



PUBLIC NOTICE
REGULAR BOARD MEETING AGENDA
Wednesday, March 20, 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 March 20, 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 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 February 21, 2024
 - b. Approval of Reconciliations and Financial Reports for February 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: Greater Flagstaff Regional Training, presented by BC Callander.
 - b. Review, discuss and possible action: Using local businesses or services whenever possible.
 - c. Review, discuss and possible action: Open Meeting Law rules for community meetings with quorum present.
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, March 19, 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, February 21, 2024

Station 32, 8905 Koch Field Road, Flagstaff AZ

1. **CALL TO ORDER**

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

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

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

Members via Zoom: Casey Robinson and Alan Kester

Administration: FC Gaillard, DC Fennell, DC M Wilson, BC Zambeck, BC Oltrogge, Neil Chapman, Gannon Hunt (1505), 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 January 17, 2024.
- b. Approval of Reconciliations and Financial Reports for January 2024.

Board Member Rick Parker motioned to approve the minutes from January 17th board meeting and the financial reports for January 2024. Motion was seconded by Robb Faus.

Vote Conducted. MOTION PASSED unanimously.

AYES: Faus, Walton, Timney, Daskocil, Parker

NAYES: None

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

c. Monthly Run Report

BC Zambeck reported:

- Run report for January 2024. Total of 104 calls, with 76 being emergent calls. Call distribution is as follows: District 31 had 16 calls, District 32 had 51, District 33 had 14, District 36 had 3, and District 37 had 8, and out of district was 12 calls.
- Avg response times: Sta# 31 at 6.74 min, #32 at 6.01 mins, #33 at 6.51, #36 at 6.82 mins. and #37 at 5.46, and Guardian at 10.26 min.
- Benchmark Goal (90% under 10 mins): We were at 94%; 62 of 66 calls.
- Automatic Aid: Given 11 incidents; Received 7 Incidents.

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

FC Gaillard:

- Third year the AZ Fire Chiefs has had the opportunity to offer professional development for chief officers in the state. It has developed into a highly regarded training program.

DC Wilson:

- Engine #37 is at Fire Trucks Unlimited in Henderson, NV for repair after the MVA last week. Once the estimate is complete it will go to the insurance company who will decide what to do. We have not gotten the final report on who was at fault for the accident.

DC Fennell:

- Attended the CEOP class in Phoenix.
- Started the FOLP training here at the FTC again. Blue Card training was last week. Had a rep from Dispatch there this time.
- Casey Gonzales has been working with Dispatch for 5 months now, making many necessary changes to improve the dispatch process. He rebuilt the dispatch manual.
- End of the year totals: 1493 total calls for service with August being the busiest month with 149 incidents.
 - 45% were Fire calls- 18 structure, 15 vehicle fires and 36 outside fires.
 - 54% were EMS calls- 660 total patient reports; ALS was provided on 512 of those.

Local 1505 Update- Gannon Hunt:

- This weekend is the Big Bros/Big Sis Bowl-a-thon which is always fun for the fire families to participate in.
- We will start another academy in July. SFMD will be hiring 1 person.
- Excited for the new Type III coming.

7. NEW BUSINESS / ACTION ITEMS

- Wildland Fire Management Update; Neil Chapman and Paul Oltrogge
 - Firewise support for residents includes Assessments, Cost Share Grants, and Wood for Life program.
 - Reviewed the current Timberline Wupatki Trails Hazardous fuels reduction plan and the Coconino National Forest Mechanical Harvest Plan in the Flagstaff Ranger District.
 - WUI Code through County discussion has begun. Question: Can the district adopt their own WUI Code without County support?
- Ft Valley Community Meeting and Email
 - Topics discussed were Rural Response Training (for fires in the district), water supplies available and the possibility of cross-contamination if we were to use reclaimed water, manning water tenders and their placement in the district.
 - County Attorney will be consulted on OML as it pertains to sub-committee meetings with no quorum of board members present. Have her address the board at a meeting.
 - No formal agreement with Majestic Water for supply on demand. We have had a handshake agreement with them for years to be able to access water from their system.
 - Private cisterns: there was a schematic provided to homeowners for what they would need for a cistern that could be tied into by us in the case of a fire in district. Once implemented all the info would be provided through our CAD system to responding units during a fire incident.
- Correspondence between Board Members, Staff and the Public:
 - Our website has the board members' SFMD email addresses listed for the public to be able to contact them. IPads were provided to each board member in the past, to be able to access their SFMD emails but we understand they weren't the easiest things to use.
 - DC Wilson expressed the desire for us to make it feasible for the board to be able

to access their email. We can look into the cost of getting new laptops for all board members. (turn in old iPads)

Board Member Faus motioned to change the technology platform to PC based computer system to allow us to access our district emails with training from staff. Motion was seconded by Board Member Walton.

Vote Conducted. MOTION PASSED unanimously.

AYES: Parker, Walton, Timney, Daskocil, Faus

NAYES: None

- Future agenda item requests from Board Members:
 - Collectively the board was not interested in implementing this new process.
 - No action taken.

Board Comments:

- Scott Walton would like us to use local businesses, when possible, for services we use as a district. (provides revenue to our community)

ADJOURNMENT: Board Meeting adjourned at 8:22 pm

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

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Faus, Timney, Daskocil, Walton, Parker

Respectfully submitted by:

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	\$2,807,693.16				
OWA	\$178,007.29	\$178,218.30	\$173,366.57	\$185,876.61	\$231,543.02	\$182,902.85	\$183,301.76	\$183,569.66				
Petty Cash	\$2,775.22	\$2,767.84	\$3,153.15	\$3,383.15	\$3,813.15	\$4,184.95	\$946.75	\$1,196.75				
Capital	\$688,883.48	\$689,100.33	\$691,094.80	\$692,089.21	\$694,345.79	\$695,968.50	\$119,041.35	\$119,269.49				
Westside Capital	\$427,614.04	\$427,860.49	\$429,172.53	\$429,790.03	\$431,191.38	\$432,199.09	\$433,120.76	\$433,753.78				
Emergency	\$164,123.99	\$114,218.58	\$164,643.02	\$264,807.93	\$215,266.45	\$215,769.67	\$216,229.80	\$216,545.83				
Debt Services / GO	\$39,290.83	\$39,815.20	\$42,428.94	\$98,043.27	\$159,009.85	\$121,316.02	\$125,141.24	\$130,446.51				
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	\$1,777,204.90				
TOTAL	\$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	\$5,669,680.08	\$0.00	\$0.00	\$0.00	\$0.00

ACTUALS	YTD actuals	YTD Budgeted	Over / Under	% of Budget
Revenue	\$4,465,117.52	\$5,089,308.61	-\$624,191.09	88%
Expenses	\$3,211,722.77	\$3,632,942.88	-\$421,220.11	88%
Net Income	\$1,253,394.75	\$1,456,365.73	-\$202,970.98	86%

*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

1:50 PM

03/12/24

Summit Fire District
Reconciliation Summary
101 County Treasurer, Period Ending 02/29/2024

	Feb 29, 24	
Beginning Balance		3,210,786.29
Cleared Transactions		
Checks and Payments - 88 items	-361,632.08	
Deposits and Credits - 8 items	146,153.32	
Total Cleared Transactions	-215,478.76	
Cleared Balance		2,995,307.53
Uncleared Transactions		
Checks and Payments - 30 items	-55,095.12	
Deposits and Credits - 85 items	15,017.43	
Total Uncleared Transactions	-40,077.69	
Register Balance as of 02/29/2024		2,955,229.84
New Transactions		
Checks and Payments - 26 items	-147,536.68	
Deposits and Credits - 42 items	0.00	
Total New Transactions	-147,536.68	
Ending Balance		2,807,693.16

County Asst
reconciled on 3/12/2024 y

10:50 AM

03/12/24

Summit Fire District
Reconciliation Summary
102 OWA Account, Period Ending 02/29/2024

	Feb 29, 24	
Beginning Balance		183,301.76
Cleared Transactions		
Deposits and Credits - 1 item	267.90	
Total Cleared Transactions	267.90	
Cleared Balance		<u>183,569.66</u>
Uncleared Transactions		
Checks and Payments - 1 item	-343.20	
Deposits and Credits - 3 items	343.20	
Total Uncleared Transactions	0.00	
Register Balance as of 02/29/2024		<u>183,569.66</u>
Ending Balance		183,569.66

OWA
reconciled 3/12/2024 y.

