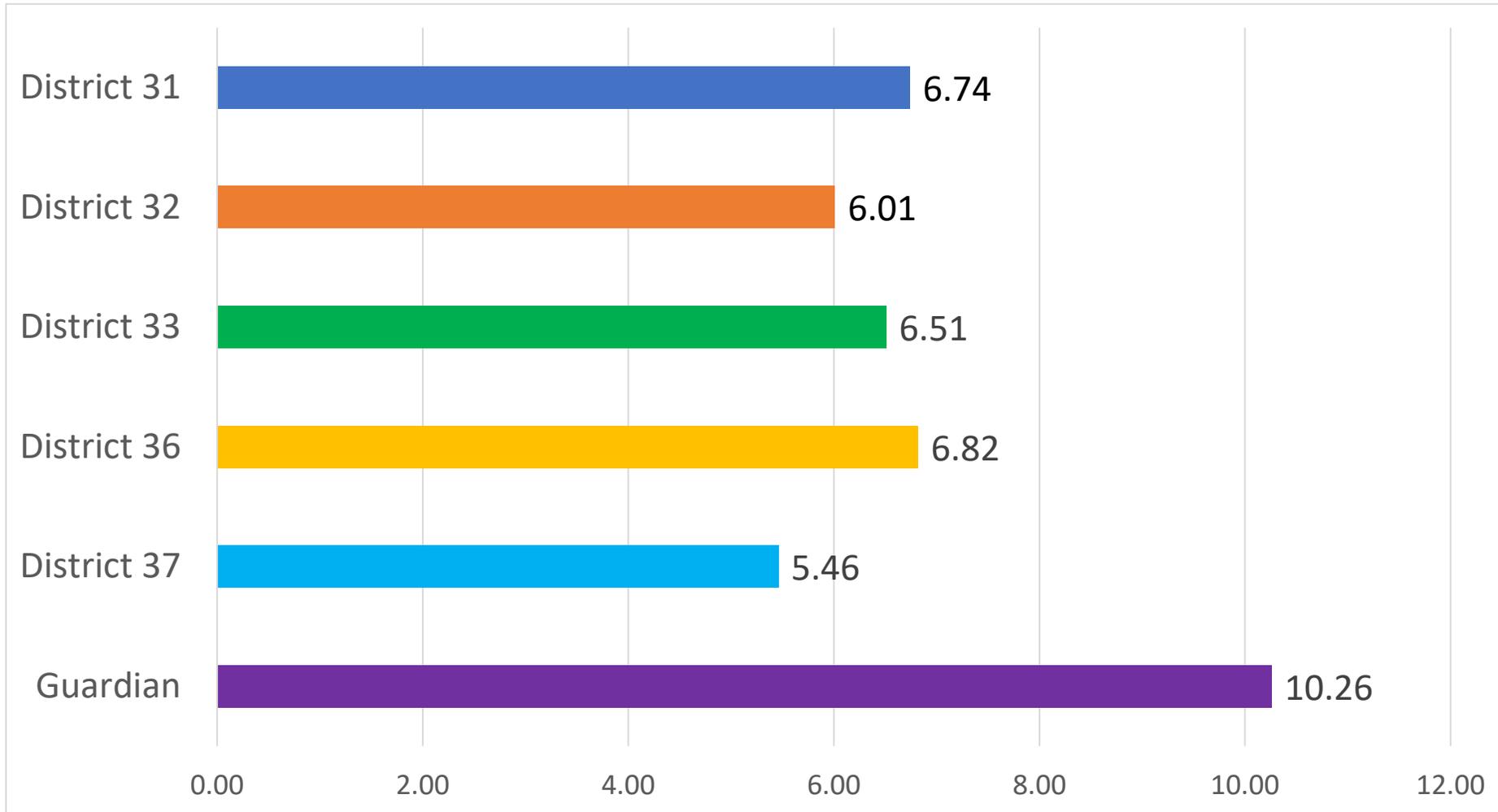
# Emergent Call Breakdown



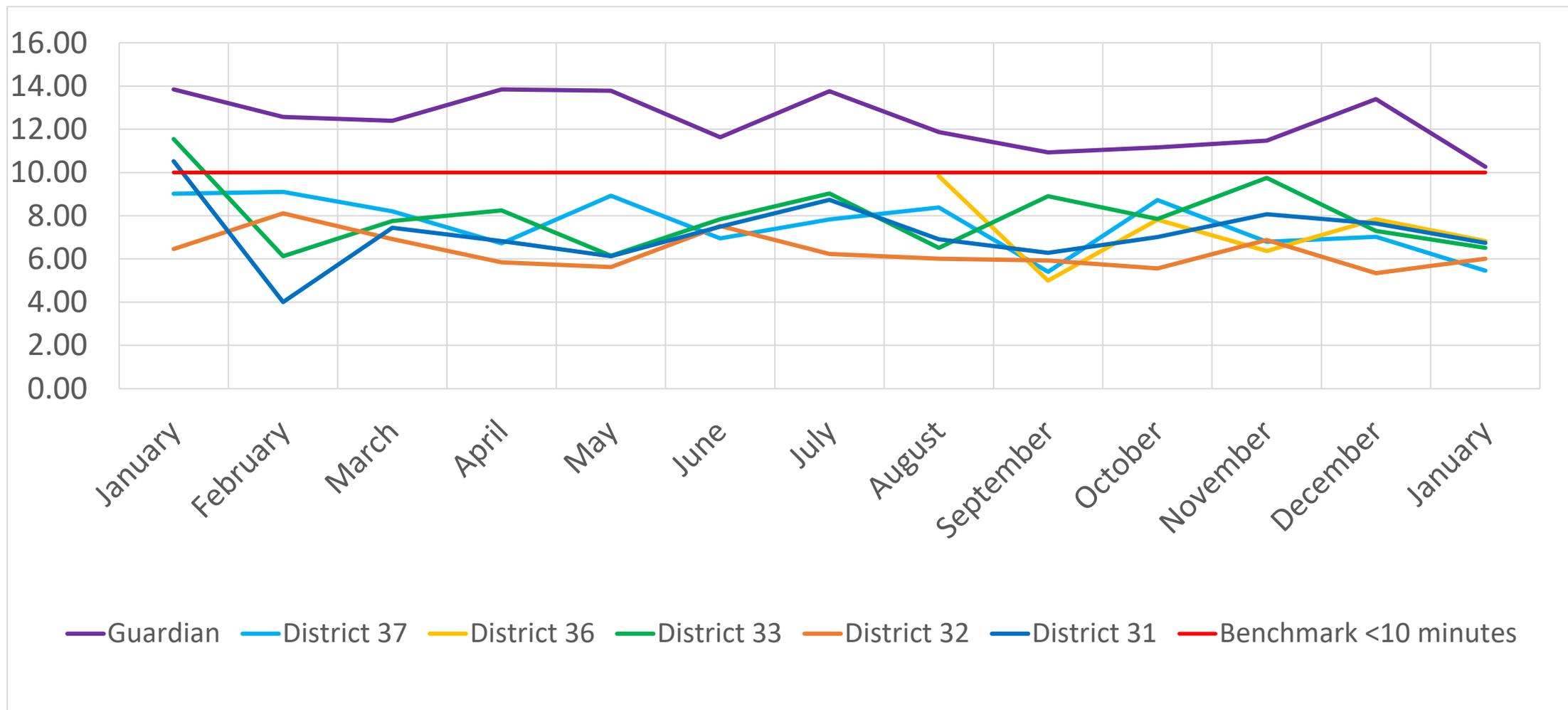
# Non-Emergent Call Breakdown



# Average Response Times



# Response Time Trend



# Benchmark Goal: Rural area <10-minute Response, 90% of the time

- District 31- 89% (8 of 9 incidents)
- District 32- 92% (34 of 37 incidents)
- District 33- 100% (12 of 12 incidents)
- District 36- 100% (3 of 3 incidents)
- District 37- 100% (5 of 5 incidents)
  
- Overall- (94% 62 of 66 incidents)

# Automatic Aid for SFMD

- Automatic Aid Given: 11 incidents
  - 1 Fire
  - 7 Medical
  - 1 Gas Leak
  - 2 Cancelled
- Automatic Aid Received: 7 incidents
  - 2 Fire's
  - 2 MVA's
  - 3 Cancelled

# Action 7a

**To:** SFMD Fire Board  
**From:** SFMD Administration  
**Date:** February 21, 2024  
**Title:** Wildland Fire Management Update

**Recommended Action:** No Action needed.

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**Action Summary:** Neil Chapman will be updating the board and public on current projects and programs that are occurring in and around the Flagstaff area in the Wildland Fire Management division.

**Financial Impacts:** N/A

**Relation to Goals:** Communication and transparency between the district and citizens who live here. Create efficiencies that improve and sustain the capabilities of the District and Improve the resources of the District both human and capital

**Key Considerations:** Providing updated information on the efforts being taken to safeguard our community from the threat of future wildfires. Offer programs that are available for homeowners to help cover the cost of property thinning and Firewise preparedness.

**Attachments:**

**Suggested Motion:** No Motion needed.

# Action 7b

**To:** SFMD Fire Board  
**From:** SFMD Administration  
**Date:** February 21, 2024  
**Title:** Ft Valley Community Meeting and Email

**Recommended Action:** No Action needed.

---

