



PO Box 3625
Grand Canyon, AZ 86023
928-638-3473 - Phone
928-638-2897 - Fax

Tusayan Fire Department

AGENDA

Tusayan Fire District Board of Directors Regular Meeting

PURSUANT TO A.R.S. §38-431.02 & §38-431.03

December 17, 2019

TUSAYAN FIRE DISTRICT BUILDING

408 Highway 64, Tusayan Arizona

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors of the Tusayan Fire District and to the general public that the TFD Board will hold a meeting open to the public on December 17, 2019 at 10:00 a.m. located at the TFD Building. If authorized by a majority vote of the TFD Board, an executive session may be held immediately after the vote and will not be open to the public. The Board may vote to go into executive session pursuant to A.R.S. §38-431.03A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Board may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

Persons with a disability may request a reasonable accommodation by contacting the TFD at (928) 638-3473 as soon as possible.

10:00 a.m.

1. **Confirmation of quorum/Call to the Public**

***One or two Board Members may attend by telephone*

***Members of the public may address the board on items not on the printed agenda. The Board may not discuss, consider or act upon any matter raised during public comment. Comments will be limited to three minutes per person.*

2. **Discussion/Approval of November 21, 2019 regular scheduled Board Meeting Minutes**

3. **Treasurers Report**

4. **Fire Chiefs Update**

5. **Old Business**

a. **Discussion/Update of new income source from 'Donation Program'**

b. **Discussion/Update of possible LED Conversion for station**

c. **Discussion/Update Christmas Party 12/21/19 5 p.m. at Plaza Bonita**

6. **New Business**

a. **Consideration/Discussion – Getting Kate TFD Credit Card**

b. **Consideration/Discussion – AFDA Conference January 16-18, 2020**

c. **Consideration/Discussion - Phone call to AZ Dept. of Revenue - APS**

7. **Action Item(s)**

a. **Consideration/Discussion and possible action to approve Greg Brush joining the Rotary Club**

b. **Consideration/Discussion and possible action to approve paying off Zion Bank (Fire Station Building) loan early.**

c. **Consideration/Discussion and possible action to approve Letter of Support for ADOT proposal**

8. **Board Member Reports**

9. **Adjourn**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store, at the Tusayan Fire District and at the Tusayan Town Hall all located in Tusayan, Arizona on this _____ day of December 2019 at _____ in accordance with the statement filed by the Tusayan Fire District.

DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN AND OUR COMMUNITY THROUGH THE PRESERVATION OF LIFE, PROPERTY AND THE ENVIRONMENT.



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Tusayan Fire Department

MINUTES OF REGULAR SCHEDULED PUBLIC MEETING FOR THE TUSAYAN FIRE DISTRICT BOARD OF DIRECTORS

A PUBLIC MEETING OF THE TUSAYAN FIRE DISTRICT GOVERNING BOARD WAS CONVENED ON NOVEMBER 21, 2019 AT THE TUSAYAN FIRE STATION MEETING ROOM, TUSAYAN AZ 86023.

CALL TO PUBLIC/CONFIRMATION OF QUORUM

Meeting was called to order at 10:01 a.m. Present at the meeting were the following members of the Tusayan Fire District, Board Member Becky Shearer, Board Member Dan Contreras, Board Chair John Vail, and Board Secretary Andrew Aldaz. Others in attendance were Fire Chief Greg Brush, Assistant Fire Chief Ray D'Albini, and Administrative Assistant Kate Maragos. A quorum was confirmed and a call to the public was made with a public response from Cynthia Steelhammer.

Approval of Previous Meetings Minutes

John motioned to approve the October 10, 2019 minutes, Becky seconded, and the motion passed unanimously.

Discussion/Presentation and Possible Action Item – Brady Harris ADOT presentation regarding highway safety

Brady Harris presented a PowerPoint presentation regarding highway safety issues. Board unanimously agreed to draft a letter of support to be given to Brady Harris for ADOT to improve highway safety measures.

Treasury Report

Treasurers Report was given verbally and in written form. (See form for details.)

John motioned to approve the Treasury Report, Becky seconded, and the motion passed unanimously.

Fire Chiefs Update

Fire Chief's update was given verbally and in written form. (See form for details)

Old Business

- a. **Discussion/Update of new income source from 'Donation Program'** – Board Directed staff to continue to meet with business owner to gain support in making this program a priority, as well as, using district provided I.T. resources to set up Donation Program within each business of Tusayan.
- b. **Discussion/Update on Valle Rentals** –TFD Volunteer occupying rental in October.
- c. **Discussion/Update of TFD Appreciation Night Wagon Wheel** – Will happen 3rd Friday of every month. Donations continue to increase each month from this event.
- d. **Discussion/Update of Coconino County Election Notification May 19, 2020** – No TFD Election needed for May 2019

New Business

- a. **Consideration/Discussion – Christmas Party 12/21/2019** – Donations are still being acquired as planning is ongoing..
- b. **Consideration/Discussion – AFDA Conference January 16-18, 2020** – John and Chrystal would like to attend and possibly Andrew. John and Andrew will take care of their own rooms.
- c. **Consideration/Discussion – LED Conversion for Station** – Board Discussed pros and cons of LED Conversion. Board directed staff to conduct more research of possible rebates and present for next meeting.