8:45 AM

03/04/24

Summit Fire District
Reconciliation Detail
 105 Petty Cash, Period Ending 03/01/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						946.75
Cleared Transactions						
Deposits and Credits - 5 items						
Deposit	02/06/2024			X	50.00	50.00
Deposit	02/08/2024			X	50.00	100.00
Deposit	02/13/2024			X	50.00	150.00
Deposit	02/13/2024			X	50.00	200.00
Deposit	02/29/2024			X	50.00	250.00
Total Deposits and Credits					250.00	250.00
Total Cleared Transactions					250.00	250.00
Cleared Balance					250.00	1,196.75
Uncleared Transactions						
Checks and Payments - 1 item						
General Journal	06/30/2023	FY23 ...			-100.00	-100.00
Total Checks and Payments					-100.00	-100.00
Deposits and Credits - 1 item						
General Journal	06/30/2023	FY23 ...			100.00	100.00
Total Deposits and Credits					100.00	100.00
Total Uncleared Transactions					0.00	0.00
Register Balance as of 03/01/2024					250.00	1,196.75
Ending Balance					250.00	1,196.75

Reconciled 3/4/24
 Tammy

Petty Cash

.05
 .55
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 22.-
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 780.-
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 1196.75

10:56 AM

03/12/24

Summit Fire District
Reconciliation Summary
120 Capital Fund, Period Ending 02/29/2024

	Feb 29, 24
Beginning Balance	119,041.35
Cleared Transactions	
Deposits and Credits - 1 item	228.14
Total Cleared Transactions	228.14
Cleared Balance	119,269.49
Uncleared Transactions	
Checks and Payments - 1 item	-1,300.00
Deposits and Credits - 1 item	1,300.00
Total Uncleared Transactions	0.00
Register Balance as of 02/29/2024	119,269.49
Ending Balance	119,269.49

Capital Acct
reconciled 3/12/2024 Y

10:57 AM

03/12/24

Summit Fire District
Reconciliation Summary
136 Westside Capital Fund, Period Ending 02/29/2024

	<u>Feb 29, 24</u>
Beginning Balance	433,120.76
Cleared Transactions	
Deposits and Credits - 1 item	<u>633.02</u>
Total Cleared Transactions	<u>633.02</u>
Cleared Balance	<u><u>433,753.78</u></u>
Register Balance as of 02/29/2024	433,753.78
Ending Balance	433,753.78

Westside Capital
reconciled 3/12/2024
H

10:53 AM

03/12/24

Summit Fire District
Reconciliation Summary
150 Emergency Fund, Period Ending 02/29/2024

	<u>Feb 29, 24</u>
Beginning Balance	216,229.80
Cleared Transactions	
Deposits and Credits - 1 Item	<u>316.03</u>
Total Cleared Transactions	<u>316.03</u>
Cleared Balance	<u><u>216,545.83</u></u>
Register Balance as of 02/29/2024	216,545.83
Ending Balance	216,545.83

Emergency Fund
reconciled 3/12/2024. J

1:07 PM

03/12/24

Summit GO Bond Account
Reconciliation Summary
300315 Debt Services Account, Period Ending 02/29/2024

	Feb 29, 24
Beginning Balance	125,141.24
Cleared Transactions	
Deposits and Credits - 2 items	5,305.27
Total Cleared Transactions	5,305.27
Cleared Balance	130,446.51
Uncleared Transactions	
Deposits and Credits - 1 item	0.00
Total Uncleared Transactions	0.00
Register Balance as of 02/29/2024	130,446.51
Ending Balance	130,446.51

GO Bond
reconciled 3/12/2024
✓

2:44 PM

03/12/24

SFMD Contingency Fund
Reconciliation Summary
Coconino County Treasurer, Period Ending 02/29/2024

	<u>Feb 29, 24</u>
Beginning Balance	1,777,204.90
Cleared Balance	1,777,204.90
Register Balance as of 02/29/2024	1,777,204.90
Ending Balance	1,777,204.90

Contingency Fund
Reconciled 3/12/2024 J

Summit Fire District

Profit & Loss Budget vs. Actual

February 2024

	Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1100 TAX REVENUE				
1101 Property Tax	100,545.19	52,976.00	47,569.19	189.79%
1102 FDAT	7,153.56	7,679.15	-525.59	93.16%
1103 Delinquent Property Tax	23,916.30			
Total 1100 TAX REVENUE	131,615.05	60,655.15	70,959.90	216.99%
1300 MISC INCOME				
1302 Interest	9,101.37	0.00	9,101.37	100.0%
1304 Contracts with Towers	3,328.40	1,963.00	1,365.40	169.56%
1305 Out of District Calls	348.00	665.54	-317.54	52.29%
1310 Misc. Income	0.00	5,689.76	-5,689.76	0.0%
1311 Maint Facility Income	3,198.20	6,500.00	-3,301.80	49.2%
1312 Community Room Rental	350.00			
Total 1300 MISC INCOME	16,325.97	14,818.30	1,507.67	110.17%
Total Income	147,941.02	75,473.45	72,467.57	196.02%
Gross Profit	147,941.02	75,473.45	72,467.57	196.02%
Expense				
2000 PERSONNEL SALARIES				
2009 Acting Pay				
2009 .1 Acting Pay BC	13.50	144.00	-130.50	9.38%
2009. 2 Acting Captain	86.00	336.00	-250.00	25.6%
2009.3 Acting Engineer	223.50	639.00	-415.50	34.98%
Total 2009 Acting Pay	323.00	1,119.00	-796.00	28.87%
2070 Battalion Chief	27,182.26	14,476.00	12,706.26	187.78%
2071 Administrative Officer	7,223.98	4,891.42	2,332.56	147.69%
2072 Admin Assistant II	5,562.46	3,806.10	1,756.36	146.15%
2073 EVT Mechanic III	7,490.40	4,486.62	3,003.78	166.95%
2073.2 EVT Mechanic II	7,121.49	4,307.69	2,813.80	165.32%
2075 Captains	82,736.04	55,123.23	27,612.81	150.09%
2076 Engineer	62,554.17	56,908.38	5,645.79	109.92%
2077 Firefighters	65,229.94	52,983.60	12,246.34	123.11%
2082 Overtime				
2082.2 OT FireOfficer Recall	0.00	10,000.00	-10,000.00	0.0%
2082 Overtime - Other	51,441.66			
Total 2082 Overtime	51,441.66	10,000.00	41,441.66	514.42%
2083 Vacation Leave	7,191.69	8,455.34	-1,263.65	85.06%
2084 Sick Leave	15,504.31	9,815.73	5,688.58	157.95%
2088 Holiday Pay	5,670.02			
2099.1 Vacation Leave Payout	0.00	0.00	0.00	0.0%
2099.2 Sick Leave Payout	0.00	0.00	0.00	0.0%
Total 2000 PERSONNEL SALARIES	345,231.42	226,373.11	118,858.31	152.51%