**Action Summary:** Board discussion on the concerns addressed at the Ft Valley Community Meeting that was held on December 14, 2023, and the follow-up email that was sent.

**Financial Impacts:** N/A

**Relation to Goals:** Communication and transparency between the fire district and citizens who live here.

**Key Considerations:** Addressing topics of concern for the homeowners who live on the west side of our district. Rural response to structure fires in our district.

**Attachments:**

**Suggested Motion:** No Motion needed.

# Action 7c

**To:** SFMD Fire Board  
**From:** SFMD Administration  
**Date:** February 21, 2024  
**Title:** Correspondence between Board Members, Staff and the Public

**Recommended Action:** No Action needed.

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Action Summary: Review of policy on the proper way to handle communication between the Governing Board and citizens of our community and/or staff.

Financial Impacts: N/A

Relation to Goals: Communication and transparency between the fire district and citizens who live here.

Key Considerations: We want to provide our board members with administrative support, and the guidelines to follow in order to be compliant with all state statutes that govern us. (Open Meeting Laws)

Attachments:

Suggested Motion: No Motion needed.

# Action 7d

**To:** SFMD Fire Board  
**From:** SFMD Administration  
**Date:** February 21, 2024  
**Title:** Future Agenda Item Request from Board Members

**Recommended Action:** No Action Required.

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Action Summary: We want to provide a specific time for Board Members to bring up items they would like to see on a future Agenda.

Financial Impacts: N/A

Relation to Goals: Communication and transparency between the fire district board and citizens who live here.

Key Considerations: This allows the board an opportunity to discuss if they collectively feel an item should be put on a future agenda, and this also allows admin to better support the request. Board Chair determines final approval of agenda items.

Attachments:

Suggested Motion: I move to approve the recommendation to add \_\_\_\_\_ to next month's agenda, with final approval to be confirmed by the Board Chair.