



PUBLIC NOTICE REGULAR BOARD MEETING AGENDA

**Wednesday, May 21, 2025
Station 32, 8905 Koch Field Road, Flagstaff AZ 6:00 pm**

www.zoom.us / Meeting ID: 885 2281 1636 Passcode 432385

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

Pursuant to A.R.S. 38-431.01, notice is hereby given to the Board of Directors and the public that the Summit Fire District will hold a Regular Meeting open to the public. The Governing Board of Summit Fire & Medical District will meet in a **Regular Session on Wednesday May 21, 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.
- Discussion and Approval of the Regular Board Meeting Minutes of April 16, 2025
 - Discussion and Approval of the Budget Workshop Minutes of April 16, 2025
 - Approval of Reconciliations and Financial Reports for April 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 – FC Gaillard, DC Wilson, DC Fennell
 - c. Local 1505 Update – Union Representative
 - d. Coconino County Update
7. **NEW BUSINESS / ACTION ITEMS - Public Comment:** Public comment/input is welcomed after each agenda item of New Business/Action Items and Unfinished Business. Individual comments are limited to three minutes per individual and must pertain to the specific agenda item.
 - a. AP Triton presentation on the **JPA Feasibility Study**. Discussion and possible action on the direction the Board would like to consider for our District.
 - b. Review, discuss and possible action: **Extension letter** for the **IGA for Shared Services between COF and SFMD**
 - c. Review, discuss and possible action on the **Chief's Proposed Budget FY25-26** which will be posted for 20 days for public comment.
 - d. Review, discuss and possible action on the **GO Bond Repayment Budget for FY25-26** which will be posted for 20 days for public comment.
 - e. Review, discuss and possible action: Approval of the updated **Policy #158- Demotions**.
 - f. Review, discuss and possible action: Approval of the updated **Policy #120- Disciplinary Process**.
8. **FIRE BOARD COMMENTS**- Board Member comments are meant to inform and clarify. No action will be taken. Only Board Members can speak.

ADJOURNMENT

Posted on or before 6:00pm, May 20, 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.



BUDGET WORKSHOP MINUTES

Wednesday, April 16, 2025

Station 32, 8905 Koch Field Road, Flagstaff AZ

1. **CALL TO ORDER**

Chair Timney called the Budget Workshop to order at 3:08 pm.

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

Members Present: Board members J. Timney, S Walton, M. DiVittorio, and R. Parker.

Members Absent: R. Faus

Administration: FC Gaillard, DC Wilson, BC Zambeck, Labor rep C. Robinson, V. Fennema
T Schieffer

3. **Pledge of Allegiance**

4. **DC Mark Wilson** reviewed the upcoming budget process timeline, confirmed Board Goals, Labor goals for this next year, and budgetary realities and expectations for the upcoming budget year.

5. Labor Rep C. Robinson reported that Labor's top priorities this upcoming year are:

- This is our MOU year- for revisions, edits, etc.
- Asking for a Market Increase of 7% and benefit packages
- No new information on the JPA.
- Work to identify state and county funding support options

6. The board will have the opportunity to review and possibly approve the Fire Chiefs Budget for 20-day posting at the May 21st board meeting. Final approval will be at the June 18th board meeting.

7. We looked at the current budget health, budgetary realities and expectations, upcoming Capital needs and future large capital needs, JPA impacts, and an overview of budget at current mil rate of 3.50%

- Market analysis shows us still under the average for comparable fire district in our area. Labor and admin are requesting a Market Increase of 7% to keep us competitive for new hires as well as retention of current staff. We will review the Market again in 2 years.
- Pending JPA outcomes, we are tentatively budgeting for a fully burdened Fire Chief position.
- Chief will need a vehicle and budgeting for fire admin pool vehicle for use on department errands/meetings/trainings. (FY26-27)
- Station #32 expansion and maintenance at 2 other stations are also capital needs coming up.
- Reviewed 2-year Proposed Chief's Budget
- Recommending staying at 3.5% MIL rate this next fiscal year, then look at going to 3.65% in FY26-27
- Agreed to allocate \$565k from Capital to the capital projects identified: (Sta #32 BC qtrs. 275k, Paint #32 & 31 65k each, #37 deck repair 45k, chief & admin vehicle 115k)

ADJOURNMENT

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

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Timney, Walton, Parker, DiVittorio

Budget Workshop Adjourned at 4:50 pm

Respectfully submitted by:

Robb Faus, Board Clerk

DRAFT



BOARD MEETING MINUTES

Wednesday, April 16, 2025

Station 32, 8905 Koch Field Road, Flagstaff AZ

- **CALL TO ORDER**

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

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

Members Present: Chair Timney, Board Members S. Walton, R. Parker, R. Faus, M. DiVittorio

Members Absent: None

Administration: FC Gaillard, DC Wilson, BC Zambeck, V Fennema, T Schieffer, C Robinson

- **Pledge of Allegiance**

- **CALL TO THE PUBLIC –**

- Marilyn Ruggles requested that we add back in the BC Run Report the stats for districts 33 and 36.

- **CONSENT AGENDA**

- Discussion and Approval of the Regular Board Meeting Minutes of March 19, 2025

- Approval of Reconciliations and Financial Reports for March 2025.

Board Member Rick Parker motioned to approve the minutes from March 19 and the financial reports for March 2025. Scott Walton seconded the motion.

Vote Conducted. MOTION PASSED unanimously.

AYES: Walton, Timney, Faus, Parker, DiVittorio

NAYES: None

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

a. Monthly Run Report: BC Palm reported:

- Run report for March 2025. Total of 85 incidents, with 65 being emergent calls. Call distribution is as follows: District 31 had 28 calls, District 32 had 59, and District 37 had 13.
- Avg response times: Sta# 31 at 7.07 min, #32 at 6.07 mins, and #37 at 8.08.
- Auto aid given by us: 12; Auto aid we received: 3, Mutual Aid received from CCSO was 1.

b. Monthly Chief Updates:

DC Wilson

- Just finished up our second budget workshop today. Chief Gaillard was here, but had to leave due to a family engagement.
- SFMD Facebook account has been hacked and we are currently trying to get it fixed.
- GFR hiring process is in full swing. 19 got moved forward to Chief's interviews. GFR has 12 positions total to fill, 5 of them are for SFMD.
- AP Triton presentation should be getting scheduled very soon by the City DCM office. (hopefully at the May)

Labor 1505: We had 8 staff members help with the FF hiring process. Mentoring candidates, mock interviews, etc.

- **NEW BUSINESS / ACTION ITEMS**

- a. Paul Oltrogge was unable to make the board meeting. We will add him on to one in the future.
- b. Approval of renewal of IGA between the City of Flagstaff and SFMD for dispatch services with a term of 7/1/25-6/30/27. Rates stay the same at \$60 per call.

Motion was made by board member Parker, seconded by board member Faus.

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Timney, Walton, Faus, DiVittorio, and Parker

- **Fire Board Comments:**

- BM Faus stated how important it is for us to be involved in public outreach and have a social media presence. (Currently our FB account has been hacked)

- **ADJOURNMENT:** Board Meeting adjourned at 6:44 pm

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

Vote Conducted. MOTION PAST ALL IN FAVOR

AYES: Timney, Faus, Walton, Parker, and DiVittorio

Respectfully submitted by:

Robb Faus, Board Clerk

Summit Fire & Medical District Account Balances

Registered Balance	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025
Budget Stabilization	\$2,621,004.43	\$2,212,805.86	\$1,962,770.05	\$2,838,380.81	\$4,627,996.44	\$4,463,039.82	\$3,914,399.35	\$3,723,550.57	\$3,475,296.61	\$4,844,322.33		
OWA	\$206,544.54	\$235,968.53	\$216,167.41	\$212,580.92	\$239,762.02	\$240,198.58	\$224,931.34	\$265,562.22	\$265,954.97	\$240,876.14		
Petty Cash	\$1,903.94	\$2,084.69	\$2,034.69	\$3,228.43	\$3,077.90	\$3,399.34	\$3,825.18	\$3,975.18	\$555.18	\$555.18		
Capital	\$120,044.52	\$120,171.16	\$120,413.24	\$120,813.32	\$120,910.62	\$121,146.50	\$246,881.28	\$247,159.16	\$693,502.60	\$695,737.52		
Westside Capital	\$438,719.52	\$439,137.57	\$440,022.22	\$441,484.21	\$441,839.75	\$442,701.72	\$445,386.82	\$445,952.45	\$705.44	\$0.00		
Emergency	\$269,075.35	\$269,331.75	\$269,874.32	\$270,770.98	\$270,989.04	\$271,517.70	\$373,164.52	\$373,609.91	\$374,200.93	\$375,025.37		
Debt Services / GO	\$12,593.23	\$13,076.01	\$16,273.50	\$67,426.55	\$143,645.76	\$109,852.61	\$114,623.64	\$119,407.94	\$126,537.75	\$190,642.11		
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	\$1,777,204.90	\$1,777,204.90	\$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	\$6,956,422.33	\$6,713,958.38	\$8,124,363.55	\$0.00	\$0.00

at end of month

ACTUALS	YTD actuals	YTD Budgeted	Over / Under	% of Budget
Revenue	\$6,526,649.47	\$6,054,565.98	\$472,083.49	108%
Expenses	\$4,307,551.91	\$4,423,431.21	-\$115,879.30	97%
Net Income	\$2,219,097.56	\$1,631,134.77	\$587,962.79	136%

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

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

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

March 2025: transferred bulk of Westside to Capital, Interest had to post, then we can transfer that and close it.

April 2025 Tax Revenue: \$1,601,611.42, FDAT 74280.04

Summit Fire District

Profit & Loss Budget vs. Actual

April 2025

	Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
1100 TAX REVENUE				
1101 Property Tax	1,601,611.42	1,400,702.00	200,909.42	114.34%
1102 FDAT	74,280.04	54,790.00	19,490.04	135.57%
1103 Delinquent Property Ta:	1,039.38	93.05	946.33	1,117.01%
Total 1100 TAX REVENUE	1,676,930.84	1,455,585.05	221,345.79	115.21%
1300 MISC INCOME				
1302 Interest	10,861.33	8,632.37	2,228.96	125.82%
1304 Contracts with Towers	3,419.11	3,384.49	34.62	101.02%
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	22,919.45	900.00	22,019.45	2,546.61%
1312 Community Room Rent	0.00	50.00	-50.00	0.0%
Total 1300 MISC INCOME	37,199.89	13,449.69	23,750.20	276.59%
	1,714,130.73	1,469,034.74	245,095.99	116.68%
Gross Profit	1,714,130.73	1,469,034.74	245,095.99	116.68%
2000 PERSONNEL SALARIES				
2009 Acting Pay				
2009 .1 Acting Pay BC	216.00	0.00	216.00	100.0%
2009. 2 Acting Captain	725.00	415.00	310.00	174.7%
2009.3 Acting Engineer	463.50	546.00	-82.50	84.89%
Total 2009 Acting Pay	1,404.50	961.00	443.50	146.15%
2070 Battalion Chief	16,581.78	22,424.69	-5,842.91	73.94%
2071 Administrative Officer	5,276.64	5,716.36	-439.72	92.31%
2072 Admin Assistant II	3,904.68	4,380.65	-475.97	89.14%
2073 EVT Mechanic III	5,218.32	5,653.18	-434.86	92.31%
2073.2 EVT Mechanic II	4,961.30	5,374.75	-413.45	92.31%
2075 Captains	46,432.29	61,217.50	-14,785.21	75.85%
2076 Engineer	40,814.79	38,000.00	2,814.79	107.41%
2077 Firefighters	43,440.67	64,629.00	-21,188.33	67.22%
2081 FLSA	3,722.40	7,396.70	-3,674.30	50.33%
2082 Overtime	30,000.89	18,527.78	11,473.11	161.92%
2083 Vacation Leave	8,450.98	8,183.15	267.83	103.27%
2084 Sick Leave	11,171.15	3,466.94	7,704.21	322.22%
2088 Holiday Pay	0.00	2,662.56	-2,662.56	0.0%
Total 2000 PERSONNEL SALARIE	221,380.39	248,594.26	-27,213.87	89.05%
2200 PENSION	19,324.09	23,628.26	-4,304.17	81.78%
2300 PAYROLL EXPENSES	49,522.29	49,870.70	-348.41	99.3%
2400 PERSONNEL INSURANCE	22,791.30	23,870.48	-1,079.18	95.48%
2500 CONTRACTUALS				

