



PUBLIC NOTICE
REGULAR BOARD MEETING AGENDA
Wednesday, February 19, 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)

<https://us02web.zoom.us/j/88522811636?pwd=dIVDTzJzOHRRZWthaGdnU0gyTWtkQT09>

Pursuant to A.R.S. 38-431.01, notice is hereby given to the Board of Directors and the public that the Summit Fire District will hold a Regular Meeting open to the public. The Governing Board of Summit Fire & Medical District will meet in a **Regular Session on Wednesday, February 19, 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 January 22, 2025
 - b. Approval of Reconciliations and Financial Reports for January 2025.

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: Navajo Nation Casino on 89
 - Chief Wilson: JPA Update; Outside Financial Accountant Report; Natural Gas at St #31;
 - Chief Fennell: APS PSPS update, Pano AI Fire Detection Camera
 - c. Local 1505 Update – Union Representative
 - d. Coconino County Update

7. **NEW BUSINESS / ACTION ITEMS - Public Comment:** Public comment/input is welcomed after each agenda item of New Business/Action Items and Unfinished Business. Individual comments are limited to two minutes per individual and must pertain to the specific agenda item.
 - a. Review, discuss, and possible action: any questions/ responses after reviewing the Fire Board Handbook.
 - b. Review, discuss and possible action: Bi-Annual Shop Report
 - c. Review, discuss, and possible action on moving the funds from the Westside Capital account into the general Capital Account.

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 February 18, 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, January 22, 2025

Station 32, 8905 Koch Field Road, Flagstaff AZ

1. **CALL TO ORDER**

Board Chair Timney called the Regular Board Meeting to order at 6:03 pm.

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

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

Members Absent: Board Member Robb Faus

Administration: FC Gaillard, DC Fennell, BC Zambeck, T.Schieffer

3. **PLEDGE OF ALLEGIANCE**

4. **CALL TO THE PUBLIC – N/A**

5. **CONSENT AGENDA**

- a. Discussion and Approval of the Regular Board Meeting Minutes of December 18, 2024
- b. Approval of Reconciliations and Financial Reports for December 2024

Board Member Rick Parker motioned to approve the minutes from the December 18th meeting, and the financial reports for December 2024. Motion was seconded by Member Scott Walton.

Vote Conducted. MOTION PASSED unanimously.

AYES: Walton, Timney, Parker, DiVittorio

NAYES: None

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

a. Monthly Run Report

Battalion Chief Zambeck reported:

- Run report for December 2024. Total of 125 incidents, with 86 being emergent calls. Call distribution is as follows: District 31 had 33 calls, District 32 had 69, and District 37 had 23.
- Avg response time: District 31 at 7.26 min, District 32 at 6.04 min, District 33 at 9.24 min, District 37 at 5.10 min.
- Automatic Aid given by us: 14; Auto Aid we received: 9, Mutual Aid Received: 1.
- Reported there was a motor vehicle accident that had challenge in response time due to location.
- There was a birth in District 32 that by the time crews arrived, the father had delivered the baby. Mother and baby are doing well.

b. Monthly Chief Updates

Fire Chief Gaillard

- There is a lot of attention from the CA fires with concern about what would happen if that was our community. We have an opportunity to discuss what is going on. We have a meeting with the county manager on Monday with 2 topics for discussion. One is fire district finances and trying to find ways to assist the Coconino County Fire Districts by identifying alternative funding. The other is Risk Reduction: Economic Incentives, Education, Enforcement, and Emergency.
- Possible Wildland Urban Interface Code to implement.

Deputy Chief Fennell

- Working on a new Lateral Recruitment process for firefighter/paramedics aiming to fill vacancies faster.
- The Glyde Scopes training is complete, and the equipment is in use. Getting used to the new equipment.
- There is High-Rise training coming up at the NAU dorm focusing on new hose deployment techniques to improve efficiency in tall buildings.

c. Local 1505 Update: N/A

d. Coconino County Update: N/A

7. **NEW BUSINESS / ACTION ITEMS**

a. AFDA conference review– Report from board members who attended the conference last week.

Mike DiVittorio: I am a new board member, so this was my first trip to the conference. I took all the statutory courses. The training by far the most useful was the financial part. It brought home to me how tenuous fire district funding is. There are well meaning regulations in place that can handicap the fire district finance situation. Trying to find other options seem critical. I thought they did a great job explaining how it works or doesn't work.

Jim Timney: This is my 3rd go around. There was good information, as chair, I depreciated as chair on what I can and cannot do. This is forcing me to tighten up a bit. That was the important part for me. They said the chair may make a motion, but my personal feeling on that is the chair shouldn't be. The only exception to that is when there is a quorum of three and a busy schedule. That was the part I thought was pertinent to me. One part came up to me also, is the staff reports. They said staff reports are ok without having to agendaize them. If we start asking questions and get into conversation, the item on the staff report has to be agendaized. We can ask the question, but avoid the back and forth discussion.

Rick Parker: I enjoyed it. The one thing I get out of it; I don't ask a lot of questions when there. I try to document the things I am interested in. When I get back, I go through the ARS. It will answer every question you have all the way through the implementation and stuff, and down through the penalties if you don't find your way properly. That is what I like to do.

b. Review, discuss, and possible action on the Fire Board Handbook.

Chief Gaillard addressed the board after it is a good idea to roll out the Fire Board Handbook after an election for the opportunity for you all to review it and re-agendize it next month. This gives time to go through the document. It is best practice for the board to have a Handbook.

8. **FIRE BOARD COMMENTS:**

- Member Walton: If we have an opportunity to send some guys to California, you can't buy that training. Not only is it cash for us, more importantly, they get that structure protection training and stuff like that we don't get, so if we get a chance to send somebody, we should. I would like to take advantage of that if we can.
- Will we have any jurisdiction on the casino going in on 89? To be agendized next meeting for discussion.

ADJOURNMENT

Member Parker motioned to adjourn the meeting. Member Walton seconded the motion.

Vote conducted. MOTION PAST ALL IN FAVOR

AYES: Timney, Walton, Parker, DiVittorio

NAYES: None

Meeting adjourned at 6:49pm

Respectfully submitted

Tammy Schieffer

Administrative Assistant II

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	\$3,914,399.35					
OWA	\$206,544.54	\$235,968.53	\$216,167.41	\$212,580.92	\$239,762.02	\$240,198.58	\$224,931.34					
Petty Cash	\$1,903.94	\$2,084.69	\$2,034.69	\$3,228.43	\$3,077.90	\$3,399.34	\$3,825.18					
Capital	\$120,044.52	\$120,171.16	\$120,413.24	\$120,813.32	\$120,910.62	\$121,146.50	\$246,881.28					
Westside Capital	\$438,719.52	\$439,137.57	\$440,022.22	\$441,484.21	\$441,839.75	\$442,701.72	\$445,386.82					
Emergency	\$269,075.35	\$269,331.75	\$269,874.32	\$270,770.98	\$270,989.04	\$271,517.70	\$373,164.52					
Debt Services / GO	\$12,593.23	\$13,076.01	\$16,273.50	\$67,426.55	\$143,645.76	\$109,852.61	\$114,623.64					
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	\$1,777,204.90					
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	\$7,100,417.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

ACTUALS	YTD actuals	YTD Budgeted	Over / Under	% of Budget
Revenue	\$4,382,730.57	\$5,033,057.83	-\$650,327.26	87%
Expenses	\$3,389,404.11	\$3,283,132.41	\$106,271.70	103%
Net Income	\$993,326.46	\$1,749,925.42	-\$756,598.96	57%

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, Feasibility 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)

Jan 2025: Transfers from BS to Capital \$125k; 100k to Emergency; \$105,696.08 to Contingency

Summit Fire District Profit & Loss Budget vs. Actual January 2025

	<u>Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
1100 TAX REVENUE				
1101 Property Tax	118,163.64	102,023.05	16,140.59	115.82%
1102 FDAT	11,317.84	10,808.00	509.84	104.72%
1103 Delinquent Property Tax	1,100.90	861.26	239.64	127.82%
Total 1100 TAX REVENUE	<u>130,582.38</u>	<u>113,692.31</u>	<u>16,890.07</u>	<u>114.86%</u>
1200 GRANTS				
1210 Other Grants	0.00	45,833.33	-45,833.33	0.0%
Total 1200 GRANTS	<u>0.00</u>	<u>45,833.33</u>	<u>-45,833.33</u>	<u>0.0%</u>
1300 MISC INCOME				
1301 OWA Income	778.03	79,166.68	-78,388.65	0.98%
1302 Interest	33,829.44	8,632.37	25,197.07	391.89%
1303 Donations	0.00	0.00	0.00	0.0%
1304 Contracts with Towers	2,232.82	3,384.49	-1,151.67	65.97%
1305 Out of District Calls	0.00	149.50	-149.50	0.0%
1310 Misc. Income	0.00	333.33	-333.33	0.0%
1311 Maint Facility Income	-15,577.57	2,261.45	-17,839.02	-688.83%
1312 Community Room Rental	260.00	450.20	-190.20	57.75%
1315 SSFND-Smart & Safe AZ Fun	0.00	0.00	0.00	0.0%
Total 1300 MISC INCOME	<u>21,522.72</u>	<u>94,378.02</u>	<u>-72,855.30</u>	<u>22.81%</u>
Total Income	<u>152,105.10</u>	<u>253,903.66</u>	<u>-101,798.56</u>	<u>59.91%</u>
Gross Profit	152,105.10	253,903.66	-101,798.56	59.91%
Expense				
2000 PERSONNEL SALARIES				
2009 Acting Pay				
2009 .1 Acting Pay BC	0.00	0.00	0.00	0.0%
2009. 2 Acting Captain	247.00	0.00	247.00	100.0%
2009.3 Acting Engineer	897.75	72.00	825.75	1,246.88%
Total 2009 Acting Pay	<u>1,144.75</u>	<u>72.00</u>	<u>1,072.75</u>	<u>1,589.93%</u>
2032 OWA Backfill	8,206.32	0.00	8,206.32	100.0%
2033 OWA OT	9,742.81	0.00	9,742.81	100.0%
2034 OWA Eng Boss	180.00			
2035 OWA Payroll	12,926.96	0.00	12,926.96	100.0%
2036 OWA Single Resource OT	0.00	0.00	0.00	0.0%
2070 Battalion Chief	31,049.58	22,424.69	8,624.89	138.46%
2071 Administrative Officer	7,914.96	5,716.36	2,198.60	138.46%
2072 Admin Assistant II	5,244.15	4,380.65	863.50	119.71%
2073 EVT Mechanic III	7,501.33	5,653.18	1,848.15	132.69%
2073.2 EVT Mechanic II	7,441.95	5,374.75	2,067.20	138.46%
2075 Captains	72,016.92	61,217.50	10,799.42	117.64%
2076 Engineer	53,578.74	38,000.00	15,578.74	141.0%

