



PUBLIC NOTICE
REGULAR BOARD MEETING AGENDA
Wednesday, January 22, 2025
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 January 22, 2025, 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 December 18, 2024
 - b. Approval of Reconciliations and Financial Reports for December 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 two minutes per individual and must pertain to the specific agenda item.
 - a. AFDA conference review– Report from board members who attended the conference last week.
 - b. Review, discuss, and possible action on the Fire Board Handbook.
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 January 21, 2025, 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, December 18, 2024

Station 32, 8905 Koch Field Road, Flagstaff AZ

- **CALL TO ORDER**

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

- **ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**

Members Present: Chair Timney, Board Members Scott Walton, Rick Parker, Robb Faus, and Mike DiVittorio

Administration: FC Gaillard, DC Fennell, BC Zambeck, V Fennema, T Schieffer

- **Pledge of Allegiance**

- **Oath of Office for returning Board Member (Chair) Jim Timney and new board member Mike DiVittorio**

- **CALL TO THE PUBLIC – N/A**

- **CONSENT AGENDA**

- Discussion and Approval of the Regular Board Meeting Minutes of November 20, 2024
- Approval of Reconciliations and Financial Reports for November 2024.

Board Member Rick Parker motioned to approve the minutes from the November 20th meeting, and the financial reports for November 2024. Motion was seconded by Scott Walton.

Vote Conducted. MOTION PASSED unanimously.

AYES: Walton, Timney, Faus, Parker, DiVittorio

NAYES: None

- **Current Events Summaries, Reports, and/or Correspondence**

- a. Monthly Run Report

BC Zambeck reported:

- Run report for November 2024. Total of 130 incidents, with 93 being emergent calls. Call distribution is as follows: District 31 had 30 calls, District 32 had 72, and District 37 had 28.
- Avg response times: Sta# 31 at 7.25 min, #32 at 5.39 mins, #33 at 7.54, #37 at 7.59.
- Auto aid given by us: 22; Auto aid we received: 6.
- Introduced new tool, Glidescope, for the paramedics to use with intubations. It has a computer screen connected to a camera on the scope so you can see inside the patient's airway for placement of the intubation tube.

- b. Monthly Chief Updates:

FC Gaillard

- BC Kyle Denham will be transferring over to the RTC position in January, and BC Callander will be going back to Operations supervising C Shift. The transition offers professional development for both Kyle and Earl.
- There will be a joint City Council/Fire Board meeting scheduled for January or early February to discuss the consultants' findings on the future of fire rescue.

DC Fennell

- Many trainings occurring for our crews (Sims Baby, Mid-Rise Retail Training) this month. There has also been a handful of community events lately (Light Parades, New Years Pinecone Drop coming up)
- Planning now for a recruit academy this coming Summer. We will have 2 positions to fill with Rich Jamison leaving and Preston Slayton retiring in June.

Labor 1505: Capt. Allen

- On behalf of the Union 1505 he would like to welcome our newest board member, Mike DiVittorio.
- They will be delivering Christmas gifts to families in need this week.

- **NEW BUSINESS / ACTION ITEMS**

- a. Approval of the administrative changes to Policy #503, Compensation.

Motion to approve the changes to Policy 503, Compensation was made by Board Member Faus, seconded by Board Member Walton.

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Timney, Walton, Faus, Parker, DiVittorio

- b. Approval of the administrative changes to Policy #111, Termination of Employment.

Motion to approve the changes to Policy 111, Termination of Employment was made by Board Member Parker, seconded by Board Member Walton.

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Timney, Walton, Faus, Parker, DiVittorio

- c. Appointment of the First Amendment to the Communications Site Lease Agreement. County Attorney Erin Anding is present to clarify any questions and provide her opinion as requested.

Motion to adjourn regular board meeting and go into Executive Session was made by Board Member Parker, seconded by Board Member Faus. Minutes from Executive Session are not posted for viewing.

Regular Board meeting was reconvened.

Motion was made by board member Faus to reapprove the amendment to the Communications Site Lease Agreement. It was seconded by Board Member DiVittorio.

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Timney, Walton, Faus, Parker, DiVittorio

- **Fire Board Comments:**

- Thank you for all the hard work that goes into these Board Meetings, and wishing everyone a very Merry Christmas.
- Mike DiVittorio would like to thank Mike Pickett for taking him on a personal tour of our Fire District.

- **ADJOURNMENT:** Board Meeting adjourned at 7:37 pm

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

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Timney, Faus, Walton, Parker, DiVittorio

Respectfully submitted by:

Robb Faus, Board Clerk

Summit Fire & Medical District Account Balances

Registered Balance	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025
Budget Stabilization	\$2,621,004.43	\$2,212,805.86	\$1,962,770.05	\$2,838,380.81	\$4,627,996.44	\$4,463,039.82						
OWA	\$206,544.54	\$235,968.53	\$216,167.41	\$212,580.92	\$239,762.02	\$240,198.58						
Petty Cash	\$1,903.94	\$2,084.69	\$2,034.69	\$3,228.43	\$3,077.90	\$3,399.34						
Capital	\$120,044.52	\$120,171.16	\$120,413.24	\$120,813.32	\$120,910.62	\$121,146.50						
Westside Capital	\$438,719.52	\$439,137.57	\$440,022.22	\$441,484.21	\$441,839.75	\$442,701.72						
Emergency	\$269,075.35	\$269,331.75	\$269,874.32	\$270,770.98	\$270,989.04	\$271,517.70						
Debt Services / GO	\$12,593.23	\$13,076.01	\$16,273.50	\$67,426.55	\$143,645.76	\$109,852.61						
Contingency / COP	\$1,777,204.90	\$1,777,204.90	\$1,777,204.90	\$1,777,204.90	\$1,777,204.90	\$1,671,508.82						
TOTAL	\$5,447,090.43	\$5,069,780.47	\$4,804,760.33	\$5,731,890.12	\$7,625,426.43	\$7,323,365.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

ACTUALS	YTD actuals	YTD Budgeted	Over / Under	% of Budget
Revenue	\$4,230,625.47	\$4,779,154.17	-\$548,528.70	89%
Expenses	\$2,850,917.30	\$2,778,533.25	\$72,384.05	103%
Net Income	\$1,379,708.17	\$2,000,620.92	-\$620,912.75	69%

October: NO FDAT revenue. (-80K from last year); -240k Grant funds last year; W/C 60k more this year; Dispatch 78k from last year hit, Feasability Study 11k
Budgeted Revenue for Oct: Grants Income 183,334; OWA income 226735.65 = \$410,069 less revenue

Dec 2024: GO bond payment \$48,400, COP payment \$105, 696.08 (County failed to make transfer from Budget Stab acct to Contingency Acct to cover payment. Will see it this next month)

Summit Fire District

Profit & Loss Budget vs. Actual

December 2024

	Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1100 TAX REVENUE				
1101 Property Tax	355,611.53	366,365.18	-10,753.65	97.07%
1102 FDAT	26,193.37	24,000.00	2,193.37	109.14%
1103 Delinquent Property Tax	9,934.32	9,250.31	684.01	107.39%
Total 1100 TAX REVENUE	391,739.22	399,615.49	-7,876.27	98.03%
1200 GRANTS				
1210 Other Grants	0.00	45,833.33	-45,833.33	0.0%
Total 1200 GRANTS	0.00	45,833.33	-45,833.33	0.0%
1300 MISC INCOME				
1301 OWA Income	0.00	79,166.68	-79,166.68	0.0%
1302 Interest	10,597.57	8,632.37	1,965.20	122.77%
1304 Contracts with Towers	4,605.40	3,384.49	1,220.91	136.07%
1305 Out of District Calls	0.00	149.50	-149.50	0.0%
1308 Service Subscriptions	0.00	0.00	0.00	0.0%
1310 Misc. Income	5,561.08	333.33	5,227.75	1,668.34%
1311 Maint Facility Income	4,984.72	899.13	4,085.59	554.39%
1312 Community Room Rental	497.89	260.00	237.89	191.5%
1315 SSFND-Smart & Safe AZ Fund	46,059.02	40,000.00	6,059.02	115.15%
1300 MISC INCOME - Other	0.00	0.00	0.00	0.0%
Total 1300 MISC INCOME	72,305.68	132,825.50	-60,519.82	54.44%
Total Income	464,044.90	578,274.32	-114,229.42	80.25%
Gross Profit	464,044.90	578,274.32	-114,229.42	80.25%
Expense				
2000 PERSONNEL SALARIES				
2009 Acting Pay				
2009 .1 Acting Pay BC	0.00	0.00	0.00	0.0%
2009. 2 Acting Captain	660.00	345.00	315.00	191.3%
2009.3 Acting Engineer	780.00	38.25	741.75	2,039.22%
Total 2009 Acting Pay	1,440.00	383.25	1,056.75	375.73%
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	4,560.00	-4,560.00	0.0%
2036 OWA Single Resource OT	0.00	28,393.81	-28,393.81	0.0%
2037 OWA Holiday Pay	0.00	0.00	0.00	0.0%
2070 Battalion Chief	19,533.16	22,424.69	-2,891.53	87.11%
2071 Administrative Officer	3,297.90	5,716.36	-2,418.46	57.69%
2072 Admin Assistant II	3,790.95	4,380.65	-589.70	86.54%
2073 EVT Mechanic III	5,218.32	5,653.18	-434.86	92.31%
2073.2 EVT Mechanic II	4,961.30	5,374.75	-413.45	92.31%

Summit Fire District

Profit & Loss Budget vs. Actual

December 2024

	Dec 24	Budget	\$ Over Budget	% of Budget
2075 Captains	47,335.81	61,217.50	-13,881.69	77.32%
2076 Engineer	37,550.37	38,000.00	-449.63	98.82%
2077 Firefighters	55,067.11	64,629.00	-9,561.89	85.21%
2081 FLSA	3,859.50	3,477.70	381.80	110.98%
2082 Overtime				
2082.1 OT FireOfficer 1	0.00	0.00	0.00	0.0%
2082.2 OT FireOfficer Recall	0.00	0.00	0.00	0.0%
2082 Overtime - Other	27,485.17	38,843.32	-11,358.15	70.76%
Total 2082 Overtime	27,485.17	38,843.32	-11,358.15	70.76%
2083 Vacation Leave	17,295.07	16,579.71	715.36	104.32%
2084 Sick Leave	3,690.75	10,750.81	-7,060.06	34.33%
2088 Holiday Pay	3,151.92	3,132.40	19.52	100.62%
2099.1 Vacation Leave Payout	0.00	2,637.40	-2,637.40	0.0%
2099.2 Sick Leave Payout	12,179.36	1,295.21	10,884.15	940.34%
Total 2000 PERSONNEL SALARIES	245,856.69	317,449.74	-71,593.05	77.45%
2080 PSPRS	0.00	0.00	0.00	0.0%
2200 PENSION				
2201 NationW Hybrid Tier 3 FD	2,888.00	1,324.16	1,563.84	218.1%
2202 NationW - Tier 2 FD	339.29	223.64	115.65	151.71%
2203 NationW DC Only Tier 3FD	0.00	0.00	0.00	0.0%
2204 PSPRS - DROP	0.00	0.00	0.00	0.0%
2206 PSPRS - Tier 1 FD	4,248.71	11,193.75	-6,945.04	37.96%
2207 PSPRS - Hybrid Tier 3FD	-122.57			
2208 PSPRS - Tier 1A & 2 FD	1,530.19	1,104.00	426.19	138.6%
2209 PSPRS DC Only Tier 3FD	0.00	0.00	0.00	0.0%
2209.1 PSPRS DC ONLY 3 FD Disat	0.00	0.00	0.00	0.0%
2210.2 PSPRS - DB Tier 3	8,558.17	7,587.54	970.63	112.79%
2215 ASRS	2,392.62	2,322.28	70.34	103.03%
2200 PENSION - Other	0.00	0.00	0.00	0.0%
Total 2200 PENSION	19,834.41	23,755.37	-3,920.96	83.49%
2300 PAYROLL EXPENSES				
2301 Workmen's Comp.	0.00	0.00	0.00	0.0%
2303 Social Security	1,183.08	3,172.97	-1,989.89	37.29%
2304 Medicare	3,495.94	3,954.54	-458.60	88.4%
2305 Direct Deposit	83,471.26	5,837.39	77,633.87	1,429.94%
Total 2300 PAYROLL EXPENSES	88,150.28	12,964.90	75,185.38	679.92%
2400 PERSONNEL INSURANCE				
2401 Medical Insurance	22,873.42	22,101.50	771.92	103.49%
2402 Dental Insurance	1,037.78	1,005.60	32.18	103.2%
2404 Life Insurance	323.20	331.28	-8.08	97.56%
2405 Vision Insurance	208.00	213.20	-5.20	97.56%
Total 2400 PERSONNEL INSURANCE	24,442.40	23,651.58	790.82	103.34%