Summit Fire District

Profit & Loss Budget vs. Actual

April 2025

	Apr 25	Budget	\$ Over Budget	% of Budget
2503 Broker Fees Medical Ins				
2503.1 East Flag Medica	900.00	900.00	0.00	100.0%
2503 Broker Fees Medic	760.00	1,620.00	-860.00	46.91%
Total 2503 Broker Fees Med	1,660.00	2,520.00	-860.00	65.87%
2510 FLAGIT Contract Servic	2,118.15	2,163.15	-45.00	97.92%
2511 Software Contracts	4,473.75	3,567.27	906.48	125.41%
2514 Bld & Vehicle Insurance	0.00	22,027.00	-22,027.00	0.0%
2519 Memberships & Subscription				
2519.3 AZ Fire Chiefs As	0.00	164.24	-164.24	0.0%
Total 2519 Memberships & S	0.00	164.24	-164.24	0.0%
Total 2500 CONTRACTUALS	8,251.90	30,441.66	-22,189.76	27.11%
3000 FLEET SERVICES				
3010 Shop Uniforms	305.52	526.63	-221.11	58.01%
3020 Parts for SFMD Vehicle	6,508.47	2,115.49	4,392.98	307.66%
3025 Shop Outside Custome	1,600.42	0.00	1,600.42	100.0%
3030 EVT Tool Allowance	249.99	166.66	83.33	150.0%
Total 3000 FLEET SERVICES	8,664.40	2,808.78	5,855.62	308.48%
3100 EQUIPMENT	1,152.21	8,232.91	-7,080.70	14.0%
3200 SUPPLIES				
3210 EMS Program	5,681.74	4,463.30	1,218.44	127.3%
3212 PPE Program	1,549.90	0.00	1,549.90	100.0%
3220 Office Supplies	426.79	665.00	-238.21	64.18%
3225 BLD/Land Maint.	4,495.29	2,708.33	1,786.96	165.98%
3227 Procurement	967.32	1,000.00	-32.68	96.73%
3235 PIO / Pub ED	0.00	200.00	-200.00	0.0%
3241 Honor Guard	0.00	600.00	-600.00	0.0%
Total 3200 SUPPLIES	13,121.04	9,636.63	3,484.41	136.16%
3300 UNIFORMS				
3310 Uniforms - SFMD	4,971.96	4,141.66	830.30	120.05%
Total 3300 UNIFORMS	4,971.96	4,141.66	830.30	120.05%
3400 FITNESS-HEALTH & SAFETY	1,323.70	2,198.17	-874.47	60.22%
3500 Wildland SFMD				
3501 New Equipment-Unifor	65.64	912.08	-846.44	7.2%
Total 3500 Wildland SFMD	65.64	912.08	-846.44	7.2%
4000 UTILITIES				
4005 Fuel for Apparatus	2,540.45	2,847.34	-306.89	89.22%
4010 Electric	1,729.85	2,333.33	-603.48	74.14%
4015 Gas / Propane	2,009.09	2,565.48	-556.39	78.31%
4020 Water	1,165.01	1,211.69	-46.68	96.15%
4025 Phones / Internet / TV	2,965.67	2,328.62	637.05	127.36%
4030 Trash Pickup	851.70	568.02	283.68	149.94%
4050 Radio Site Rental Elden	374.15	0.00	374.15	100.0%

Summit Fire District

Profit & Loss Budget vs. Actual

April 2025

	Apr 25	Budget	\$ Over Budget	% of Budget
Total 4000 UTILITIES	11,635.92	11,854.48	-218.56	98.16%
4100 Training and Travel				
4105 Training Registration	1,711.76	0.00	1,711.76	100.0%
4110 Lodging	745.63	1,087.31	-341.68	68.58%
4115 Food	628.29	0.00	628.29	100.0%
4125 Travel Fuel Rentals Air	0.00	167.00	-167.00	0.0%
Total 4100 Training and Travel	3,085.68	1,254.31	1,831.37	246.01%
4200 OWA Expenses				
4230 OWA Exp.	696.45	0.00	696.45	100.0%
Total 4200 OWA Expenses	696.45	0.00	696.45	100.0%
4300 INTERST / FEES				
4315 Interest / Fees	2.00	0.00	2.00	100.0%
Total 4300 INTERST / FEES	2.00	0.00	2.00	100.0%
Payroll Expenses	2,058.01	7,837.53	-5,779.52	26.26%
Reconciliation Discrepancies	-100.00	0.00	-100.00	100.0%
	367,946.98	425,281.91	-57,334.93	86.52%
Net Ordinary Income	1,346,183.75	1,043,752.83	302,430.92	128.98%
Net Income	1,346,183.75	1,043,752.83	302,430.92	128.98%

Summit Fire District

Profit & Loss Budget vs. Actual

July 2024 through April 2025

	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1100 TAX REVENUE				
1101 Property Tax	5,617,777.31	5,477,411.97	140,365.34	102.56%
1102 FDAT	338,142.49	318,719.18	19,423.31	106.09%
1103 Delinquent Property Tax	61,718.64	43,134.18	18,584.46	143.09%
Total 1100 TAX REVENUE	6,017,638.44	5,839,265.33	178,373.11	103.06%
1300 MISC INCOME				
1301 OWA Income	158,041.11	0.00	158,041.11	100.0%
1302 Interest	94,628.71	86,323.70	8,305.01	109.62%
1303 Donations	200.00	0.00	200.00	100.0%
1304 Contracts with Towers	34,156.88	33,844.90	311.98	100.92%
1305 Out of District Calls	520.00	1,495.00	-975.00	34.78%
1308 Service Subscriptions	5,669.81	1,500.00	4,169.81	377.99%
1310 Misc. Income	10,642.13	3,333.34	7,308.79	319.26%
1311 Maint Facility Income	111,221.26	46,163.51	65,057.75	240.93%
1312 Community Room Rental	3,317.89	2,640.20	677.69	125.67%
1314 Insurance Proceed Income	7,454.22			
1315 SSFND-Smart & Safe AZ	46,059.02	40,000.00	6,059.02	115.15%
Total 1300 MISC INCOME	471,911.03	215,300.65	256,610.38	219.19%
1313 Gain on Sale - Audit Adjust	37,100.00			
Total Income	6,526,649.47	6,054,565.98	472,083.49	107.8%
	6,526,649.47	6,054,565.98	472,083.49	107.8%
Expense				
2000 PERSONNEL SALARIES	2,355,742.20	2,771,828.74	-416,086.54	84.99%
2200 PENSION	212,325.48	260,738.48	-48,413.00	81.43%
2300 PAYROLL EXPENSES	278,549.70	233,042.10	45,507.60	119.53%
2400 PERSONNEL INSURANCE	249,897.56	240,722.24	9,175.32	103.81%
2500 CONTRACTUALS				
2501 COP Payment	105,696.08	105,697.50	-1.42	100.0%
2503 Broker Fees Medical Insurance	15,580.58	12,647.82	2,932.76	123.19%
2504 Audit	18,025.00	17,730.00	295.00	101.66%
2509 Admin Service Contract	1,850.00	850.00	1,000.00	217.65%
2510 FLAGIT Contract Services	19,624.60	21,046.30	-1,421.70	93.25%
2511 Software Contracts	28,536.40	21,586.75	6,949.65	132.19%
2514 Bld & Vehicle Insurance	86,804.00	88,108.00	-1,304.00	98.52%
2515 IGA Services				
2515.1 Fire Chief	71,250.00	71,250.00	0.00	100.0%
2515.2 Dispatch	116,826.75	27,436.58	89,390.17	425.81%
2515.3 Training Coordinator	0.00	22,161.55	-22,161.55	0.0%
Total 2515 IGA Services	188,076.75	120,848.13	67,228.62	155.63%
2517 EMS Fees & Maint Agreement	650.00			

Summit Fire District

Profit & Loss Budget vs. Actual

July 2024 through April 2025

	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
2519 Memberships & Subscri	13,986.44	14,414.24	-427.80	97.03%
2520 Computers, Printers	0.00	410.34	-410.34	0.0%
Total 2500 CONTRACTUALS	478,829.85	403,339.08	75,490.77	118.72%
3000 FLEET SERVICES				
3010 Shop Uniforms	3,968.59	5,266.30	-1,297.71	75.36%
3015 Outside Repairs for SFM	0.00	3,985.10	-3,985.10	0.0%
3020 Parts for SFMD Vehicles	35,673.20	50,262.17	-14,588.97	70.97%
3025 Shop Outside Customer	39,730.75	0.00	39,730.75	100.0%
3030 EVT Tool Allowance	2,638.70	1,666.60	972.10	158.33%
Total 3000 FLEET SERVICES	82,011.24	61,180.17	20,831.07	134.05%
3100 EQUIPMENT				
3110 Apparatus Equipment	12,214.67	16,769.52	-4,554.85	72.84%
3115 Communication-Radios	20,364.24	14,779.62	5,584.62	137.79%
3120 SCBA	9,842.91	7,871.23	1,971.68	125.05%
Total 3100 EQUIPMENT	42,421.82	39,420.37	3,001.45	107.61%
3200 SUPPLIES				
3210 EMS Program	42,948.92	20,816.90	22,132.02	206.32%
3212 PPE Program	61,393.53	47,655.13	13,738.40	128.83%
3215 Training Supplies	0.00	5,569.54	-5,569.54	0.0%
3220 Office Supplies	7,046.90	6,670.00	376.90	105.65%
3225 BLD/Land Maint.	64,323.00	27,083.34	37,239.66	237.5%
3227 Procurement	10,315.96	10,000.00	315.96	103.16%
3235 PIO / Pub ED	2,560.93	2,100.00	460.93	121.95%
3241 Honor Guard	1,243.93	6,000.00	-4,756.07	20.73%
Total 3200 SUPPLIES	189,833.17	125,894.91	63,938.26	150.79%
3300 UNIFORMS	39,573.10	42,616.68	-3,043.58	92.86%
3400 FITNESS-HEALTH & SAFETY				
3401 Fitness	14,818.91	16,221.70	-1,402.79	91.35%
3405 Health & Safety	46,600.77	56,212.06	-9,611.29	82.9%
Total 3400 FITNESS-HEALTH & S	61,419.68	72,433.76	-11,014.08	84.79%
3500 Wildland SFMD				
3501 New Equipment-Uniforr	3,367.36	9,120.84	-5,753.48	36.92%
Total 3500 Wildland SFMD	3,367.36	9,120.84	-5,753.48	36.92%
4000 UTILITIES	116,562.79	124,230.34	-7,667.55	93.83%
4100 Training and Travel	21,131.47	16,545.78	4,585.69	127.72%
4200 OWA Expenses				
4230 OWA Exp.	21,665.25	0.00	21,665.25	100.0%
Total 4200 OWA Expenses	21,665.25	0.00	21,665.25	100.0%
4300 INTERST / FEES				
4315 Interest / Fees	33.71	250.00	-216.29	13.48%
Total 4300 INTERST / FEES	33.71	250.00	-216.29	13.48%
5000 CAPITAL				

Summit Fire District

Profit & Loss Budget vs. Actual

July 2024 through April 2025

	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
5010 Vehicle/Equip Payments	114,424.32	0.00	114,424.32	100.0%
Total 5000 CAPITAL	114,424.32	0.00	114,424.32	100.0%
9999 Suspense	325.94			
Payroll Expenses	24,976.72	22,067.72	2,909.00	113.18%
Reconciliation Discrepancies	14,460.55	0.00	14,460.55	100.0%
Total Expense	4,307,551.91	4,423,431.21	-115,879.30	97.38%
Net Ordinary Income	2,219,097.56	1,631,134.77	587,962.79	136.05%
Net Income	2,219,097.56	1,631,134.77	587,962.79	136.05%