Action Items

- a. **Consideration/Discussion and possible action to approve Greg Brush joining the Rotary Club** – Tabled for next Board Meeting.
- b. **Consideration/Discussion and possible action to approve TFD renewing Line of Credit through Coconino County** – Chrystal Motions to approve line of credit through Coconino County, Becky seconded, and the motion passed unanimously

**DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN
AND OUR COMMUNITY THROUGH THE PRESERVATION OF LIFE, PROPERTY AND THE ENVIRONMENT.**

- c. **Consideration/Discussion and possible action to approve paying off Zion Bank (Fire Station Building) loan early.**
– Board discussed pros and cons of paying off Zion Loan early. Board decided more discussion and research is needed.
Add as an action item for the next Board Meeting.

Board Member Reports

- a. Chrystal updated Board regarding her family's personal matters.

Adjourn – John made a motion to adjourn at 11:40, Becky seconded, and the motion passed unanimously.

Minutes approved by Board on Date 12-17-2019

By Andrew Halsey

"To ensure compliance with Open Meeting Law, recipients of this message should not forward it to other board members or anyone. Board members may reply to this message, but they should not send a copy of the reply to other members."



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Tusayan Fire Department

TREASURY REPORT – November 2019

- Info current as of December 11, 2019
- Bank: \$440,170.42
- Reserve Funds Account: \$48,875.36
 - Grand total = \$489,045.78
- Accounts Payable just a timing issue in cutting the check
- Check need to be signed
- FY 2020 FDAT Revenue (Actual year to date): \$43,499.91
- FY 2020 Projected income from tax increase 3.25% to 3.5%=\$39,896.45
 - (Both FDAT and Tax increase are already factored into budget)
- Shirts: \$225.00
- Vending Machine income: \$25.00
- Rental Income: \$1,550.00
- Fire Extinguisher Classes: \$150.00
- Pancake Breakfast: \$1,380.00
- Wagon Wheel: \$1,460.43
 - YTD Wagon Wheel: \$7,015.41

***DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN
AND OUR COMMUNITY THROUGH THE PRESERVATION OF LIFE, PROPERTY AND THE ENVIRONMENT.***

Tusayan Fire District
Profit & Loss Budget vs. Actual
 July through November 2019

8:06 AM
 12/11/19
 Cash Basis

	Jul - Nov 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
FDAT	43,499.91	34,624.80	8,875.11	125.6%
Grant Income	0.00	0.00	0.00	0.0%
Gila River Grant	750.00	0.00	750.00	100.0%
Grant Income - Other				
Total Grant Income	750.00	0.00	750.00	100.0%
Other Revenue	1,607.00	1,041.69	565.31	154.3%
TFD Supporter Shirts	540.00	402,000.00	-401,460.00	0.1%
Other Revenue - Other				
Total Other Revenue	2,147.00	403,041.69	-400,894.69	0.5%
Pooled Interest	1,398.34	0.00	1,398.34	100.0%
Property Tax Revenues	238,300.37	0.00	238,300.37	100.0%
Total Income	286,095.62	437,666.49	-151,570.87	65.4%
Cost of Goods Sold	0.00	0.00	0.00	0.0%
50000 - Cost of Goods Sold				
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	286,095.62	437,666.49	-151,570.87	65.4%
Expense				
6000- PERSONNEL SERVICES				
6001- Fire Chief	26,050.62	29,812.53	-3,761.91	87.4%
6050- Volunteer Stipends	0.00	0.00	0.00	0.0%
6560 - Payroll Expenses				
FICA Expense	10,939.69	0.00	10,939.69	100.0%
Medicare Expense	2,558.47	0.00	2,558.47	100.0%
6560 - Payroll Expenses - Other	150,395.80	149,164.18	1,231.62	100.8%
Total 6560 - Payroll Expenses	163,893.96	149,164.18	14,729.78	109.9%
6000- PERSONNEL SERVICES - Other	0.00	0.00	0.00	0.0%
Total 6000- PERSONNEL SERVICES	189,944.58	178,976.71	10,967.87	106.1%
6100- RETIREMENT CONTRIBUTIONS				
6101- Staff Pension	21,367.67	21,674.07	-306.40	98.6%
Total 6100- RETIREMENT CONTRIBUTIONS	21,367.67	21,674.07	-306.40	98.6%
6200- INSURANCE				
6203- Health	17,584.00	25,120.00	-7,536.00	70.0%
6204- Dental	855.96	1,222.80	-366.84	70.0%
6205- Accident, Death, Disability	0.00	0.00	0.00	0.0%
6206 - VSP - Vision	390.72	422.40	-31.68	92.5%
6200- INSURANCE - Other	0.00	0.00	0.00	0.0%
Total 6200- INSURANCE	18,830.68	26,765.20	-7,934.52	70.4%