Summit Fire District

Profit & Loss Budget vs. Actual

February 2024

	Feb 24	Budget	\$ Over Budget	% of Budget
2200 PENSION				
2201 NationW Hybrid Tier 3 FD	3,685.57	2,056.30	1,629.27	179.23%
2202 NationW - Tier 2 FD	341.72	399.42	-57.70	85.55%
2203 NationW DC Only Tier 3FD	0.00	618.00	-618.00	0.0%
2204 PSPRS - DROP	0.00			
2206 PSPRS - Tier 1 FD	19,345.74	27,613.88	-8,268.14	70.06%
2208 PSPRS - Tier 1A & 2 FD	1,686.95	4,634.40	-2,947.45	36.4%
2209.1 PSPRS DC ONLY 3 FD Disab	0.00	45.00	-45.00	0.0%
2210.2 PSPRS - DB Tier 3	13,059.08	3,570.00	9,489.08	365.8%
2215 ASRS	3,435.57	2,261.00	1,174.57	151.95%
Total 2200 PENSION	41,554.63	41,198.00	356.63	100.87%
2300 PAYROLL EXPENSES				
2301 Workmen's Comp.	0.00	0.00	0.00	0.0%
2303 Social Security	1,694.74	1,881.00	-186.26	90.1%
2304 Medicare	4,920.33	3,373.97	1,546.36	145.83%
2305 Direct Deposit	-81,131.21	0.00	-81,131.21	100.0%
Total 2300 PAYROLL EXPENSES	-74,516.14	5,254.97	-79,771.11	-1,418.01%
2400 PERSONNEL INSURANCE				
2401 Medical Insurance	32,376.00	27,127.60	5,248.40	119.35%
2402 Dental Insurance	1,746.00	1,750.00	-4.00	99.77%
2404 Life Insurance	484.80	445.00	39.80	108.94%
2405 Vision Insurance	312.00	320.00	-8.00	97.5%
Total 2400 PERSONNEL INSURANCE	34,918.80	29,642.60	5,276.20	117.8%
2500 CONTRACTUALS				
2502 Legal Expenses by SFMD	0.00	250.00	-250.00	0.0%
2503 Broker Fees Medical Ins	800.00	780.00	20.00	102.56%
2503.1 Fit for Duty Expenses	0.00	0.00	0.00	0.0%
2510 FLAGIT Contract Services	4,180.00	3,000.00	1,180.00	139.33%
2511 Software Contracts				
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%
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	1,343.32	0.00	1,343.32	100.0%
Total 2511 Software Contracts	1,343.32	83.33	1,259.99	1,612.05%
2514 Bld & Vehicle Insurance	0.00	0.00	0.00	0.0%
2515 IGA Services				

Summit Fire District

Profit & Loss Budget vs. Actual

February 2024

	Feb 24	Budget	\$ Over Budget	% of Budget
2515.1 Fire Chief	0.00	0.00	0.00	0.0%
2515.2 Dispatch	0.00	0.00	0.00	0.0%
2515.3 Training Coordinator	0.00	0.00	0.00	0.0%
Total 2515 IGA Services	0.00	0.00	0.00	0.0%
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	2,013.20	0.00	2,013.20	100.0%
2519.6 Sam's Club Membership	0.00	0.00	0.00	0.0%
Total 2519 Memberships & Subscription	2,013.20	0.00	2,013.20	100.0%
2520 Computers, Printers	0.00	3,500.00	-3,500.00	0.0%
2530 New Hire NTN, Fingerprints	0.00	300.00	-300.00	0.0%
Total 2500 CONTRACTUALS	8,336.52	7,913.33	423.19	105.35%
3000 FLEET SERVICES				
3005 Training-Certificates	0.00	0.00	0.00	0.0%
3010 Shop Uniforms	730.87	226.98	503.89	322.0%
3020 Parts for SFMD Vehicles	4,911.35	6,000.00	-1,088.65	81.86%
3025 Shop Outside Customer Exp	-144.84	625.00	-769.84	-23.17%
Total 3000 FLEET SERVICES	5,497.38	6,851.98	-1,354.60	80.23%
3100 EQUIPMENT				
3110 Apparatus Equipment				
3110.1 Holmatro Service	0.00	0.00	0.00	0.0%
3110.2 Ladder Testing	0.00	0.00	0.00	0.0%
3110.3 Foam	0.00	0.00	0.00	0.0%
3110.4 Bar Oil, Fuel Power Equi	0.00	0.00	0.00	0.0%
3110.5 Nozzles, Hoses etc	0.00	0.00	0.00	0.0%
3110 Apparatus Equipment - Other	5,823.28	0.00	5,823.28	100.0%
Total 3110 Apparatus Equipment	5,823.28	0.00	5,823.28	100.0%
3115 Communication-Radios	0.00	0.00	0.00	0.0%
3120 SCBA	2,724.13	1,700.00	1,024.13	160.24%
Total 3100 EQUIPMENT	8,547.41	1,700.00	6,847.41	502.79%
3200 SUPPLIES				
3210 EMS Program	744.08	1,900.00	-1,155.92	39.16%
3212 PPE Program	0.00	0.00	0.00	0.0%
3220 Office Supplies	1,283.66	666.66	617.00	192.55%
3225 BLD/Land Maint.	2,878.43	2,000.00	878.43	143.92%
3227 Procurement	1,111.39	750.00	361.39	148.19%
3235 PIO / Pub ED	0.00	0.00	0.00	0.0%
3241 Honor Guard	0.00	0.00	0.00	0.0%
Total 3200 SUPPLIES	6,017.56	5,316.66	700.90	113.18%

Summit Fire District

Profit & Loss Budget vs. Actual

February 2024

	Feb 24	Budget	\$ Over Budget	% of Budget
3300 UNIFORMS				
3310 Uniforms - SFMD	9,871.16	0.00	9,871.16	100.0%
3312 Class AB Uniform	0.00	0.00	0.00	0.0%
Total 3300 UNIFORMS	9,871.16	0.00	9,871.16	100.0%
3400 FITNESS-HEALTH & SAFETY				
3401 Fitness	13,001.75	900.00	12,101.75	1,444.64%
3405 Health & Safety				
3405.1 Annual Physicals	150.00	1,726.67	-1,576.67	8.69%
3405.2 Staff Counseling	1,828.00	3,083.34	-1,255.34	59.29%
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	1,651.67	-1,651.67	0.0%
3405.7 Family & Child Counsel	0.00	0.00	0.00	0.0%
3405 Health & Safety - Other	175.00			
Total 3405 Health & Safety	2,153.00	6,461.68	-4,308.68	33.32%
Total 3400 FITNESS-HEALTH & SAFETY	15,154.75	7,361.68	7,793.07	205.86%
4000 UTILITIES				
4005 Fuel for Apparatus	2,161.90	2,333.33	-171.43	92.65%
4010 Electric	2,245.88	2,333.33	-87.45	96.25%
4015 Gas / Propane	2,007.23	2,166.67	-159.44	92.64%
4020 Water	1,649.85	1,333.33	316.52	123.74%
4025 Phones / Internet / TV	3,221.86	2,916.67	305.19	110.46%
4030 Trash Pickup	1,332.25	420.00	912.25	317.2%
4050 Radio Site Rental Elden	350.00	286.48	63.52	122.17%
Total 4000 UTILITIES	12,968.97	11,789.81	1,179.16	110.0%
4100 Training and Travel				
4105 Training Registration	1,071.50	2,500.00	-1,428.50	42.86%
4110 Lodging	0.00	0.00	0.00	0.0%
4115 Food	299.00	0.00	299.00	100.0%
4120 Supplies/Vent	0.00	0.00	0.00	0.0%
4125 Travel Fuel Rentals Air	0.00	0.00	0.00	0.0%
4130 Tuition Reimbursement	1,458.00	0.00	1,458.00	100.0%
Total 4100 Training and Travel	2,828.50	2,500.00	328.50	113.14%
4200 OWA Expenses				
4230 OWA Exp.	-311.82	0.00	-311.82	100.0%
Total 4200 OWA Expenses	-311.82	0.00	-311.82	100.0%
4300 INTERST / FEES				
4315 Interest / Fees	250.00			
Total 4300 INTERST / FEES	250.00			
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%

Summit Fire District
Profit & Loss Budget vs. Actual
February 2024

	Feb 24	Budget	\$ Over Budget	% of Budget
Payroll Expenses	0.00			
Reconciliation Discrepancies	-0.70			
Total Expense	416,348.44	345,902.14	70,446.30	120.37%
Net Ordinary Income	-268,407.42	-270,428.69	2,021.27	99.25%
Net Income	-268,407.42	-270,428.69	2,021.27	99.25%