Summit Fire District

Profit & Loss Budget vs. Actual

December 2024

	Dec 24	Budget	\$ Over Budget	% of Budget
2500 CONTRACTUALS				
2501 COP Payment	0.00	105,697.50	-105,697.50	0.0%
2502 Legal Expenses by SFMD	0.00	0.00	0.00	0.0%
2503 Broker Fees Medical Ins				
2503.1 East Flag Medical-Croft	100.00	0.00	100.00	100.0%
2503.2 Cancer Screening	1,397.27			
2503 Broker Fees Medical Ins	800.00	2,480.00	-1,680.00	32.26%
Total 2503 Broker Fees Medical Ins	2,297.27	2,480.00	-182.73	92.63%
2503.1 Fit for Duty Expenses	0.00	0.00	0.00	0.0%
2504 Audit	0.00	0.00	0.00	0.0%
2509 Admin Service Contracts	850.00	850.00	0.00	100.0%
2510 FLAGIT Contract Services	2,163.15	2,090.00	73.15	103.5%
2511 Software Contracts				
2511.10 Fire Manager Software	0.00	0.00	0.00	0.0%
2511.11 Flagit Additional Svc	0.00	0.00	0.00	0.0%
2511.2 Quickbooks Software	0.00	0.00	0.00	0.0%
2511.3 NEO GOV	0.00	0.00	0.00	0.0%
2511.4 Misc. Software	0.00	0.00	0.00	0.0%
2511.5 Avenza Maps for IPAD	0.00	0.00	0.00	0.0%
2511.6 PS Trax Eng, SCBA, PP	0.00	144.00	-144.00	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 - Oth	585.50	599.66	-14.16	97.64%
Total 2511 Software Contracts	585.50	743.66	-158.16	78.73%
2514 Bld & Vehicle Insurance	22,019.00	0.00	22,019.00	100.0%
2515 IGA Services				
2515.1 Fire Chief	0.00	71,250.00	-71,250.00	0.0%
2515.2 Dispatch	19,980.00	0.00	19,980.00	100.0%
2515.3 Training Coordinator	0.00	0.00	0.00	0.0%
Total 2515 IGA Services	19,980.00	71,250.00	-51,270.00	28.04%
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	250.00	250.00	0.00	100.0%
2519.4 PFAC	0.00	0.00	0.00	0.0%
2519.5 Other (Feasability Study)	0.00	0.00	0.00	0.0%
2519.6 Sam's Club Membershi	0.00	0.00	0.00	0.0%
2519 Memberships & Subscrip	0.00	0.00	0.00	0.0%
Total 2519 Memberships & Subscri	250.00	250.00	0.00	100.0%
2520 Computers, Printers	0.00	0.00	0.00	0.0%
2530 New Hire NTN, Fingerprints	0.00	0.00	0.00	0.0%

Summit Fire District

Profit & Loss Budget vs. Actual

December 2024

	Dec 24	Budget	\$ Over Budget	% of Budget
Total 2500 CONTRACTUALS	48,144.92	183,361.16	-135,216.24	26.26%
3000 FLEET SERVICES				
3005 Training-Certificates	0.00	0.00	0.00	0.0%
3010 Shop Uniforms	148.38	526.63	-378.25	28.18%
3015 Outside Repairs for SFMD	0.00	0.00	0.00	0.0%
3020 Parts for SFMD Vehicles	1,667.01	1,339.79	327.22	124.42%
3025 Shop Outside Customer Exp	1,656.83	0.00	1,656.83	100.0%
3030 EVT Tool Allowance	298.75	166.66	132.09	179.26%
Total 3000 FLEET SERVICES	3,770.97	2,033.08	1,737.89	185.48%
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 Eq	0.00	0.00	0.00	0.0%
3110.5 Nozzles, Hoses etc	0.00	0.00	0.00	0.0%
3110 Apparatus Equipment - O	0.00	1,583.33	-1,583.33	0.0%
Total 3110 Apparatus Equipment	0.00	1,583.33	-1,583.33	0.0%
3115 Communication-Radios	15.29	0.00	15.29	100.0%
3120 SCBA	311.70	637.47	-325.77	48.9%
Total 3100 EQUIPMENT	326.99	2,220.80	-1,893.81	14.72%
3200 SUPPLIES				
3210 EMS Program	282.21	1,221.81	-939.60	23.1%
3212 PPE Program	0.00	7,595.51	-7,595.51	0.0%
3215 Training Supplies	0.00	0.00	0.00	0.0%
3220 Office Supplies	138.96	665.00	-526.04	20.9%
3225 BLD/Land Maint.	13.91	2,708.33	-2,694.42	0.51%
3227 Procurement	1,537.14	1,000.00	537.14	153.71%
3235 PIO / Pub ED	240.24	200.00	40.24	120.12%
3241 Honor Guard	0.00	600.00	-600.00	0.0%
Total 3200 SUPPLIES	2,212.46	13,990.65	-11,778.19	15.81%
3300 UNIFORMS				
3310 Uniforms - SFMD	8,653.77	4,141.66	4,512.11	208.94%
3312 Class AB Uniform	0.00	0.00	0.00	0.0%
3350 New Hire Expenses	0.00	0.00	0.00	0.0%
Total 3300 UNIFORMS	8,653.77	4,141.66	4,512.11	208.94%
3400 FITNESS-HEALTH & SAFETY				
3401 Fitness	0.00	1,622.17	-1,622.17	0.0%
3405 Health & Safety				
3405.1 Annual Physicals	0.00	0.00	0.00	0.0%
3405.2 Staff Counseling	9,856.75	22,652.75	-12,796.00	43.51%
3405.3 Stress Test	0.00	0.00	0.00	0.0%

Summit Fire District

Profit & Loss Budget vs. Actual

December 2024

	Dec 24	Budget	\$ Over Budget	% of Budget
3405.4 New Hire Physicals & M	0.00	0.00	0.00	0.0%
3405.6 New Hire Mental Check	0.00	0.00	0.00	0.0%
3405.7 Family & Child Counsel	0.00	0.00	0.00	0.0%
Total 3405 Health & Safety	9,856.75	22,652.75	-12,796.00	43.51%
Total 3400 FITNESS-HEALTH & SAFETY	9,856.75	24,274.92	-14,418.17	40.61%
3500 Wildland SFMD				
3501 New Equipment-Uniforms	0.00	912.08	-912.08	0.0%
3500 Wildland SFMD - Other	0.00	0.00	0.00	0.0%
Total 3500 Wildland SFMD	0.00	912.08	-912.08	0.0%
4000 UTILITIES				
4005 Fuel for Apparatus	2,491.02	3,509.68	-1,018.66	70.98%
4010 Electric	1,006.62	2,333.33	-1,326.71	43.14%
4015 Gas / Propane	2,967.82	3,000.00	-32.18	98.93%
4020 Water	1,073.61	1,138.97	-65.36	94.26%
4025 Phones / Internet / TV	2,501.10	2,677.22	-176.12	93.42%
4030 Trash Pickup	585.93	31.24	554.69	1,875.58%
4050 Radio Site Rental Elden	350.00	350.00	0.00	100.0%
Total 4000 UTILITIES	10,976.10	13,040.44	-2,064.34	84.17%
4100 Training and Travel				
4105 Training Registration	3,225.00	931.50	2,293.50	346.22%
4110 Lodging	351.04	125.61	225.43	279.47%
4115 Food	0.00	131.78	-131.78	0.0%
4120 Supplies/Vent	0.00	0.00	0.00	0.0%
4125 Travel Fuel Rentals Air	0.00	167.00	-167.00	0.0%
4130 Tuition Reimbursement	0.00	0.00	0.00	0.0%
Total 4100 Training and Travel	3,576.04	1,355.89	2,220.15	263.74%
4200 OWA Expenses				
4230 OWA Exp.	0.00	0.00	0.00	0.0%
Total 4200 OWA Expenses	0.00	0.00	0.00	0.0%
4500 Grant Expenses				
4510 Other Grants	0.00	0.00	0.00	0.0%
Total 4500 Grant Expenses	0.00	0.00	0.00	0.0%
5000 CAPITAL				
5010 Vehicle/Equip Payments	0.00	0.00	0.00	0.0%
Total 5000 CAPITAL	0.00	0.00	0.00	0.0%
Payroll Expenses	4,683.78	2,205.66	2,478.12	212.35%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Total Expense	470,485.56	625,357.93	-154,872.37	75.24%
Net Ordinary Income	-6,440.66	-47,083.61	40,642.95	13.68%
Net Income	-6,440.66	-47,083.61	40,642.95	13.68%

Summit Fire District

Profit & Loss Budget vs. Actual

July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1100 TAX REVENUE				
1101 Property Tax	3,625,399.62	3,644,173.75	-18,774.13	99.49%
1102 FDAT	231,665.45	233,582.18	-1,916.73	99.18%
1103 Delinquent Property Tax	33,372.53	17,922.24	15,450.29	186.21%
Total 1100 TAX REVENUE	3,890,437.60	3,895,678.17	-5,240.57	99.87%
1200 GRANTS				
1210 Other Grants	0.00	275,000.02	-275,000.02	0.0%
Total 1200 GRANTS	0.00	275,000.02	-275,000.02	0.0%
1300 MISC INCOME				
1301 OWA Income	116,935.63	475,000.08	-358,064.45	24.62%
1302 Interest	34,899.77	51,794.22	-16,894.45	67.38%
1303 Donations	200.00			
1304 Contracts with Towers	21,666.73	20,306.94	1,359.79	106.7%
1305 Out of District Calls	520.00	897.00	-377.00	57.97%
1308 Service Subscriptions	5,669.81	1,500.00	4,169.81	377.99%
1310 Misc. Income	13,906.40	2,000.02	11,906.38	695.31%
1311 Maint Facility Income	53,778.40	15,287.72	38,490.68	351.78%
1312 Community Room Rental	1,997.89	1,690.00	307.89	118.22%
1314 Insurance Proceed Income	7,454.22			
1315 SSFND-Smart & Safe AZ Fund	46,059.02	40,000.00	6,059.02	115.15%
1300 MISC INCOME - Other	0.00	0.00	0.00	0.0%
Total 1300 MISC INCOME	303,087.87	608,475.98	-305,388.11	49.81%
1313 Gain on Sale - Audit Adjus	37,100.00			
Total Income	4,230,625.47	4,779,154.17	-548,528.70	88.52%
Gross Profit	4,230,625.47	4,779,154.17	-548,528.70	88.52%
Expense				
2000 PERSONNEL SALARIES				
2009 Acting Pay				
2009 .1 Acting Pay BC	840.00	87.43	752.57	960.77%
2009. 2 Acting Captain	4,118.00	1,220.29	2,897.71	337.46%
2009.3 Acting Engineer	3,750.75	858.75	2,892.00	436.77%
Total 2009 Acting Pay	8,708.75	2,166.47	6,542.28	401.98%
2032 OWA Backfill	0.00	0.00	0.00	0.0%
2033 OWA OT	36,026.06	5,698.62	30,327.44	632.19%
2034 OWA Eng Boss	560.00	0.00	560.00	100.0%
2035 OWA Payroll	0.00	6,316.66	-6,316.66	0.0%
2036 OWA Single Resource OT	17,619.03	92,382.46	-74,763.43	19.07%
2037 OWA Holiday Pay	0.00	0.00	0.00	0.0%
2070 Battalion Chief	112,764.99	134,548.14	-21,783.15	83.81%
2071 Administrative Officer	30,937.49	34,298.16	-3,360.67	90.2%

Summit Fire District

Profit & Loss Budget vs. Actual

July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
2072 Admin Assistant II	23,496.22	26,283.90	-2,787.68	89.39%
2073 EVT Mechanic III	31,703.13	33,919.08	-2,215.95	93.47%
2073.2 EVT Mechanic II	26,729.32	32,248.50	-5,519.18	82.89%
2075 Captains	301,452.68	367,305.00	-65,852.32	82.07%
2076 Engineer	254,367.79	228,000.00	26,367.79	111.57%
2077 Firefighters	346,666.06	387,774.00	-41,107.94	89.4%
2080 Mileage	95.07			
2081 FLSA	25,837.00	21,636.40	4,200.60	119.42%
2082 Overtime				
2082.1 OT FireOfficer 1	0.00	0.00	0.00	0.0%
2082.2 OT FireOfficer Recall	-36,091.71	0.00	-36,091.71	100.0%
2082 Overtime - Other	177,696.13	186,180.09	-8,483.96	95.44%
Total 2082 Overtime	141,604.42	186,180.09	-44,575.67	76.06%
2083 Vacation Leave	91,286.50	81,347.02	9,939.48	112.22%
2084 Sick Leave	41,123.59	42,022.85	-899.26	97.86%
2088 Holiday Pay	12,503.47	11,136.64	1,366.83	112.27%
2099.1 Vacation Leave Payout	7,572.20	2,637.40	4,934.80	287.11%
2099.2 Sick Leave Payout	24,870.87	11,931.47	12,939.40	208.45%
Total 2000 PERSONNEL SALARIES	1,535,924.64	1,707,832.86	-171,908.22	89.93%
2080 PSPRS	0.00	0.00	0.00	0.0%
2200 PENSION				
2201 NationW Hybrid Tier 3 FD	15,874.39	7,944.96	7,929.43	199.81%
2202 NationW - Tier 2 FD	1,404.61	1,037.56	367.05	135.38%
2203 NationW DC Only Tier 3FD	0.00	0.00	0.00	0.0%
2204 PSPRS - DROP	0.00	0.00	0.00	0.0%
2206 PSPRS - Tier 1 FD	60,446.34	71,715.83	-11,269.49	84.29%
2207 PSPRS - Hybrid Tier 3FD	-780.37			
2208 PSPRS - Tier 1A & 2 FD	6,366.18	5,301.05	1,065.13	120.09%
2209 PSPRS DC Only Tier 3FD	0.00	0.00	0.00	0.0%
2209.1 PSPRS DC ONLY 3 FD Disat	0.00	0.00	0.00	0.0%
2210.2 PSPRS - DB Tier 3	47,683.49	41,058.83	6,624.66	116.14%
2215 ASRS	16,546.52	13,933.68	2,612.84	118.75%
2200 PENSION - Other	1,750.00	1,600.00	150.00	109.38%
Total 2200 PENSION	149,291.16	142,591.91	6,699.25	104.7%
2300 PAYROLL EXPENSES				
2301 Workmen's Comp.	139,522.00	90,452.00	49,070.00	154.25%
2303 Social Security	9,284.22	12,707.15	-3,422.93	73.06%
2304 Medicare	22,178.06	19,681.26	2,496.80	112.69%
2305 Direct Deposit	84,285.42	5,837.39	78,448.03	1,443.89%
Total 2300 PAYROLL EXPENSES	255,269.70	128,677.80	126,591.90	198.38%
2400 PERSONNEL INSURANCE				
2401 Medical Insurance	147,378.50	125,067.65	22,310.85	117.84%