2:57 PM

05/06/25

Summit Fire District
Reconciliation Summary
101 County Treasurer, Period Ending 04/30/2025

	<u>Apr 30, 25</u>
Beginning Balance	3,477,133.31
Cleared Transactions	
Checks and Payments - 79 items	-372,792.07
Deposits and Credits - 86 items	1,732,957.33
Total Cleared Transactions	<u>1,360,165.26</u>
Cleared Balance	<u><u>4,837,298.57</u></u>
Uncleared Transactions	
Checks and Payments - 11 items	-7,168.08
Deposits and Credits - 2 items	14,191.84
Total Uncleared Transactions	<u>7,023.76</u>
Register Balance as of 04/30/2025	<u><u>4,844,322.33</u></u>
New Transactions	
Checks and Payments - 20 items	-138,183.15
Total New Transactions	<u>-138,183.15</u>
Ending Balance	<u><u>4,706,139.18</u></u>

*Budget Stabilization
reconciled 5/6/25 Y*

Summit Fire District Reconciliation Detail

101 County Treasurer, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,477,133.31
Cleared Transactions						
Checks and Payments - 79 items						
Bill Pmt -Check	03/19/2025	8250...	Prudential Overa...	X	-165.72	-165.72
Bill Pmt -Check	03/27/2025	8250...	Life Assist, Inc	X	-3,925.75	-4,091.47
Liability Check	03/27/2025	8250...	Nationwide Trust...	X	-3,117.46	-7,208.93
Liability Check	03/27/2025	8250...	United Summit F...	X	-1,455.35	-8,664.28
Bill Pmt -Check	03/27/2025	8250...	AZ Dept of Fore...	X	-1,021.50	-9,685.78
Bill Pmt -Check	03/27/2025	8250...	Orion Energy Inc.	X	-556.09	-10,241.87
Bill Pmt -Check	03/27/2025	8250...	APS	X	-392.82	-10,634.69
Bill Pmt -Check	03/27/2025	8250...	Burton's Fire Inc.	X	-376.29	-11,010.98
Bill Pmt -Check	03/27/2025	8250...	Optimum Busine...	X	-368.02	-11,379.00
Bill Pmt -Check	03/27/2025	8250...	Prudential Overa...	X	-82.86	-11,461.86
Liability Check	03/27/2025	8250...	5 Star Life Insur...	X	-34.67	-11,496.53
Check	03/27/2025	8250...	Preston Slayton	X	-25.00	-11,521.53
Check	04/03/2025	8250...	National Bank of...	X	-14,789.24	-26,310.77
Bill Pmt -Check	04/03/2025	8250...	Mountain Ts	X	-3,170.61	-29,481.38
Bill Pmt -Check	04/03/2025	8250...	Rush Truck	X	-3,057.56	-32,538.94
Bill Pmt -Check	04/03/2025	8250...	Hughes Fire Equ...	X	-2,563.54	-35,102.48
Bill Pmt -Check	04/03/2025	8250...	APS	X	-1,169.37	-36,271.85
Bill Pmt -Check	04/03/2025	8250...	Orion Energy Inc.	X	-1,139.06	-37,410.91
Bill Pmt -Check	04/03/2025	8250...	AT&T Mobility	X	-652.71	-38,063.62
Bill Pmt -Check	04/03/2025	8250...	NAPA	X	-541.36	-38,604.98
Bill Pmt -Check	04/03/2025	8250...	Optimum Busine...	X	-373.16	-38,978.14
Bill Pmt -Check	04/03/2025	8250...	Right Water Hau...	X	-220.00	-39,198.14
Bill Pmt -Check	04/03/2025	8250...	East Flagstaff F...	X	-208.72	-39,406.86
Bill Pmt -Check	04/03/2025	8250...	Prudential Overa...	X	-160.18	-39,567.04
Bill Pmt -Check	04/03/2025	8250...	QC Office	X	-50.99	-39,618.03
Bill Pmt -Check	04/03/2025	8250...	Burton's Fire Inc.	X	-38.04	-39,656.07
Bill Pmt -Check	04/03/2025	8250...	RWC International	X	-35.67	-39,691.74
Liability Check	04/09/2025		QuickBooks Pay...	X	-74,248.91	-113,940.65
Bill Pmt -Check	04/10/2025	8250...	Securis	X	-45,226.00	-159,166.65
Liability Check	04/10/2025	8250...	KAIROS Health ...	X	-22,654.00	-181,820.65
Liability Check	04/10/2025	EFT	Public Safety Re...	X	-13,117.25	-194,937.90
Liability Check	04/10/2025	EFT	United States Tr...	X	-10,713.04	-205,650.94
Liability Check	04/10/2025	EFT	Health Equity	X	-3,690.93	-209,341.87
Liability Check	04/10/2025	EFT	Voya Financial	X	-3,616.13	-212,958.00
Liability Check	04/10/2025	8250...	Nationwide Trust...	X	-2,449.74	-215,407.74
Liability Check	04/10/2025	EFT	Arizona State Re...	X	-2,392.62	-217,800.36
Bill Pmt -Check	04/10/2025	8250...	Executech	X	-2,370.17	-220,170.53
Liability Check	04/10/2025	EFT	Arizona Departm...	X	-2,124.09	-222,294.62
Liability Check	04/10/2025	8250...	United Summit F...	X	-1,372.77	-223,667.39
Bill Pmt -Check	04/10/2025	8250...	Peak Heart & Va...	X	-970.00	-224,637.39
Bill Pmt -Check	04/10/2025	8250...	Benefit Commer...	X	-760.00	-225,397.39
Bill Pmt -Check	04/10/2025	8250...	Doney Park Water	X	-725.01	-226,122.40
Bill Pmt -Check	04/10/2025	8250...	APS	X	-560.48	-226,682.88
Bill Pmt -Check	04/10/2025	8250...	Orion Energy Inc.	X	-386.49	-227,069.37
Bill Pmt -Check	04/10/2025	8250...	Niles Radio	X	-374.15	-227,443.52
Bill Pmt -Check	04/10/2025	8250...	Harper's Plumbing	X	-175.00	-227,618.52
Bill Pmt -Check	04/10/2025	8250...	Coconino Auto S...	X	-119.01	-227,737.53
Bill Pmt -Check	04/10/2025	8250...	Right Water Hau...	X	-110.00	-227,847.53
Bill Pmt -Check	04/10/2025	8250...	Crazy Country B...	X	-60.00	-227,907.53
Bill Pmt -Check	04/10/2025	8250...	DSB Distributing...	X	-18.98	-227,926.51
Bill Pmt -Check	04/16/2025	8250...	Coconino Comm...	X	-3,984.00	-231,910.51
Bill Pmt -Check	04/16/2025	8250...	East Flagstaff F...	X	-1,032.64	-232,943.15
Bill Pmt -Check	04/16/2025	8250...	Verizon Wireless	X	-546.95	-233,490.10
Bill Pmt -Check	04/16/2025	8250...	Optimum Busine...	X	-375.99	-233,866.09
Bill Pmt -Check	04/16/2025	8250...	Hughes Fire Equ...	X	-271.46	-234,137.55
Bill Pmt -Check	04/16/2025	8250...	UniSource Ener...	X	-218.80	-234,356.35
Bill Pmt -Check	04/16/2025	8250...	Rush Truck	X	-152.64	-234,508.99
Bill Pmt -Check	04/16/2025	8250...	Directv	X	-112.99	-234,621.98
Bill Pmt -Check	04/16/2025	8250...	Prudential Overa...	X	-72.67	-234,694.65
Check	04/17/2025	8250...	Warren Kyle Davis	X	-205.00	-234,899.65
Check	04/17/2025	EFT	Arizona Departm...	X	-130.61	-235,030.26
Liability Check	04/23/2025		QuickBooks Pay...	X	-85,329.02	-320,359.28
Liability Check	04/24/2025	EFT	Public Safety Re...	X	-15,974.11	-336,333.39
Liability Check	04/24/2025	EFT	United States Tr...	X	-13,500.54	-349,833.93
Liability Check	04/24/2025	EFT	Voya Financial	X	-3,868.18	-353,702.11

Summit Fire District Reconciliation Detail 101 County Treasurer, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Liability Check	04/24/2025	EFT	Health Equity	X	-3,690.93	-357,393.04
Bill Pmt -Check	04/24/2025	8250...	Executech	X	-3,563.37	-360,956.41
Liability Check	04/24/2025	8250...	Nationwide Trust...	X	-3,027.51	-363,983.92
Liability Check	04/24/2025	8250...	Principal Life Ins...	X	-2,558.68	-366,542.60
Liability Check	04/24/2025	EFT	Arizona Departm...	X	-2,491.19	-369,033.79
Liability Check	04/24/2025	EFT	Arizona State Re...	X	-2,392.62	-371,426.41
Bill Pmt -Check	04/24/2025	8250...	Personnel Safet...	X	-385.17	-371,811.58
Bill Pmt -Check	04/24/2025	8250...	Optimum Busine...	X	-368.09	-372,179.67
Bill Pmt -Check	04/24/2025	8250...	UniSource Ener...	X	-264.74	-372,444.41
Bill Pmt -Check	04/24/2025	8250...	City of Flagstaff	X	-117.98	-372,562.39
Bill Pmt -Check	04/24/2025	8250...	Right Water Hau...	X	-110.00	-372,672.39
Bill Pmt -Check	04/24/2025	8250...	Prudential Overa...	X	-72.67	-372,745.06
Liability Check	04/24/2025	8250...	5 Star Life Insur...	X	-34.67	-372,779.73
Bill Pmt -Check	04/24/2025	8250...	Sonora Quest	X	-12.34	-372,792.07
Total Checks and Payments					-372,792.07	-372,792.07
Deposits and Credits - 86 items						
Deposit	03/27/2025			X	9,933.39	9,933.39
Deposit	04/04/2025			X	7,921.45	17,854.84
Deposit	04/04/2025			X	1,676,930.84	1,694,785.68
Deposit	04/07/2025			X	1,058.00	1,695,843.68
Transfer	04/10/2025			X	2,302.95	1,698,146.63
Transfer	04/10/2025			X	2,841.59	1,700,988.22
Transfer	04/10/2025			X	4,178.30	1,705,166.52
Transfer	04/10/2025			X	5,242.15	1,710,408.67
Transfer	04/10/2025			X	11,099.80	1,721,508.47
Deposit	04/16/2025			X	10,174.04	1,731,682.51
Deposit	04/21/2025			X	1,174.82	1,732,857.33
Deposit	04/23/2025			X	100.00	1,732,957.33
Paycheck	04/24/2025	7093...	Kester, Alan	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Harrison, Maguire	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Fennema, Vivian L	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Hernandez, Fern...	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Davis, Warren K	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Hodges, McNeil	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Schieffer, Tamm...	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Hunt, Gannon	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Jokkel, Kyle	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Zambeck, Christ...	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Luna, Carlos L.	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Walsh, Brian M	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Modrell, Ian P.	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Unmacht III, Ja...	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Morse, Zachary	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Swatzell, Brandon	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Palm, Torsten H.	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Stalvey, Adam	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Pickett, Michael E.	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Snively, Nanea	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Riggs, Elliott A	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Slayton, Preston P	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Robinson, Case...	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Russo, David B.	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Schmidt, Wesley	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Harper, Tyler	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Gibbs, Reuben L.	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Gibbs, Matthew L	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Gia, Brandon	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Fisk, Benjamin J.	X	0.00	1,732,957.33
Paycheck	04/24/2025	7093...	Drennan, Steven	X	0.00	1,732,957.33
Paycheck	04/24/2025	7092...	Collins, James	X	0.00	1,732,957.33
Paycheck	04/24/2025	7092...	Christian III, Nik...	X	0.00	1,732,957.33
Paycheck	04/24/2025	7092...	Brooks, Robert W	X	0.00	1,732,957.33
Paycheck	04/24/2025	7092...	Black, William A	X	0.00	1,732,957.33
Paycheck	04/24/2025	7092...	Bain, Chuck A.	X	0.00	1,732,957.33
Paycheck	04/24/2025	7092...	Allen, Michael W.	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Hunt, Gannon	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Schieffer, Tamm...	X	0.00	1,732,957.33