Summit Fire District

Profit & Loss Budget vs. Actual

July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1100 TAX REVENUE				
1101 Property Tax	3,637,838.43	3,707,994.80	-70,156.37	98.11%
1102 FDAT	249,984.66	251,667.68	-1,683.02	99.33%
1103 Delinquent Property Tax	43,076.12	0.00	43,076.12	100.0%
Total 1100 TAX REVENUE	3,930,899.21	3,959,662.48	-28,763.27	99.27%
1300 MISC INCOME				
1302 Interest	56,538.47	0.00	56,538.47	100.0%
1303 Donations	0.00	0.00	0.00	0.0%
1304 Contracts with Towers	25,535.98	16,624.82	8,911.16	153.6%
1305 Out of District Calls	1,794.00	4,895.81	-3,101.81	36.64%
1308 Service Subscriptions	1,121.49			
1310 Misc. Income	8.52	34,138.56	-34,130.04	0.03%
1311 Maint Facility Income	20,747.37	40,653.60	-19,906.23	51.04%
1312 Community Room Rental	2,490.20	0.00	2,490.20	100.0%
1315 SSFND-Smart & Safe AZ Fund	34,379.10	0.00	34,379.10	100.0%
1300 MISC INCOME - Other	3,600.00			
Total 1300 MISC INCOME	146,215.13	96,312.79	49,902.34	151.81%
Total Income	4,077,114.34	4,055,975.27	21,139.07	100.52%
Gross Profit	4,077,114.34	4,055,975.27	21,139.07	100.52%
Expense				
2000 PERSONNEL SALARIES				
2009 Acting Pay				
2009 .1 Acting Pay BC	301.50	1,782.00	-1,480.50	16.92%
2009. 2 Acting Captain	1,453.00	6,077.00	-4,624.00	23.91%
2009.3 Acting Engineer	1,154.25	4,686.00	-3,531.75	24.63%
Total 2009 Acting Pay	2,908.75	12,545.00	-9,636.25	23.19%
2070 Battalion Chief	150,695.76	115,808.00	34,887.76	130.13%
2071 Administrative Officer	39,381.81	39,131.36	250.45	100.64%
2072 Admin Assistant II	28,469.45	30,448.80	-1,979.35	93.5%
2073 EVT Mechanic III	41,726.10	37,260.63	4,465.47	111.98%
2073.2 EVT Mechanic II	37,561.85	36,461.50	1,100.35	103.02%
2075 Captains	433,901.75	440,985.84	-7,084.09	98.39%
2076 Engineer	358,576.95	450,648.85	-92,071.90	79.57%
2077 Firefighters	363,270.00	368,748.00	-5,478.00	98.51%
2082 Overtime				
2082.2 OT FireOfficer Recall	0.00	115,849.62	-115,849.62	0.0%
2082 Overtime - Other	289,596.97	0.00	289,596.97	100.0%
Total 2082 Overtime	289,596.97	115,849.62	173,747.35	249.98%
2083 Vacation Leave	97,945.45	112,799.90	-14,854.45	86.83%
2084 Sick Leave	68,423.44	57,821.00	10,602.44	118.34%

Summit Fire District

Profit & Loss Budget vs. Actual

July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
2088 Holiday Pay	23,162.10	0.00	23,162.10	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%
Total 2000 PERSONNEL SALARIES	1,972,238.42	1,825,570.73	146,667.69	108.03%
2200 PENSION				
2201 NationW Hybrid Tier 3 FD	17,369.39	16,450.40	918.99	105.59%
2202 NationW - Tier 2 FD	1,707.61	3,195.36	-1,487.75	53.44%
2203 NationW DC Only Tier 3FD	0.00	4,319.76	-4,319.76	0.0%
2204 PSPRS - DROP	0.00	0.00	0.00	0.0%
2206 PSPRS - Tier 1 FD	104,657.47	165,683.25	-61,025.78	63.17%
2208 PSPRS - Tier 1A & 2 FD	8,429.83	37,188.22	-28,758.39	22.67%
2209 PSPRS DC Only Tier 3FD	0.00	0.00	0.00	0.0%
2209.1 PSPRS DC ONLY 3 FD Disab	0.00	365.00	-365.00	0.0%
2210.2 PSPRS - DB Tier 3	61,545.39	30,307.03	31,238.36	203.07%
2215 ASRS	20,269.25	18,088.00	2,181.25	112.06%
2200 PENSION - Other	1,600.00			
Total 2200 PENSION	215,578.94	275,597.02	-60,018.08	78.22%
2300 PAYROLL EXPENSES				
2301 Workmen's Comp.	62,170.00	93,255.00	-31,085.00	66.67%
2303 Social Security	16,009.68	15,048.00	961.68	106.39%
2304 Medicare	29,485.54	26,991.76	2,493.78	109.24%
2305 Direct Deposit	0.00	0.00	0.00	0.0%
Total 2300 PAYROLL EXPENSES	107,665.22	135,294.76	-27,629.54	79.58%
2400 PERSONNEL INSURANCE				
2401 Medical Insurance	188,223.42	217,020.80	-28,797.38	86.73%
2402 Dental Insurance	9,942.97	14,000.00	-4,057.03	71.02%
2404 Life Insurance	2,811.65	3,170.36	-358.71	88.69%
2405 Vision Insurance	1,810.79	2,208.40	-397.61	82.0%
Total 2400 PERSONNEL INSURANCE	202,788.83	236,399.56	-33,610.73	85.78%
2500 CONTRACTUALS				
2502 Legal Expenses by SFMD	0.00	43,850.00	-43,850.00	0.0%
2503 Broker Fees Medical Ins	6,280.00	6,240.00	40.00	100.64%
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	16,720.00	24,000.00	-7,280.00	69.67%
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	666.64	485.91	172.89%
2511.5 Avenza Maps for IPAD	0.00	0.00	0.00	0.0%

Summit Fire District

Profit & Loss Budget vs. Actual

July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
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	6,531.62	0.00	6,531.62	100.0%
Total 2511 Software Contracts	25,955.22	35,710.64	-9,755.42	72.68%
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%
Total 2515 IGA Services	120,848.13	144,412.00	-23,563.87	83.68%
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	2,013.20	200.00	1,813.20	1,006.6%
2519.6 Sam's Club Membership	0.00	45.00	-45.00	0.0%
2519 Memberships & Subscription - OI	128.25			
Total 2519 Memberships & Subscription	2,391.45	2,205.00	186.45	108.46%
2520 Computers, Printers	410.34	6,500.00	-6,089.66	6.31%
2530 New Hire NTN, Fingerprints	0.00	1,000.00	-1,000.00	0.0%
Total 2500 CONTRACTUALS	246,676.14	340,472.64	-93,796.50	72.45%
3000 FLEET SERVICES				
3005 Training-Certificates	0.00	1,125.00	-1,125.00	0.0%
3010 Shop Uniforms	2,995.11	1,724.30	1,270.81	173.7%
3020 Parts for SFMD Vehicles	43,948.76	42,000.00	1,948.76	104.64%
3025 Shop Outside Customer Exp	6,946.49	5,000.00	1,946.49	138.93%
Total 3000 FLEET SERVICES	53,890.36	49,849.30	4,041.06	108.11%
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	5,681.63	0.00	5,681.63	100.0%
Total 3110 Apparatus Equipment	6,281.61	3,685.00	2,596.61	170.46%
3115 Communication-Radios	8,084.01	0.00	8,084.01	100.0%
3120 SCBA	3,922.30	2,300.00	1,622.30	170.54%
Total 3100 EQUIPMENT	18,287.92	5,985.00	12,302.92	305.56%