Summit Fire District Profit & Loss Budget vs. Actual January 2025

	Jan 25	Budget	\$ Over Budget	% of Budget
2077 Firefighters	76,399.57	64,629.00	11,770.57	118.21%
2080 Mileage	14.81			
2081 FLSA	7,957.80	3,651.90	4,305.90	217.91%
2082 Overtime				
2082.1 OT FireOfficer 1	0.00	0.00	0.00	0.0%
2082 Overtime - Other	23,419.14	21,930.32	1,488.82	106.79%
Total 2082 Overtime	23,419.14	21,930.32	1,488.82	106.79%
2083 Vacation Leave	20,462.78	9,406.74	11,056.04	217.53%
2084 Sick Leave	10,174.17	10,896.28	-722.11	93.37%
2088 Holiday Pay	9,686.64	6,355.44	3,331.20	152.42%
2099.1 Vacation Leave Payout	0.00	0.00	0.00	0.0%
Total 2000 PERSONNEL SALARIES	365,063.38	259,708.81	105,354.57	140.57%
2200 PENSION				
2201 NationW Hybrid Tier 3 FD	4,334.92	1,324.16	3,010.76	327.37%
2202 NationW - Tier 2 FD	330.92	197.08	133.84	167.91%
2204 PSPRS - DROP	0.00	0.00	0.00	0.0%
2206 PSPRS - Tier 1 FD	9,538.35	13,595.89	-4,057.54	70.16%
2207 PSPRS - Hybrid Tier 3FD	-185.19			
2208 PSPRS - Tier 1A & 2 FD	1,492.46	972.92	519.54	153.4%
2210.2 PSPRS - DB Tier 3	12,845.80	8,618.58	4,227.22	149.05%
2215 ASRS	3,588.93	2,322.28	1,266.65	154.54%
Total 2200 PENSION	31,946.19	27,030.91	4,915.28	118.18%
2300 PAYROLL EXPENSES				
2301 Workmen's Comp.	45,226.00	45,226.00	0.00	100.0%
2303 Social Security	2,276.82	1,129.82	1,147.00	201.52%
2304 Medicare	5,131.39	3,122.87	2,008.52	164.32%
2305 Direct Deposit	-83,471.26	75,293.82	-158,765.08	-110.86%
Total 2300 PAYROLL EXPENSES	-30,837.05	124,772.51	-155,609.56	-24.72%
2400 PERSONNEL INSURANCE				
2401 Medical Insurance	34,628.14	21,584.00	13,044.14	160.43%
2402 Dental Insurance	1,874.29	1,164.00	710.29	161.02%
2404 Life Insurance	384.26	323.20	61.06	118.89%
2405 Vision Insurance	312.00	208.00	104.00	150.0%
Total 2400 PERSONNEL INSURANCE	37,198.69	23,279.20	13,919.49	159.79%
2500 CONTRACTUALS				
2501 COP Payment	105,696.08	0.00	105,696.08	100.0%
2503 Broker Fees Medical Ins				
2503.1 East Flag Medical-Crof	900.00	0.00	900.00	100.0%
2503.2 Cancer Screening	0.00	0.00	0.00	0.0%
2503 Broker Fees Medical Ins	800.00	0.00	800.00	100.0%
Total 2503 Broker Fees Medical In	1,700.00	0.00	1,700.00	100.0%
2510 FLAGIT Contract Services	-132.89	2,090.00	-2,222.89	-6.36%

Summit Fire District Profit & Loss Budget vs. Actual January 2025

	Jan 25	Budget	\$ Over Budget	% of Budget
2511 Software Contracts				
2511.2 Quickbooks Software	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, PF	0.00	0.00	0.00	0.0%
2511.8 EMC2 Software	3,500.00			
2511 Software Contracts - Oth	77.77	743.66	-665.89	10.46%
Total 2511 Software Contracts	3,577.77	743.66	2,834.11	481.1%
2514 Bld & Vehicle Insurance	0.00	22,027.00	-22,027.00	0.0%
2515 IGA Services				
2515.1 Fire Chief	0.00	0.00	0.00	0.0%
Total 2515 IGA Services	0.00	0.00	0.00	0.0%
2519 Memberships & Subscription				
2519.1 AFDA	0.00	0.00	0.00	0.0%
2519.3 AZ Fire Chiefs Assoc	0.00	0.00	0.00	0.0%
2519.5 Other (Feasibility Stud	0.00	0.00	0.00	0.0%
2519 Memberships & Subscrij	0.00	0.00	0.00	0.0%
Total 2519 Memberships & Subscr	0.00	0.00	0.00	0.0%
Total 2500 CONTRACTUALS	110,840.96	24,860.66	85,980.30	445.85%
3000 FLEET SERVICES				
3010 Shop Uniforms	614.47	526.63	87.84	116.68%
3015 Outside Repairs for SFMD	0.00	0.00	0.00	0.0%
3020 Parts for SFMD Vehicles	3,832.48	6,307.60	-2,475.12	60.76%
3025 Shop Outside Customer Exp	-21,015.71	0.00	-21,015.71	100.0%
3030 EVT Tool Allowance	249.99	166.66	83.33	150.0%
Total 3000 FLEET SERVICES	-16,318.77	7,000.89	-23,319.66	-233.1%
3100 EQUIPMENT				
3110 Apparatus Equipment				
3110.1 Holmatro Service	0.00	0.00	0.00	0.0%
3110.4 Bar Oil, Fuel Power Eq	0.00	0.00	0.00	0.0%
3110 Apparatus Equipment - C	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	0.00	0.00	0.00	0.0%
3120 SCBA	1,241.00	126.12	1,114.88	983.98%
Total 3100 EQUIPMENT	1,241.00	1,709.45	-468.45	72.6%
3200 SUPPLIES				
3210 EMS Program	3,484.06	7,620.86	-4,136.80	45.72%
3212 PPE Program	0.00	0.00	0.00	0.0%
3220 Office Supplies	1,131.67	665.00	466.67	170.18%
3225 BLD/Land Maint.	74.06	2,708.33	-2,634.27	2.74%
3227 Procurement	593.93	1,000.00	-406.07	59.39%
3235 PIO / Pub ED	0.00	200.00	-200.00	0.0%

Summit Fire District Profit & Loss Budget vs. Actual January 2025

	Jan 25	Budget	\$ Over Budget	% of Budget
3241 Honor Guard	275.24	600.00	-324.76	45.87%
Total 3200 SUPPLIES	5,558.96	12,794.19	-7,235.23	43.45%
3300 UNIFORMS				
3310 Uniforms - SFMD	4,125.64	4,141.66	-16.02	99.61%
3325 PPE	0.00	0.00	0.00	0.0%
Total 3300 UNIFORMS	4,125.64	4,141.66	-16.02	99.61%
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	0.00	576.00	-576.00	0.0%
3405.3 Stress Test	0.00	340.00	-340.00	0.0%
3405.4 New Hire Physicals & M	900.00	0.00	900.00	100.0%
3405 Health & Safety - Other	0.00	0.00	0.00	0.0%
Total 3405 Health & Safety	900.00	916.00	-16.00	98.25%
Total 3400 FITNESS-HEALTH & SAFETY	900.00	2,538.17	-1,638.17	35.46%
3500 Wildland SFMD				
3501 New Equipment-Uniforms	0.00	912.08	-912.08	0.0%
3502 Maintenance Replacement	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	2,306.24	2,753.66	-447.42	83.75%
4010 Electric	2,672.23	2,333.33	338.90	114.52%
4015 Gas / Propane	4,311.72	3,194.35	1,117.37	134.98%
4020 Water	1,508.72	1,094.44	414.28	137.85%
4025 Phones / Internet / TV	3,850.57	2,255.55	1,595.02	170.72%
4030 Trash Pickup	703.07	1,260.00	-556.93	55.8%
4050 Radio Site Rental Elden	350.00	350.00	0.00	100.0%
Total 4000 UTILITIES	15,702.55	13,241.33	2,461.22	118.59%
4100 Training and Travel				
4105 Training Registration	1,210.00	1,175.00	35.00	102.98%
4110 Lodging	1,117.31	999.26	118.05	111.81%
4115 Food	714.07	268.04	446.03	266.4%
4125 Travel Fuel Rentals Air	417.50	167.00	250.50	250.0%
4130 Tuition Reimbursement	0.00	0.00	0.00	0.0%
Total 4100 Training and Travel	3,458.88	2,609.30	849.58	132.56%
4200 OWA Expenses				
4230 OWA Exp.	4,943.50	0.00	4,943.50	100.0%
Total 4200 OWA Expenses	4,943.50	0.00	4,943.50	100.0%
4300 INTERST / FEES				
4315 Interest / Fees	0.00	0.00	0.00	0.0%
Total 4300 INTERST / FEES	0.00	0.00	0.00	0.0%

Summit Fire District Profit & Loss Budget vs. Actual January 2025

	<u>Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	3,289.80	0.00	3,289.80	100.0%
Reconciliation Discrepancies	-1,089.45	0.00	-1,089.45	100.0%
Total Expense	536,024.28	504,599.16	31,425.12	106.23%
Net Ordinary Income	-383,919.18	-250,695.50	-133,223.68	153.14%
Net Income	<u>-383,919.18</u>	<u>-250,695.50</u>	<u>-133,223.68</u>	<u>153.14%</u>

Summit Fire District Profit & Loss Budget vs. Actual July 2024 through January 2025

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1100 TAX REVENUE				
1101 Property Tax	3,743,563.26	3,746,196.80	-2,633.54	99.93%
1102 FDAT	242,983.29	244,390.18	-1,406.89	99.42%
1103 Delinquent Property Tax	34,473.43	18,783.50	15,689.93	183.53%
Total 1100 TAX REVENUE	4,021,019.98	4,009,370.48	11,649.50	100.29%
1200 GRANTS				
1210 Other Grants	0.00	320,833.35	-320,833.35	0.0%
Total 1200 GRANTS	0.00	320,833.35	-320,833.35	0.0%
1300 MISC INCOME				
1301 OWA Income	117,713.66	554,166.76	-436,453.10	21.24%
1302 Interest	68,729.21	60,426.59	8,302.62	113.74%
1303 Donations	200.00	0.00	200.00	100.0%
1304 Contracts with Towers	23,899.55	23,691.43	208.12	100.88%
1305 Out of District Calls	520.00	1,046.50	-526.50	49.69%
1308 Service Subscriptions	5,669.81	1,500.00	4,169.81	377.99%
1310 Misc. Income	13,906.40	2,333.35	11,573.05	595.98%
1311 Maint Facility Income	64,905.50	17,549.17	47,356.33	369.85%
1312 Community Room Rental	2,257.89	2,140.20	117.69	105.5%
1314 Insurance Proceed Incon	7,454.22			
1315 SSFND-Smart & Safe AZ	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	351,315.26	702,854.00	-351,538.74	49.98%
1313 Gain on Sale - Audit Adjus	37,100.00			
Total Income	4,409,435.24	5,033,057.83	-623,622.59	87.61%
Gross Profit	4,409,435.24	5,033,057.83	-623,622.59	87.61%
Expense				
2000 PERSONNEL SALARIES				
2009 Acting Pay				
2009 .1 Acting Pay BC	840.00	87.43	752.57	960.77%
2009. 2 Acting Captain	4,365.00	1,220.29	3,144.71	357.7%
2009.3 Acting Engineer	4,648.50	930.75	3,717.75	499.44%
Total 2009 Acting Pay	9,853.50	2,238.47	7,615.03	440.19%
2032 OWA Backfill	8,206.32	0.00	8,206.32	100.0%
2033 OWA OT	45,768.87	5,698.62	40,070.25	803.16%
2034 OWA Eng Boss	740.00	0.00	740.00	100.0%
2035 OWA Payroll	12,926.96	6,316.66	6,610.30	204.65%
2036 OWA Single Resource O1	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	143,814.57	156,972.83	-13,158.26	91.62%
2071 Administrative Officer	38,852.45	40,014.52	-1,162.07	97.1%

Summit Fire District Profit & Loss Budget vs. Actual July 2024 through January 2025