Summit Fire District Reconciliation Detail 101 County Treasurer, Period Ending 04/30/2025

Type	Date	Nun	Name	Clr	Amount	Balance
Paycheck	05/08/2025	7093...	Pickett, Michael E.	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Schmidt, Wesley	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Palm, Torsten H.	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Slayton, Preston P	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Morse, Zachary	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Snively, Nanea	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Modrell, Ian P.	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Stalvey, Adam	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Luna, Carlos L.	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Swatzell, Brandon	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Kester, Alan	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Unmacht III, Ja...	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Jokkel, Kyle	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Walsh, Brian M	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Hodges, McNeil	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Hernandez, Fern...	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Harrison, Maguire	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Harper, Tyler	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Zambeck, Christ...	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Robinson, Case...	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Russo, David B.	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Davis, Warren K	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Fennema, Vivian L	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Riggs, Elliott A	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Allen, Michael W.	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Bain, Chuck A.	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Black, William A	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Brooks, Robert W	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Christian III, Nik...	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Collins, James	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Gibbs, Reuben L.	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Gibbs, Matthew L	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Gia, Brandon	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Fisk, Benjamin J.	X	0.00	1,732,957.33
Paycheck	05/08/2025	7093...	Drennan, Steven	X	0.00	1,732,957.33
Total Deposits and Credits					1,732,957.33	1,732,957.33
Total Cleared Transactions					1,360,165.26	1,360,165.26
Cleared Balance					1,360,165.26	4,837,298.57
Uncleared Transactions						
Checks and Payments - 11 items						
Check	03/07/2024	8240...	Elliott Riggs		-46.00	-46.00
General Journal	01/31/2025	colon...			-260.14	-306.14
Bill Pmt -Check	03/06/2025	8250...	East Flagstaff F...		-25.00	-331.14
Bill Pmt -Check	03/19/2025	8250...	East Flagstaff F...		-177.56	-508.70
Bill Pmt -Check	04/16/2025	8250...	Arizona Fire Dist...		-1,319.50	-1,828.20
Check	04/17/2025	8250...	Alan Kester-		-205.00	-2,033.20
Bill Pmt -Check	04/24/2025	8250...	Mountain Ts		-1,801.35	-3,834.55
Liability Check	04/24/2025	8250...	United Summit F...		-1,372.77	-5,207.32
Bill Pmt -Check	04/24/2025	8250...	Firetrucks Unlimi...		-1,228.66	-6,435.98
Bill Pmt -Check	04/24/2025	8250...	Linde Gas & Equ...		-372.37	-6,808.35
Bill Pmt -Check	04/24/2025	8250...	QC Office		-359.73	-7,168.08
Total Checks and Payments					-7,168.08	-7,168.08
Deposits and Credits - 2 items						
General Journal	02/01/2025	colon...			260.14	260.14
Deposit	04/28/2025				13,931.70	14,191.84
Total Deposits and Credits					14,191.84	14,191.84
Total Uncleared Transactions					7,023.76	7,023.76
Register Balance as of 04/30/2025					1,367,189.02	4,844,322.33

2:57 PM

05/06/25

Summit Fire District
Reconciliation Detail
101 County Treasurer, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 20 items						
Bill Pmt -Check	05/01/2025	8250...	LN Curtis & Sons		-3,120.00	-3,120.00
Bill Pmt -Check	05/01/2025	8250...	APS		-1,388.73	-4,508.73
Bill Pmt -Check	05/01/2025	8250...	Life Assist, Inc		-1,219.86	-5,728.59
Bill Pmt -Check	05/01/2025	8250...	Rush Truck		-1,053.60	-6,782.19
Liability Check	05/01/2025	8250...	AFLAC		-806.48	-7,588.67
Bill Pmt -Check	05/01/2025	8250...	Optimum Busine...		-373.16	-7,961.83
Bill Pmt -Check	05/01/2025	8250...	Right Water Hau...		-222.00	-8,183.83
Bill Pmt -Check	05/01/2025	8250...	Orion Energy Inc.		-154.47	-8,338.30
Bill Pmt -Check	05/01/2025	8250...	Hughes Fire Equ...		-153.99	-8,492.29
Bill Pmt -Check	05/01/2025	8250...	Prudential Overa...		-145.34	-8,637.63
Bill Pmt -Check	05/01/2025	8250...	Crazy Country B...		-50.00	-8,687.63
Liability Check	05/07/2025		QuickBooks Pay...		-84,415.98	-93,103.61
Liability Check	05/08/2025	EFT	Public Safety Re...		-15,401.42	-108,505.03
Liability Check	05/08/2025	EFT	United States Tr...		-13,153.68	-121,658.71
Liability Check	05/08/2025	EFT	Voya Financial		-3,949.47	-125,608.18
Liability Check	05/08/2025	EFT	Health Equity		-3,690.93	-129,299.11
Liability Check	05/08/2025	8250...	Nationwide Trust...		-2,722.31	-132,021.42
Liability Check	05/08/2025	EFT	Arizona Departm...		-2,396.34	-134,417.76
Liability Check	05/08/2025	EFT	Arizona State Re...		-2,392.62	-136,810.38
Liability Check	05/08/2025	8250...	United Summit F...		-1,372.77	-138,183.15
Total Checks and Payments					-138,183.15	-138,183.15
Total New Transactions					-138,183.15	-138,183.15
Ending Balance					1,229,005.87	4,706,139.18

Deposit Summary

5/6/2025 2:55 PM

Summit Fire District

Summary of Deposits to 101 County Treasurer on 04/04/2025

Chk No.	PmtMethod	Rcd From	Memo	Amount
	E-Check		April 2025 taxes	1,601,611.42
	E-Check		April Del taxes	1,039.38
	E-Check		FDAT April	74,280.04

Less Cash Back:

Deposit Total: 1,676,930.84

2:05 PM

05/06/25

Summit Fire District
Reconciliation Summary
136 Westside Capital Fund, Period Ending 04/30/2025

	<u>Apr 30, 25</u>	
Beginning Balance		446,657.89
Cleared Transactions		
Checks and Payments - 1 item	-447,641.97	
Deposits and Credits - 1 item	984.08	
	<u> </u>	
Total Cleared Transactions	-446,657.89	
	<u> </u>	
Cleared Balance		<u>0.00</u>
Register Balance as of 04/30/2025		0.00
Ending Balance		0.00

Westside Capital
- Closed -

Reconciled 5/6/25 Y

Deposit Summary

5/6/2025 2:00 PM

Summit Fire District

Summary of Deposits to 136 Westside Capital Fund on 04/04/2025

Chk No.	PmtMethod	Rcd From	Memo	Amount
	E-Check		Interest from April 2025	984.08

Less Cash Back:

Deposit Total: 984.08

2:06 PM

05/06/25

Summit Fire District
Reconciliation Summary
120 Capital Fund, Period Ending 04/30/2025

	<u>Apr 30, 25</u>
Beginning Balance	247,550.15
Cleared Transactions	
Deposits and Credits - 2 items	<u>448,187.37</u>
Total Cleared Transactions	<u>448,187.37</u>
Cleared Balance	<u><u>695,737.52</u></u>
Register Balance as of 04/30/2025	695,737.52
Ending Balance	695,737.52

Capital Fund
Reconciled 5/6/25 y

2:06 PM

05/06/25

Summit Fire District
Reconciliation Detail
120 Capital Fund, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						247,550.15
Cleared Transactions						
Deposits and Credits - 2 items						
Transfer	03/18/2025			X	447,641.97	447,641.97
Deposit	04/04/2025			X	545.40	448,187.37
Total Deposits and Credits					448,187.37	448,187.37
Total Cleared Transactions					448,187.37	448,187.37
Cleared Balance					448,187.37	695,737.52
Register Balance as of 04/30/2025					448,187.37	695,737.52
Ending Balance					448,187.37	695,737.52

2:15 PM

05/06/25

**Summit GO Bond Account
Reconciliation Summary**
300315 Debt Services Account, Period Ending 04/30/2025

	Apr 30, 25
Beginning Balance	126,537.75
Cleared Transactions	
Deposits and Credits - 1 item	64,104.36
Total Cleared Transactions	64,104.36
Cleared Balance	<u>190,642.11</u>
Register Balance as of 04/30/2025	190,642.11
Ending Balance	190,642.11

Go Bond

Reconciled 5/6/25 Y

Deposit Summary

5/6/2025 2:13 PM

Summit GO Bond Account

Summary of Deposits to 300315 Debt Services Account on 04/04/2025

Chk No.	PmtMethod	Red From	Memo	Amount
	E-Check		April 2025 Tax collected	64,064.47
	E-Check		April 2025 Del tax collected	39.89

Less Cash Back:

Deposit Total: 64,104.36

2:08 PM

05/06/25

**SFMD Contingency Fund
Reconciliation Summary**
Coconino County Treasurer, Period Ending 04/30/2025

	<u>Apr 30, 25</u>
Beginning Balance	1,777,204.90
Cleared Balance	1,777,204.90
Register Balance as of 04/30/2025	1,777,204.90
Ending Balance	1,777,204.90

Contingency fund

Reconciled 5/6/25 Y

Summit Fire District
Reconciliation Summary
150 Emergency Fund, Period Ending 04/30/2025

	Apr 30, 25
Beginning Balance	374,200.93
Cleared Transactions	
Deposits and Credits - 1 item	824.44
Total Cleared Transactions	824.44
Cleared Balance	375,025.37
Register Balance as of 04/30/2025	375,025.37
Ending Balance	375,025.37

Emergency Fund

Reconciled 5/6/25

1:50 PM

05/06/25

Summit Fire District
Reconciliation Summary
102 OWA Account, Period Ending 04/30/2025

	Apr 30, 25
Beginning Balance	265,954.97
Cleared Transactions	
Checks and Payments - 5 items	-25,664.79
Deposits and Credits - 1 item	585.96
Total Cleared Transactions	-25,078.83
Cleared Balance	<u>240,876.14</u>
Register Balance as of 04/30/2025	<u>240,876.14</u>
Ending Balance	240,876.14

OWA Acct

Reconciled 5/6/25

1:50 PM

05/06/25

Summit Fire District
Reconciliation Detail
102 OWA Account, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						265,954.97
Cleared Transactions						
Checks and Payments - 5 items						
Transfer	04/10/2025			X	-11,099.80	-11,099.80
Transfer	04/10/2025			X	-5,242.15	-16,341.95
Transfer	04/10/2025			X	-4,178.30	-20,520.25
Transfer	04/10/2025			X	-2,841.59	-23,361.84
Transfer	04/10/2025			X	-2,302.95	-25,664.79
Total Checks and Payments					-25,664.79	-25,664.79
Deposits and Credits - 1 item						
Deposit	04/04/2025			X	585.96	585.96
Total Deposits and Credits					585.96	585.96
Total Cleared Transactions					-25,078.83	-25,078.83
Cleared Balance					-25,078.83	240,876.14
Register Balance as of 04/30/2025					-25,078.83	240,876.14
Ending Balance					-25,078.83	240,876.14

11:27 AM

05/01/25

Summit Fire District
Reconciliation Summary
105 Petty Cash, Period Ending 04/30/2025