Summit Fire District

Profit & Loss Budget vs. Actual

July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
2402 Dental Insurance	7,837.89	7,016.05	821.84	111.71%
2404 Life Insurance	2,096.76	2,000.07	96.69	104.83%
2405 Vision Insurance	1,349.40	1,290.79	58.61	104.54%
Total 2400 PERSONNEL INSURANCE	158,662.55	135,374.56	23,287.99	117.2%
2500 CONTRACTUALS				
2501 COP Payment	0.00	105,697.50	-105,697.50	0.0%
2502 Legal Expenses by SFMD	0.00	0.00	0.00	0.0%
2503 Broker Fees Medical Ins				
2503.1 East Flag Medical-Croft	2,950.00	1,800.00	1,150.00	163.89%
2503.2 Cancer Screening	2,890.58			
2503 Broker Fees Medical Ins	4,780.00	5,480.00	-700.00	87.23%
Total 2503 Broker Fees Medical Ins	10,620.58	7,280.00	3,340.58	145.89%
2503.1 Fit for Duty Expenses	0.00	0.00	0.00	0.0%
2504 Audit	18,025.00	17,730.00	295.00	101.66%
2509 Admin Service Contracts	850.00	850.00	0.00	100.0%
2510 FLAGIT Contract Services	11,236.00	10,450.00	786.00	107.52%
2511 Software Contracts				
2511.10 Fire Manager Software	4,117.00	0.00	4,117.00	100.0%
2511.11 Flagit Additional Svc	0.00	0.00	0.00	0.0%
2511.2 Quickbooks Software	0.00	0.00	0.00	0.0%
2511.3 NEO GOV	0.00	0.00	0.00	0.0%
2511.4 Misc. Software	746.74	1,152.55	-405.81	64.79%
2511.5 Avenza Maps for IPAD	0.00	0.00	0.00	0.0%
2511.6 PS Trax Eng, SCBA, PP	0.00	288.00	-288.00	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	7,391.37	7,864.55	-473.18	93.98%
2511 Software Contracts - Other	5,281.34	4,444.64	836.70	118.83%
Total 2511 Software Contracts	17,536.45	13,749.74	3,786.71	127.54%
2514 Bld & Vehicle Insurance	64,785.00	44,054.00	20,731.00	147.06%
2515 IGA Services				
2515.1 Fire Chief	0.00	71,250.00	-71,250.00	0.0%
2515.2 Dispatch	98,406.75	27,436.58	70,970.17	358.67%
2515.3 Training Coordinator	0.00	22,161.55	-22,161.55	0.0%
Total 2515 IGA Services	98,406.75	120,848.13	-22,441.38	81.43%
2517 EMS Fees & Maint Agreement	650.00			
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	250.00	250.00	0.00	100.0%
2519.4 PFAC	0.00	0.00	0.00	0.0%
2519.5 Other (Feasability Study)	13,488.44	14,000.00	-511.56	96.35%

Summit Fire District

Profit & Loss Budget vs. Actual

July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
2519.6 Sam's Club Membershi	0.00	0.00	0.00	0.0%
2519 Memberships & Subscrip	248.00	0.00	248.00	100.0%
Total 2519 Memberships & Subscri	13,986.44	14,250.00	-263.56	98.15%
2520 Computers, Printers	0.00	410.34	-410.34	0.0%
2530 New Hire NTN, Fingerprints	0.00	0.00	0.00	0.0%
Total 2500 CONTRACTUALS	236,096.22	335,319.71	-99,223.49	70.41%
3000 FLEET SERVICES				
3005 Training-Certificates	0.00	0.00	0.00	0.0%
3010 Shop Uniforms	2,468.58	3,159.78	-691.20	78.13%
3015 Outside Repairs for SFMD	0.00	970.10	-970.10	0.0%
3020 Parts for SFMD Vehicles	22,236.17	32,339.06	-10,102.89	68.76%
3025 Shop Outside Customer Exp	29,071.34	0.00	29,071.34	100.0%
3030 EVT Tool Allowance	1,548.70	999.96	548.74	154.88%
Total 3000 FLEET SERVICES	55,324.79	37,468.90	17,855.89	147.66%
3100 EQUIPMENT				
3110 Apparatus Equipment				
3110.1 Holmatro Service	0.00	0.00	0.00	0.0%
3110.2 Ladder Testing	873.60	599.98	273.62	145.61%
3110.3 Foam	0.00	0.00	0.00	0.0%
3110.4 Bar Oil, Fuel Power Equ	234.65	0.00	234.65	100.0%
3110.5 Nozzles, Hoses etc	0.00	0.00	0.00	0.0%
3110 Apparatus Equipment - O	4,193.44	9,500.02	-5,306.58	44.14%
Total 3110 Apparatus Equipment	5,301.69	10,100.00	-4,798.31	52.49%
3115 Communication-Radios	15.29	8,084.01	-8,068.72	0.19%
3120 SCBA	317.65	1,072.05	-754.40	29.63%
Total 3100 EQUIPMENT	5,634.63	19,256.06	-13,621.43	29.26%
3200 SUPPLIES				
3210 EMS Program	26,095.71	7,500.53	18,595.18	347.92%
3212 PPE Program	56,259.93	47,655.13	8,604.80	118.06%
3215 Training Supplies	0.00	5,569.54	-5,569.54	0.0%
3220 Office Supplies	3,071.38	4,010.00	-938.62	76.59%
3225 BLD/Land Maint.	56,148.02	16,250.02	39,898.00	345.53%
3227 Procurement	6,203.52	6,000.00	203.52	103.39%
3235 PIO / Pub ED	2,560.93	1,300.00	1,260.93	197.0%
3241 Honor Guard	0.00	3,600.00	-3,600.00	0.0%
Total 3200 SUPPLIES	150,339.49	91,885.22	58,454.27	163.62%
3300 UNIFORMS				
3310 Uniforms - SFMD	19,111.56	24,850.04	-5,738.48	76.91%
3312 Class AB Uniform	0.00	0.00	0.00	0.0%
3325 PPE	7,547.37			
3330 - Boots	801.85			
3350 New Hire Expenses	493.70	1,200.00	-706.30	41.14%

Summit Fire District

Profit & Loss Budget vs. Actual

July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
Total 3300 UNIFORMS	27,954.48	26,050.04	1,904.44	107.31%
3400 FITNESS-HEALTH & SAFETY				
3401 Fitness	9,960.00	9,733.02	226.98	102.33%
3405 Health & Safety				
3405.1 Annual Physicals	-279.30	120.56	-399.86	-231.67%
3405.2 Staff Counseling	30,650.25	47,629.50	-16,979.25	64.35%
3405.3 Stress Test	765.00	255.00	510.00	300.0%
3405.4 New Hire Physicals & M	1,625.81	3,662.00	-2,036.19	44.4%
3405.6 New Hire Mental Check	0.00	0.00	0.00	0.0%
3405.7 Family & Child Counsel	0.00	0.00	0.00	0.0%
Total 3405 Health & Safety	32,761.76	51,667.06	-18,905.30	63.41%
Total 3400 FITNESS-HEALTH & SAFETY	42,721.76	61,400.08	-18,678.32	69.58%
3500 Wildland SFMD				
3501 New Equipment-Uniforms	0.00	5,472.52	-5,472.52	0.0%
3500 Wildland SFMD - Other	0.00	0.00	0.00	0.0%
Total 3500 Wildland SFMD	0.00	5,472.52	-5,472.52	0.0%
4000 UTILITIES				
4005 Fuel for Apparatus	14,935.01	22,134.31	-7,199.30	67.47%
4010 Electric	13,114.93	14,000.02	-885.09	93.68%
4015 Gas / Propane	6,697.62	9,500.00	-2,802.38	70.5%
4020 Water	7,403.74	7,301.13	102.61	101.41%
4025 Phones / Internet / TV	15,307.78	17,991.10	-2,683.32	85.09%
4030 Trash Pickup	4,121.46	2,195.30	1,926.16	187.74%
4050 Radio Site Rental Elden	2,213.38	1,975.00	238.38	112.07%
Total 4000 UTILITIES	63,793.92	75,096.86	-11,302.94	84.95%
4100 Training and Travel				
4105 Training Registration	10,140.81	1,431.50	8,709.31	708.4%
4110 Lodging	1,065.85	1,756.55	-690.70	60.68%
4115 Food	215.82	715.02	-499.20	30.18%
4120 Supplies/Vent	0.00	0.00	0.00	0.0%
4125 Travel Fuel Rentals Air	25.53	998.00	-972.47	2.56%
4130 Tuition Reimbursement	0.00	5,000.00	-5,000.00	0.0%
Total 4100 Training and Travel	11,448.01	9,901.07	1,546.94	115.62%
4200 OWA Expenses				
4230 OWA Exp.	16,025.30	0.00	16,025.30	100.0%
Total 4200 OWA Expenses	16,025.30	0.00	16,025.30	100.0%
4300 INTERST / FEES				
4315 Interest / Fees	25.00			
Total 4300 INTERST / FEES	25.00			
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

July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
5000 CAPITAL				
5010 Vehicle/Equip Payments	114,424.32	0.00	114,424.32	100.0%
Total 5000 CAPITAL	114,424.32	0.00	114,424.32	100.0%
9999 Suspense	325.94			
Payroll Expenses	13,194.84	2,205.66	10,989.18	598.23%
Reconciliation Discrepancies	14,460.55	0.00	14,460.55	100.0%
Total Expense	2,850,917.30	2,778,533.25	72,384.05	102.61%
Net Ordinary Income	1,379,708.17	2,000,620.92	-620,912.75	68.96%
Net Income	<u>1,379,708.17</u>	<u>2,000,620.92</u>	<u>-620,912.75</u>	<u>68.96%</u>

7:30 AM

01/07/25

Summit Fire District
Reconciliation Summary
101 County Treasurer, Period Ending 12/31/2024

	<u>Dec 31, 24</u>
Beginning Balance	4,627,996.44
Cleared Transactions	
Checks and Payments - 96 items	-613,522.18
Deposits and Credits - 88 items	448,565.56
Total Cleared Transactions	<u>-164,956.62</u>
Cleared Balance	<u>4,463,039.82</u>
Uncleared Transactions	
Checks and Payments - 12 items	-12,690.43
Deposits and Credits - 1 item	13,289.80
Total Uncleared Transactions	<u>599.37</u>
Register Balance as of 12/31/2024	<u>4,463,639.19</u>
New Transactions	
Checks and Payments - 21 items	-22,162.35
Total New Transactions	<u>-22,162.35</u>
Ending Balance	<u>4,441,476.84</u>