	<u>Jul '24 - Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
2072 Admin Assistant II	28,740.37	30,664.55	-1,924.18	93.73%
2073 EVT Mechanic III	39,204.46	39,572.26	-367.80	99.07%
2073.2 EVT Mechanic II	34,171.27	37,623.25	-3,451.98	90.83%
2075 Captains	373,469.60	428,522.50	-55,052.90	87.15%
2076 Engineer	307,946.53	266,000.00	41,946.53	115.77%
2077 Firefighters	423,065.63	452,403.00	-29,337.37	93.52%
2080 Mileage	109.88			
2081 FLSA	33,794.80	25,288.30	8,506.50	133.64%
2082 Overtime				
2082.1 OT FireOfficer 1	0.00	0.00	0.00	0.0%
2082.2 OT FireOfficer Rec:	-36,091.71	0.00	-36,091.71	100.0%
2082 Overtime - Other	201,115.27	208,110.41	-6,995.14	96.64%
Total 2082 Overtime	165,023.56	208,110.41	-43,086.85	79.3%
2083 Vacation Leave	111,749.28	90,753.76	20,995.52	123.14%
2084 Sick Leave	51,297.76	52,919.13	-1,621.37	96.94%
2088 Holiday Pay	22,190.11	17,492.08	4,698.03	126.86%
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	1,900,988.02	1,967,541.67	-66,553.65	96.62%
2080 PSPRS	0.00	0.00	0.00	0.0%
2200 PENSION				
2201 NationW Hybrid Tier 3 FD	20,209.31	9,269.12	10,940.19	218.03%
2202 NationW - Tier 2 FD	1,735.53	1,234.64	500.89	140.57%
2203 NationW DC Only Tier 3F	0.00	0.00	0.00	0.0%
2204 PSPRS - DROP	0.00	0.00	0.00	0.0%
2206 PSPRS - Tier 1 FD	73,020.38	85,311.72	-12,291.34	85.59%
2207 PSPRS - Hybrid Tier 3FD	-965.56			
2208 PSPRS - Tier 1A & 2 FD	7,858.64	6,273.97	1,584.67	125.26%
2209 PSPRS DC Only Tier 3FD	0.00	0.00	0.00	0.0%
2209.1 PSPRS DC ONLY 3 FD I	0.00	0.00	0.00	0.0%
2210.2 PSPRS - DB Tier 3	60,529.29	49,677.41	10,851.88	121.85%
2215 ASRS	20,135.45	16,255.96	3,879.49	123.87%
2200 PENSION - Other	1,750.00	1,600.00	150.00	109.38%
Total 2200 PENSION	184,273.04	169,622.82	14,650.22	108.64%
2300 PAYROLL EXPENSES				
2301 Workmen's Comp.	184,748.00	135,678.00	49,070.00	136.17%
2303 Social Security	11,561.04	13,836.97	-2,275.93	83.55%
2304 Medicare	27,309.45	22,804.13	4,505.32	119.76%
2305 Direct Deposit	814.16	81,131.21	-80,317.05	1.0%
Total 2300 PAYROLL EXPENSES	224,432.65	253,450.31	-29,017.66	88.55%
2400 PERSONNEL INSURANCE				
2401 Medical Insurance	182,006.64	146,651.65	35,354.99	124.11%

Summit Fire District Profit & Loss Budget vs. Actual July 2024 through January 2025

	<u>Jul '24 - Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
2402 Dental Insurance	9,712.18	8,180.05	1,532.13	118.73%
2404 Life Insurance	2,481.02	2,323.27	157.75	106.79%
2405 Vision Insurance	1,661.40	1,498.79	162.61	110.85%
Total 2400 PERSONNEL INSURANCE	195,861.24	158,653.76	37,207.48	123.45%
2500 CONTRACTUALS				
2501 COP Payment	105,696.08	105,697.50	-1.42	100.0%
2502 Legal Expenses by SFMC	0.00	0.00	0.00	0.0%
2503 Broker Fees Medical Ins				
2503.1 East Flag Medical-1	3,750.00	1,800.00	1,950.00	208.33%
2503.2 Cancer Screening	2,890.58	0.00	2,890.58	100.0%
2503 Broker Fees Medica	5,580.00	5,480.00	100.00	101.83%
Total 2503 Broker Fees Medic	12,220.58	7,280.00	4,940.58	167.87%
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 Service:	11,103.11	12,540.00	-1,436.89	88.54%
2511 Software Contracts				
2511.10 Fire Manager Soft	4,117.00	0.00	4,117.00	100.0%
2511.11 Flagit Additional \$	0.00	0.00	0.00	0.0%
2511.2 Quickbooks Softw:	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 IF	0.00	0.00	0.00	0.0%
2511.6 PS Trax Eng, SCB/	0.00	288.00	-288.00	0.0%
2511.7 Upkeep	0.00	0.00	0.00	0.0%
2511.8 EMC2 Software	3,500.00	0.00	3,500.00	100.0%
2511.9 ESO Software	7,391.37	7,864.55	-473.18	93.98%
2511 Software Contracts -	5,359.11	5,188.30	170.81	103.29%
Total 2511 Software Contracts	21,114.22	14,493.40	6,620.82	145.68%
2514 Bid & Vehicle Insurance	64,785.00	66,081.00	-1,296.00	98.04%
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 Coordinat	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 Agreee	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 Ass	250.00	250.00	0.00	100.0%
2519.4 PFAC	0.00	0.00	0.00	0.0%
2519.5 Other (Feasibility \$	13,488.44	14,000.00	-511.56	96.35%

Summit Fire District Profit & Loss Budget vs. Actual July 2024 through January 2025

	<u>Jul '24 - Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
2519.6 Sam's Club Membe	0.00	0.00	0.00	0.0%
2519 Memberships & Sub:	248.00	0.00	248.00	100.0%
Total 2519 Memberships & Sul	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, Fingerprir	0.00	0.00	0.00	0.0%
Total 2500 CONTRACTUALS	346,837.18	360,180.37	-13,343.19	96.3%
3000 FLEET SERVICES				
3005 Training-Certificates	0.00	0.00	0.00	0.0%
3010 Shop Uniforms	3,083.05	3,686.41	-603.36	83.63%
3015 Outside Repairs for SFMI	0.00	970.10	-970.10	0.0%
3020 Parts for SFMD Vehicles	25,679.29	38,646.66	-12,967.37	66.45%
3025 Shop Outside Customer l	34,760.30	0.00	34,760.30	100.0%
3030 EVT Tool Allowance	1,798.69	1,166.62	632.07	154.18%
Total 3000 FLEET SERVICES	65,321.33	44,469.79	20,851.54	146.89%
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	234.65	0.00	234.65	100.0%
3110.5 Nozzles, Hoses etc	0.00	0.00	0.00	0.0%
3110 Apparatus Equipmer	4,193.44	11,083.35	-6,889.91	37.84%
Total 3110 Apparatus Equipme	5,301.69	11,683.33	-6,381.64	45.38%
3115 Communication-Radios	15.29	8,084.01	-8,068.72	0.19%
3120 SCBA	1,558.65	1,198.17	360.48	130.09%
Total 3100 EQUIPMENT	6,875.63	20,965.51	-14,089.88	32.8%
3200 SUPPLIES				
3210 EMS Program	29,579.77	15,121.39	14,458.38	195.62%
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	4,203.05	4,675.00	-471.95	89.91%
3225 BLD/Land Maint.	56,222.08	18,958.35	37,263.73	296.56%
3227 Procurement	6,797.45	7,000.00	-202.55	97.11%
3235 PIO / Pub ED	2,560.93	1,500.00	1,060.93	170.73%
3241 Honor Guard	275.24	4,200.00	-3,924.76	6.55%
Total 3200 SUPPLIES	155,898.45	104,679.41	51,219.04	148.93%
3300 UNIFORMS				
3310 Uniforms - SFMD	23,237.20	28,991.70	-5,754.50	80.15%
3312 Class AB Uniform	0.00	0.00	0.00	0.0%
3325 PPE	7,547.37	0.00	7,547.37	100.0%
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 2024 through January 2025

	<u>Jul '24 - Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 3300 UNIFORMS	32,080.12	30,191.70	1,888.42	106.26%
3400 FITNESS-HEALTH & SAFETY				
3401 Fitness	9,960.00	11,355.19	-1,395.19	87.71%
3405 Health & Safety				
3405.1 Annual Physicals	-279.30	120.56	-399.86	-231.67%
3405.2 Staff Counseling	30,650.25	48,205.50	-17,555.25	63.58%
3405.3 Stress Test	765.00	595.00	170.00	128.57%
3405.4 New Hire Physicals	2,525.81	3,662.00	-1,136.19	68.97%
3405.6 New Hire Mental Cl	0.00	0.00	0.00	0.0%
3405.7 Family & Child Col	0.00	0.00	0.00	0.0%
3405 Health & Safety - Oth	0.00	0.00	0.00	0.0%
Total 3405 Health & Safety	<u>33,661.76</u>	<u>52,583.06</u>	<u>-18,921.30</u>	<u>64.02%</u>
Total 3400 FITNESS-HEALTH & SAI	43,621.76	63,938.25	-20,316.49	68.23%
3500 Wildland SFMD				
3501 New Equipment-Uniform	0.00	6,384.60	-6,384.60	0.0%
3502 Maintenance Replacemer	0.00	0.00	0.00	0.0%
3500 Wildland SFMD - Other	0.00	0.00	0.00	0.0%
Total 3500 Wildland SFMD	<u>0.00</u>	<u>6,384.60</u>	<u>-6,384.60</u>	<u>0.0%</u>
4000 UTILITIES				
4005 Fuel for Apparatus	17,241.25	24,887.97	-7,646.72	69.28%
4010 Electric	15,787.16	16,333.35	-546.19	96.66%
4015 Gas / Propane	11,009.34	12,694.35	-1,685.01	86.73%
4020 Water	8,912.46	8,395.57	516.89	106.16%
4025 Phones / Internet / TV	19,158.35	20,246.65	-1,088.30	94.63%
4030 Trash Pickup	4,824.53	3,455.30	1,369.23	139.63%
4050 Radio Site Rental Elden	2,563.38	2,325.00	238.38	110.25%
Total 4000 UTILITIES	<u>79,496.47</u>	<u>88,338.19</u>	<u>-8,841.72</u>	<u>89.99%</u>
4100 Training and Travel				
4105 Training Registration	11,350.81	2,606.50	8,744.31	435.48%
4110 Lodging	2,183.16	2,755.81	-572.65	79.22%
4115 Food	929.89	983.06	-53.17	94.59%
4120 Supplies/Vent	0.00	0.00	0.00	0.0%
4125 Travel Fuel Rentals Air	443.03	1,165.00	-721.97	38.03%
4130 Tuition Reimbursement	0.00	5,000.00	-5,000.00	0.0%
Total 4100 Training and Travel	<u>14,906.89</u>	<u>12,510.37</u>	<u>2,396.52</u>	<u>119.16%</u>
4200 OWA Expenses				
4230 OWA Exp.	20,968.80	0.00	20,968.80	100.0%
Total 4200 OWA Expenses	<u>20,968.80</u>	<u>0.00</u>	<u>20,968.80</u>	<u>100.0%</u>
4300 INTERST / FEES				
4315 Interest / Fees	25.00	0.00	25.00	100.0%
Total 4300 INTERST / FEES	<u>25.00</u>	<u>0.00</u>	<u>25.00</u>	<u>100.0%</u>
4500 Grant Expenses				

Summit Fire District Profit & Loss Budget vs. Actual July 2024 through January 2025

	<u>Jul '24 - Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4510 Other Grants	0.00	0.00	0.00	0.0%
Total 4500 Grant Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
5000 CAPITAL				
5010 Vehicle/Equip Payments	114,424.32	0.00	114,424.32	100.0%
Total 5000 CAPITAL	<u>114,424.32</u>	<u>0.00</u>	<u>114,424.32</u>	<u>100.0%</u>
9999 Suspense	325.94			
Payroll Expenses	16,400.84	2,205.66	14,195.18	743.58%
Reconciliation Discrepancies	<u>13,371.10</u>	<u>0.00</u>	<u>13,371.10</u>	<u>100.0%</u>
Total Expense	<u>3,416,108.78</u>	<u>3,283,132.41</u>	<u>132,976.37</u>	<u>104.05%</u>
Net Ordinary Income	993,326.46	1,749,925.42	-756,598.96	56.76%
Net Income	<u><u>993,326.46</u></u>	<u><u>1,749,925.42</u></u>	<u><u>-756,598.96</u></u>	<u><u>56.76%</u></u>

Summit Fire District
Reconciliation Summary
101 County Treasurer, Period Ending 01/31/2025