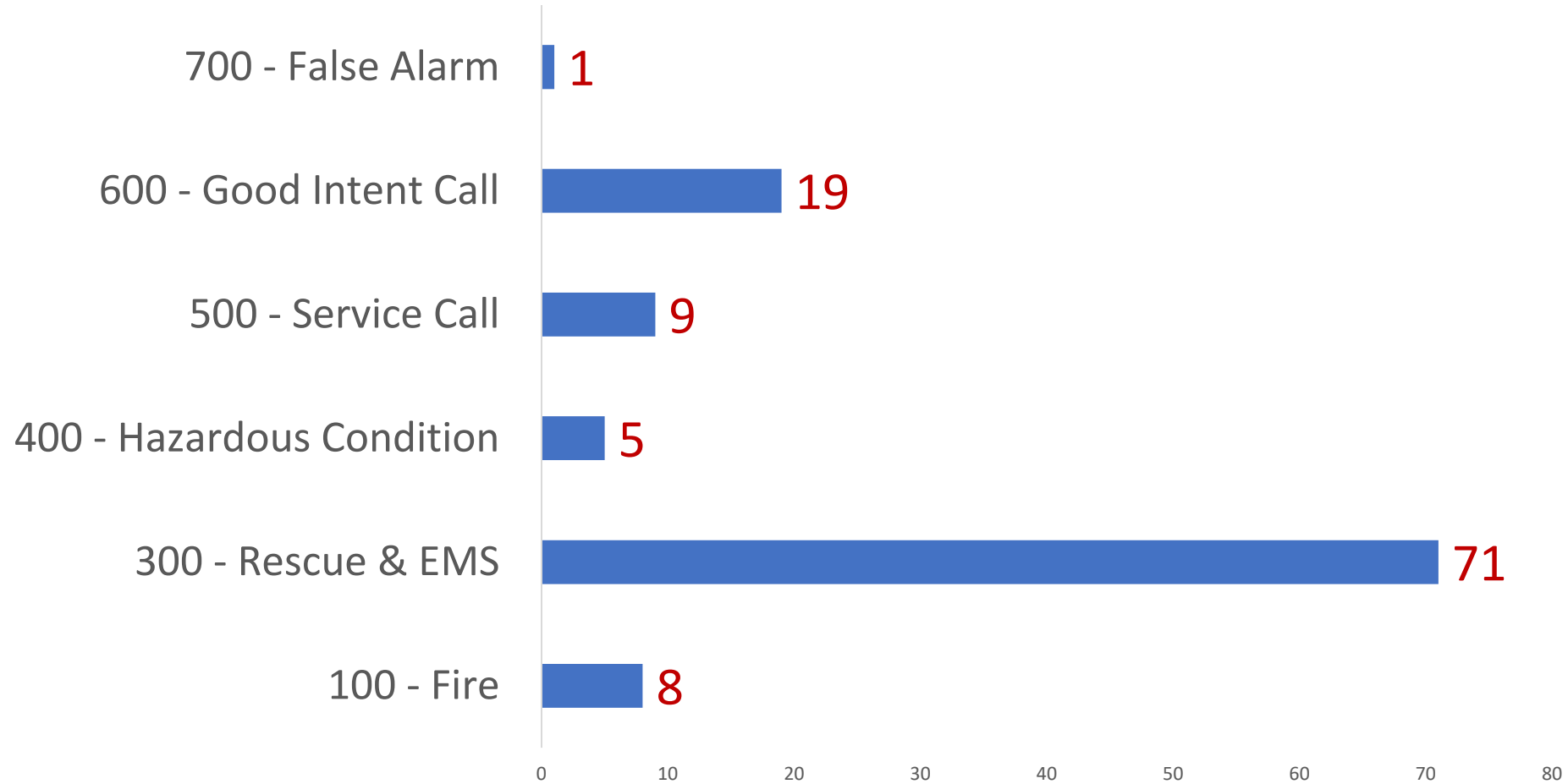
	Apr 30, 25
Beginning Balance	555.18
Cleared Transactions	
Checks and Payments - 1 item	-100.00
Deposits and Credits - 1 item	100.00
Total Cleared Transactions	0.00
Cleared Balance	555.18
Register Balance as of 04/30/2025	555.18
Ending Balance	555.18