Reconciled 1/6/25
Tammy

7:30 AM

01/07/25

Summit Fire District Reconciliation Detail 101 County Treasurer, Period Ending 12/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,627,996.44
Cleared Transactions						
Checks and Payments - 96 items						
Liability Check	11/07/2024	82500...	United Summit Fire ...	X	-1,510.35	-1,510.35
Bill Pmt -Check	11/14/2024	82500...	AP Triton	X	-2,415.84	-3,926.19
Bill Pmt -Check	11/14/2024	82500...	DSB Distributing LLC	X	-18.98	-3,945.17
Bill Pmt -Check	11/20/2024	82500...	Securis	X	-94,296.00	-98,241.17
Bill Pmt -Check	11/20/2024	82500...	Optimum Business	X	-344.49	-98,585.66
Liability Check	11/21/2024	82500...	United Summit Fire ...	X	-1,468.04	-100,053.70
Bill Pmt -Check	11/27/2024	82500...	Arizona PPE Recon,...	X	-2,817.00	-102,870.70
Bill Pmt -Check	11/27/2024	82500...	Firetrucks Unlimited	X	-2,659.80	-105,530.50
Bill Pmt -Check	11/27/2024	82500...	Rush Truck	X	-1,119.61	-106,650.11
Bill Pmt -Check	11/27/2024	82500...	Life Assist, Inc	X	-503.50	-107,153.61
Bill Pmt -Check	11/27/2024	82500...	APS	X	-477.89	-107,631.50
Bill Pmt -Check	11/27/2024	82500...	Optimum Business	X	-335.24	-107,966.74
Bill Pmt -Check	11/27/2024	82500...	Prudential Overall S...	X	-222.57	-108,189.31
Bill Pmt -Check	11/27/2024	82500...	City of Flagstaff	X	-117.98	-108,307.29
Bill Pmt -Check	11/27/2024	82500...	Right Water Hauling...	X	-110.00	-108,417.29
Bill Pmt -Check	11/27/2024	82500...	Hughes Fire Equipm...	X	-96.11	-108,513.40
Bill Pmt -Check	11/27/2024	82500...	Linde Gas & Equip...	X	-48.17	-108,561.57
Liability Check	11/27/2024	82500...	5 Star Life Insuranc...	X	-34.67	-108,596.24
Liability Check	12/04/2024		QuickBooks Payroll ...	X	-85,767.67	-194,363.91
Check	12/04/2024	82500...	National Bank of Ari...	X	-9,502.79	-203,866.70
Liability Check	12/04/2024	EFT	Health Equity	X	-156.16	-204,022.86
Liability Check	12/04/2024	EFT	Colonial Supplemen...	X	-100.54	-204,123.40
Bill Pmt -Check	12/05/2024	82500...	City of Flagstaff	X	-19,980.00	-224,103.40
Liability Check	12/05/2024	EFT	Public Safety Retire...	X	-16,720.42	-240,823.82
Liability Check	12/05/2024	EFT	United States Treas...	X	-12,644.36	-253,468.18
Liability Check	12/05/2024	EFT	Health Equity	X	-3,974.41	-257,442.59
Liability Check	12/05/2024	82500...	Nationwide Trust Co...	X	-3,231.92	-260,674.51
Liability Check	12/05/2024	EFT	Voya Financial	X	-3,202.40	-263,876.91
Liability Check	12/05/2024	EFT	Arizona Department ...	X	-2,527.28	-266,404.19
Liability Check	12/05/2024	EFT	Arizona State Retire...	X	-2,392.62	-268,796.81
Bill Pmt -Check	12/05/2024	82500...	Orion Energy Inc.	X	-1,595.96	-270,392.77
Liability Check	12/05/2024	82500...	United Summit Fire ...	X	-1,468.04	-271,860.81
Bill Pmt -Check	12/05/2024	82500...	Arizona Fire & Medi...	X	-1,397.27	-273,258.08
Bill Pmt -Check	12/05/2024	82500...	APS	X	-1,006.62	-274,264.70
Liability Check	12/05/2024	82500...	AFLAC	X	-884.24	-275,148.94
Bill Pmt -Check	12/05/2024	82500...	Burton's Fire Inc.	X	-876.40	-276,025.34
Bill Pmt -Check	12/05/2024	82500...	Doney Park Water	X	-691.61	-276,716.95
Bill Pmt -Check	12/05/2024	82500...	AT&T Mobility	X	-451.50	-277,168.45
Liability Check	12/05/2024	82500...	Support Payment Cl...	X	-347.70	-277,516.15
Bill Pmt -Check	12/05/2024	82500...	Optimum Business	X	-341.66	-277,857.81
Bill Pmt -Check	12/05/2024	82500...	Municipal Emergenc...	X	-305.25	-278,163.06
Liability Check	12/05/2024	82500...	Support Payment Cl...	X	-292.65	-278,455.71
Bill Pmt -Check	12/05/2024	82500...	Life Assist, Inc	X	-282.21	-278,737.92
Bill Pmt -Check	12/05/2024	82500...	NAPA	X	-238.45	-278,976.37
Bill Pmt -Check	12/05/2024	82500...	Firetrucks Unlimited	X	-160.81	-279,137.18
Bill Pmt -Check	12/05/2024	82500...	Prudential Overall S...	X	-148.38	-279,285.56
Bill Pmt -Check	12/05/2024	82500...	Right Water Hauling...	X	-110.00	-279,395.56
Bill Pmt -Check	12/05/2024	82500...	Niles Radio	X	-15.29	-279,410.85
Paycheck	12/06/2024	82500...	Palm, Torsten H.	X	-2,295.90	-281,706.75
Paycheck	12/06/2024	82500...	Slayton, Preston P	X	-1,679.00	-283,385.75
Paycheck	12/06/2024	82500...	Allen, Michael W.	X	-1,299.54	-284,685.29
Paycheck	12/06/2024	82500...	Russo, David B.	X	-1,115.08	-285,800.37
Paycheck	12/06/2024	82500...	Pickett, Michael E.	X	-1,006.84	-286,807.21
Liability Check	12/06/2024	EFT	United States Treas...	X	-753.22	-287,560.43
Paycheck	12/06/2024	82500...	Robinson, Casey L.	X	-568.87	-288,129.30
Paycheck	12/06/2024	82500...	Walsh, Brian M	X	-445.20	-288,574.50
Liability Check	12/06/2024	EFT	Arizona Department ...	X	-280.36	-288,854.86
Paycheck	12/06/2024	82500...	Black, William A	X	-216.04	-289,070.90
Liability Check	12/12/2024	82500...	KAIROS Health Ariz...	X	-24,454.00	-313,524.90
Bill Pmt -Check	12/12/2024	82500...	Pinewood Fire District	X	-9,856.75	-323,381.65
Bill Pmt -Check	12/12/2024	82500...	Benefit Commerce ...	X	-800.00	-324,181.65
Bill Pmt -Check	12/12/2024	82500...	United Fire Equipment	X	-777.75	-324,959.40
Bill Pmt -Check	12/12/2024	82500...	Verizon Wireless	X	-592.75	-325,552.15
Bill Pmt -Check	12/12/2024	82500...	APS	X	-466.42	-326,018.57
Bill Pmt -Check	12/12/2024	82500...	Niles Radio	X	-350.00	-326,368.57

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Summit Fire District Reconciliation Detail 101 County Treasurer, Period Ending 12/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	12/12/2024	82500...	Coconino Auto Supply	X	-211.25	-326,579.82
Bill Pmt -Check	12/12/2024	82500...	Rush Truck	X	-197.65	-326,777.47
Bill Pmt -Check	12/12/2024	82500...	Right Water Hauling...	X	-119.00	-326,896.47
Liability Check	12/18/2024		QuickBooks Payroll ...	X	-83,084.09	-409,980.56
Bill Pmt -Check	12/18/2024	82500...	HUB International In...	X	-22,019.00	-431,999.56
Bill Pmt -Check	12/18/2024	82500...	United Fire Equipment	X	-7,964.88	-439,964.44
Bill Pmt -Check	12/18/2024	82500...	UniSource Energy S...	X	-879.43	-440,843.87
Bill Pmt -Check	12/18/2024	82500...	US Bank	X	-850.00	-441,693.87
Bill Pmt -Check	12/18/2024	82500...	Orion Energy Inc.	X	-492.43	-442,186.30
Bill Pmt -Check	12/18/2024	82500...	Hughes Fire Equipm...	X	-439.37	-442,625.67
Liability Check	12/19/2024	EFT	Public Safety Retire...	X	-17,320.49	-459,946.16
Liability Check	12/19/2024	EFT	United States Treas...	X	-12,388.44	-472,334.60
Liability Check	12/19/2024	EFT	Health Equity	X	-4,125.14	-476,459.74
Liability Check	12/19/2024	82500...	Nationwide Trust Co...	X	-3,304.14	-479,763.88
Liability Check	12/19/2024	EFT	Voya Financial	X	-3,293.56	-483,057.44
Liability Check	12/19/2024	EFT	Arizona State Retire...	X	-2,392.62	-485,450.06
Liability Check	12/19/2024	EFT	Arizona Department ...	X	-2,384.49	-487,834.55
Liability Check	12/19/2024		QuickBooks Payroll ...	X	-1,358.63	-489,193.18
Liability Check	12/19/2024	82500...	Support Payment Cl...	X	-347.70	-489,540.88
Liability Check	12/19/2024	82500...	Support Payment Cl...	X	-292.65	-489,833.53
Liability Check	12/19/2024	EFT	United States Treas...	X	-27.00	-489,860.53
Liability Check	12/19/2024	EFT	Arizona Department ...	X	-4.93	-489,865.46
Liability Check	12/20/2024	EFT	United States Treas...	X	-156.02	-490,021.48
Liability Check	12/20/2024	EFT	Arizona Department ...	X	-30.40	-490,051.88
Liability Check	12/31/2024		QuickBooks Payroll ...	X	-83,471.26	-573,523.14
Liability Check	01/02/2025	EFT	Public Safety Retire...	X	-15,769.41	-589,292.55
Liability Check	01/02/2025	EFT	United States Treas...	X	-12,153.76	-601,446.31
Liability Check	01/02/2025	EFT	Health Equity	X	-3,974.41	-605,420.72
Liability Check	01/02/2025	EFT	Voya Financial	X	-3,296.67	-608,717.39
Liability Check	01/02/2025	EFT	Arizona Department ...	X	-2,412.17	-611,129.56
Liability Check	01/02/2025	EFT	Arizona State Retire...	X	-2,392.62	-613,522.18
Total Checks and Payments					-613,522.18	-613,522.18

Deposits and Credits - 88 items

Deposit	12/04/2024			X	8,534.50	8,534.50
Deposit	12/05/2024			X	1,058.00	9,592.50
Paycheck	12/19/2024	708938	Christian III, Nikolas J	X	0.00	9,592.50
Paycheck	12/19/2024	708951	Hodges, McNeil	X	0.00	9,592.50
Paycheck	12/19/2024	708950	Hernandez, Fernand...	X	0.00	9,592.50
Paycheck	12/19/2024	708937	Brooks, Robert W	X	0.00	9,592.50
Paycheck	12/19/2024	708969	Swatzell, Brandon	X	0.00	9,592.50
Paycheck	12/19/2024	708949	Harrison, Maguire	X	0.00	9,592.50
Paycheck	12/19/2024	708940	Davis, Warren K	X	0.00	9,592.50
Paycheck	12/19/2024	708954	Kester, Alan	X	0.00	9,592.50
Paycheck	12/19/2024	708957	Modrell, Ian P.	X	0.00	9,592.50
Paycheck	12/19/2024	708973	Zambeck, Christoph...	X	0.00	9,592.50
Paycheck	12/19/2024	708972	Walsh, Brian M	X	0.00	9,592.50
Paycheck	12/19/2024	708939	Collins, James	X	0.00	9,592.50
Paycheck	12/19/2024	708971	Vaughn, Russell	X	0.00	9,592.50
Paycheck	12/19/2024	708947	Greenwalt, David E	X	0.00	9,592.50
Paycheck	12/19/2024	708958	Morse, Zachary	X	0.00	9,592.50
Paycheck	12/19/2024	708934	Allen, Michael W.	X	0.00	9,592.50
Paycheck	12/19/2024	708968	Stalvey, Adam	X	0.00	9,592.50
Paycheck	12/19/2024	708967	Snively, Nanea	X	0.00	9,592.50
Paycheck	12/19/2024	708946	Gibbs, Reuben L.	X	0.00	9,592.50
Paycheck	12/19/2024	708966	Slayton, Preston P	X	0.00	9,592.50
Paycheck	12/19/2024	708936	Black, William A	X	0.00	9,592.50
Paycheck	12/19/2024	708942	Fennema, Vivian L	X	0.00	9,592.50
Paycheck	12/19/2024	708964	Schieffer, Tammy S	X	0.00	9,592.50
Paycheck	12/19/2024	708956	Luna, Carlos L.	X	0.00	9,592.50
Paycheck	12/19/2024	708970	Unmacht III, James	X	0.00	9,592.50
Paycheck	12/19/2024	708945	Gibbs, Matthew L	X	0.00	9,592.50
Paycheck	12/19/2024	708963	Russo, David B.	X	0.00	9,592.50
Paycheck	12/19/2024	708935	Bain, Chuck A.	X	0.00	9,592.50
Paycheck	12/19/2024	708962	Robinson, Casey L.	X	0.00	9,592.50
Paycheck	12/19/2024	708944	Gia, Brandon	X	0.00	9,592.50
Paycheck	12/19/2024	708961	Riggs, Elliott A	X	0.00	9,592.50
Paycheck	12/19/2024	708941	Drennan, Steven	X	0.00	9,592.50

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Summit Fire District Reconciliation Detail