	<u>Jan 31, 25</u>
Beginning Balance	4,463,140.36
Cleared Transactions	
Checks and Payments - 74 items	-713,087.73
Deposits and Credits - 92 items	185,727.90
Total Cleared Transactions	<u>-527,359.83</u>
Cleared Balance	<u><u>3,935,780.53</u></u>
Uncleared Transactions	
Checks and Payments - 28 items	-21,381.18
Deposits and Credits - 2 items	0.00
Total Uncleared Transactions	<u>-21,381.18</u>
Register Balance as of 01/31/2025	<u><u>3,914,399.35</u></u>
New Transactions	
Checks and Payments - 19 items	-50,588.51
Total New Transactions	<u>-50,588.51</u>
Ending Balance	<u><u>3,863,810.84</u></u>

County Acct

Reconciled 2/5/25
lf

Deposit Summary

2/5/2025 12:21 PM

Summit Fire District

Summary of Deposits to 101 County Treasurer on 01/09/2025

Chk No.	PmtMethod	Rcd From	Memo	Amount
	E-Check		Jan 2025 prop taxes	118,163.64
	E-Check		Jan 2025 Del taxes	1,100.90
	E-Check		Jan 2025 FDAT	11,317.84
Less Cash Back:				
Deposit Total:				130,582.38

Summit Fire District Reconciliation Detail 101 County Treasurer, Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,463,140.36
Cleared Transactions						
Checks and Payments - 74 items						
Bill Pmt -Check	11/14/2024	8250...	Executech	X	-303.90	-303.90
Liability Check	12/04/2024	EFT	Colonial Supple...	X	-100.54	-404.44
Paycheck	12/06/2024	8250...	Fisk, Benjamin J.	X	-1,873.74	-2,278.18
Bill Pmt -Check	12/12/2024	8250...	Executech	X	-3,163.37	-5,441.55
Bill Pmt -Check	12/12/2024	8250...	East Flagstaff F...	X	-100.00	-5,541.55
Bill Pmt -Check	12/18/2024	8250...	Right Water Hau...	X	-153.00	-5,694.55
Bill Pmt -Check	12/18/2024	8250...	Directv	X	-112.99	-5,807.54
Check	12/31/2024	8250...	National Bank of...	X	-10,890.95	-16,698.49
Bill Pmt -Check	01/02/2025	8250...	Rush Truck	X	-3,485.23	-20,183.72
Liability Check	01/02/2025	8250...	Nationwide Trust...	X	-3,180.91	-23,364.63
Bill Pmt -Check	01/02/2025	8250...	Mountain Ts	X	-3,141.49	-26,506.12
Bill Pmt -Check	01/02/2025	8250...	Zoll Medical Cor...	X	-2,040.00	-28,546.12
Bill Pmt -Check	01/02/2025	8250...	APS	X	-1,688.06	-30,234.18
Bill Pmt -Check	01/02/2025	8250...	Life Assist, Inc	X	-1,359.65	-31,593.83
Bill Pmt -Check	01/02/2025	8250...	Municipal Emerg...	X	-1,241.00	-32,834.83
Bill Pmt -Check	01/02/2025	8250...	Optimum Busine...	X	-1,021.46	-33,856.29
Bill Pmt -Check	01/02/2025	8250...	Dallacqua Psych...	X	-900.00	-34,756.29
Bill Pmt -Check	01/02/2025	8250...	AT&T Mobility	X	-451.50	-35,207.79
Bill Pmt -Check	01/02/2025	8250...	Blue Card	X	-385.00	-35,592.79
Liability Check	01/02/2025	8250...	Support Paymen...	X	-347.70	-35,940.49
Bill Pmt -Check	01/02/2025	8250...	Prudential Overa...	X	-300.95	-36,241.44
Bill Pmt -Check	01/02/2025	8250...	Firetrucks Unlimi...	X	-297.60	-36,539.04
Liability Check	01/02/2025	8250...	Support Paymen...	X	-292.65	-36,831.69
Bill Pmt -Check	01/02/2025	8250...	City of Flagstaff	X	-289.58	-37,121.27
Bill Pmt -Check	01/02/2025	8250...	Right Water Hau...	X	-110.00	-37,231.27
Liability Check	01/02/2025	8250...	5 Star Life Insur...	X	-34.67	-37,265.94
Bill Pmt -Check	01/02/2025	8250...	RWC International	X	-26.86	-37,292.80
Check	01/07/2025	EFT		X	-105,696.08	-142,988.88
Transfer	01/08/2025			X	-125,000.00	-267,988.88
Transfer	01/08/2025			X	-100,000.00	-367,988.88
Bill Pmt -Check	01/09/2025	8250...	Securis	X	-45,226.00	-413,214.88
Liability Check	01/09/2025	8250...	KAIROS Health ...	X	-24,454.00	-437,668.88
Bill Pmt -Check	01/09/2025	8250...	Orion Energy Inc.	X	-2,429.89	-440,098.77
Liability Check	01/09/2025	8250...	AFLAC	X	-1,326.36	-441,425.13
Bill Pmt -Check	01/09/2025	8250...	Benefit Commer...	X	-800.00	-442,225.13
Bill Pmt -Check	01/09/2025	8250...	Doney Park Water	X	-711.72	-442,936.85
Bill Pmt -Check	01/09/2025	8250...	Right Water Hau...	X	-235.00	-443,171.85
Bill Pmt -Check	01/09/2025	8250...	Coconino Auto S...	X	-194.51	-443,366.36
Check	01/09/2025	8250...	Mark Gaillard	X	-103.00	-443,469.36
Check	01/09/2025	8250...	Vivian Fennema	X	-80.00	-443,549.36
Bill Pmt -Check	01/09/2025	8250...	UniSource Ener...	X	-63.67	-443,613.03
Bill Pmt -Check	01/09/2025	8250...	DSB Distributing...	X	-18.98	-443,632.01
Liability Check	01/15/2025		QuickBooks Pay...	X	-85,123.20	-528,755.21
Liability Check	01/15/2025		QuickBooks Pay...	X	-1,837.29	-530,592.50
Liability Check	01/16/2025	EFT	Public Safety Res...	X	-16,133.77	-546,726.27
Liability Check	01/16/2025	EFT	United States Tr...	X	-13,045.58	-559,771.85
Liability Check	01/16/2025	EFT	Health Equity	X	-3,999.41	-563,771.26
Liability Check	01/16/2025	8250...	Nationwide Trust...	X	-3,368.62	-567,139.88
Liability Check	01/16/2025	EFT	Voya Financial	X	-3,281.18	-570,421.06
Liability Check	01/16/2025	EFT	Arizona Departm...	X	-2,601.55	-573,022.61
Liability Check	01/16/2025	EFT	Arizona State Re...	X	-2,392.62	-575,415.23
Liability Check	01/16/2025	8250...	Support Paymen...	X	-347.70	-575,762.93
Liability Check	01/16/2025	8250...	Support Paymen...	X	-292.65	-576,055.58
Bill Pmt -Check	01/23/2025	8250...	ECM2, LLC	X	-3,500.00	-579,555.58
Liability Check	01/23/2025	8250...	Principal Life Ins...	X	-3,260.37	-582,815.95
Liability Check	01/23/2025	8250...	Principal Life Ins...	X	-3,257.31	-586,073.26
Bill Pmt -Check	01/23/2025	8250...	Hughes Fire Equ...	X	-2,710.13	-588,783.39
Bill Pmt -Check	01/23/2025	8250...	Mountain Ts	X	-984.15	-589,767.54
Bill Pmt -Check	01/23/2025	8250...	UniSource Ener...	X	-921.92	-590,689.46
Bill Pmt -Check	01/23/2025	8250...	East Flagstaff F...	X	-900.00	-591,589.46
Bill Pmt -Check	01/23/2025	8250...	Verizon Wireless	X	-592.75	-592,182.21
Bill Pmt -Check	01/23/2025	8250...	APS	X	-489.69	-592,671.90
Bill Pmt -Check	01/23/2025	8250...	Right Water Hau...	X	-342.00	-593,013.90
Bill Pmt -Check	01/23/2025	8250...	Directv	X	-119.24	-593,133.14
Bill Pmt -Check	01/23/2025	8250...	Linde Gas & Equ...	X	-84.41	-593,217.55

Summit Fire District Reconciliation Detail 101 County Treasurer, Period Ending 01/31/2025

Type	Date	Num	Name	Cir	Amount	Balance
Liability Check	01/23/2025	8250...	5 Star Life Insur...	X	-34.67	-593,252.22
Liability Check	01/28/2025	EFT	Colonial Supple...	X	-91.20	-593,343.42
Liability Check	01/29/2025		QuickBooks Pay...	X	-79,935.46	-673,278.88
Liability Check	01/30/2025	EFT	Public Safety Re...	X	-16,512.12	-689,791.00
Liability Check	01/30/2025	EFT	United States Tr...	X	-11,397.98	-701,188.98
Liability Check	01/30/2025	EFT	Health Equity	X	-3,999.41	-705,188.39
Liability Check	01/30/2025	EFT	Voya Financial	X	-3,194.21	-708,382.60
Liability Check	01/30/2025	EFT	Arizona State Re...	X	-2,392.62	-710,775.22
Liability Check	01/30/2025	EFT	Arizona Departm...	X	-2,312.51	-713,087.73
Total Checks and Payments					-713,087.73	-713,087.73
Deposits and Credits - 92 items						
Paycheck	08/01/2024	7085...	Snively, Nanea	X	0.00	0.00
Bill Pmt -Check	09/26/2024	8250...	Crazy Country B...	X	0.00	0.00
Deposit	12/31/2024			X	13,289.80	13,289.80
Bill Pmt -Check	01/02/2025	8250...	East Flagstaff F...	X	0.00	13,289.80
Deposit	01/06/2025			X	1,058.00	14,347.80
Deposit	01/09/2025			X	27,305.81	41,653.61
Deposit	01/09/2025			X	130,582.38	172,235.99
Paycheck	01/16/2025	7090...	Harper, Tyler	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Luna, Carlos L.	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Collins, James	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Lopez, Vincent	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Gibbs, Reuben L.	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Kester, Alan	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Hunt, Gannon	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Snively, Nanea	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Fennema, Vivian L.	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Davis, Warren K	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Schieffer, Tamm...	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Russo, David B.	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Bain, Chuck A.	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Gibbs, Matthew L	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Zambeck, Christ...	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Gia, Brandon	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Walsh, Brian M	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Hunt, Gannon	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Vaughn, Russell	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Unmacht III, Ja...	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Christian III, Nik...	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Swatzell, Brandon	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Hodges, McNeil	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Fisk, Benjamin J.	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Stalvey, Adam	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Slayton, Preston P	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Hernandez, Fern...	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Schmidt, Wesley	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Black, William A	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Jokkel, Kyle	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Robinson, Case...	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Harrison, Maguire	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Modrell, Ian P.	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Brooks, Robert W	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Morse, Zachary	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Allen, Michael W.	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Palm, Torsten H.	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Pickett, Michael E.	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Drennan, Steven	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Riggs, Elliott A	X	0.00	172,235.99
Paycheck	01/16/2025	7090...	Greenwalt, Davi...	X	0.00	172,235.99
Deposit	01/21/2025			X	1,174.82	173,410.81
Deposit	01/23/2025			X	1,089.45	174,500.26
Deposit	01/27/2025			X	100.54	174,600.80
Deposit	01/29/2025			X	11,127.10	185,727.90
Paycheck	01/30/2025	7090...	Morse, Zachary	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Fennema, Vivian L	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Davis, Warren K	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Russo, David B.	X	0.00	185,727.90