Reconciled 5/1/25
Tammy

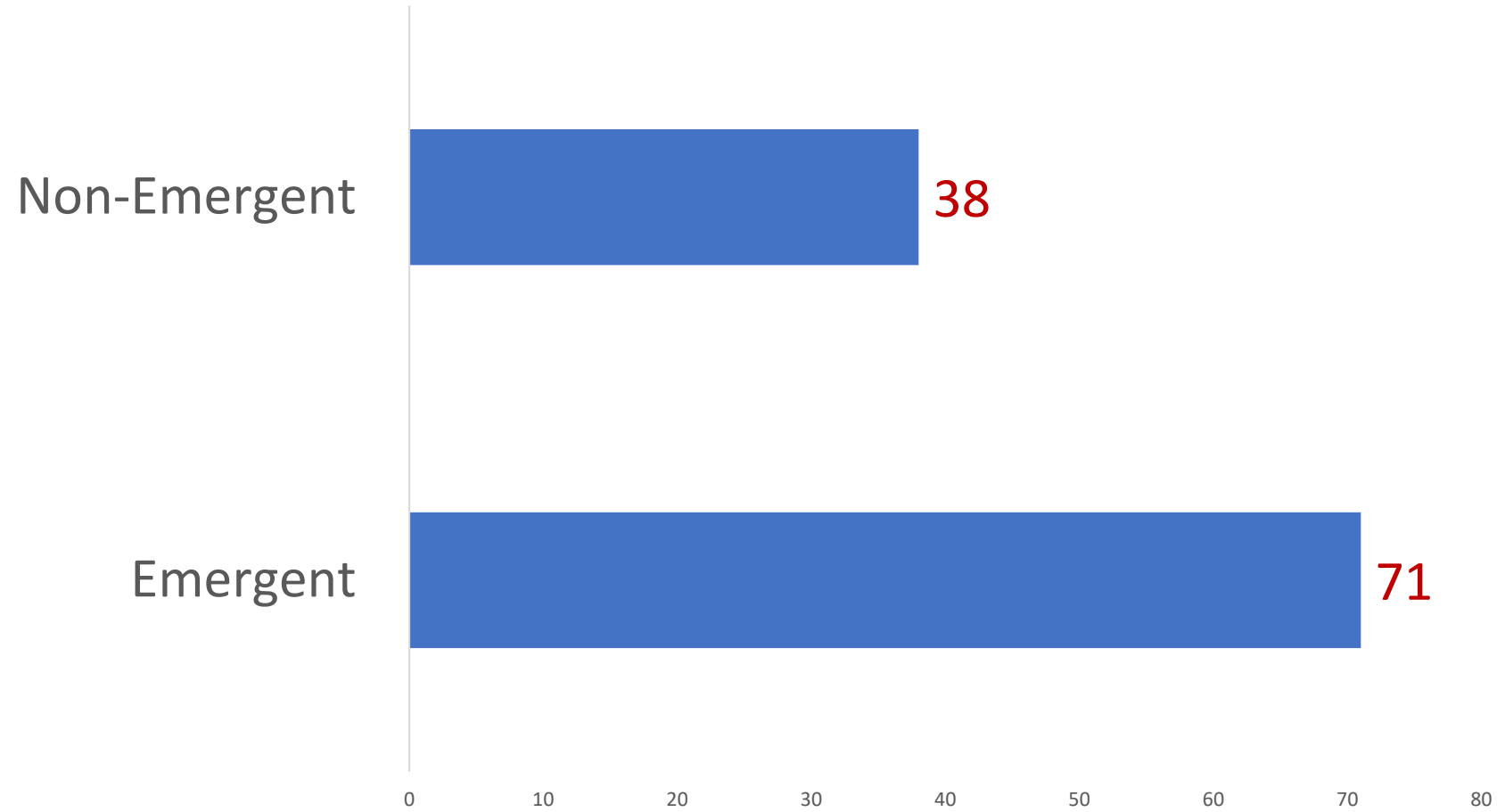
SFMD BC Run Report

April 2025 Statistics

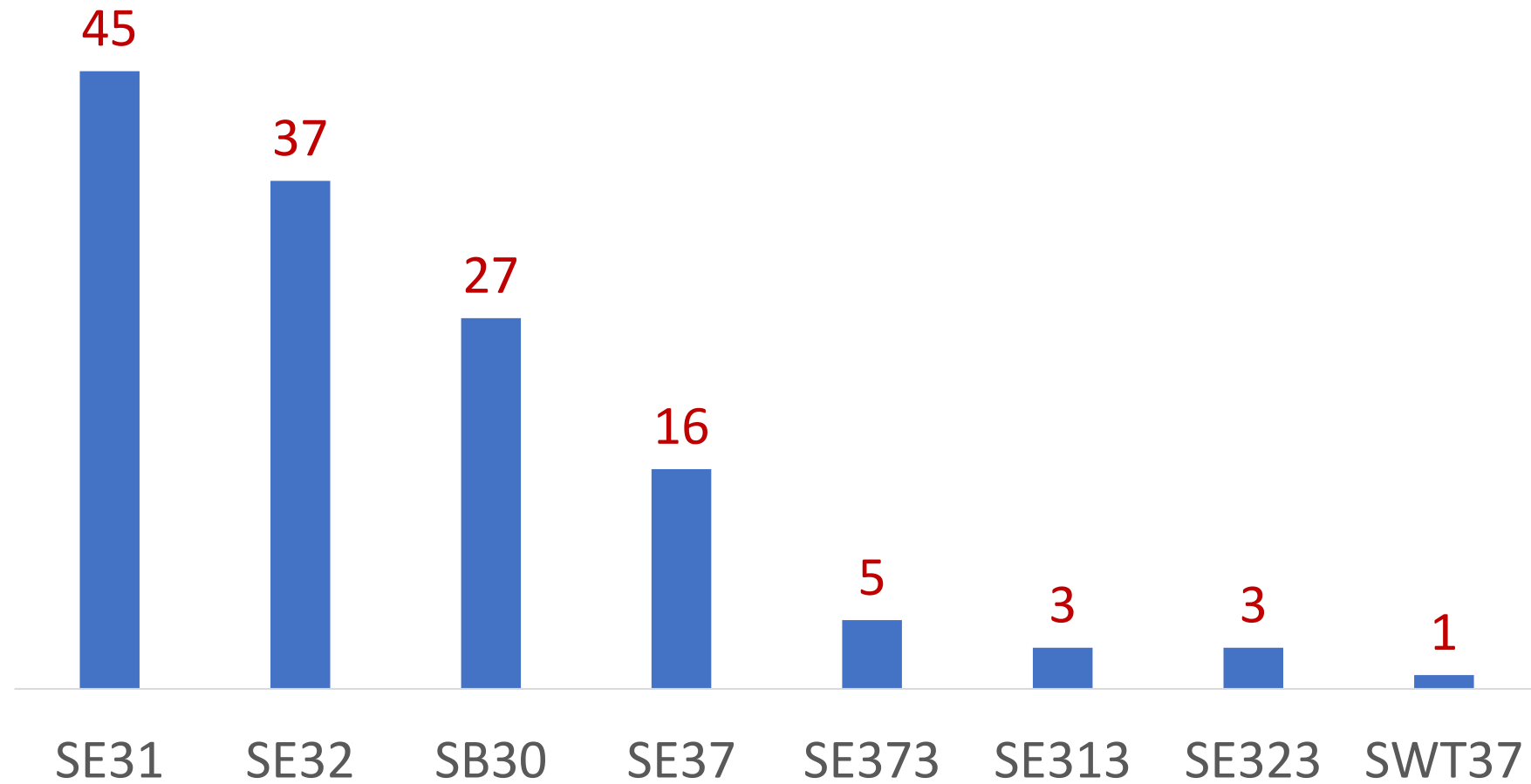
Total Incidents 113



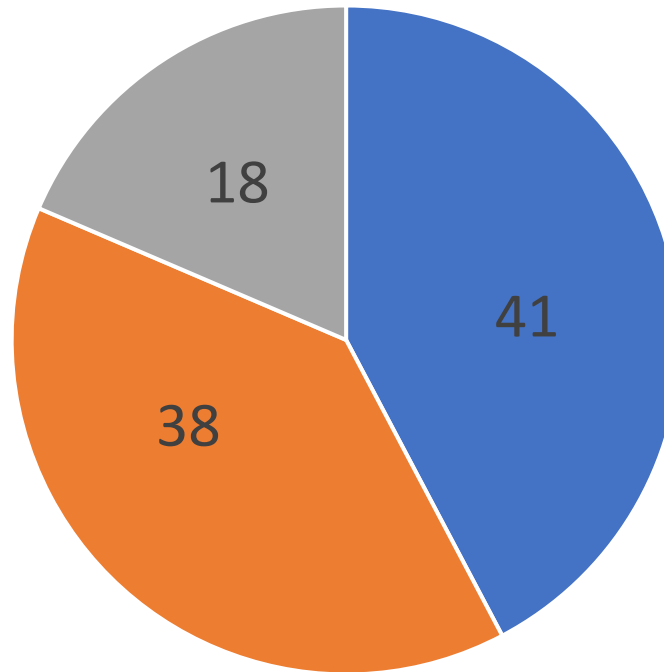
Priority



Total Runs by Unit

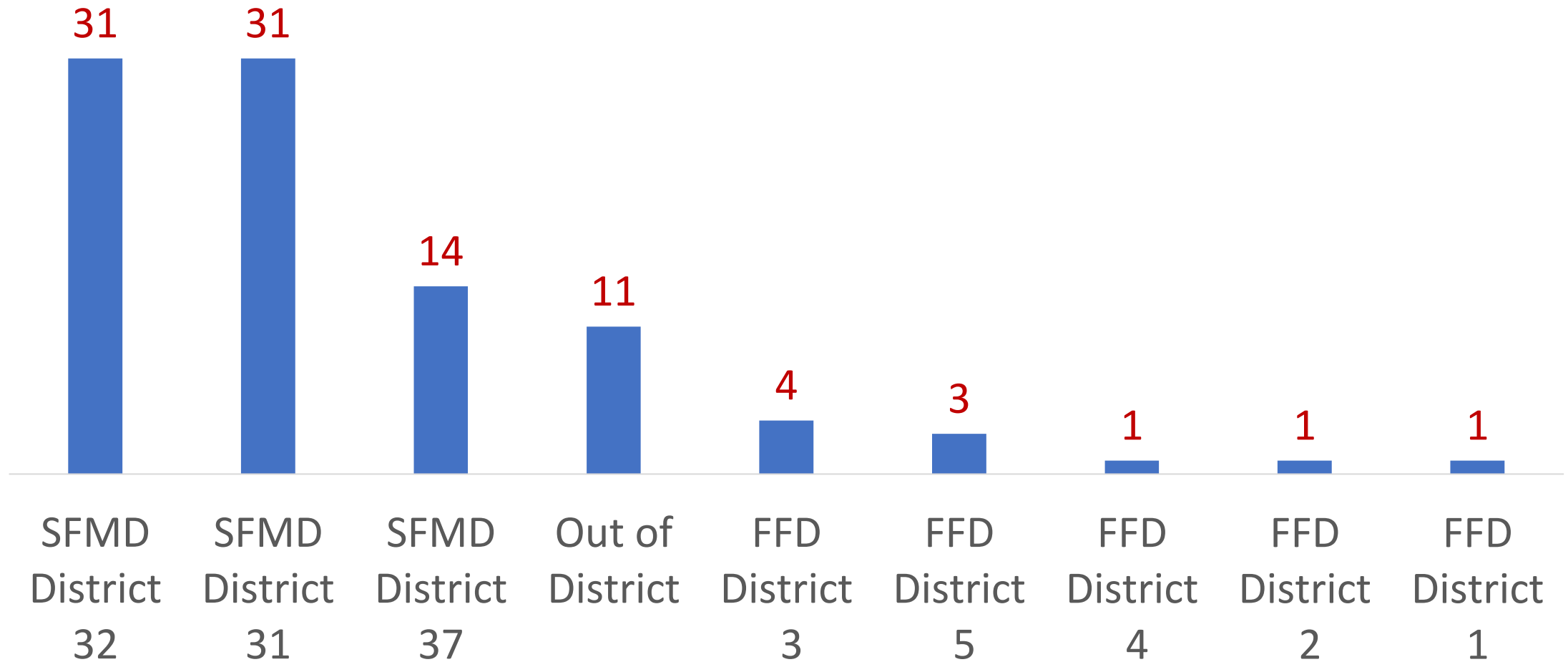


Total Incidents by Station

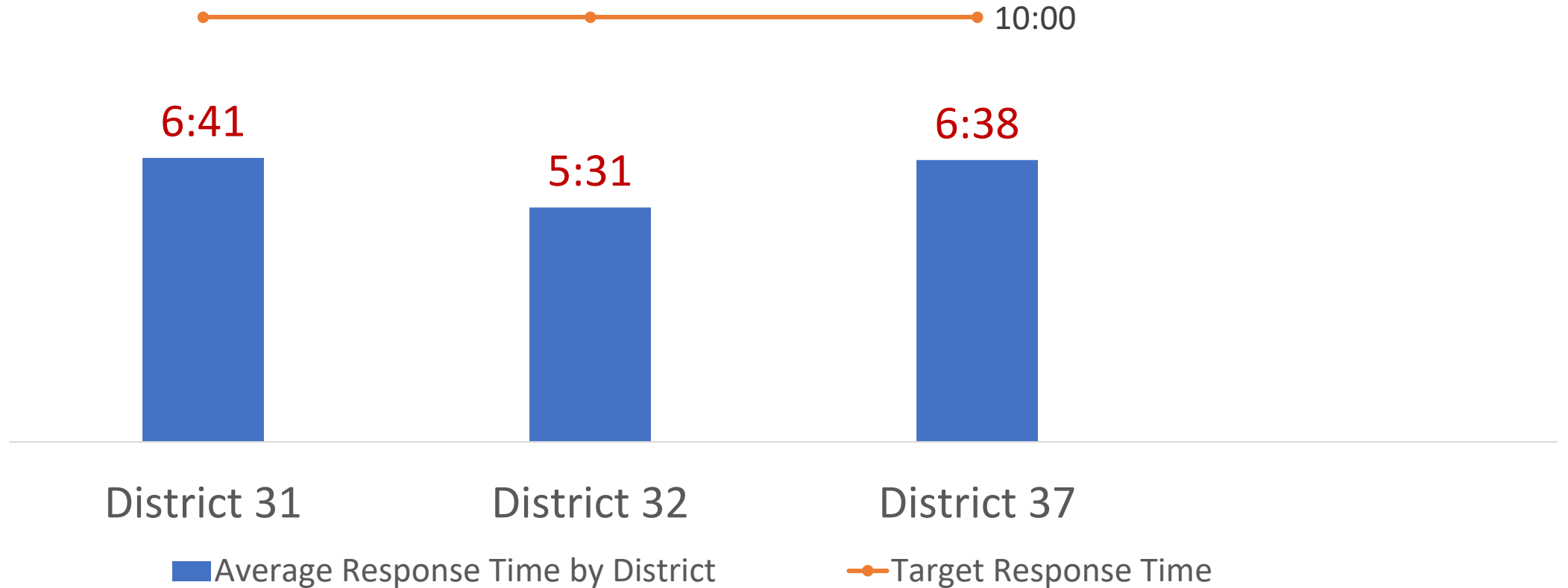


■ Station 31 ■ Station 32 ■ Station 37

Incident Count by District

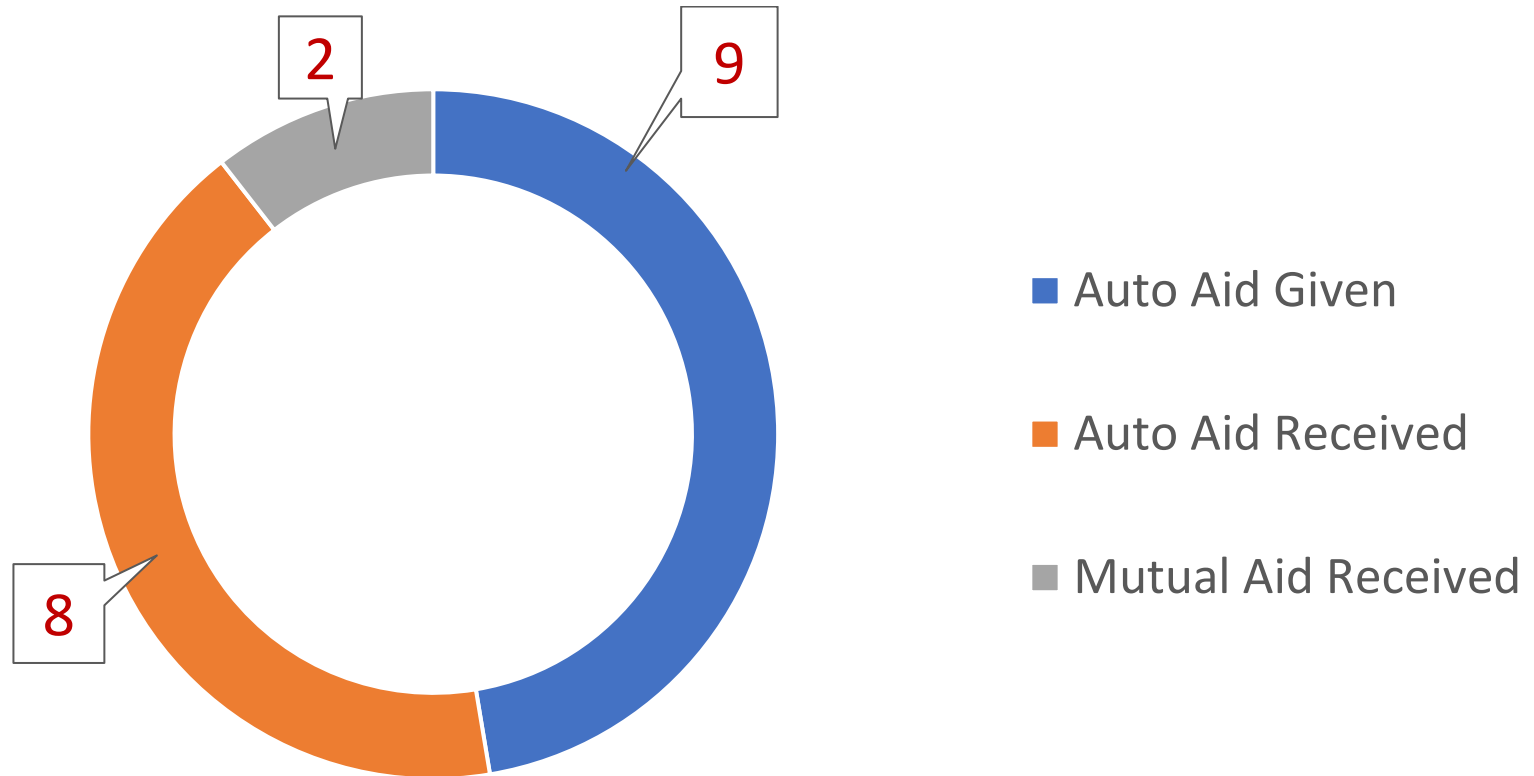


Average Response Time by District



Auto Aid & Mutual Aid

Given & Received



Action – 7a

To: SFMD Fire Board

From: SFMD Administration

Date: May 21, 2025

Title: Review, discuss and possible action on the JPA Feasibility Study as presented by AP Triton Division Manager, David Rocha.

Recommended Action: Board to provide clarity as to the direction Summit Fire & Medical District should pursue going forward.

Action Summary: AP Triton was hired to perform a feasibility study on the possibility of a Joint Powers Authority between the Flagstaff Fire Department and Summit Fire & Medical District. After many months of data research and analysis, their findings will be presented to the Board for consideration.

Financial Impacts: The funding of a collaboration of this magnitude is the main challenge of this possible venture.