101 County Treasurer, Period Ending 12/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	12/19/2024	708960	Pickett, Michael E.	X	0.00	9,592.50
Paycheck	12/19/2024	708943	Fisk, Benjamin J.	X	0.00	9,592.50
Paycheck	12/19/2024	708959	Palm, Torsten H.	X	0.00	9,592.50
Paycheck	12/19/2024	708948	Harper, Tyler	X	0.00	9,592.50
Paycheck	12/19/2024	708953	Jokkel, Kyle	X	0.00	9,592.50
Paycheck	12/19/2024	708955	Lopez, Vincent	X	0.00	9,592.50
Paycheck	12/19/2024	708952	Hunt, Gannon	X	0.00	9,592.50
Paycheck	12/19/2024	708965	Schmidt, Wesley	X	0.00	9,592.50
Deposit	12/19/2024			X	46,059.02	55,651.52
Paycheck	12/20/2024	708974	Collins, James	X	0.00	55,651.52
Deposit	12/20/2024			X	1,174.82	56,826.34
Deposit	12/31/2024			X	9,934.32	66,760.66
Deposit	12/31/2024			X	26,193.37	92,954.03
Deposit	12/31/2024			X	355,611.53	448,565.56
Paycheck	01/02/2025	709003	Robinson, Casey L.	X	0.00	448,565.56
Paycheck	01/02/2025	709014	Zambeck, Christoph...	X	0.00	448,565.56
Paycheck	01/02/2025	709013	Walsh, Brian M	X	0.00	448,565.56
Paycheck	01/02/2025	709012	Vaughn, Russell	X	0.00	448,565.56
Paycheck	01/02/2025	709011	Unmacht III, James	X	0.00	448,565.56
Paycheck	01/02/2025	709010	Swatzell, Brandon	X	0.00	448,565.56
Paycheck	01/02/2025	709009	Stalvey, Adam	X	0.00	448,565.56
Paycheck	01/02/2025	709008	Snively, Nanea	X	0.00	448,565.56
Paycheck	01/02/2025	709007	Slayton, Preston P	X	0.00	448,565.56
Paycheck	01/02/2025	709005	Schliefer, Tammy S	X	0.00	448,565.56
Paycheck	01/02/2025	709002	Riggs, Elliott A	X	0.00	448,565.56
Paycheck	01/02/2025	709001	Pickett, Michael E.	X	0.00	448,565.56
Paycheck	01/02/2025	709000	Palm, Torsten H.	X	0.00	448,565.56
Paycheck	01/02/2025	708999	Morse, Zachary	X	0.00	448,565.56
Paycheck	01/02/2025	708998	Modrell, Ian P.	X	0.00	448,565.56
Paycheck	01/02/2025	708997	Luna, Carlos L.	X	0.00	448,565.56
Paycheck	01/02/2025	708996	Lopez, Vincent	X	0.00	448,565.56
Paycheck	01/02/2025	708994	Jokkel, Kyle	X	0.00	448,565.56
Paycheck	01/02/2025	708993	Hunt, Gannon	X	0.00	448,565.56
Paycheck	01/02/2025	708992	Hodges, McNeil	X	0.00	448,565.56
Paycheck	01/02/2025	708991	Hernandez, Fernand...	X	0.00	448,565.56
Paycheck	01/02/2025	708990	Harrison, Maguire	X	0.00	448,565.56
Paycheck	01/02/2025	708989	Harper, Tyler	X	0.00	448,565.56
Paycheck	01/02/2025	708988	Greenwalt, David E	X	0.00	448,565.56
Paycheck	01/02/2025	708987	Gibbs, Reuben L.	X	0.00	448,565.56
Paycheck	01/02/2025	708986	Gibbs, Matthew L	X	0.00	448,565.56
Paycheck	01/02/2025	708985	Gia, Brandon	X	0.00	448,565.56
Paycheck	01/02/2025	708984	Fisk, Benjamin J.	X	0.00	448,565.56
Paycheck	01/02/2025	708983	Fennema, Vivian L	X	0.00	448,565.56
Paycheck	01/02/2025	708982	Drennan, Steven	X	0.00	448,565.56
Paycheck	01/02/2025	708980	Collins, James	X	0.00	448,565.56
Paycheck	01/02/2025	708979	Christian III, Nikolas J	X	0.00	448,565.56
Paycheck	01/02/2025	708978	Brooks, Robert W	X	0.00	448,565.56
Paycheck	01/02/2025	708977	Black, William A	X	0.00	448,565.56
Paycheck	01/02/2025	708976	Bain, Chuck A.	X	0.00	448,565.56
Paycheck	01/02/2025	708975	Allen, Michael W.	X	0.00	448,565.56
Paycheck	01/02/2025	709004	Russo, David B.	X	0.00	448,565.56
Paycheck	01/02/2025	708981	Davis, Warren K	X	0.00	448,565.56
Paycheck	01/02/2025	708995	Kester, Alan	X	0.00	448,565.56
Paycheck	01/02/2025	709006	Schmidt, Wesley	X	0.00	448,565.56
Total Deposits and Credits					448,565.56	448,565.56
Total Cleared Transactions					-164,956.62	-164,956.62
Cleared Balance					-164,956.62	4,463,039.82

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Summit Fire District Reconciliation Detail

101 County Treasurer, Period Ending 12/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 12 items						
Check	03/06/2023	EFT	Coconino County Tr...		-189.11	-189.11
Check	03/07/2024	82400...	Elliott Riggs		-46.00	-235.11
Paycheck	08/01/2024	708596	Snively, Nanea		-814.16	-1,049.27
Bill Pmt -Check	09/26/2024	82500...	Crazy Country Boys ...		-389.36	-1,438.63
Bill Pmt -Check	11/07/2024	82500...	City of Flagstaff		-4,076.76	-5,515.39
Bill Pmt -Check	11/14/2024	82500...	Executech		-303.90	-5,819.29
Paycheck	12/06/2024	82500...	Fisk, Benjamin J.		-1,873.74	-7,693.03
Bill Pmt -Check	12/12/2024	82500...	Executech		-3,163.37	-10,856.40
Bill Pmt -Check	12/12/2024	82500...	East Flagstaff Famil...		-100.00	-10,956.40
Bill Pmt -Check	12/18/2024	82500...	Right Water Hauling...		-153.00	-11,109.40
Bill Pmt -Check	12/18/2024	82500...	Directv		-112.99	-11,222.39
Liability Check	12/19/2024	82500...	United Summit Fire ...		-1,468.04	-12,690.43
Total Checks and Payments					-12,690.43	-12,690.43
Deposits and Credits - 1 item						
Deposit	12/31/2024				13,289.80	13,289.80
Total Deposits and Credits					13,289.80	13,289.80
Total Uncleared Transactions					599.37	599.37
Register Balance as of 12/31/2024					-164,357.25	4,463,639.19
New Transactions						
Checks and Payments - 21 items						
Bill Pmt -Check	01/02/2025	82500...	Rush Truck		-3,485.23	-3,485.23
Liability Check	01/02/2025	82500...	Nationwide Trust Co...		-3,180.91	-6,666.14
Bill Pmt -Check	01/02/2025	82500...	Mountain Ts		-3,141.49	-9,807.63
Bill Pmt -Check	01/02/2025	82500...	Zoll Medical Corpor...		-2,040.00	-11,847.63
Bill Pmt -Check	01/02/2025	82500...	APS		-1,688.06	-13,535.69
Liability Check	01/02/2025	82500...	United Summit Fire ...		-1,468.04	-15,003.73
Bill Pmt -Check	01/02/2025	82500...	Life Assist, Inc		-1,359.65	-16,363.38
Bill Pmt -Check	01/02/2025	82500...	Municipal Emergenc...		-1,241.00	-17,604.38
Bill Pmt -Check	01/02/2025	82500...	Optimum Business		-1,021.46	-18,625.84
Bill Pmt -Check	01/02/2025	82500...	Dallacqua Psychology		-900.00	-19,525.84
Bill Pmt -Check	01/02/2025	82500...	AT&T Mobility		-451.50	-19,977.34
Bill Pmt -Check	01/02/2025	82500...	Blue Card		-385.00	-20,362.34
Liability Check	01/02/2025	82500...	Support Payment Cl...		-347.70	-20,710.04
Bill Pmt -Check	01/02/2025	82500...	Prudential Overall S...		-300.95	-21,010.99
Bill Pmt -Check	01/02/2025	82500...	Firetrucks Unlimited		-297.60	-21,308.59
Liability Check	01/02/2025	82500...	Support Payment Cl...		-292.65	-21,601.24
Bill Pmt -Check	01/02/2025	82500...	City of Flagstaff		-289.58	-21,890.82
Bill Pmt -Check	01/02/2025	82500...	Right Water Hauling...		-110.00	-22,000.82
Bill Pmt -Check	01/02/2025	82500...	East Flagstaff Famil...		-100.00	-22,100.82
Liability Check	01/02/2025	82500...	5 Star Life Insuranc...		-34.67	-22,135.49
Bill Pmt -Check	01/02/2025	82500...	RWC International		-26.86	-22,162.35
Total Checks and Payments					-22,162.35	-22,162.35
Total New Transactions					-22,162.35	-22,162.35
Ending Balance					-186,519.60	4,441,476.84

Summit Fire District
Reconciliation Summary
102 OWA Account, Period Ending 12/31/2024

	Dec 31, 24
Beginning Balance	239,762.02
Cleared Transactions	
Deposits and Credits - 1 item	436.56
Total Cleared Transactions	436.56
Cleared Balance	240,198.58
Register Balance as of 12/31/2024	240,198.58
Ending Balance	240,198.58

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Summit Fire District
Reconciliation Summary
105 Petty Cash, Period Ending 12/31/2024

	Dec 31, 24
Beginning Balance	3,077.90
Cleared Transactions	
Checks and Payments - 2 items	-128.56
Deposits and Credits - 6 items	450.00
Total Cleared Transactions	321.44
Cleared Balance	<u>3,399.34</u>
Register Balance as of 12/31/2024	3,399.34
Ending Balance	3,399.34

Reconciled
1/2/25
Tammy

1/2/25

3399.34

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1100 —
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1000
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2

Summit Fire District
Reconciliation Summary
120 Capital Fund, Period Ending 12/31/2024

	Dec 31, 24
Beginning Balance	120,910.62
Cleared Transactions	
Deposits and Credits - 1 item	235.88
Total Cleared Transactions	235.88
Cleared Balance	121,146.50
Register Balance as of 12/31/2024	121,146.50
Ending Balance	121,146.50

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Summit Fire District
Reconciliation Summary
136 Westside Capital Fund, Period Ending 12/31/2024

	<u>Dec 31, 24</u>
Beginning Balance	441,839.75
Cleared Transactions	
Deposits and Credits - 1 item	<u>861.97</u>
Total Cleared Transactions	<u>861.97</u>
Cleared Balance	<u>442,701.72</u>
Register Balance as of 12/31/2024	442,701.72
Ending Balance	442,701.72

Summit Fire District
Reconciliation Summary
150 Emergency Fund, Period Ending 12/31/2024

	Dec 31, 24
Beginning Balance	270,989.04
Cleared Transactions	
Deposits and Credits - 1 item	528.66
Total Cleared Transactions	528.66
Cleared Balance	271,517.70
Register Balance as of 12/31/2024	271,517.70
Ending Balance	271,517.70

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Summit GO Bond Account
Reconciliation Summary
300315 Debt Services Account, Period Ending 12/31/2024

	<u>Dec 31, 24</u>
Beginning Balance	143,645.76
Cleared Transactions	
Checks and Payments - 1 item	-48,400.00
Deposits and Credits - 1 item	14,606.85
Total Cleared Transactions	<u>-33,793.15</u>
Cleared Balance	<u><u>109,852.61</u></u>
Register Balance as of 12/31/2024	109,852.61
Ending Balance	109,852.61

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Summit GO Bond Account
Reconciliation Detail
300315 Debt Services Account, Period Ending 12/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						143,645.76
Cleared Transactions						
Checks and Payments - 1 item						
Check	12/19/2024	EFT	Bond Interest Pa...	X	-48,400.00	-48,400.00
Total Checks and Payments					-48,400.00	-48,400.00
Deposits and Credits - 1 item						
Deposit	01/07/2025			X	14,606.85	14,606.85
Total Deposits and Credits					14,606.85	14,606.85
Total Cleared Transactions					-33,793.15	-33,793.15
Cleared Balance					-33,793.15	109,852.61
Register Balance as of 12/31/2024					-33,793.15	109,852.61
Ending Balance					-33,793.15	109,852.61

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SFMD Contingency Fund
Reconciliation Summary
Coconino County Treasurer, Period Ending 12/31/2024

	<u>Dec 31, 24</u>
Beginning Balance	1,777,204.90
Cleared Transactions	
Checks and Payments - 1 item	<u>-105,696.08</u>
Total Cleared Transactions	<u>-105,696.08</u>
Cleared Balance	<u><u>1,671,508.82</u></u>
Register Balance as of 12/31/2024	1,671,508.82
Ending Balance	1,671,508.82

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01/07/25

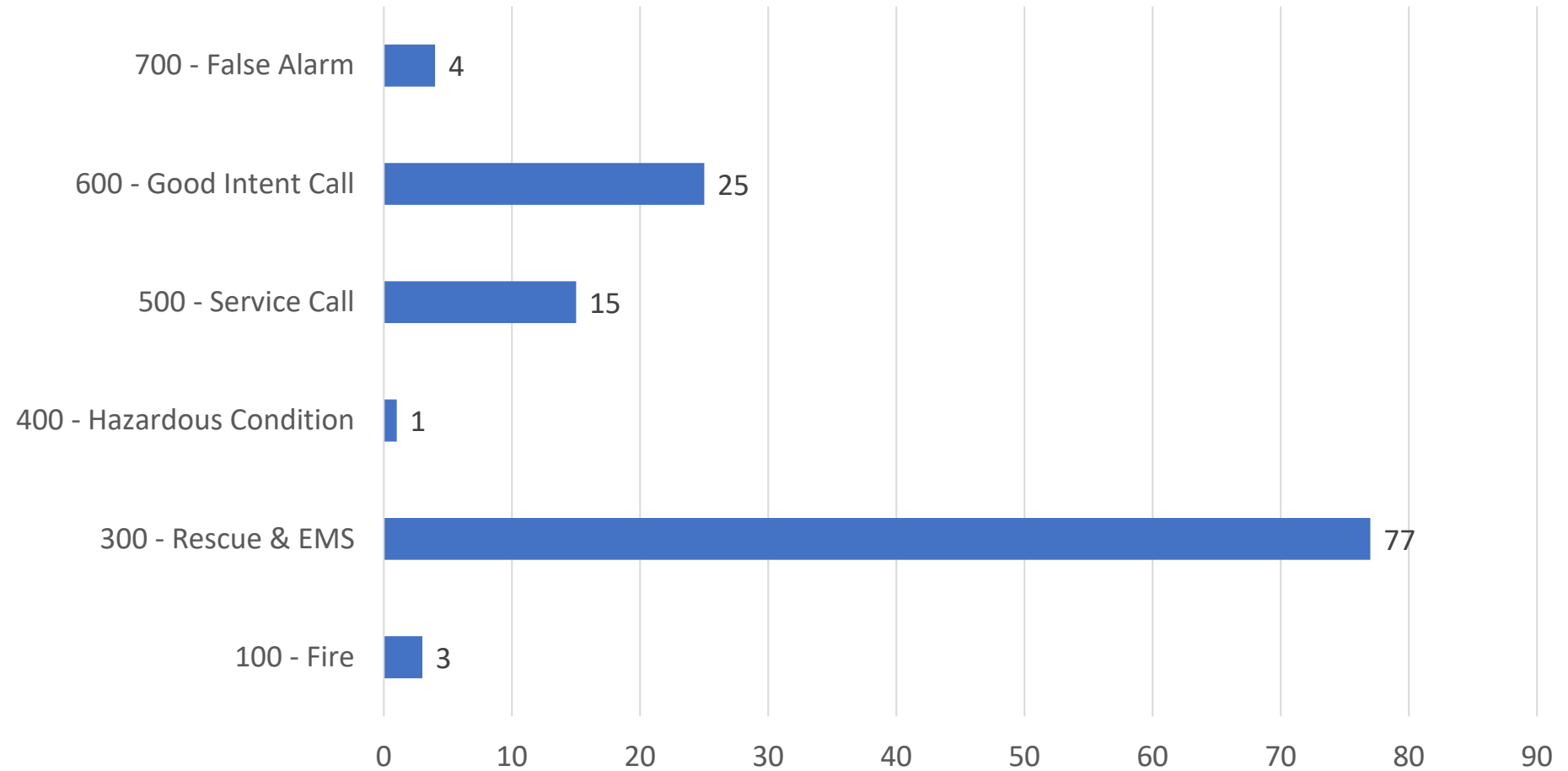
SFMD Contingency Fund
Reconciliation Detail
Coconino County Treasurer, Period Ending 12/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,777,204.90
Cleared Transactions						
Checks and Payments - 1 item						
Check	12/02/2024	EFT	US Bank	X	-105,696.08	-105,696.08
Total Checks and Payments					-105,696.08	-105,696.08
Total Cleared Transactions					-105,696.08	-105,696.08
Cleared Balance					-105,696.08	1,671,508.82
Register Balance as of 12/31/2024					-105,696.08	1,671,508.82
Ending Balance					-105,696.08	1,671,508.82