Summit Fire District Reconciliation Detail 101 County Treasurer, Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	01/30/2025	7090...	Robinson, Case...	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Zambeck, Christ...	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Walsh, Brian M	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Vaughn, Russell	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Unmacht III, Ja...	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Swatzell, Brandon	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Stalvey, Adam	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Snively, Nanea	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Slayton, Preston P	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Schmidt, Wesley	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Schieffer, Tamm...	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Riggs, Elliott A	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Pickett, Michael E.	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Palm, Torsten H.	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Modrell, Ian P.	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Luna, Carlos L.	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Lopez, Vincent	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Kester, Alan	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Jokkel, Kyle	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Gia, Brandon	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Hunt, Gannon	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Hodges, McNeil	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Hernandez, Fern...	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Harrison, Maguire	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Harper, Tyler	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Greenwalt, Davi...	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Gibbs, Reuben L.	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Gibbs, Matthew L	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Fisk, Benjamin J.	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Drennan, Steven	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Collins, James	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Christian III, Nik...	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Brooks, Robert W	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Black, William A	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Bain, Chuck A.	X	0.00	185,727.90
Paycheck	01/30/2025	7090...	Allen, Michael W.	X	0.00	185,727.90
Total Deposits and Credits					185,727.90	185,727.90
Total Cleared Transactions					-527,359.83	-527,359.83
Cleared Balance					-527,359.83	3,935,780.53
Uncleared Transactions						
Checks and Payments - 28 items						
Check	03/06/2023	EFT	Coconino Count...		-189.11	-189.11
Check	03/07/2024	8240...	Elliott Riggs		-46.00	-235.11
Bill Pmt -Check	11/07/2024	8250...	City of Flagstaff		-4,076.76	-4,311.87
Liability Check	12/19/2024	8250...	United Summit F...		-1,468.04	-5,779.91
Liability Check	01/02/2025	8250...	United Summit F...		-1,468.04	-7,247.95
Check	01/09/2025	8250...	Tammy Schieffer		-80.00	-7,327.95
Check	01/09/2025	8250...	Mark Wilson		-80.00	-7,407.95
Liability Check	01/16/2025	8250...	United Summit F...		-1,468.04	-8,875.99
Bill Pmt -Check	01/23/2025	8250...	Niles Radio		-350.00	-9,225.99
Bill Pmt -Check	01/23/2025	8250...	Optimum Busine...		-344.49	-9,570.48
Bill Pmt -Check	01/29/2025	8250...	Velocity Truck C...		-1,427.81	-10,998.29
Bill Pmt -Check	01/29/2025	8250...	Orion Energy Inc.		-896.24	-11,894.53
Bill Pmt -Check	01/29/2025	8250...	QC Office		-727.21	-12,621.74
Bill Pmt -Check	01/29/2025	8250...	Burton's Fire Inc.		-678.75	-13,300.49
Bill Pmt -Check	01/29/2025	8250...	Optimum Busine...		-677.09	-13,977.58
Bill Pmt -Check	01/29/2025	8250...	APS		-494.48	-14,472.06
Bill Pmt -Check	01/29/2025	8250...	AT&T Mobility		-467.86	-14,939.92
Bill Pmt -Check	01/29/2025	8250...	NAPA		-335.48	-15,275.40
Bill Pmt -Check	01/29/2025	8250...	Prudential Overa...		-313.52	-15,588.92
Bill Pmt -Check	01/29/2025	8250...	Right Water Hau...		-110.00	-15,698.92
Liability Check	01/30/2025	8250...	Nationwide Trust...		-3,155.17	-18,854.09
Liability Check	01/30/2025	8250...	United Summit F...		-1,466.50	-20,320.59
Liability Check	01/30/2025	8250...	Support Paymen...		-347.70	-20,668.29
Liability Check	01/30/2025	8250...	Support Paymen...		-292.65	-20,960.94

Summit Fire District Reconciliation Detail 101 County Treasurer, Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Check	01/30/2025	8250...	James Timney		-155.54	-21,116.48
Check	01/30/2025	8250...	Rick Parker		-113.92	-21,230.40
Check	01/30/2025	8250...	Mark Gaillard		-107.05	-21,337.45
Check	01/30/2025	8250...	Michael DiVittorio		-43.73	-21,381.18
Total Checks and Payments					-21,381.18	-21,381.18
Deposits and Credits - 2 items						
Bill Pmt -Check	01/29/2025		RWC International		0.00	0.00
Bill Pmt -Check	01/29/2025		Rush Truck		0.00	0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					-21,381.18	-21,381.18
Register Balance as of 01/31/2025					-548,741.01	3,914,399.35
New Transactions						
Checks and Payments - 19 items						
Liability Check	02/06/2025	8250...	KAIROS Health ...		-24,818.00	-24,818.00
Check	02/06/2025	8250...	National Bank of...		-12,235.66	-37,053.66
Bill Pmt -Check	02/06/2025	8250...	Executech		-2,743.12	-39,796.78
Bill Pmt -Check	02/06/2025	8250...	Municipal Emerg...		-1,646.27	-41,443.05
Bill Pmt -Check	02/06/2025	8250...	Life Assist, Inc		-1,299.00	-42,742.05
Bill Pmt -Check	02/06/2025	8250...	APS		-1,251.34	-43,993.39
Bill Pmt -Check	02/06/2025	8250...	Peak Heart & Va...		-935.00	-44,928.39
Bill Pmt -Check	02/06/2025	8250...	Orion Energy Inc.		-926.82	-45,855.21
Bill Pmt -Check	02/06/2025	8250...	RWC International		-908.62	-46,763.83
Bill Pmt -Check	02/06/2025	8250...	Hughes Fire Equ...		-819.01	-47,582.84
Bill Pmt -Check	02/06/2025	8250...	Doney Park Water		-713.63	-48,296.47
Bill Pmt -Check	02/06/2025	8250...	Spry Doors and ...		-564.00	-48,860.47
Bill Pmt -Check	02/06/2025	8250...	Crazy Country B...		-463.01	-49,323.48
Bill Pmt -Check	02/06/2025	8250...	City of Flagstaff		-448.96	-49,772.44
Bill Pmt -Check	02/06/2025	8250...	Niles Radio		-374.15	-50,146.59
Bill Pmt -Check	02/06/2025	8250...	Velocity Truck C...		-244.54	-50,391.13
Bill Pmt -Check	02/06/2025	8250...	Right Water Hau...		-110.00	-50,501.13
Liability Check	02/06/2025	EFT	Colonial Supple...		-68.40	-50,569.53
Bill Pmt -Check	02/06/2025	8250...	DSB Distributing...		-18.98	-50,588.51
Total Checks and Payments					-50,588.51	-50,588.51
Total New Transactions					-50,588.51	-50,588.51
Ending Balance					-599,329.52	3,863,810.84

11:23 AM

02/05/25

Summit Fire District
Reconciliation Summary
136 Westside Capital Fund, Period Ending 01/31/2025

	<u>Jan 31, 25</u>
Beginning Balance	442,701.72
Cleared Transactions	
Deposits and Credits - 1 item	<u>2,685.10</u>
Total Cleared Transactions	<u>2,685.10</u>
Cleared Balance	<u><u>445,386.82</u></u>
Register Balance as of 01/31/2025	445,386.82
Ending Balance	445,386.82

Westside Capital Funds

Reconciled 2/5/25 Y

11:41 AM

02/05/25

Summit Fire District
Reconciliation Summary
102 OWA Account, Period Ending 01/31/2025

	<u>Jan 31, 25</u>
Beginning Balance	240,198.58
Cleared Transactions	
Checks and Payments - 3 items	-17,502.20
Deposits and Credits - 6 items	2,234.96
Total Cleared Transactions	<u>-15,267.24</u>
Cleared Balance	<u>224,931.34</u>
Register Balance as of 01/31/2025	224,931.34
Ending Balance	224,931.34

DWA Acct

reconciled 2/5/2025
Y

Summit Fire District
Reconciliation Detail
102 OWA Account, Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						240,198.58
Cleared Transactions						
Checks and Payments - 3 items						
Liability Check	01/28/2025		QuickBooks Pay...	X	-13,510.37	-13,510.37
Liability Check	01/29/2025	EFT	United States Tr...	X	-3,867.10	-17,377.47
Liability Check	01/29/2025	EFT	Arizona Departm...	X	-124.73	-17,502.20
Total Checks and Payments					-17,502.20	-17,502.20
Deposits and Credits - 6 items						
Deposit	01/09/2025			X	1,456.93	1,456.93
Deposit	01/27/2025			X	778.03	2,234.96
Paycheck	01/29/2025	7090...	Jokkel, Kyle	X	0.00	2,234.96
Paycheck	01/29/2025	7090...	Riggs, Elliott A	X	0.00	2,234.96
Paycheck	01/29/2025	7090...	Christian III, Nik...	X	0.00	2,234.96
Paycheck	01/29/2025	7090...	Jackson, Megan E	X	0.00	2,234.96
Total Deposits and Credits					2,234.96	2,234.96
Total Cleared Transactions					-15,267.24	-15,267.24
Cleared Balance					-15,267.24	224,931.34
Register Balance as of 01/31/2025					-15,267.24	224,931.34
Ending Balance					-15,267.24	224,931.34

Summit Fire District
Reconciliation Summary
120 Capital Fund, Period Ending 01/31/2025

	<u>Jan 31, 25</u>
Beginning Balance	121,146.50
Cleared Transactions	
Deposits and Credits - 2 items	<u>125,734.78</u>
Total Cleared Transactions	<u>125,734.78</u>
Cleared Balance	<u>246,881.28</u>
Register Balance as of 01/31/2025	246,881.28
Ending Balance	246,881.28

Capital Fund

Reconciled 2/5/25 

**Summit Fire District
Reconciliation Detail
120 Capital Fund, Period Ending 01/31/2025**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						121,146.50
Cleared Transactions						
Deposits and Credits - 2 items						
Transfer	01/08/2025			X	125,000.00	125,000.00
Deposit	01/09/2025			X	734.78	125,734.78
Total Deposits and Credits					125,734.78	125,734.78
Total Cleared Transactions					125,734.78	125,734.78
Cleared Balance					125,734.78	246,881.28
Register Balance as of 01/31/2025					125,734.78	246,881.28
Ending Balance					125,734.78	246,881.28

11:39 AM

02/05/25

**Summit GO Bond Account
Reconciliation Summary**
300315 Debt Services Account, Period Ending 01/31/2025

	<u>Jan 31, 25</u>
Beginning Balance	109,852.61
Cleared Transactions	
Deposits and Credits - 1 item	<u>4,771.03</u>
Total Cleared Transactions	<u>4,771.03</u>
Cleared Balance	<u><u>114,623.64</u></u>
Register Balance as of 01/31/2025	114,623.64
Ending Balance	114,623.64

GO Bond

Reconciled 2/5/25 ✓

Deposit Summary

2/5/2025 11:38 AM

Summit GO Bond Account

Summary of Deposits to 300315 Debt Services Account on 02/05/2025

Chk No.	PmtMethod	Rcd From	Memo	Amount
	E-Check		Jan 2025 Go Bond taxes	4,726.54
	E-Check		Jan 2025 Gp Bond Del taxes	44.49
Less Cash Back:				
Deposit Total:				4,771.03

11:24 AM

02/05/25

**Summit Fire District
Reconciliation Summary
150 Emergency Fund, Period Ending 01/31/2025**

	<u>Jan 31, 25</u>
Beginning Balance	271,517.70
Cleared Transactions	
Deposits and Credits - 2 items	<u>101,646.82</u>
Total Cleared Transactions	<u>101,646.82</u>
Cleared Balance	<u><u>373,164.52</u></u>
Register Balance as of 01/31/2025	373,164.52
Ending Balance	373,164.52

Emergency Fund

Reconciled 2/5/25 y

Summit Fire District Reconciliation Detail

150 Emergency Fund, Period Ending 01/31/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						271,517.70
Cleared Transactions						
Deposits and Credits - 2 items						
Transfer	01/08/2025			X	100,000.00	100,000.00
Deposit	01/09/2025			X	1,646.82	101,646.82
Total Deposits and Credits					<u>101,646.82</u>	<u>101,646.82</u>
Total Cleared Transactions					<u>101,646.82</u>	<u>101,646.82</u>
Cleared Balance					<u>101,646.82</u>	<u>373,164.52</u>
Register Balance as of 01/31/2025					<u>101,646.82</u>	<u>373,164.52</u>
Ending Balance					<u><u>101,646.82</u></u>	<u><u>373,164.52</u></u>