Summit Fire District

Profit & Loss Budget vs. Actual

July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
3200 SUPPLIES				
3210 EMS Program	15,865.47	29,603.00	-13,737.53	53.59%
3212 PPE Program	47,655.13	42,761.75	4,893.38	111.44%
3220 Office Supplies	4,464.79	5,333.32	-868.53	83.72%
3225 BLD/Land Maint.	15,933.97	16,000.00	-66.03	99.59%
3227 Procurement	7,880.46	6,000.00	1,880.46	131.34%
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%
Total 3200 SUPPLIES	92,657.11	107,748.07	-15,090.96	85.99%
3300 UNIFORMS				
3310 Uniforms - SFMD	17,828.18	26,500.00	-8,671.82	67.28%
3312 Class AB Uniform	0.00	0.00	0.00	0.0%
3350 New Hire Expenses	1,200.00			
Total 3300 UNIFORMS	19,028.18	26,500.00	-7,471.82	71.8%
3400 FITNESS-HEALTH & SAFETY				
3401 Fitness	13,001.75	13,200.00	-198.25	98.5%
3405 Health & Safety				
3405.1 Annual Physicals	270.56	5,180.00	-4,909.44	5.22%
3405.2 Staff Counseling	50,033.50	24,666.65	25,366.85	202.84%
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	13,213.32	-13,213.32	0.0%
3405.7 Family & Child Counsel	0.00	1,200.00	-1,200.00	0.0%
3405 Health & Safety - Other	175.00			
Total 3405 Health & Safety	54,736.06	51,493.30	3,242.76	106.3%
Total 3400 FITNESS-HEALTH & SAFETY	67,737.81	64,693.30	3,044.51	104.71%
3500 Wildland SFMD	6,225.66			
4000 UTILITIES				
4005 Fuel for Apparatus	27,049.87	18,666.64	8,383.23	144.91%
4010 Electric	14,892.73	18,666.64	-3,773.91	79.78%
4015 Gas / Propane	10,937.55	17,333.36	-6,395.81	63.1%
4020 Water	10,045.42	10,666.64	-621.22	94.18%
4025 Phones / Internet / TV	23,468.51	23,333.36	135.15	100.58%
4030 Trash Pickup	4,787.55	3,360.00	1,427.55	142.49%
4050 Radio Site Rental Elden	2,675.00	2,291.84	383.16	116.72%
Total 4000 UTILITIES	93,856.63	94,318.48	-461.85	99.51%
4100 Training and Travel				
4105 Training Registration	2,848.00	12,400.00	-9,552.00	22.97%
4110 Lodging	2,755.81	2,800.00	-44.19	98.42%
4115 Food	1,282.06	1,300.00	-17.94	98.62%
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%

Summit Fire District

Profit & Loss Budget vs. Actual

July 2023 through February 2024

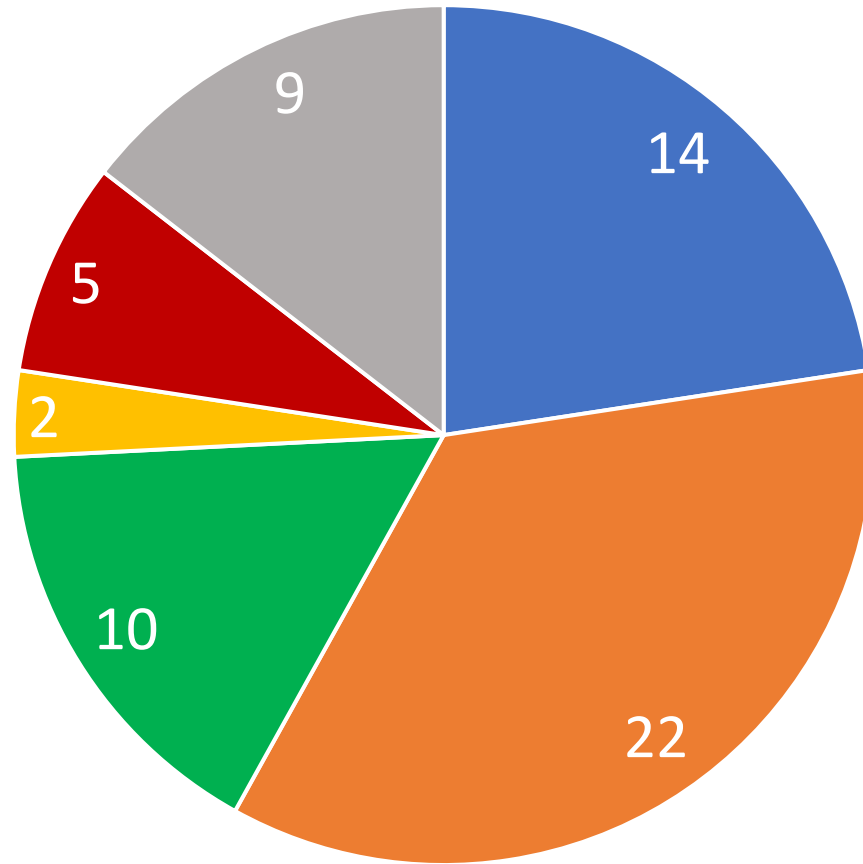
	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
4130 Tuition Reimbursement	6,747.00	10,000.00	-3,253.00	67.47%
Total 4100 Training and Travel	13,898.78	28,500.00	-14,601.22	48.77%
4200 OWA Expenses				
4230 OWA Exp.	34,107.58	70,666.67	-36,559.09	48.27%
Total 4200 OWA Expenses	34,107.58	70,666.67	-36,559.09	48.27%
4300 INTERST / FEES				
4315 Interest / Fees	250.00	0.00	250.00	100.0%
Total 4300 INTERST / FEES	250.00	0.00	250.00	100.0%
4500 Grant Expenses				
4510 Other Grants	0.00	0.00	0.00	0.0%
Total 4500 Grant Expenses	0.00	0.00	0.00	0.0%
Payroll Expenses	0.00	0.00	0.00	0.0%
Reconciliation Discrepancies	-0.70	0.00	-0.70	100.0%
Total Expense	3,144,886.88	3,261,595.53	-116,708.65	96.42%
Net Ordinary Income	932,227.46	794,379.74	137,847.72	117.35%
Net Income	932,227.46	794,379.74	137,847.72	117.35%