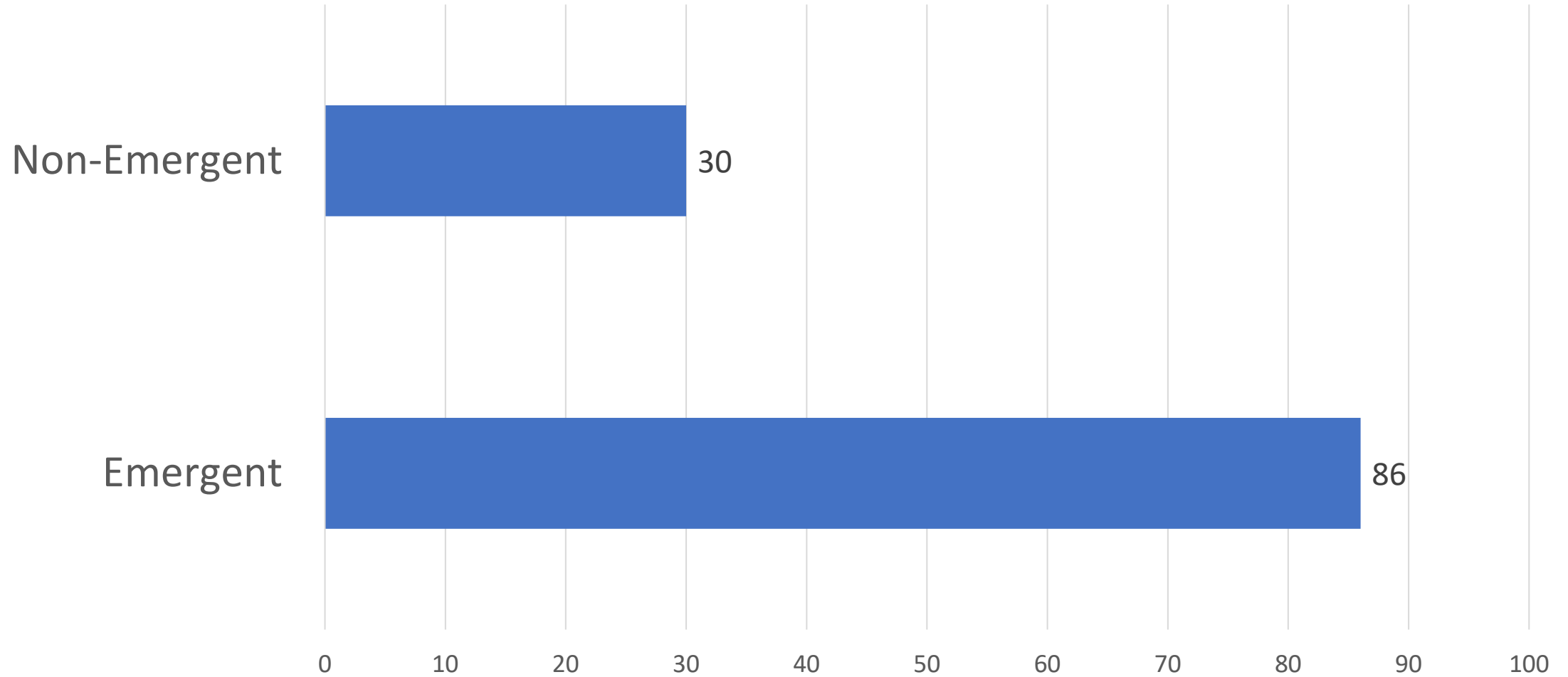
SFMD BC Run Report

December 2024 Statistics

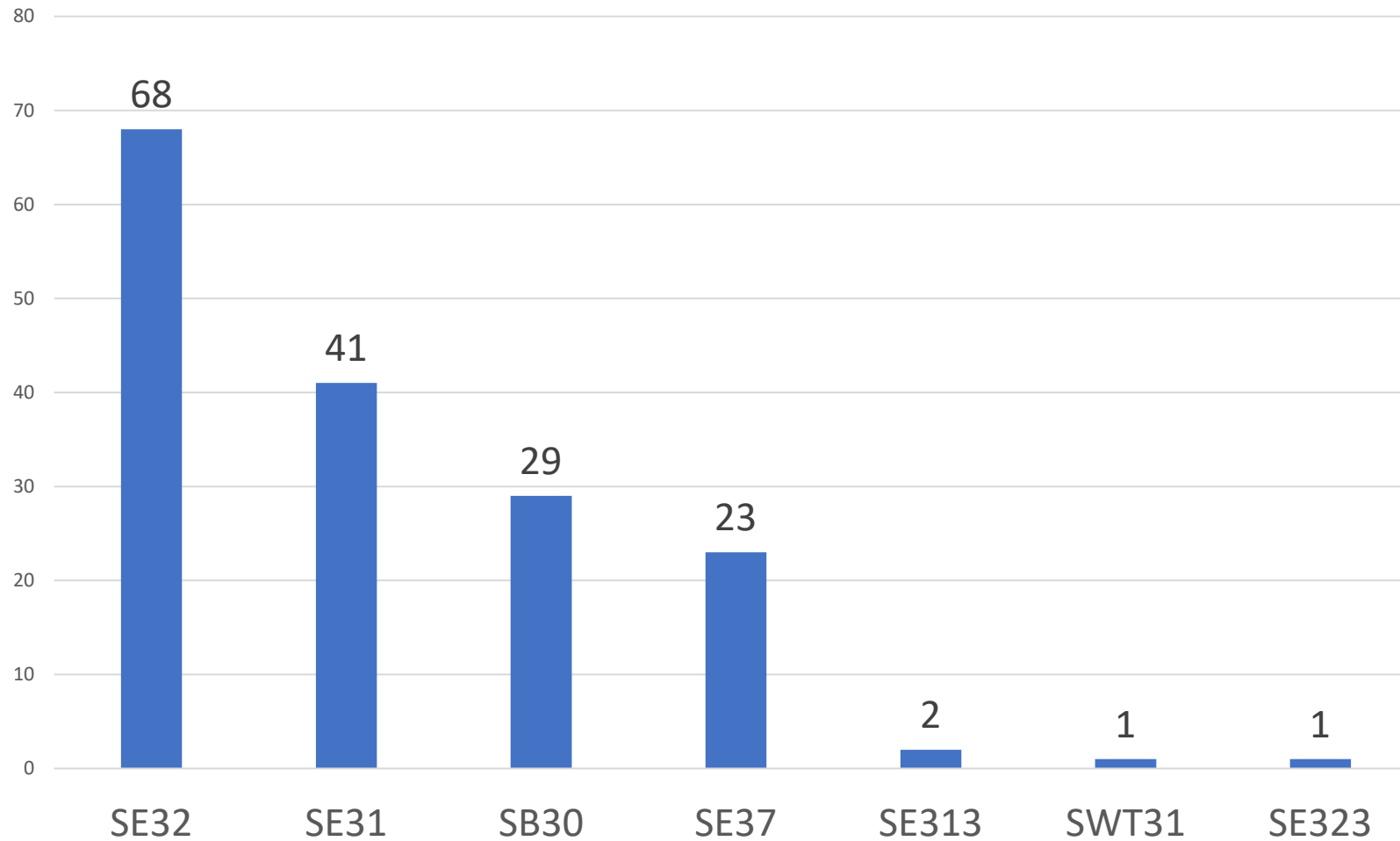
Total Incidents 125



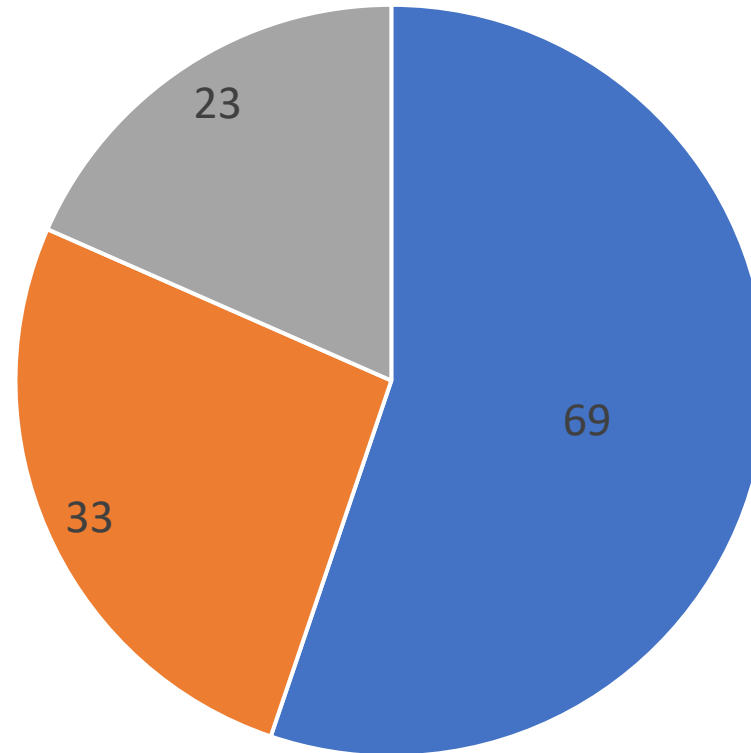
Priority



Total Runs by Unit

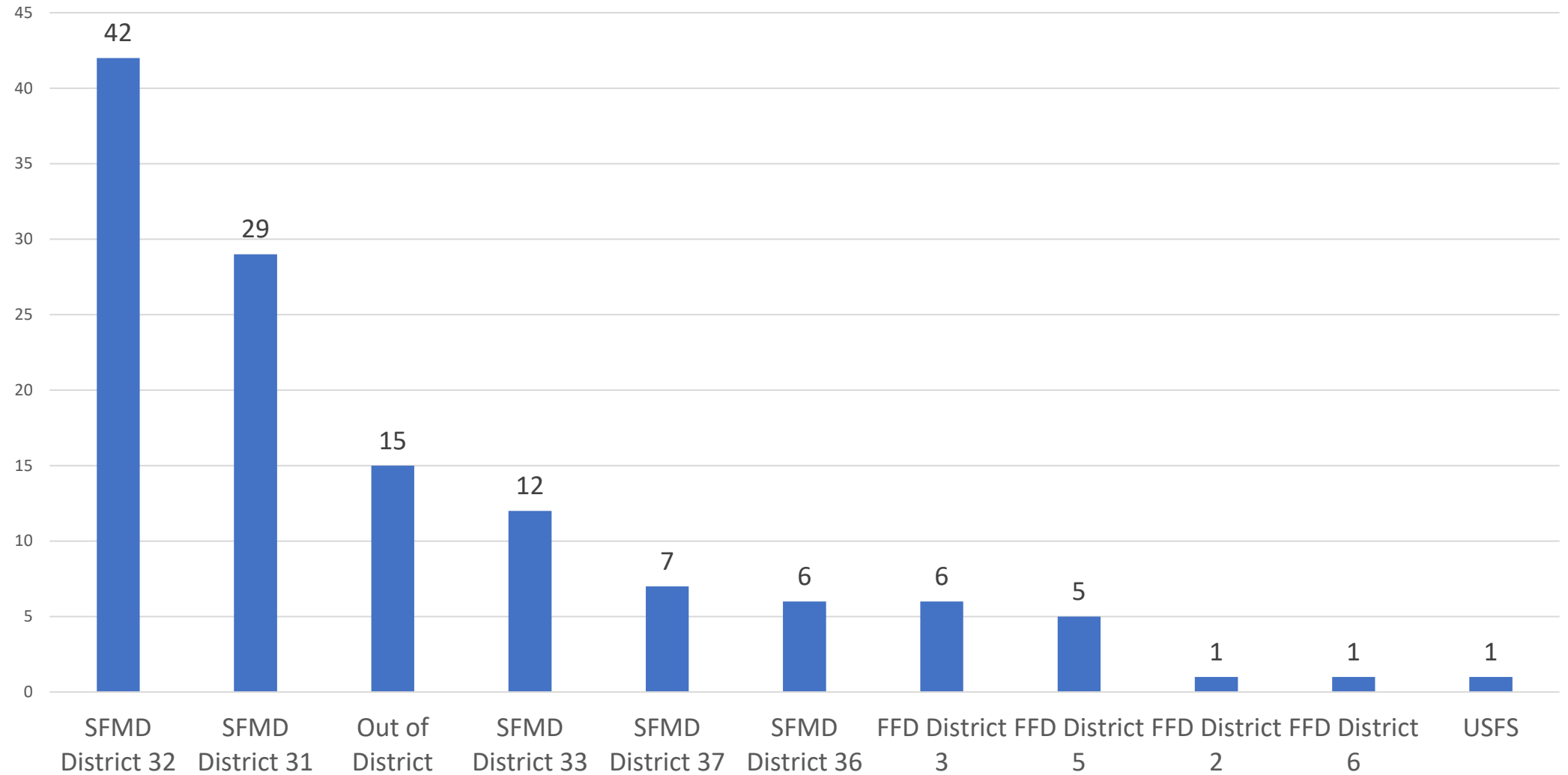


Total Incidents by Station

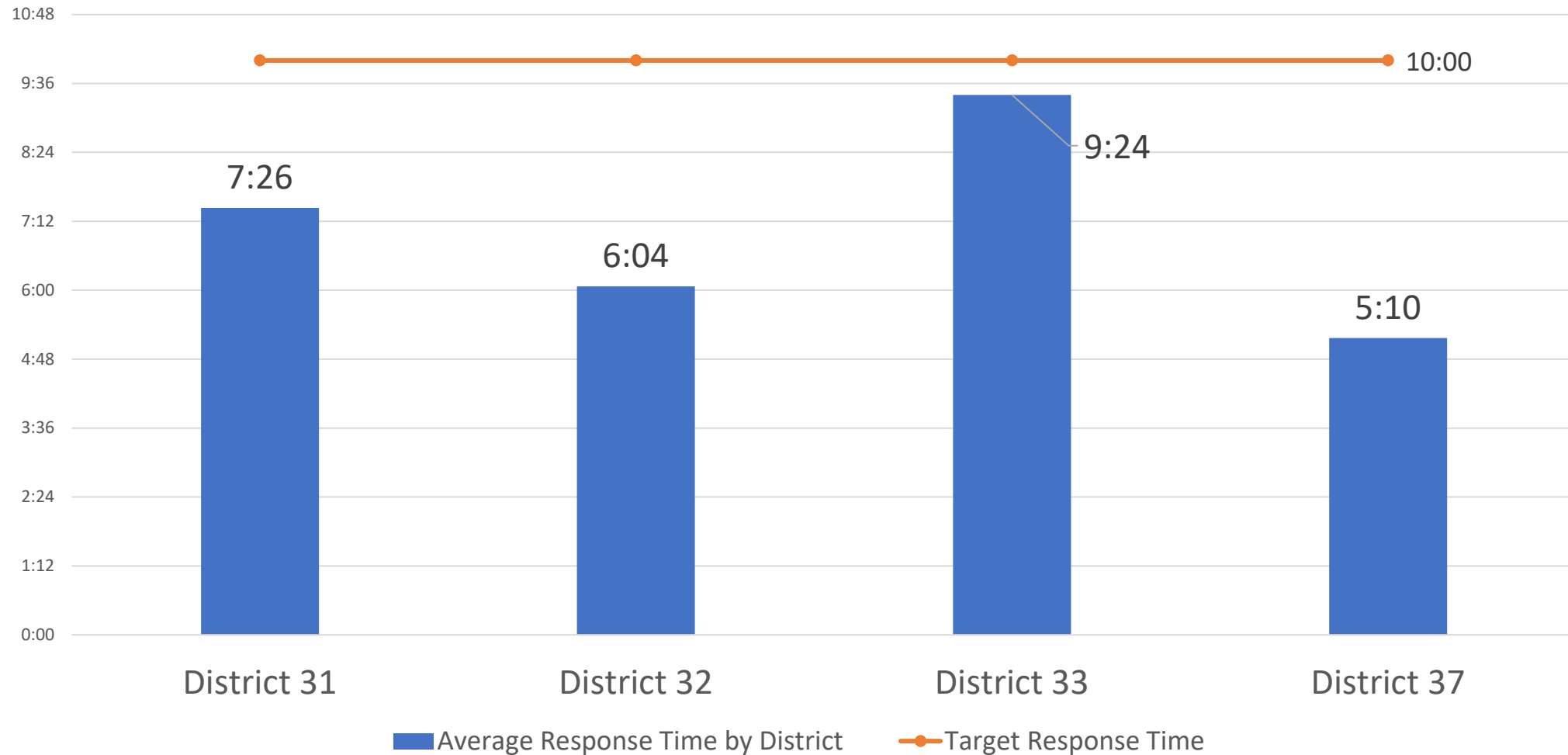


■ Station 32 ■ Station 31 ■ Station 37

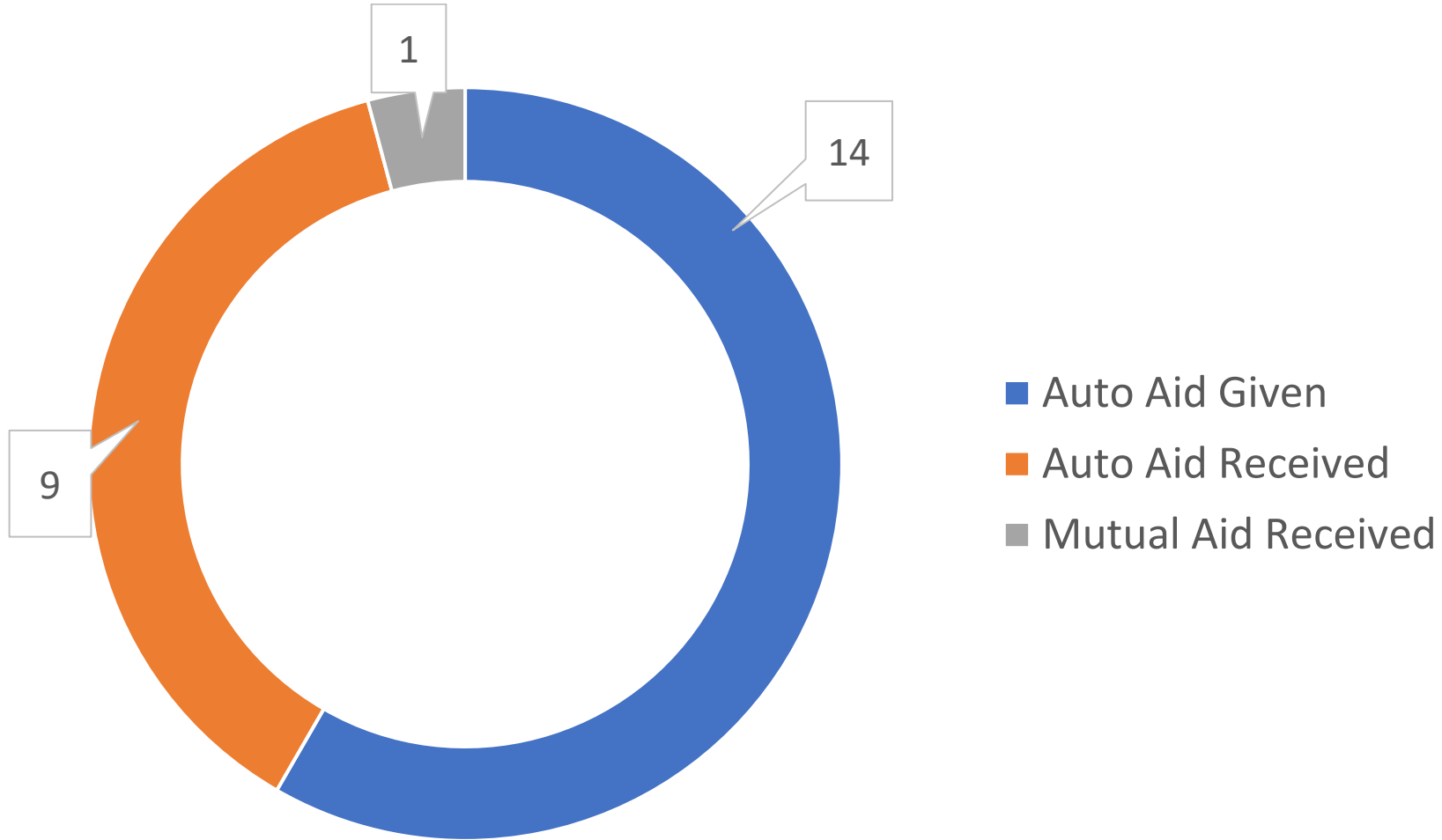
Incident Count by District



Average Response Time by District



Auto Aid & Mutual Aid Given & Received



Action 7a

To: SFMD Fire Board
From: SFMD Administration
Date: January 22, 2025
Title: 2025 AFDA Conference Review.
Recommended Action: No action required

Action Summary:	We would like the Board Members who attended the AFDA Conference last week to share any takeaways or experiences they found beneficial.
Financial Impacts:	None
Relation to Goals:	Continuing education for Board Members and Staff. Focusing on updates/changes in legislation that affect Special Districts, and current economic issues for fire service agencies in the state.
Suggested Motion	No motion needed.

Action 7b

To: SFMD Fire Board

From: SFMD Administration

Date: January 22, 2025

Title: Review, discuss, and possible action on the SFMD Fire Board Handbook.

Recommended Action: No action required

Action Summary:

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

Financial Impacts: None

Relation to Goals: Continuing education for Board Members and Staff.

Suggested Motion: No motion needed.



Handbook for Fire Board Members

Adopted: February 17, 2016
Updated: September 18, 2019, August 16, 2023

REVISED BY THE

Summit Fire District Board of Directors

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SUMMIT FIRE AND MEDICAL DISTRICT BOARD HANDBOOK

Introduction

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

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

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

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

Summit Fire and Medical District History

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

Mission and Vision Statement

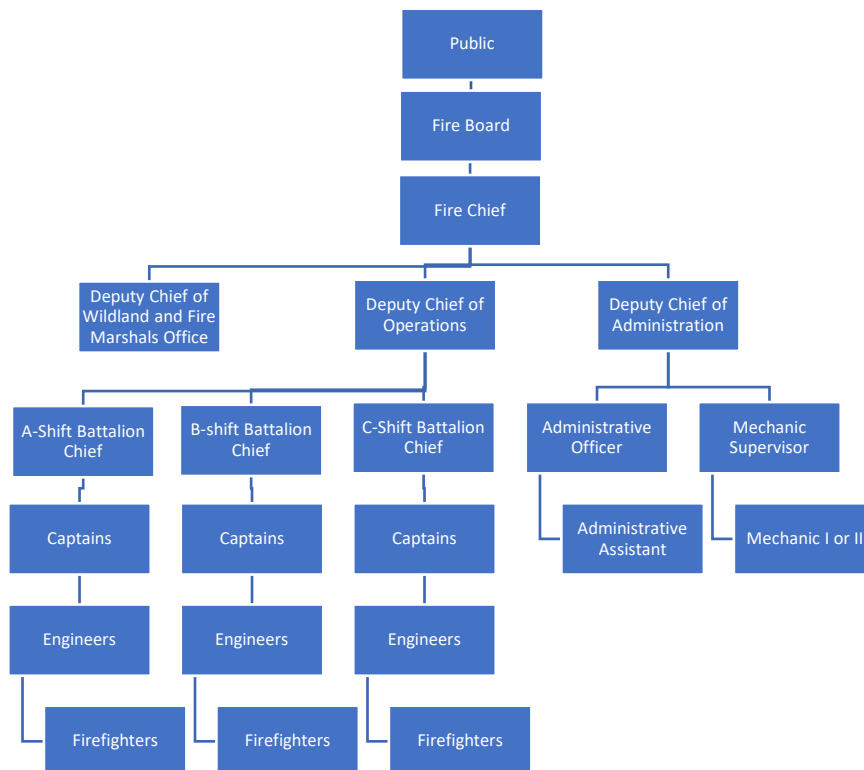