Summit Fire District Reconciliation Detail 105 Petty Cash, Period Ending 02/11/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,399.34
Cleared Transactions						
Checks and Payments - 2 items						
Check	01/07/2025	1250	Flag Stamp & Engra...	X	-7.64	-7.64
Check	01/13/2025	1251	Nik Christian	X	-26.52	-34.16
Total Checks and Payments					-34.16	-34.16
Deposits and Credits - 7 items						
Deposit	01/07/2025			X	50.00	50.00
Deposit	01/07/2025			X	50.00	100.00
Deposit	01/07/2025			X	50.00	150.00
Deposit	01/23/2025			X	10.00	160.00
Deposit	01/30/2025			X	100.00	260.00
Deposit	02/04/2025			X	100.00	360.00
Deposit	02/05/2025			X	100.00	460.00
Total Deposits and Credits					460.00	460.00
Total Cleared Transactions					425.84	425.84
Cleared Balance					425.84	3,825.18
Register Balance as of 02/11/2025					425.84	3,825.18
Ending Balance					<u>425.84</u>	<u>3,825.18</u>

3825.18

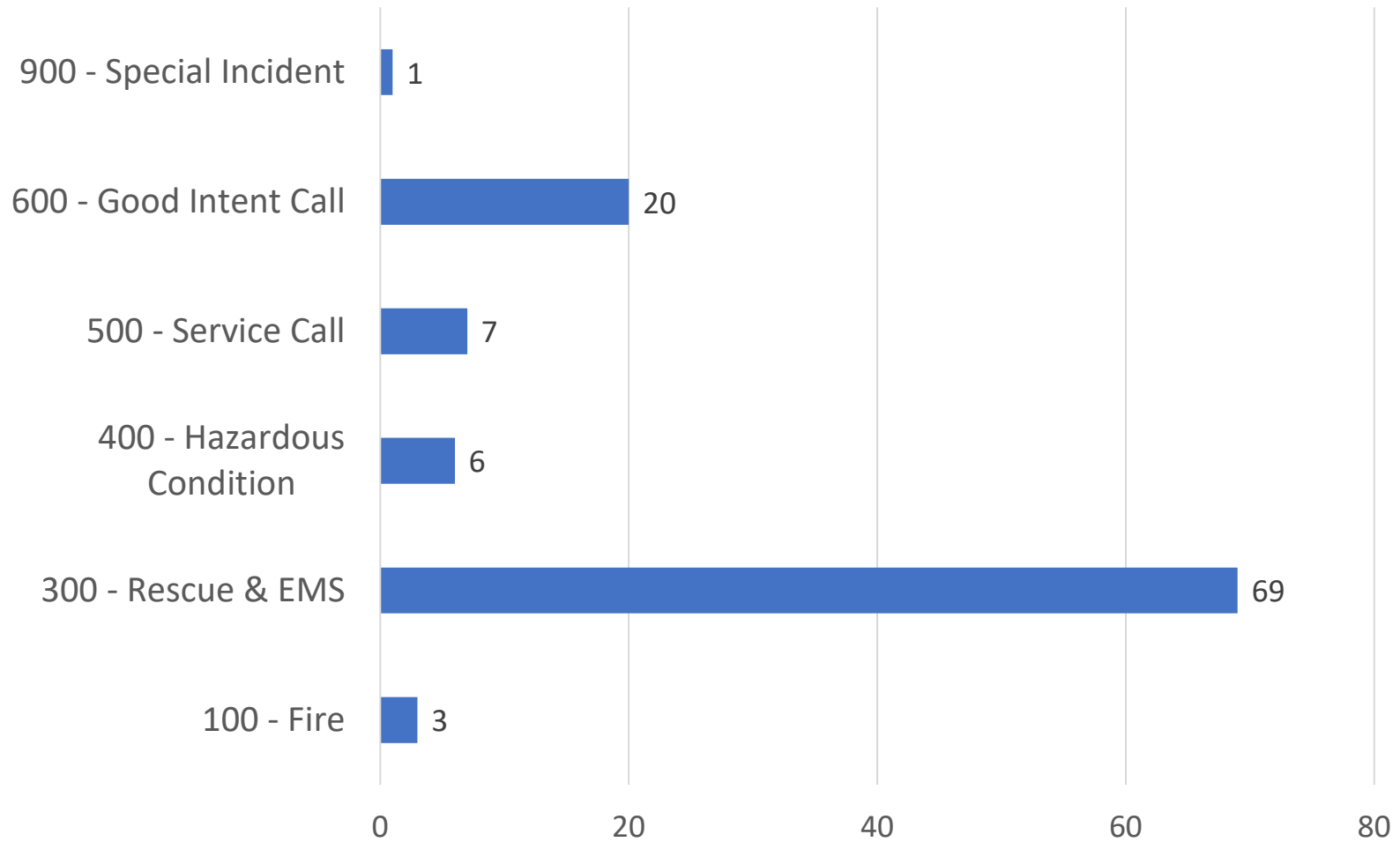
1.08
 1.55
 1.30
 8.25
 13.-
 75-
 250-
 520-
 50-
 1300-
 75-
 1500-
 20-
 2
 10