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

Attachments: AP Triton- JPA Presentation

Suggested Motion Board decision.



AP TRITON
VISION • INNOVATION • SOLUTIONS

VISION • INNOVATION • SOLUTIONS
AP TRITON

Joint Powers Authority Feasibility Study

**City of Flagstaff Fire Department
and
Summit Fire & Medical District**

May 2025



Background

- Intergovernmental Agreement (IGA) approved January 2016
 - Initial 2-year term
 - Detailed review of effectiveness after the first year
- Amended to extend to a 3-year term in 2018
- New IGA in October 2018
 - Initial 5-year term
 - Annual review of effectiveness
 - Update Flagstaff City Council and Fire District Board annually
- The current IGA Extension is through September 2025

2017 Feasibility Analysis

- Analysis of the continuation of the Intergovernmental Agreement
 - Completed in November 2017
 - Prepared by Public Safety Research Group (PSRG)
- Scope of Work
 - Met with City and Fire District representatives to discuss pilot results
 - Evaluated mid-pilot staff report from FFD
 - Provided fiscal and operational analysis of extending IGA
 - Made recommendations that best meet the mutual and equitable benefit of the City and SFMD
- Identified potential for Joint Powers Authority (JPA)



2024 JPA Feasibility Study

- In August 2022, the City met with Summit Fire & Medical Board to discuss a study.
- A joint team crafted the request for proposal (RFP).
- In April 2023, an RFP was issued to conduct a feasibility study to determine if there are costs and service benefits to consolidate all or some of the current services into a newly formed Joint Power Authority. Alternatively, should the intergovernmental agreements be amended?
- In January 2024, AP Triton was retained to conduct the study



AP Triton's Scope of Work

- Evaluate the consolidation of all or some of the current services
- Conduct meetings with stakeholder groups
- Determine the cost of the level of service provided
- Evaluate each department's operations, administration, systems, etc.
- Conduct a site survey of the fire organization (station, buildings, etc.)
- Identify three options with one recommendation and implementation plan



Included in Report

- Overview of Communities and Fire Agencies
- Management, Staffing & Personnel Explanation
- Financial Review
- Capital Facilities & Equipment Evaluation
- Review of Programs & Services
- Historic Service Delivery & Performance Analysis
- Community Risk Assessment
- General Findings, Observations, & Recommendations
- Partnering & Consolidation Strategies

Critical Issues Identified

Critical Issue	Description
Staffing	Need for operations and administrative support personnel.
Unit Hour Utilization	Several FFD units exceed 25% which is an indication of system stress.
Recruitment & Retention	Difficulty related to the region's high cost of housing and living.
Unfunded Capital Needs	Needs for both agencies exceed revenue capacity.
Succession Planning	Future leaders need to be developed before the retirement of senior staff members.



Combined Organizational Features

- Both departments provide traditional fire protection, wildland firefighting, and medical first-response (MFR) services
- Each department has similar baseline department policies, rules, and standard operating guidelines (SOGs) related to their various administrative responsibilities, operational tasks, and training
- Both departments utilize the same greater Flagstaff region entry-level firefighter testing process and regional recruit academy
- Represented by the International Association of Firefighters (IAFF) Local 1505 with an Organizational Collaboration Process in place
- As part of IGA, both share a senior management team

Staffing & Personnel

- The level of administrative support staff in FFD is low, especially given the contract for administrative support services
- The wages and benefits paid to the employees of the two fire agencies would need to be considered as part of any integration

Position	FFD	SFMD	Diff
Captain	\$90,838	\$75,947	-16%
Engineer/Apparatus Operator	\$76,170	\$65,377	-14%
Firefighter/Paramedic	N/A	\$63,735	N/A
Firefighter/EMT	\$60,710	\$56,735	-7%

- Benefits packages between the districts revealed significant similarities
- Both agencies have a 56-hour workweek (48/96) and same schedule
- The average number of years of service FFD = 10.8 years & SFMD = 9.4 years



Financial Review

- Funded PSPRS unfunded liability via Certificates of Participation
- FFD budget exceeds City's property tax revenue
- SMFD authorized levy collection rate of \$3.50 per \$100 of assessed value in FY2024 (\$3.75 maximum)
- FFD notably increased in certain years due to capital purchases and insurance changes
- SMFD has no formal capital improvement & replacement plan

Capital Facilities & Equipment

Station	Square Footage	Apparatus Bays	Available Beds	General Condition	Station Age
Flagstaff Fire Stations					
Station 1	8,620	2	6	Good	17 years
Station 2	14,630	5	7	Good	14 years
Station 3	9,520	3	6	Good	15 years
Station 4	5,600	2	5	Fair	37 years
Station 5	8,620	2	6	Good	16 years
Station 6	9,000	2	6	Fair	27 years
Summit Fire Stations					
Station 31	5,000	2	4	Good	18 years
Station 32	4,000	6	4	Good	25 years
Station 33*	4,000	3	3	Poor	54 years
Station 37	3,676	3	4	Good	22 years
Grand Totals:	68,666	32 bays	51 beds	Average:	25 years

*Station is currently closed and excluded from the total square footage.



Capital Facilities & Equipment

- FFD's apparatus, command vehicles, and staff cars ranged from good to excellent
- Flagstaff Fleet Division maintains all city vehicles, including FFD apparatus.
- SMFD ranged from poor to excellent, with Type 1 Engines being poor to good
- Summit Fire & Medical District provides service and maintenance utilizing qualified EVT

Device Brand & Models	FFD	SFMD	Totals
ZOLL® X-Series® Advanced	12	0	12
ZOLL® X-Series® Monitor/Defibrillator	3	6	9
ZOLL® AED Pro®	10	0	10

51

Manufacturer & Models	FFD	SFMD	Totals
Scott™ Air-Pak™ X3 Pro	73	0	73
Scott™ Air-Pak™ X3	0	25	25
Scott™ RIT-Pak III System	11	4	15

2

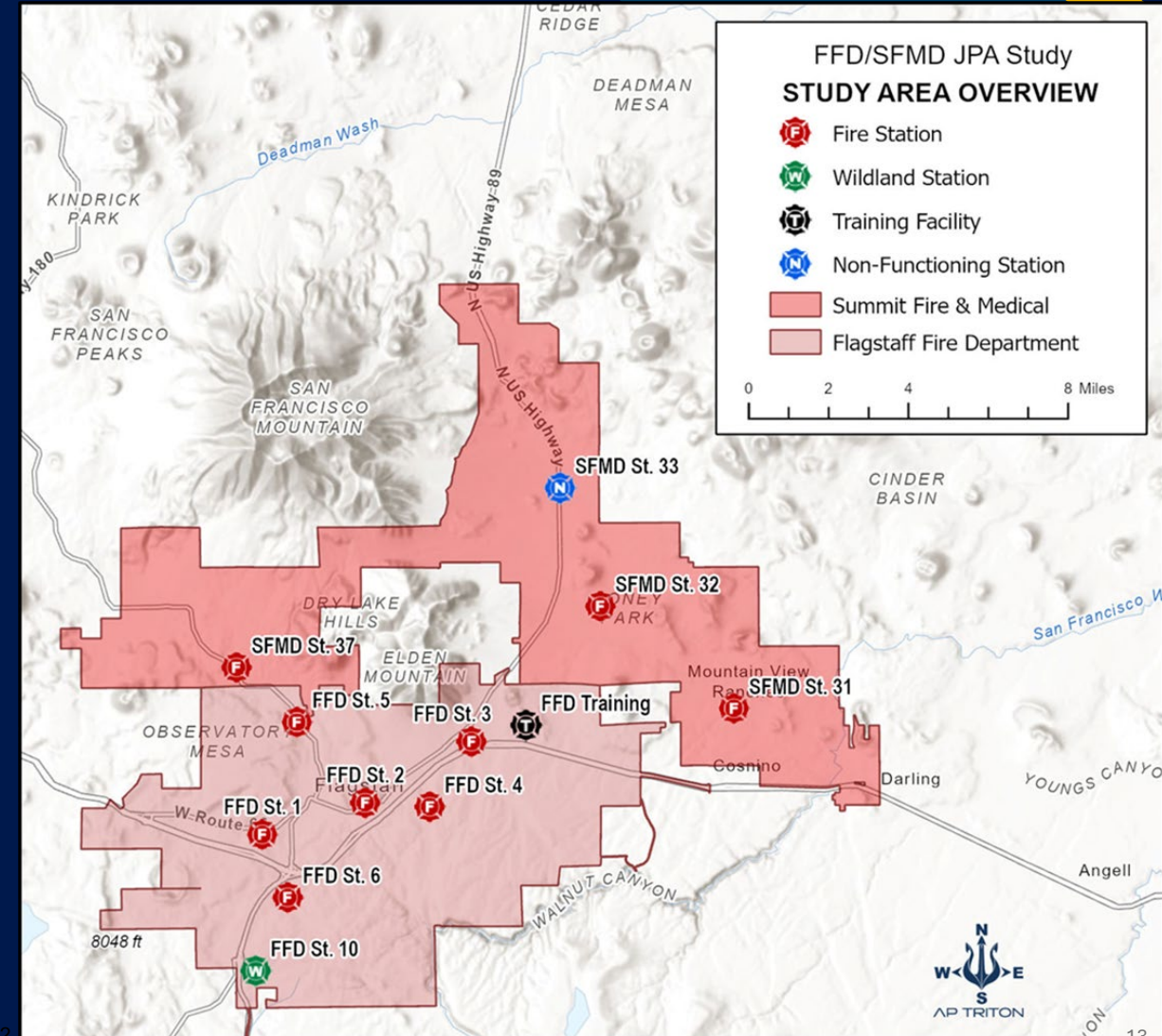
Historic Service Delivery & Performance

Increases in service demand over the past 5 years

July and September were the busiest months

Addition of a 12-hour peak demand unit at FFD Station 1 & Station 6

Service demand projections demonstrated a 79% growth for FFD and 47% for SMFD through 2040



National Standards Compliance Review



- Neither fire agency met the NFPA 1710 standards for response performance
- Both FFD and SFMD have adopted response time objectives that are reported
- SFMD tended to have substantially longer response times due to distances and geography



Review of EMS Delivery System

Similarities

- EMT basic trained with a minimum staffing of one (1) Paramedic. Advanced Life Support (ALS) level
- Northern Arizona Healthcare provides medical oversight & direction
- Guardian Medical Transport
- ESO software system for reporting
- Established quality assurance programs
- Defined EMS budgets
- Emergency Medical Dispatch through Flagstaff Police Communication Center



Support Programs

- Both agencies contribute funds to the *Training Program*
 - FFD proportional amount has increased over past few years (i.e. Regional Training Officer position)
 - Improved documentation for training is recommended
- As the largest agency in the region, FFD maintains a regional *hazardous response team*, has developed a comprehensive approach to managing *wildland fire* risks, provides *fire investigations*, and *technical rescue services*.
- *Both departments have active community outreach programs*



Recommendations

- Review current operations staffing *Policies and Procedures* to ensure they accurately reflect current practices
- Update the *Strategic Plan*
- Consider the potential for assuming *ARFF Operations & Services* at the airport
- Staff at least one of the Quints (Q-1 or Q-3)

Partnering & Consolidation Strategies

Strategy 1: Maintain the Status Quo

Strategy 2: Expanding Contract for Services

Strategy 3: Joint Powers Authority

Strategy 4: Legal Consolidation

Strategy 1: Maintain the Status Quo

- The two fire agencies could continue as separate entities and not undertake any further partnering opportunities.
- The status quo would be to continue the existing interlocal agreement for shared services or become separate organizations operating independently.
- Opportunities for efficiency—either financial or at the service level—through greater collaboration are not realized.
- Provides each jurisdiction with the most organizational control (autonomy).

Strategy 2: Expanding Contract for Services

- One fire department is contracting with the other to provide fire and emergency services within its jurisdiction.
- Operationally, the efficiency of this method is moderate, as service delivery can improve through contractual obligations, but the entities remain legally separate.
- Community impact is neutral to positive, with potential improvements in service levels.
- Levels of Collaboration include Administrative, Functional, and Operational.