SFMD BC Run Report

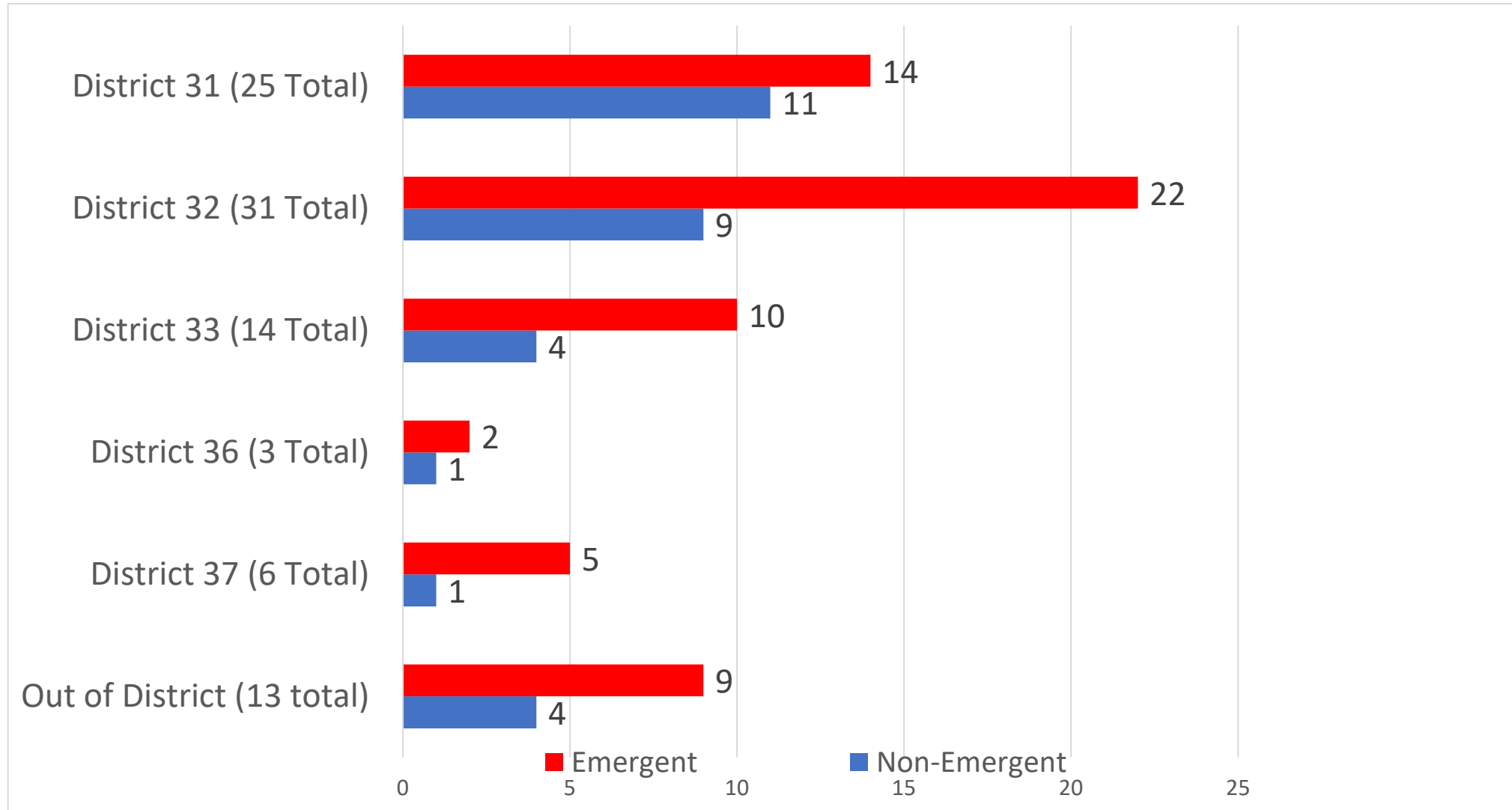
February 2024 Statistics

Emergent Calls- 62 Total

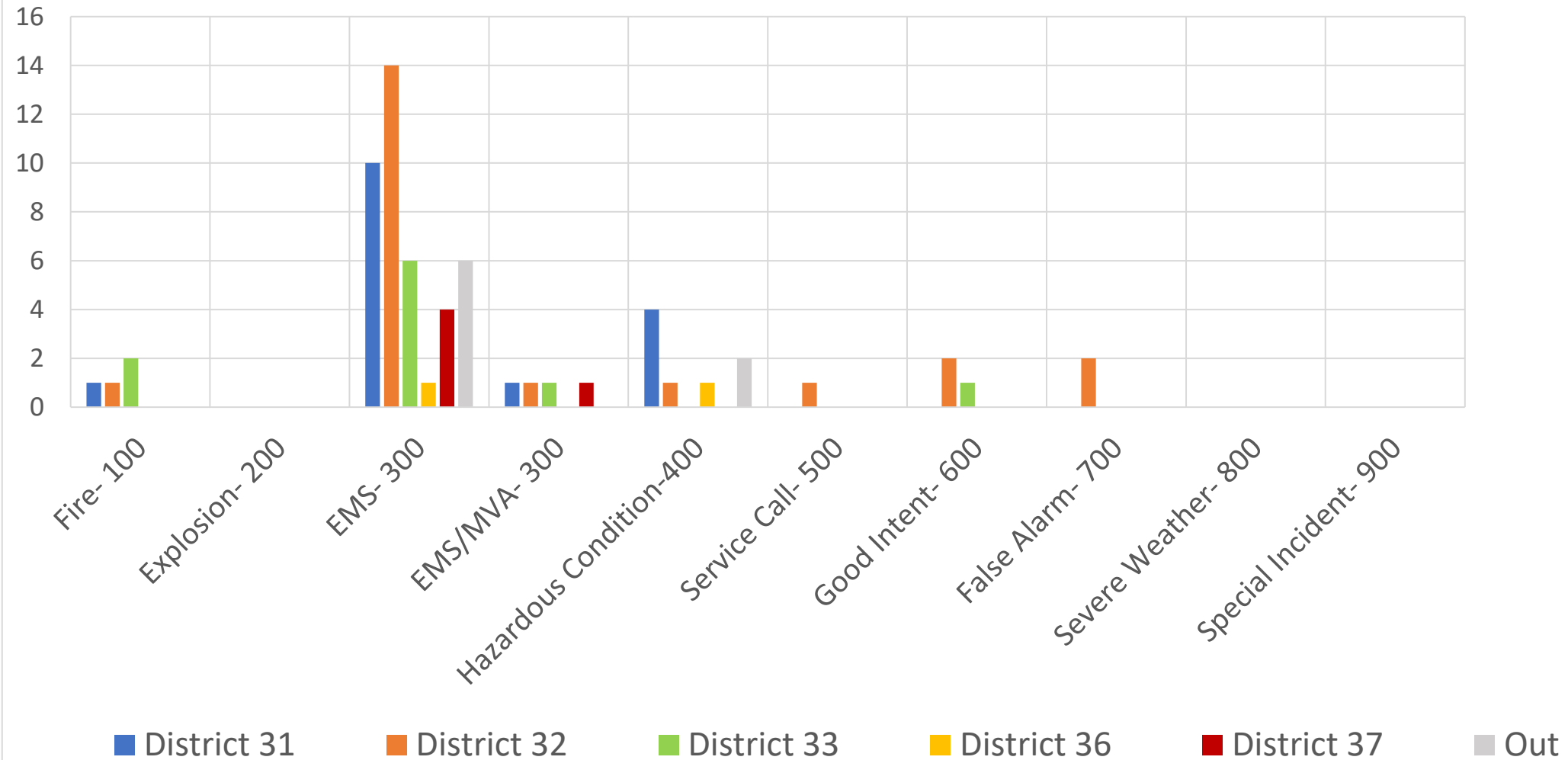
- District 31
- District 32
- District 33
- District 36
- District 37
- Out of District



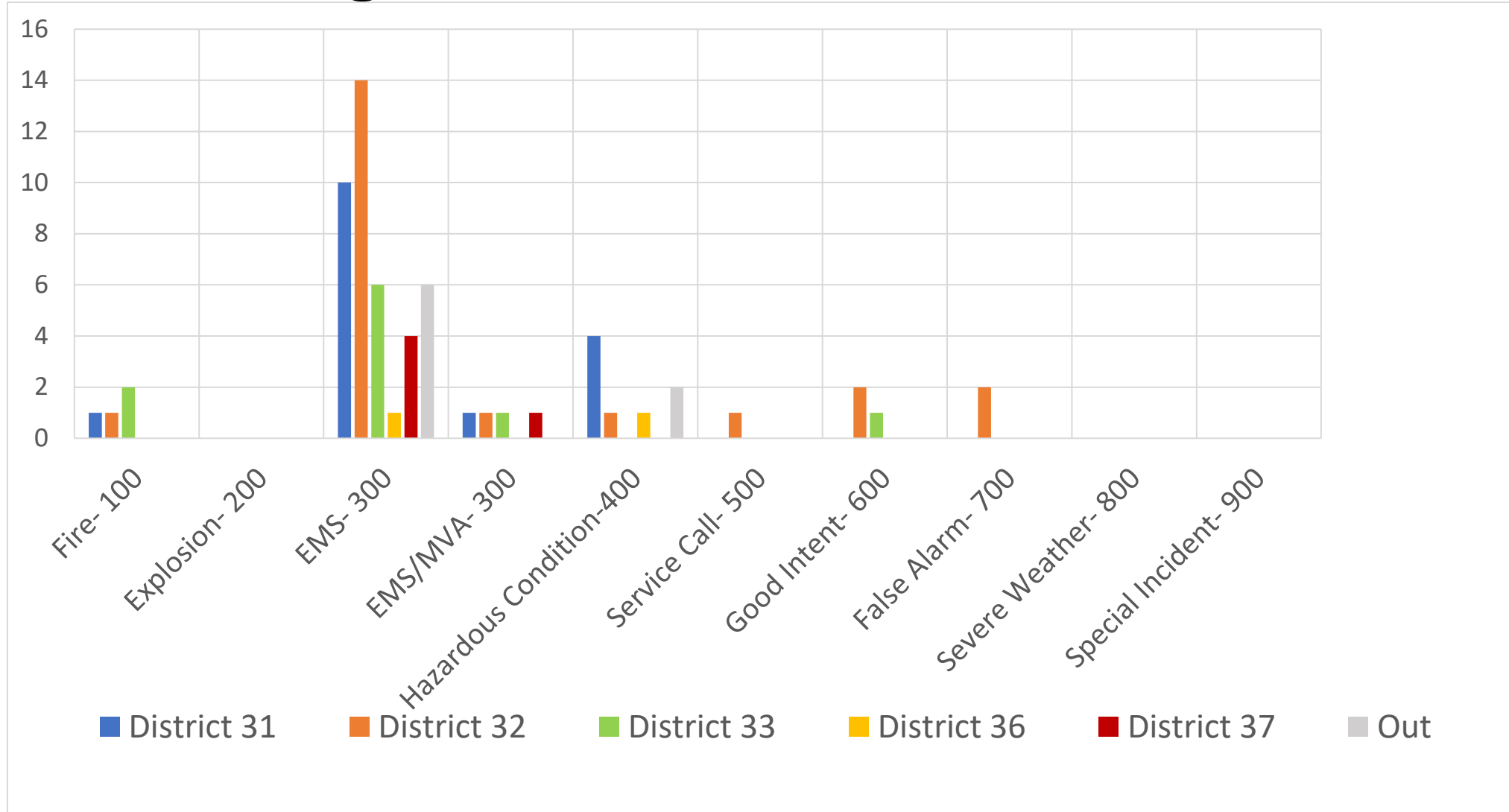
Total Incidents- (92)