Reconciled
 2/12/25
 Tammy

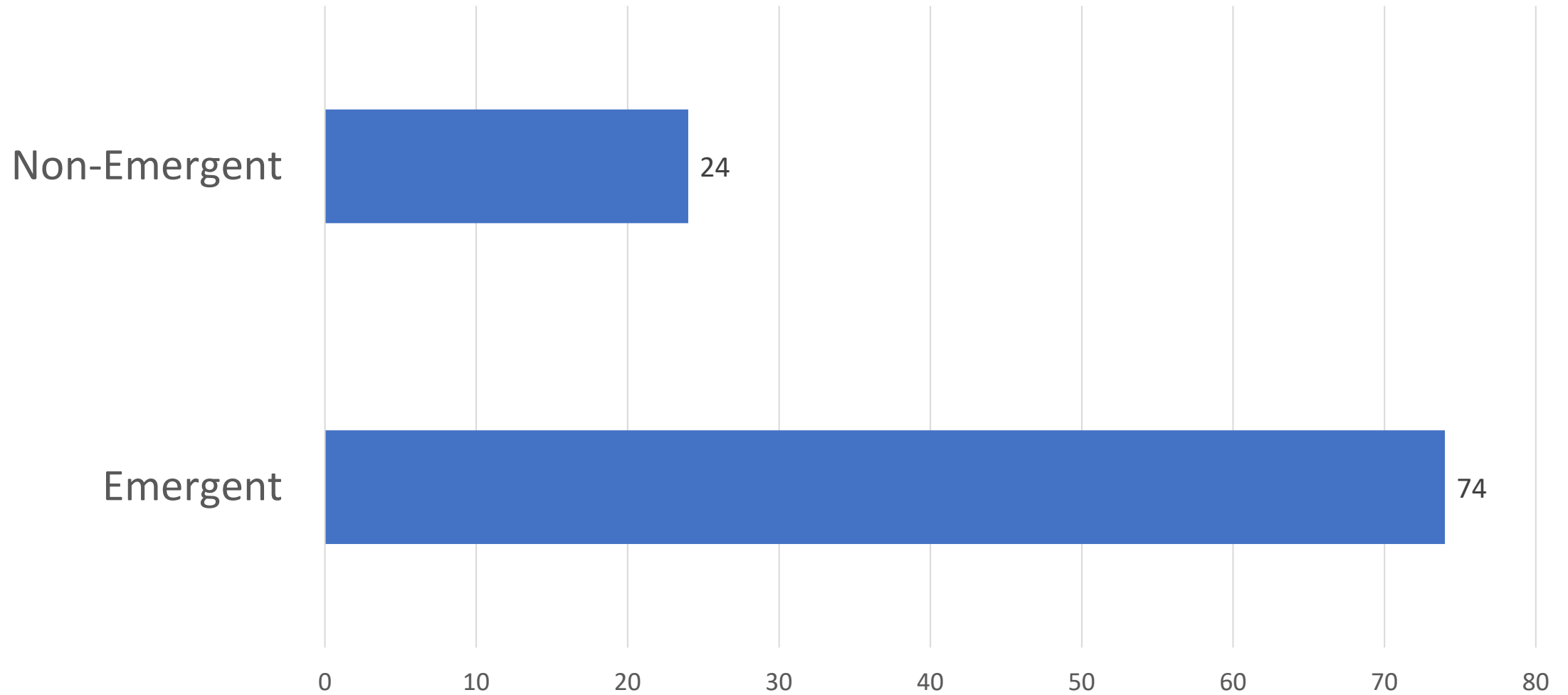
SFMD BC Run Report

January 2025 Statistics

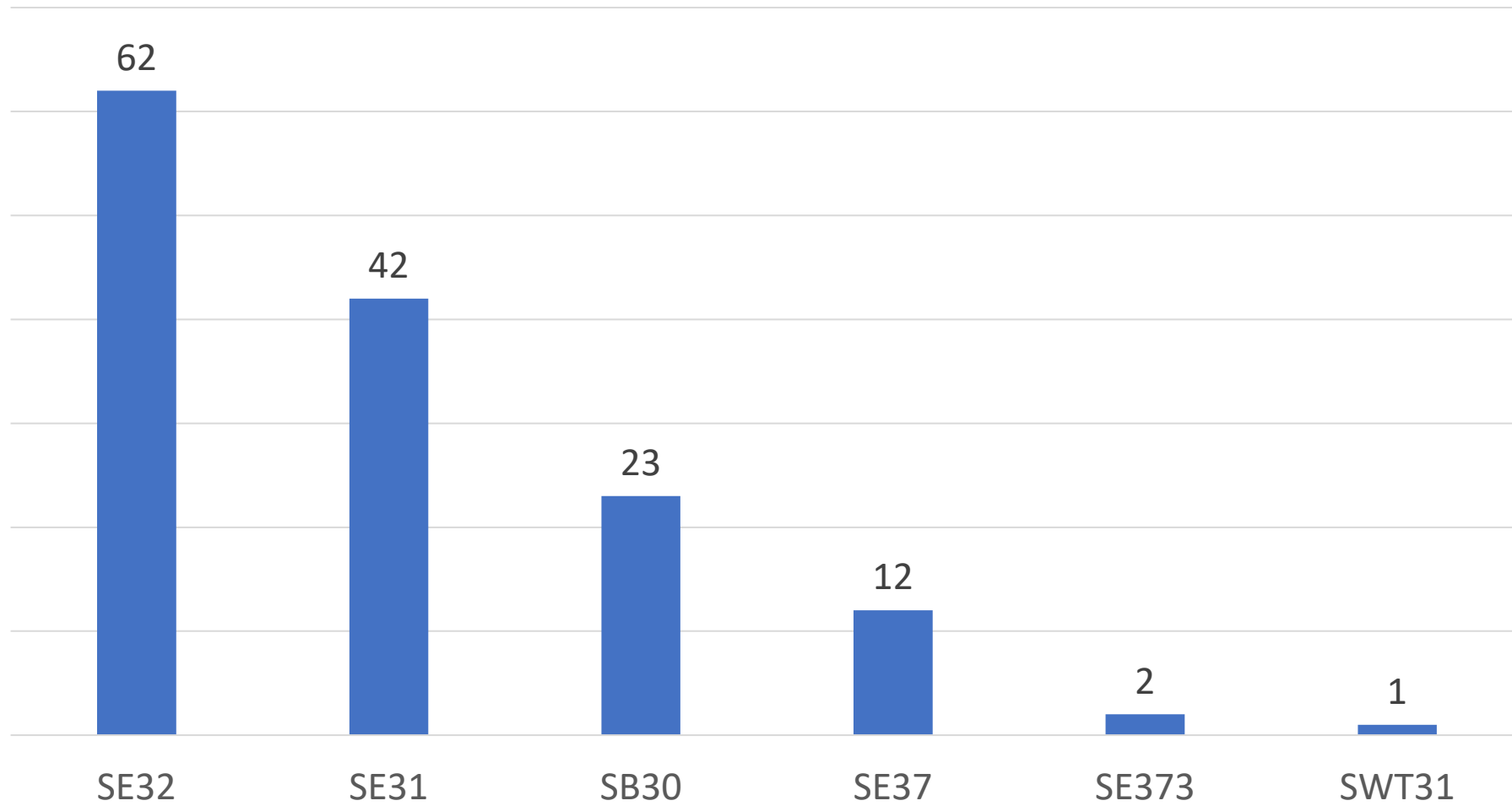
Total Incidents 106



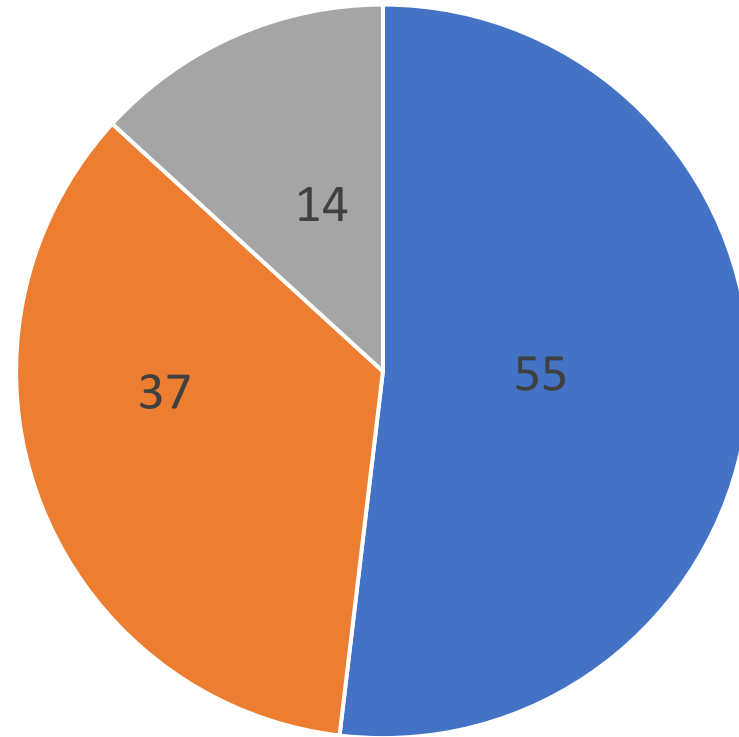
Priority



Total Runs by Unit

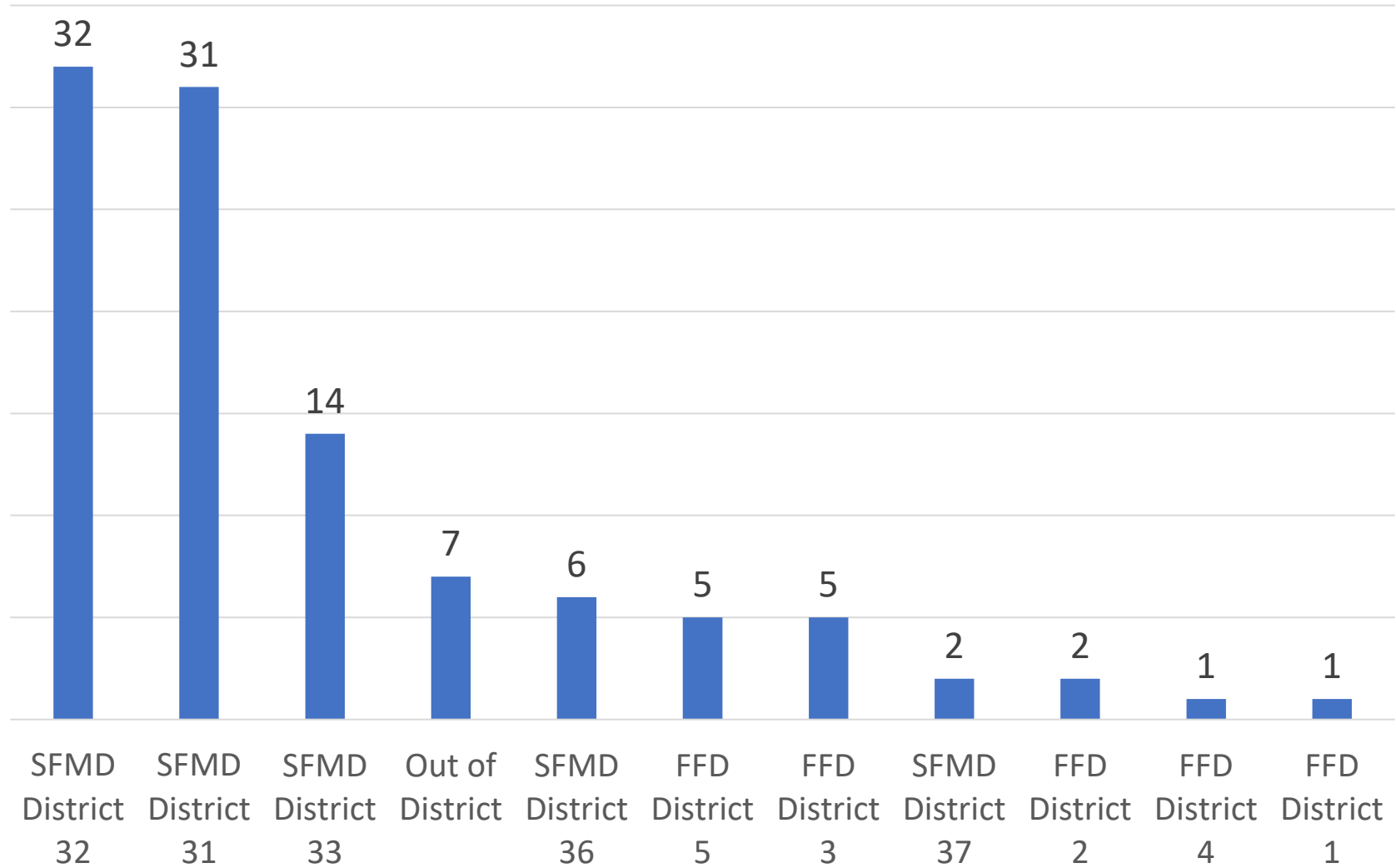


Total Incidents by Station

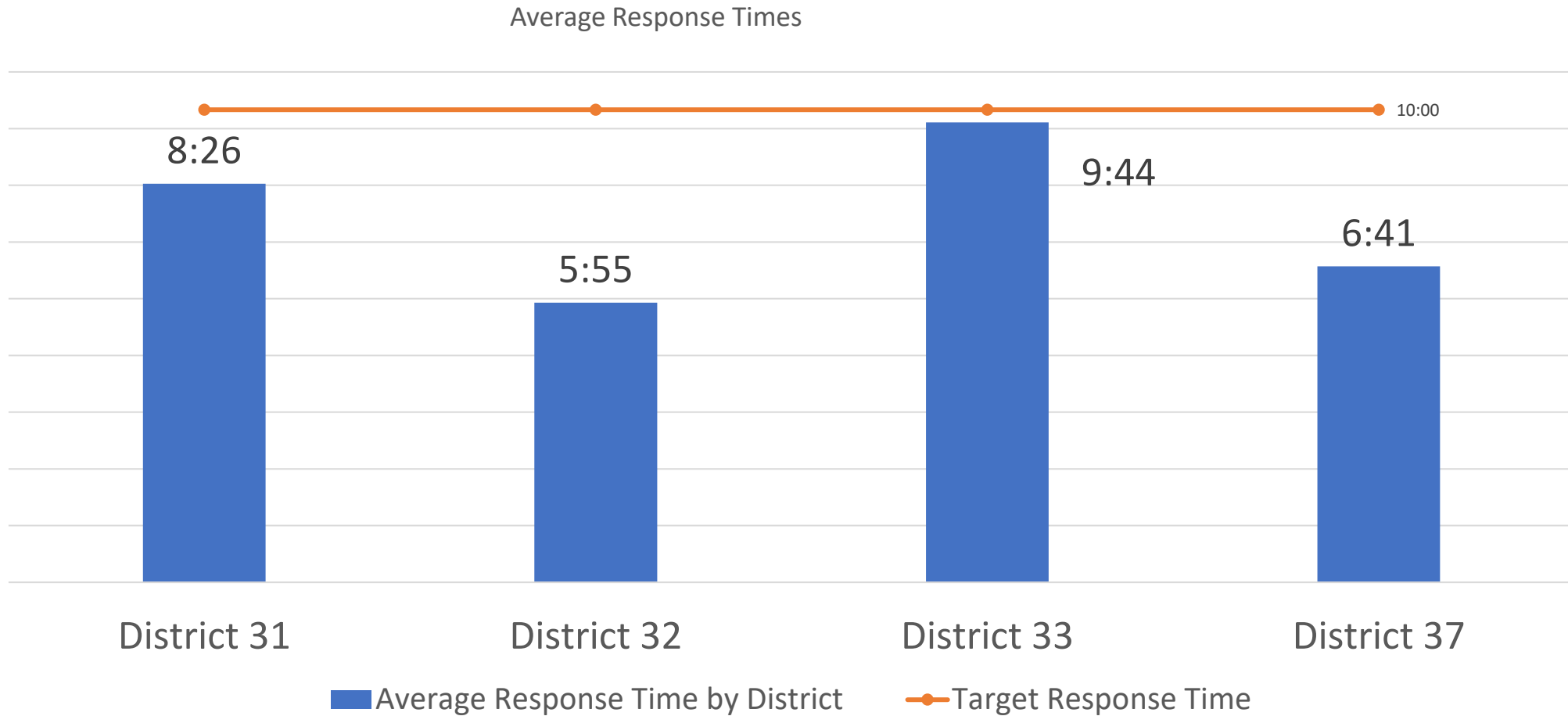


■ Station 32 ■ Station 31 ■ Station 37

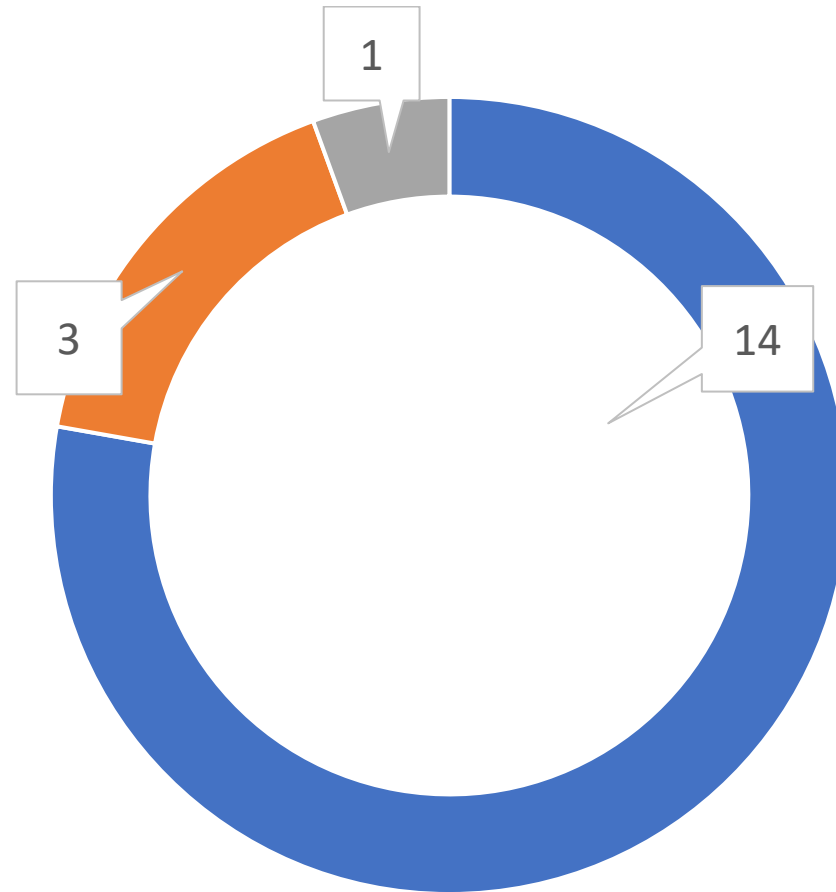
Incident Count by District



Average Response Time by District



Auto Aid & Mutual Aid Given & Received



- Auto Aid Given
- Auto Aid Received
- Mutual Aid Received

Action 7a

To: SFMD Fire Board
From: SFMD Administration
Date: February 19, 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. At this time, I would like to see if the board has any recommended changes