Strategy 3: Joint Powers Authority

- A formal agreement between the two entities. It does not require voter approval.
- The efficiency of a JPA is high, as resource sharing and coordinated operations can improve service.
- There is potential for cost savings through shared resources and joint procurement, though some duplication of administrative functions may persist.
- Clear governance structures and decision-making processes are needed to avoid conflicts and ensure effective collaboration.

Strategy 4: Legal Consolidation

- Legal Consolidation involves dissolving the existing entities and forming a new fire district that serves the combined communities.
- Legal procedures include drafting a consolidation agreement, governing body approval, holding public hearings, and conducting an election in both jurisdictions.
- Requires comprehensive planning and stakeholder engagement to address potential challenges and ensure a smooth transition. The main challenges lie in navigating the legal processes and gaining voter approval, which can necessitate extensive public relations efforts.



Initial Steps to Full Consolidation

AP Triton recommends that FFD and SFMD take a phased approach by expanding their current intergovernmental agreement to achieve full administrative, functional, and operational collaboration before the two organizations pursue full consolidation of the two fire departments into a new district.

Questions





AP TRITON
VISION • INNOVATION • SOLUTIONS

Thank You.



David Rocha



925-337-5658



drocha@APTriton.com



www.APTriton.com

Action – 7b

To: SFMD Fire Board

From: SFMD Administration

Date: May 21, 2025

Title: Review, discuss and possible action on the Extension of the IGA between the City of Flagstaff Fire Department and Summit Fire & Medical District for Management Services.

Recommended Action: Approve extension of the IGA for one (1) year.

Action Summary: The last renewal of the IGA between the FFD and SFMD for Management Services has expired and needs to be renewed which will take us through September 30, 2025.

Financial Impacts: In exchange for providing Management Services to the SFMD, we agree to compensate the City \$142,500 annually, which we have been doing from the onset.

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

Attachments: To be provided at the board meeting.

Suggested Motion Approve the extension of the IGA between the City of Flagstaff Fire Department and Summit.



CITY OF FLAGSTAFF

IGA-2016-038-AG3-EX1

5/13/2025

ATTN
Summit Fire District
8905 Koch Field Road
(928) 526-9537

RE: Contract Name: Intergovernmental Agreement for Shared Services
Contract No.: IGA-2016-038-AG3
CONTRACT EXTENSION NO.: 1

The City of Flagstaff entered into contract #IGA-2016-038-AG3 with Summit Fire District on October 1, 2023 for Intergovernmental Agreement for Shared Services, as may have been amended (hereafter referred to as the "Contract").

The Contract commenced on October 1, 2023 and expired on September 30, 2024. The Contract provides for two (2) one-year Contract extensions with the same terms and conditions as the original Contract by mutual agreement between the City of Flagstaff and Summit Fire District.

The City of Flagstaff is requesting your consideration of this 1st one-year Contract extension, effective October 1, 2024 to September 30, 2025. If your organization is willing to continue services for the 1st Contract extension, please sign and return this formal letter within ten (10) business days via email to Grants.Contracts@flagstaffaz.gov.

Please let the Grants, Contracts, and Emergency Management Office know if you have any questions or concerns regarding this extension by emailing the above address.

Sincerely,

Stacey Brechler-Knaggs
Grants, Contracts, & Emergency Management Director

Summit Fire District hereby agrees to the 1st Contract extension per the terms, conditions, as well as the scope of work outlined in Contract #IGA-2016-038-AG3 dated October 1, 2023.

Authorized Signature

Date

Name (Printed)

Title

Action – 7c

To: SFMD Fire Board

From: SFMD Administration

Date: May 21, 2025

Title: Review, discuss and possible action on the Chief's Proposed Budget for FY 2025-26.

Recommended Action: Adoption of Proposed Chief's Budget for FY 25-26 for 20 day posting for public comment.

Action Summary: The proposed Chief's Budget for FY 25-26 has been developed by Administration utilizing the recommendations of the Fire Board and Labor 1505.

Financial Impacts: A balanced, sustainable budget for district operations.

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

Key Considerations: The Fire Board has had the opportunity to review the proposed budget during workshops held over the past two (2) months. The major considerations were to meet Labor goals, and create a balanced budget while planning for the district's future sustainability and limiting the impact on tax increases.

Attachments: Proposed Chief's Budget for FY25-26

Suggested Motion I make a motion to adopt the Proposed Chief's Budget for FY25-26 for 20 days posting allowing for public comment.



Summit Fire & Medical District Proposed Chiefs Budget FY25/26

	Proposed Budget 2025/2026	Proposed Budget 2026/2027
Expenditures by Category		
Payroll	\$3,542,336	\$3,789,291
New Chief (full burden)	\$275,000	\$283,250
Pensions	\$536,523	\$560,666
Payroll Expenses	\$252,020	\$303,970
Personnel insurance	\$419,843	\$445,033
Total Personnel Services	\$5,025,722	\$5,382,211
COP Payment	\$634,680	\$646,080
Contractual	\$511,393	\$552,305
Expenditures by Program		
Operational Costs/Tiers	\$390,735	\$410,271
Training	\$36,850	\$38,693
Fleet Maintenance	\$76,000	\$79,800
Facilities Maintenance	\$48,500	\$50,925
Total Program Expenses	\$552,085	\$579,689
Restricted Fund Balances		
Fleet/Equipment Capital Fund	\$305,000	\$455,000
Emergency Fund	\$375,000	\$500,000
Available Funding Sources		
	Mil Rate	
	3.5	3.5
District Assessed Value	\$178,562,261	\$185,704,751
Tax Revenues	\$6,249,679	\$6,499,666
FDAT	\$370,908	\$374,617
Misc. Income	\$272,645	\$286,278
Facility Fund	\$565,000	
Grant Funding	\$112,500	\$112,500
Wildfire Income	\$250,000	\$250,000
Total Revenue	\$7,820,733	\$7,523,061
B.S. Fund balance 06/30/25	\$3,247,140	\$3,215,374
Total Resources	\$11,067,873	\$10,738,435
Total Expenses	\$7,852,499	\$7,764,556
B.S. Fund balance 7/1/26	\$3,215,374	\$2,973,879

Action – 7d

To: SFMD Fire Board

From: SFMD Administration

Date: May 21, 2025

Title: Review, discuss and possible action on the **GO Bond Repayment Budget for Fiscal Year 2025-26.**

Recommended Action: Adoption of Proposed GO Bond Repayment Budget for FY25-26 for 20 day posting.

Action Summary: The proposed GO Bond Repayment Budget for FY 25-26 is showing a tax rate of .14% for property owners. The monies collected by this specific tax go to the repayment of our debt consolidation loan.

Financial Impacts: The amount due for the upcoming fiscal year is **\$241,000**. Continuing with a tax rate of 0.14% for this bond should cover our payment.

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

Key Considerations: No increase in Bond Repayment Rate this fiscal year.

Attachments: Proposed GO Bond Repayment Budget for FY25-26

Suggested Motion I make a motion to adopt the Proposed GO Bond Repayment Budget for FY25-26 for 20 days posting, allowing for public comment.



Debt Services Account for GO Bond Repayment Budget for Adoption

Summit Fire and Medical District

Fiscal Year 2025-2026 GO Bond Repayment Budget

(Fiscal Year 2018-2019 Summit Fire and Medical District had expended all the GO Bond Funds)

Repayment of Bond will be levied at \$0.14 per \$100 of assessed value for Fiscal Year 2025-2026

Assessed Values	\$ 178,562,261.00
Assessed Value/\$100	\$ 1,785,622.61
Bond Rate	\$ <u>0.1400</u>
Total to be collected for FY 25-26	\$ 249,987.17

Copies of the budget are available upon request through SFMD's Administrative Office or by visiting the District website at www.summitfiredepartment.org, or calling 928-526-9537. The proposed budget is up for adoption on Wednesday, May 21, 2025, during a Regular Board Meeting. In accordance with the A.R.S. §48-805(A)2, the 20-day posting period begins on Thursday, May 22, 2025, and ends Wednesday, June 11, 2025. The Public Budget Hearing and final adoption will be held on Wednesday, June 18, 2025, at 6:00 p.m. at Summit Fire District, Station 32; 8905 Koch Field Road, Flagstaff, AZ 86004.

Fire Board Chair Jim Timney

Clerk of Fire Board Robb Faus

Action 7e

To: SFMD Fire Board

From: SFMD Administration

Date: May 15, 2024

Title: Review, discuss and possible action on updated Policy #158 Demotions.

Recommended Action: Approve revised Policy # 158 Demotions

Action Summary:	In order to provide clarity on the process to be followed when a demotion occurs, we added language explaining how we calculate the employee's new rate of pay by referring to the Promotional Path process. The only other change was updating the form we use for policies.
Financial Impacts:	N/A
Relation to Goals:	Create efficiencies that improve and sustain the capabilities of the District. Improve the resources of the District both human and capital.
Key Considerations:	This provides the employee with the policy which Summit admin will follow when a demotion in rank is necessary.
Attachments:	Policy #158
Suggested Motion	A motion to adopt the revised Policy #158 Demotions as presented.

SUMMIT FIRE & MEDICAL DISTRICT POLICIES AND PROCEDURES	Page 1 of 1
Section: 100 Rules & Regulations	Number: 158
Subject: Demotions	
Date Issued: 05/21/2025 Rescinds: 06/24/2013	Originator: Fire Admin Approval: Fire Board

Purpose

To allow for the option of placing an employee in a position of lower classification status and pay if the employee is unable or unwilling to meet the requirements of the current position.

Policy

It is the policy of SFMD to consider the option of placing an employee in a position of lower classification status and pay if the employee is no longer suited for the current position or if it is necessary to prevent a layoff. This policy applies to all employees of the District.

Procedure

Demotion is defined as the reassignment of an employee to a position of a lower classification status and pay.

An employee may request a demotion if the employee no longer is able or willing to carry out the duties of the current position. In the event that an employee makes such a request, it may only be considered if a position of lower rank is available, or if someone in the lower classification is eligible and willing to promote. **The employee's new step will be based on a reversed Promotional Path process.**

In the event that performance-related issues or disciplinary issues lead to a management decision to relieve the employee of the current duties, demotion may be an option. If such a determination is made, the employee's pay shall be adjusted at the discretion of the Fire Chief. Such reduction in pay may not be below the minimum rate established for that position classification. **The employee's new step will be based on a reversed Promotional Path process.**

Demotion may be an option exercised to prevent a layoff. In such an instance, the reduction in pay may not result in a base pay rate lower than the minimum step of the lower range. In the event that the employee's previous position reopens, the layoff shall be reversed and the employee's original rate of pay shall be reinstated.

Any employee who is demoted with a reduction in pay shall be notified in writing prior to the effective date.

If the demoted employee has completed the probationary period in the previous classification, the employee shall be required to complete another probationary period in that classification to which he has been demoted due to the need to evaluate the skill set required for the position.

Action 7f

To: SFMD Fire Board

From: SFMD Administration

Date: May 15, 2024

Title: Review, discuss and possible action on updated **Policy #120 Disciplinary Process.**

Recommended Action: Approve revised Policy # 120 Disciplinary Process

Action Summary:	In order to provide clarity on the process to be followed when a demotion occurs, we added language explaining how we calculate the employee's new rate of pay by referring to the Promotional Path process. The only other change was updating the form we use for policies.
Financial Impacts:	N/A
Relation to Goals:	To provide clear direction and expectations for employees and supervisors in dealing with disciplinary actions.
Key Considerations:	This policy clearly outlines the steps that any supervisor can utilize when a disciplinary issue occurs. It also clarifies the rights of the employee to appeal a decision made regarding their actions.
Attachments:	Policy will be provided to Board Members prior to meeting.
Suggested Motion	A motion to adopt the revised Policy #120 Disciplinary Process as presented.