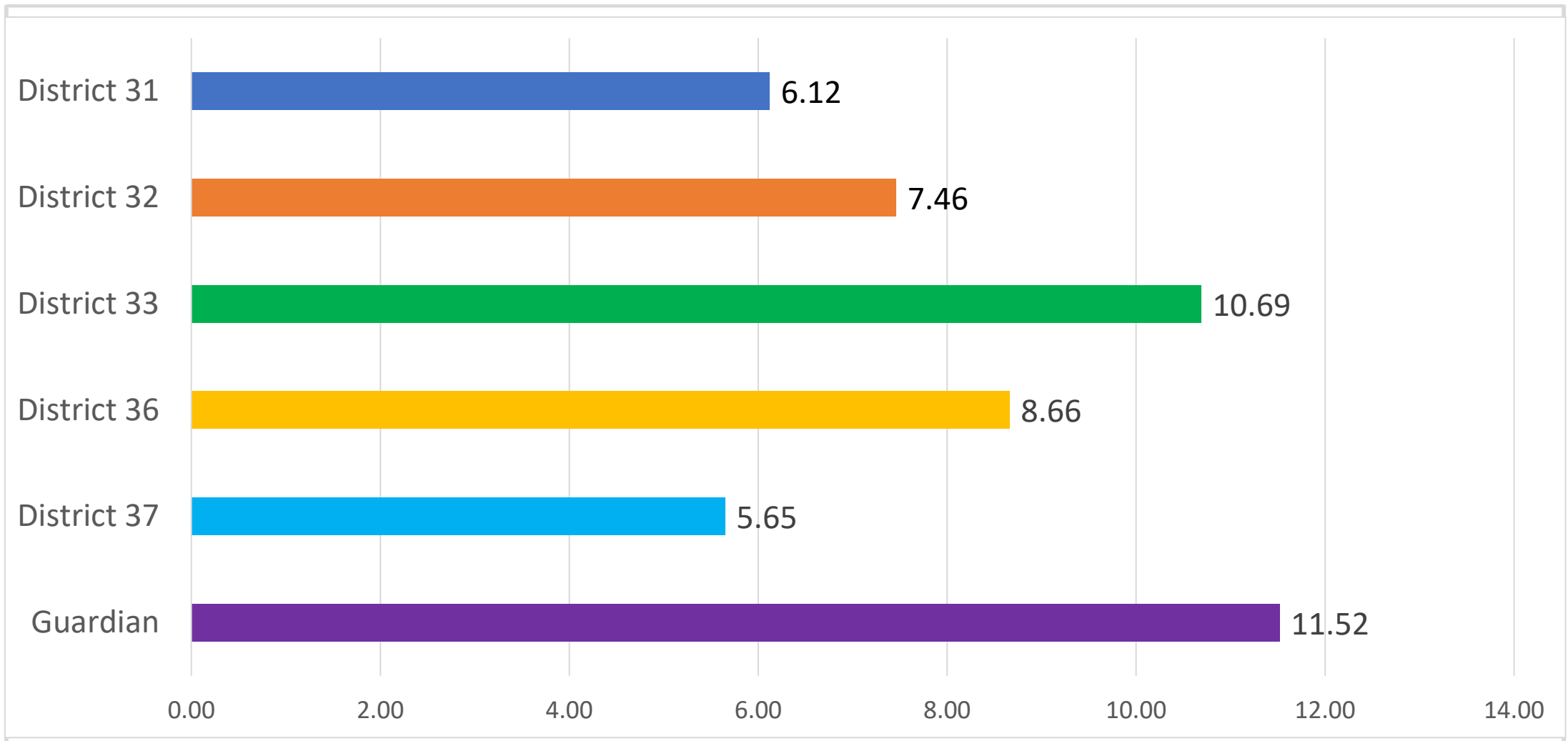
Emergent Call Breakdown



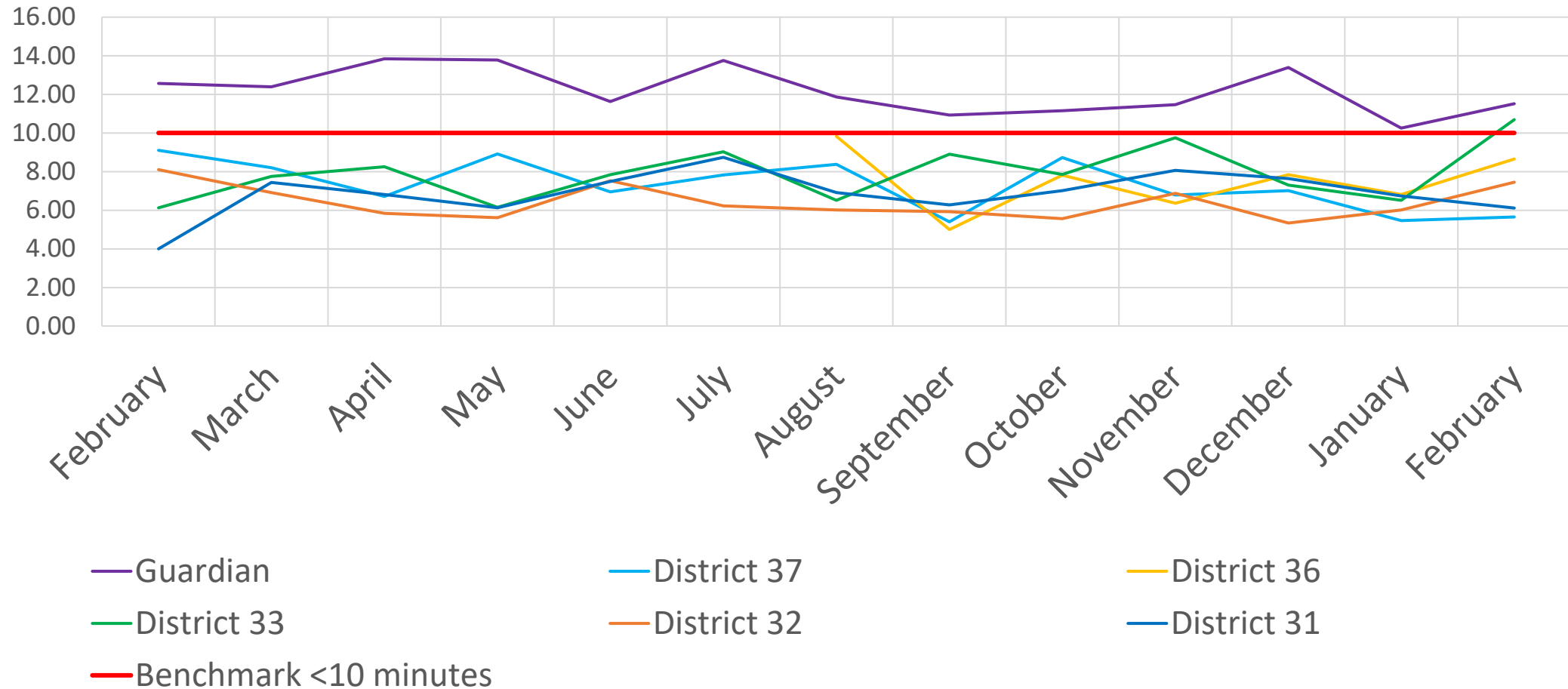
Non-Emergent Call Breakdown



Average Response Times



Response Time Trend



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

- District 31- 93% (13 of 14 incidents)
- District 32- 90% (18 of 20 incidents)
- District 33- 40% (4 of 10 incidents)
- District 36- 100% (2 of 2 incidents)
- District 37- 100% (4 of 4 incidents)

- Overall- (82% 41 of 50 incidents)

Automatic Aid for SFMD

- Automatic Aid Given: 8 incidents
 - 6 Medical
 - 2 Gas Leak
- Automatic Aid Received: 11 incidents
 - 1 Fire
 - 1 Vehicle Accident
 - 1 False Alarm
 - 8 Cancelled En-route

Summit Fire and Medical District Fire Board Meeting

Action 7a

To: SFMD Fire Board
From: SFMD Administration
Date: March 20, 2024
Title: Presentation on Greater Flagstaff Regional (GFR) training

Recommended Action: No Action needed.

Action Summary:	Regional Training BC Earl Callander will be discussing the training that happens for the entire region.
Financial Impacts:	All GFR partners share in the personnel cost for Earl's position.
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:	Providing updated information on the different types of training that are offered to the regional partners, both internally and externally through outside organizations. Joint training ensures cohesive operations on incident scenes.
Attachments:	
Suggested Motion	No Motion needed.

Summit Fire and Medical District Fire Board Meeting

Action 7b

To: SFMD Fire Board
From: SFMD Administration
Date: March 20, 2024
Title: Supporting Local Businesses

Recommended Action: No Action needed.

Action Summary:	Board Member Scott Walton requested this topic for discussion. He would like to see SFMD use locally owned businesses, whenever possible, for our service needs here in the district. (i.e. contractors, auditors, maintenance repairs, etc.)
Financial Impacts:	We would be supporting our local economy by putting our revenue dollars back in the community where we live.
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:	Our policy #203 states “purchasing decisions are business decisions made on behalf of SFMD and therefore should be made with the utmost consideration for what is in the best interest of SFMD. Purchases also need to be made in the most efficient and cost-effective manner.” Policy does require three (3) bids when the amount is over \$5,000, and Board Approval if over \$15,000.
Attachments:	Policy #203
Suggested Motion	No motion suggested.

Summit Fire and Medical District	Page 1 of 2
Volume: General	Number 203
Section: Administration	Date Issued: 08/17/2022
Subject: Purchase Request / Purchase Orders	Originator: Admin Staff

PURPOSE

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

POLICY

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

PROCEDURE

All program purchase requests must be completed by the Program Lead, through the formal chain of command to include final approval by the Admin Officer or Admin Deputy Chief. This must also include all the vendors' information, itemized estimated cost of items, shipping and tax.

- Any purchase between \$1k-\$4.9k must get prior approval from the Admin Officer or Admin DC and **should** have three bids/quotes.
- Any purchase over \$5k must get prior approval from the Admin Officer/DC and **must** have three bids/quotes.
- Any purchase over \$15k must get approval from the Admin Officer/DC along with three bids/quotes and then must get Summit Fire Board approval prior to purchase.

Formal Exceptions to Three (3) Bids/Quotes:

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

** Sole source and Proprietary forms must be completed with the original requisition.*

Other Exceptions:

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

Additional Purchasing Requirements:

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

Expected Timing for the Purchasing Process:

- All POs through the District over \$15k will be processed after the next board meeting with their approval. All board approved POs for the District will take 1-2 weeks to process after the board meeting.

Summit Fire and Medical District Fire Board Meeting