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

Contents

Introduction.....	1
Summit Fire and Medical District History	1
Mission and Vision Statement.....	1
Organization Structure	2
First Official Acts.....	3
Orientation	3
Code of Conduct.....	3
Legal Responsibilities	4
Commitments	5
Officer/Board Members Descriptions	7
Filling Board Vacancies	7
Fire District Elections	8
Conducting a Board Meeting	9
Records Management	10
Board Travel.....	10
Other Resources.....	10
BASIC FIRE DISTRICT STATUTES	11
Title 11. Counties	11
Title 42. Taxation.....	11
Title 48. Special Taxing Districts	11
Title 38. Public Officers and Employees.....	13
By-laws of the Summit Fire and Medical Fire Board.....	14
ARTICLE I- NAME.....	15
ARTICLE II - PURPOSE.....	15
ARTICLE III --BOARD OF THE DISTRICT.....	15
SECTION 1. MEMBERS	15
SECTION 2. MEETINGS.....	15
SECTION 3. QUORUM	16
SECTION 4. AGENDA	16
SECTION 5. MOTIONS AND VOTING	17
SECTION 6. POWERS	17
SECTION 7. REMUNERATION	17
ARTICLE IV – OFFICERS OF THE BOARD.....	17
SECTION 1. BOARD OFFICERS	17
SECTION 2. EXECUTIVE OFFICERS ELECTION AND TERMS OF OFFICE.....	18
ARTICLE V - FIRE CHIEF AND BOARD.....	18
SECTION 1. FIRE CHIEF	18
SECTION 2. DUTIES OF THE BOARD AND FIRE CHIEF	18

ARTICLE VI – FINANCIAL POLICY 19

 SECTION 1. FISCAL YEAR..... 19

 SECTION 2. THE BUDGET 19

 SECTION 3. ANNUAL FINANCIAL AUDIT 19

 SECTION 4. SPECIAL DISTRICT ANNUAL REPORT..... 19

ARTICLE VII - AMENDMENTS 19

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

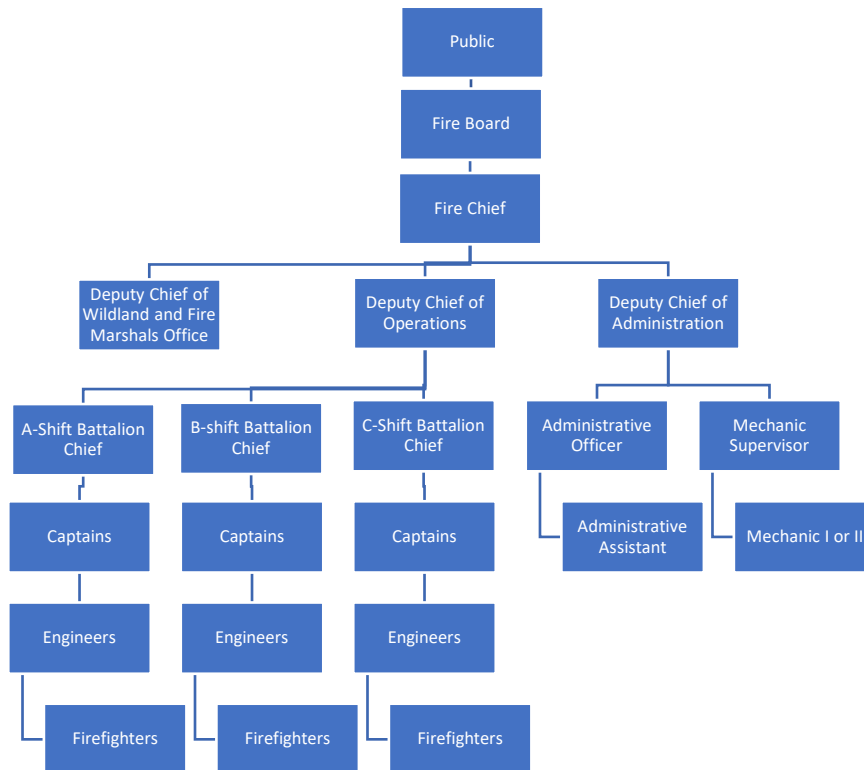
Mission Statement: Ensuring exceptional customer service to the community, visitors and surrounding region.

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

Action 7b

To: SFMD Fire Board
From: SFMD Administration
Date: February 19, 2025
Title: Review, discuss, and possible action on the Bi-Annual Shop Report
Recommended Action: No action required

Action Summary:

Review the financial report for July 2024-January 2025 on the outsourced shop work and profits realized. Our Fleet staff provides preventative maintenance and emergency repairs on apparatus for customers outside of Summit Fire and Medical District. (COF, Highlands, Pinewood, etc.)

Financial Impacts: YTD Profit total of **\$32,976.50**

Relation to Goals: Create efficiencies that improve and sustain the capabilities of the District and Improve the resources of the District both human and capital Continuing education for Board Members and Staff.

Suggested Motion No motion needed.

FLEET- OUTSIDE REVENUE TRACKING

FY 24-25

OUTSIDE REVENUE	July 2024	AUG	SEPT	OCT	NOV	DEC	YEAR
Parts & Labor (actual cost)	\$8,496.62	\$2,385.94	\$7,060.47	\$8,824.86	\$3,913.13	\$3,158.27	\$33,839.29
Invoiced Amt (150/hr labor; 20% parts)	\$14,771.78	\$4,807.87	\$9,177.33	\$13,611.23	\$6,038.41	\$5,327.41	\$53,734.03
Profit	\$6,275.16	\$2,421.93	\$2,116.86	\$4,786.37	\$2,125.28	\$2,169.14	\$19,894.74

TOTAL FY 25 \$32,976.50

OUTSIDE REVENUE	JAN 2025	FEB	MAR	APR	MAY	JUN	YEAR
Parts & Labor (actual cost)	\$5,382.29	\$6,639.60					\$12,021.89
Invoiced Amt (150/hr labor; 20% parts)	\$11,127.10	\$13,976.55					\$25,103.65
Profit	\$5,744.81	\$7,336.95	\$0.00	\$0.00	\$0.00	\$0.00	\$13,081.76

	Invoice #	Labor Hours	Summit Labor Cost	Summit Cost of Parts	Parts & Labor (actual cost)	External Labor Cost (\$150/hr)	Misc Supplies 20% Fee	Pump Test (Flat Fee)	Invoiced Amt (150/hr labor, 20%)	Profit YTD
			29.67							\$32,976.50
7/24/2024 Pinewood Fire District	101124	40	1186.8	7309.82	\$8,496.62	\$6,000.00	\$1,461.96		\$14,771.78	\$6,275.16
8/13/2024 Ponderosa Fire District	102724	2.5	\$74.18	6.56	\$80.74	\$375.00	\$1.31		\$382.87	\$302.14
8/13/2024 Pinewood Fire District	102624	6	\$178.02	1368.5	\$1,546.52	\$900.00	\$273.70		\$2,542.20	\$995.68
8/20/2024 Highlands Fire District	103024	3	\$89.01	414.99	\$504.00	\$450.00	\$83.00		\$947.99	\$443.99
8/20/2024 Highlands Fire District	103124	3	\$89.01	81.04	\$170.05	\$450.00	\$16.21		\$547.25	\$377.20
8/20/2024 Highlands Fire District	102924	2.5	\$74.18	10.46	\$84.64	375	\$2.10		\$387.56	\$302.93
					\$2,385.94				\$4,807.87	\$2,421.93
9/16/2024 Highlands Fire District	103224	16.5	\$489.56	6570.91	\$7,060.47	\$2,475.00	\$131.42		\$9,177.33	\$2,116.86
										\$0.00
10/24/2024 Flagstaff Nature Conservancy	103724	1	\$29.67	\$73.43	\$103.10	\$150.00	\$14.69		\$238.12	\$135.02
10/24/2024 Highlands Fire District	103324	14	\$415.38	3807.72	\$4,223.10	\$2,100.00	\$351.06		\$6,258.78	\$2,035.68
10/24/2024 Flagstaff Fire Department	103424	15	\$445.05	4053.61	\$4,498.66	\$2,250.00	\$810.72		\$7,114.33	\$2,615.67
					\$8,824.86				\$13,611.23	\$4,786.37
11/13/2024 Pinewood Fire Department	103624	16	\$474.72	\$3,438.41	\$3,913.13	\$2,400.00	\$200.00		\$6,038.41	\$2,125.28
12/30/2024 Flagstaff Fire Department	104024	7	\$207.69	247.49	\$455.18	\$1,050.00	\$135.00		\$1,640.18	\$1,185.00
12/30/2024 Highlands Fire District	103924	6	\$178.02	2358.37	\$2,536.39	\$900.00	\$0.00		\$3,258.37	\$721.98
12/30/2024 Highlands Fire District	104424	2	\$59.34	\$107.36	\$166.70	\$300.00	\$21.50		\$428.86	\$262.16
					\$3,158.27				\$5,327.41	\$2,169.14
JANUARY										\$0.00
1/29/2025 Highlands Fire District	104924	15.5	\$459.89	\$1,012.58	\$1,472.47	\$2,325.00	\$190.33		\$3,527.91	\$2,055.45
1/29/2025 Highlands Fire District	105024	3	\$89.01	\$10.00	\$99.01	\$450.00	\$0.00		\$460.00	\$360.99
1/29/2025 Pinewood Fire Dept	104824	2.5	\$74.18	\$165.30	\$239.48	\$375.00	\$30.95		\$571.25	\$331.78
1/29/2025 Flagstaff Fire Department	104124	20	\$593.40	\$2,977.94	\$3,571.34	\$3,000.00	\$590.00		\$6,567.94	\$2,996.60
					\$5,382.29				\$11,127.10	\$5,744.81
FEBRUARY					\$0.00	\$0.00				\$0.00
2/11/2025 Flagstaff Fire Dept	105124	54	\$1,602.18	\$5,037.42	\$6,639.60	\$8,100.00	\$839.13		\$13,976.55	\$7,336.95
					\$6,639.60				\$13,976.55	\$7,336.95

Action 7c

To: SFMD Fire Board

From: SFMD Administration

Date: February 19, 2025

Title: Review, discuss, and possible action Moving funds from **Westside Capital account to the general Capital account.**

Recommended Action: Approval is needed to close the Westside Funds account and move funds to the general Capital Fund account.

Action Summary: At last year's Budget Workshop, we had discussed using the funds in the Westside Capital account for capital improvements here at #32, and other capital needs that arise. The Westside Fund account was originally set up with proceeds from the sale of our old station #36 in the Chesire area. With Board approval I would like to combine those funds in with the general Capital Fund account.

Financial Impacts: No cost incurred, just a clearer look at what we have available for Capital projects in the future.

Relation to Goals: Create efficiencies that improve and sustain the capabilities of the District and Improve the resources of the District both human and capital.

Suggested Motion Motion to approve closing the "Westside Funds" account and moving that money over to our general "Capital Funds" Account.