Mission Statement: Ensuring exceptional customer service to the community, visitors and surrounding region.

Vision Statement: Dedicated to life safety and fire protection services

Organization Structure

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

Summit Fire and Medical District Organizational Chart



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

First Official Acts

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

Orientation

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

The following topics may be discussed:

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

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

Code of Conduct

- Board Members should have a broad perspective and possess a willingness to search out effective solutions to complex problems. Being single issue focused or adopting a biased point of view is not in the best interest of the District.
- Board members should keep on task and not be unduly influenced by those who have more dominant personalities. Every Board member represents the interest of the District equally.
- Board members are obligated to operate within the parameters that the Board sets for itself.
- Board members who vote in opposition to the majority of the Board should not interpret it as a personal issue. In turn, all Board members need to realize that the will of the majority prevails.
- Board members always place the District’s best interest above their own personal interests.
- The “prudent person” legal doctrine applies to individual Board members as well as the Board as a collective body. The level of Board competency will be compared to what a similar prudent Board or Board member should do.
- Board members are required to act and behave professionally when representing the District.

- Board members may not use their position, or information obtained as a Board member, for personal gain or for the financial benefit of themselves or members of their family.
- The focus of the Board is on policy, its implementation, and the finances of the District; Board members should not become involved in the day to day operations of the Department.