Action 7c

To: SFMD Fire Board

From: SFMD Administration

Date: March 20, 2024

Title: Open Meeting Law- Rules for Community Meetings with Quorum Present.

Recommended Action: Executive Session may be required.

Action Summary: Board Members have requested county attorney opinion on the “Open Meeting Law” requirements that must be followed during a community meeting or sub-committee meeting with a quorum of board members present.

Financial Impacts: N/A

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

Key Considerations: Ways to facilitate communication between citizens of our fire district and the governing board without violating A.R.S. 38-431 statute on Open Meeting Law.

Attachments: Excerpt from the Arizona Fire District Handbook (Red Book); page 9 of 221

Suggested Motion No motion suggested.

CHAPTER 2 THE OPEN MEETING LAW

INTRODUCTION

THIS CHAPTER IS ONLY A STARTING POINT FOR DISCUSSION OF YOUR PARTICULAR CONCERNS, AND IT SHOULD NOT BE VIEWED AS A SUBSTITUTE FOR LEGAL ADVICE FROM YOUR ATTORNEY. THE OPEN MEETING LAW CHANGES ON A REGULAR BASIS. BE SURE TO STAY CURRENT ON ITS REQUIREMENTS.

The state's open meeting law requires all persons elected or appointed to a public body (i.e.: fire district governing board) to review the open meeting law materials at least one day before that person takes office (A.R.S. §38-431.01G). In addition, each board member must complete six hours of statutory training within one year of election.

GENERAL PROVISIONS

The fire district elected officials must comply with all the requirements of A.R.S. § 38-431 thru §38-431.09 commonly known as “**The Open Meeting Law**” (OML). The following plain English synopsis was originally prepared by the Arizona Attorney General's Office, and thereafter modified during the edit process.

General Provisions of the Open Meeting Law (A.R.S. §38-431 thru §38-431.09)

The operation of government and specifically, the activities of government officials have become popular topics of interest for the general public. For additional information or training you may contact the Arizona Ombudsman at (602)-277-7292.

THE PUBLIC'S BUSINESS MUST BE CONDUCTED IN PUBLIC!

The law provides very simply that, with a few limited exceptions, all meetings of a public body shall be open to all persons desiring to attend. The law defines a “meeting” as “the gathering of a quorum of members of a public body to propose or take legal action, including any deliberations with respect to such action.”

This means that all regularly scheduled and special meetings, all work or study sessions and all other meetings or gatherings at which a quorum of the public body is present to discuss or decide the public body's business must comply with the notice, agenda and minute requirements specified in the law and, except where an executive session is expressly authorized, be open to the public. If the public body or its presiding officer appoints a committee or subcommittee to study a particular issue, the meetings of the committee or subcommittee are also governed by the law.

The law applies to more than just the meetings of the legislature, the board of supervisors and city council. It applies to any “public body”. This means that planning and zoning commissions, board of adjustment, state licensing boards, library boards, school boards, special district boards, **fire boards**, and their respective standing, special and advisory committees and subcommittees must all comply with the provisions of the law.

Public Notice of Meetings (A.R.S. §38-431.02)

The law requires public notice to be given for all public meetings and executive sessions. In giving notice, the first step is to file with the appropriate official a statement identifying **where public notices** of the meetings of the public body **will be posted**. **fire districts** must post notice on its website or file this statement with the Clerk of the Board of Supervisors. §38-431.02.A.1-3.

Once this statement has been filed, the law requires that the public body post notice of each of its meetings in accordance with this statement and “give such additional public notice as is reasonable and practicable.” §38-