Legal Responsibilities

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

The Fire District Shall:

- Hold public meetings at least once each calendar month.
- Submit to the county board of supervisors a budget estimate, containing the requirements set forth in the statute.
- Prepare and post, in three places, an annual budget containing detailed estimated expenditures for each fiscal year.
- Determine the compensation payable to district personnel.
- Obtain legal counsel.
- Require probationary employees in paid sworn firefighter positions, a reserve firefighter, or a volunteer firefighter position to submit a full set of fingerprints to the fire district for the purpose of obtaining a state and federal criminal records check.
- Appoint or hire a Fire Chief.
- Elect board members, including a chairman and a clerk, consistent with the requirements and regulations of the statutes.
- Fill vacancies on the board within 90 days of the vacancy.
- Comply with the anti-nepotism requirements when appointing a person to any clerkship, office, position, employment or duty.
- The Fire Chief and board members must attend professional development training as outlined in the statutes. In addition, the association that is providing the training is required to provide a report to the County containing the details set forth in the statutes.
- Comply with various financial requirements, including submission of reports.
- Conflict of interest may occasionally arise and that each Fire Board member is responsible to declare such actual or potential conflicts as specified in state law, and shall refrain from voting upon or otherwise participating in any manner in an item constituting a conflict of interest as more fully set forth in A.R.S. §38-502 and §38-503.

A fire district, through its board, May:

- Employ any personnel deemed necessary for the fire protection / medical and rescue services.
- Construct, purchase, lease, lease-purchase or otherwise acquire the following or an interest therein; and in connection with such construction or any other acquisition,

purchase, lease, lease-purchase or grant a lien on any or all of its present or future property including:

- Apparatus, water and rescue equipment, including ambulances and equipment related to any of the foregoing: Land and buildings with equipment and furnishings to house equipment and personnel necessary for fire protection and preservation of life.
- Issue bonds to finance the acquisition of property as provided in A.R.S. §48-806. Bonds may not be issued without consent of the voters at an election held for that purpose.
- Assist the State Fire Marshal in the enforcement of nationally recognized fire protection standards.
- Adopt, with approval of voters, their own fire code, and enforce it.
- Amend an existing fire code.
- Enter into an agreement procuring the services of an organized private fire protection company or a fire district of a neighboring city, town or district.
- Contract with a city or town for fire protection services for all or part of the city or town.
- Retain a certified public accountant to perform an annual audit of district books.
- Retain private legal counsel.
- Accept gifts, contributions, bequests, and grants and comply with any special requests attached to such.
- Pay membership dues to the Arizona Fire District Association.
- Adopt fee schedules within and outside the jurisdictional boundaries for fire protection services and preservation of life.
- Change the district's name.
- Require all non-sworn employees to submit fingerprints.
- Enter into intergovernmental agreements with other political subdivisions or contracts with individuals.
- Fire Board may establish committees to review issues and make constructive recommendations to facilitate the Fire Board's decisions.
- Be reimbursed for expenses incurred in performing duties.
- Amend the budget at a special meeting one week after the revisions are considered at a regular scheduled meeting (48-805.02E).
- Assess and levy a secondary property tax to pay for costs of fire protection services or emergency medical services [except services regulated by Title 36, Chapter 21.1 (CON)].

The district SHALL NOT:

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

Commitments

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

- Respectful interaction with SFMD staff, the public and each other

- Attend and actively participate in Board meetings, work sessions, public hearings and special events
- Review Board packets prior to the meetings in order to arrive prepared; ensuring that they have adequate and current information to make informed decisions; keeping informed of developments relevant to issues before the Board
- Work to accomplish the mission of the District; unite for a common cause; listen carefully to opinions of fellow Board members and paid staff and respecting those opinions; not be publicly critical of fellow Board members' opinions in or outside of Board meetings
- Exercise independent judgment on decisions that come before the Board
- Be loyal to the Department, its staff, and other Board members
- Keep disagreements impersonal
- Do not discuss confidential proceedings of the Board outside the Board meeting
- Accept, respect, and support majority decisions of the Board; recognize authority is vested in the Board as a group and not in individuals
- Do not interfere with the duties of the Chief or undermine the Chief's authority; recognize chain of command
- Declare any conflicts of interest between the member's personal life and their Board position; avoid voting on issues that are or are perceived to be a conflict of interest
- Do not use the Board or the Department for personal advantage or the advantage of family or friends
- Learn more about job and responsibilities by attending a minimum of one Arizona Fire District Association (AFDA) conference annually
- Work with members of the Fire Department, Fire Board and the community to ensure smooth, efficient, and responsible operation of the Summit Fire District
- Call to the attention of the Board any issues that will have an adverse effect on the organization
- Refer constituent and staff complaints to the proper level on the chain of command
- Self-evaluate; the Board should evaluate its own effectiveness to assure fulfillment of responsibilities and to maintain a strong organization
- Board members as individuals are not empowered to make administrative decisions on behalf of the District. Further, Board members cannot under any circumstance give directions to any level of District staff.

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

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

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

Officer/Board Members Descriptions

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

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

BOARD CHAIRPERSON

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

BOARD CLERK

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

ALL BOARD MEMBERS

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

Filling Board Vacancies

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

- The death of the incumbent.

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

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

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

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

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

Fire District Elections

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

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

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

Conducting a Board Meeting

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

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

Pre-Board Meeting

- When board members have agenda items, they shall be submitted to the Chairman by the first Monday of each Month. Board Chairman will have all agenda items to Administration by the first Tuesday of each month.
- The Board Chairman may delegate the responsibility of the agenda to SFMD's Administration.
- Fire Board packets will be emailed to each Board Member by 5:00 p.m. on the Friday preceding the scheduled meeting.
- The SFMD Administration under direction of the Fire Board will post the meeting notice (Agenda) 24 hours prior to the Fire Board Meeting at all its pre-defined posting places. This notice also includes notice of the Fire Board going into Executive Session.
- SFMD will post all meeting notices on our website (www.summitfiredepartment.org), and at Fire Stations #31, #32, and #37.

Board Meeting

- The Fire Board members must comply with all requirements of Arizona Open Meeting Laws. The law states very simply that, with a few limited exceptions, all meetings of a public body shall be open to all persons desiring to attend. The law defines a meeting as the gathering of a quorum of members of the public body to propose or take legal action, including any deliberations with respect to action.
- A quorum of the board members must be in attendance to conduct District business. Attendance may be in-person, by computer or telephonically.
- The agenda must contain information reasonably necessary to inform the public of the matters to be discussed or decided.
- Citizens have the right to attend, listen, audio and video record the public meeting. According to the Fire Board policy they will also allow the public to have opportunities to speak to topics during Calls to the Public as defined on the agenda. The Fire Board Chairman may define the length of time that the public may speak.
 - Fire Board approved an increase in the allotted speaking time per individual to three (3) minutes; OR if representing a Group of 3 or more individuals the designated speaker is allotted 10 minutes. All parties of the Group must be present at the meeting.
- When the Fire Board votes on any question the vote shall be taken by ayes and nays and shall be taken simultaneously. If the presiding officer is unable to accurately determine the result of a simultaneous voice vote, they may or at the request of any board member shall, call for a roll call vote taken by lot. It shall be out of order for members to explain their vote during the roll call. There shall be no additional debate or speaking on the subject after the vote is taken.
- The Fire Board has the right to go into executive sessions as noted on the agenda. Executive session has seven authorized circumstances in which the Fire Board may

discuss items in private. The Fire Board is not allowed to vote or take a poll in executive session. All final actions must be made in open meeting.

Minutes

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

Records Management

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

Board Travel

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

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

Other Resources

Arizona Fire District Association “Red Book”

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

Copies of all Arizona Revised Statutes are available online at:

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

Open Meeting Law Information and Resources available online at: <https://www.azag.gov/sgo>

BASIC FIRE DISTRICT STATUTES

Title 11. Counties

Chapter 2. Board of Supervisors

Article 4. Powers and Duties

11-251. Powers of board

11-251.06. Reimbursement for county services to special districts

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

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

Chapter 6. County Planning and Zoning

Article 3. Building Codes

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

Chapter 7. Intergovernmental Operations

Article 3. Joint Exercise of Powers

11-952. Intergovernmental agreements and contracts

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

11-952.02. Separate legal entities; joint exercise of powers

Article 5. City, Town or County Employee Benefits, Property Loss and Liability Claim Coverage

11-981. Payment of benefits, losses and claims; establishment of trust funds

Title 42. Taxation

Chapter 17. Levy

Article 6. Assessment, Levy and Collection of Local Taxes

42-17257 Notice of establishment or change in city, town or taxing district boundaries

Title 48. Special Taxing Districts

Chapter 1. General Provisions

Article 5. District Contracts with Federal Government

48-187. Governing body; civil immunity; definition

Article 9. Reports by Districts

48-251. Annual report

48-252. District budgets Page 42 of 327 © AFDA 2015 – 17th Edition – Rev.: 12/14

48-253. District audits and financial reviews

Article 10. District Creation and Boundary Changes

48-261. District creation; procedures; notice; hearing; determinations; petitions

- 48-262. District boundary changes; procedures; notice; hearing; determinations; petitions
- 48-263. Special taxing district impact statement; district creation; district boundary change; bond requirement
- 48-264. Dissolution of inactive special taxing districts; board of supervisor's action; exceptions
- 48-265. Petitions; form; verification of signatures
- 48-266. Petitions of property owners; form; verification
- Article 11. Approval of Formation of Special Districts
- 48-271. Board of supervisor's authority to approve or deny formation of special district

Chapter 5. Fire Districts

Article 1. General Provisions

- 48-802. Election procedures (*see notes page 7*)
- 48-803. District administered by a district board
- 48-804. District administered by elected chief and secretary treasurer
- 48-805. Fire district; powers and duties
- 48-805.01 Separate legal entities; joint exercise of powers
- 48-805.02 Fire district annual budget; levy; requirements
- 48-806. Bond election; issuance and sale of bonds
- 48-807. County fire district assistance tax; annual budget
- 48-812. Disposition of fire district; assets and relief and pension fund assets upon annexation by or inclusion within a city or town
- 48-813. Deletion of annexed area from district territory; provision for continued protection
- 48-814. Property located outside of fire district territory; reimbursement to fire district for cost of fire protection services
- 48-815.01. District dissolution; procedures; notice; hearing; determinations; petitions
- 48-815.02. Dissolution; petitions of property owners; form; verification
- 48-816. Election to reorganize district
- 48-817. District over twenty-five thousand population
- 48-818. Emergency medical aid or assistance to other public bodies; limitation on liability
- 48-819. Reimbursement for county services
- 48-820. Hearing and election to merge fire districts
- 48-821. Disposition of assets on merger of fire districts
- 48-822. Election to consolidate fire districts; resolution; impact statement; hearing

Article 2. Military Exemptions

- 48-831. Exemption of volunteer fire fighters from military duty
- 48-832. Procedure to obtain exemption

48-833. Exemption based on length of service
48-834. Annual filing of exemption list; issuance of illegal certificate; classification

Article 3. Noncontiguous County Island Fire District

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

48-852. District board governance; elections

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

Title 38. Public Officers and Employees

Chapter 2. Qualification and Tenure

Article 4. Oath of Office

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

38-232. Time of oath

38-233. Filing oaths of record

38-234. Usurpation of office; classification

Article 6. Vacancy in Office

38-291. Vacancy defined

Chapter 3. Conduct of Office

Article 3.1 Public Meetings and Proceedings

38-431. Definitions

38-431.01. Meetings shall be open to the public

38-431.02. Notice of meetings

38-431.03. Executive sessions

38-431.04. Writ of mandamus

38-431.05. Meeting held in violation of article; business transacted null and void; ratification

38-431.06. Investigations; written investigative demands

38-431.07. Violations; enforcement; removal from office; in camera review

38-431.08. Exceptions; limitation

38-431.09. Declaration of public policy

Article 6. Employment of Relatives

38-481. Employment of relatives; violation; classification; definition

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

By-laws of the Summit Fire and Medical Fire Board

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

ARTICLE I - NAME

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

ARTICLE II - PURPOSE

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

ARTICLE III --BOARD OF THE DISTRICT

SECTION 1. MEMBERS

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

SECTION 2. MEETINGS

Regular monthly public meetings shall normally be held on the third Wednesday of each month at 6:00 pm but may occasionally be scheduled for other days or times when necessary. Notification of changes will be given to all Board members in a timely manner. Special Meetings, Executive Sessions, and Work Sessions shall be held at the call of the Chairperson or upon the

request of two members of the Board. The Chairperson shall give at least two days' notice of all meetings to all members of the Board.

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

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

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

SECTION 3. QUORUM

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

SECTION 4. AGENDA

The Board Chairperson and SFMD Administration will put together the information for the agenda. Agendas should contain such information as is reasonably necessary to inform the public of the matters to be discussed or decided. Agendas will be posted on the District website and fire stations #31, #32, and #37.

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

SECTION 5. MOTIONS AND VOTING

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

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

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

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

SECTION 6. POWERS

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

SECTION 7. REMUNERATION

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

ARTICLE IV – OFFICERS OF THE BOARD

SECTION 1. BOARD OFFICERS

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

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

SECTION 2. EXECUTIVE OFFICERS ELECTION AND TERMS OF OFFICE

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

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

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

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

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

ARTICLE V - FIRE CHIEF AND BOARD

SECTION 1. FIRE CHIEF

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

SECTION 2. DUTIES OF THE BOARD AND FIRE CHIEF

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

ARTICLE VI – FINANCIAL POLICY

SECTION 1. FISCAL YEAR

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

SECTION 2. THE BUDGET

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

SECTION 3. ANNUAL FINANCIAL AUDIT

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

SECTION 4. SPECIAL DISTRICT ANNUAL REPORT

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

ARTICLE VII - AMENDMENTS

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

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

Adopted by the Board of Directors on this _____, day
of _____, 2023.

Board Signatures

James Timney, Board Chairperson

Robb Faus, Clerk of the Board

Rick Parker, Board Member

Jim Doscocil, Board Member

Scott Walton, Board Member