Tusayan Fire District
Profit & Loss Budget vs. Actual
July through November 2019

	Jul - Nov 19	Budget	\$ Over Budget	% of Budget
6300- EMPLOYEE BENEFITS				
6301- Uniform Allowance	1,759.73	0.00	1,759.73	100.0%
6302- Medical Costs	0.00	0.00	0.00	0.0%
6303 - State Compensation	6,585.00	9,647.05	-3,062.05	68.3%
6304 - Unemployment Tax	106.82	299.05	-192.23	35.7%
6300- EMPLOYEE BENEFITS - Other	380.00	0.00	380.00	100.0%
Total 6300- EMPLOYEE BENEFITS	8,831.55	9,946.10	-1,114.55	88.8%
6400- FUEL, OIL, LUBRICANTS				
6401- Gasoline	0.00	0.00	0.00	0.0%
6403- Mileage Reimbursement	108.12	0.00	1,901.78	100.0%
6404- Diesel	1,901.78	1,666.65	-1,771.25	-6.3%
6400- FUEL, OIL, LUBRICANTS - Other	-104.60			
Total 6400- FUEL, OIL, LUBRICANTS	1,905.30	1,666.65	238.65	114.3%
6500- VEHICLE REPAIR & MAINT.				
6501- Vehicles & Apparatus	2,045.70	0.00	2,045.70	100.0%
6502- Pumps	841.08	0.00	3,452.55	100.0%
6503- Vehicle Repairs- Outside	3,452.55	0.00	5,122.45	100.0%
6504- Pump Repairs- Outside	429.04	0.00	291.43	100.0%
6505- Tire Repairs- Outside	5,122.45	0.00	85.20	100.0%
6506- Vehicle Maint. Supplies	291.43	0.00	8.99	100.0%
6508- Vehicle Repair Parts	85.20	0.00	6,666.65	1.8%
6509 - Vehicle Supplies	8.99			
6500- VEHICLE REPAIR & MAINT. - Other	116.93	6,666.65	-6,549.72	
Total 6500- VEHICLE REPAIR & MAINT.	12,393.37	6,666.65	5,726.72	185.9%
6600- SMALL TOOLS & EQUIPMENT				
6601- Maint. Tools	142.25	0.00	142.25	100.0%
6602- Fire Protection Equipment	852.00	0.00	852.00	100.0%
6604- Batteries - Vehicles	204.64	0.00	204.64	100.0%
6605- Personnel Safety Equipment	0.00	0.00	0.00	0.0%
6606- Computer Equipment	507.67	0.00	507.67	100.0%
6607 - EMS Small Tools	438.37	0.00	438.37	100.0%
6608 - Office Equipment	0.00	0.00	0.00	0.0%
6609 - Station Equipment	898.55	0.00	898.55	100.0%
6610 - Fire Protection & Equip.	463.90	0.00	463.90	100.0%
6611 - Housing Appliances	0.00	0.00	0.00	0.0%
6600- SMALL TOOLS & EQUIPMENT - Other	0.00	4,791.65	-4,791.65	0.0%
Total 6600- SMALL TOOLS & EQUIPMENT	3,507.38	4,791.65	-1,284.27	73.2%
6650- FIRE PROTECTION & EQUIP.				
6651-Bunkers, Helmet, Boots	4,074.66	0.00	4,074.66	100.0%
6653 - SCBA Tanks	8,093.60			
6650- FIRE PROTECTION & EQUIP. - Other	471.85	4,125.00	-3,653.15	11.4%
Total 6650- FIRE PROTECTION & EQUIP.	12,640.11	4,125.00	8,515.11	306.4%
6700- COMMUNICATION & DISPATCH				
6702 - Radio/Pager Batteries	0.00	0.00	0.00	0.0%
6700- COMMUNICATION & DISPATCH - Other	190.08	375.00	-184.92	50.7%
Total 6700- COMMUNICATION & DISPATCH	190.08	375.00	-184.92	50.7%

Tusayan Fire District
Profit & Loss Budget vs. Actual
 July through November 2019

8:06 AM
 12/11/19
 Cash Basis

	Jul - Nov 19	Budget	\$ Over Budget	% of Budget
6900- DISPOSABLE SPLS/EQUIP				
6901- Janitorial Supplies	466.57	0.00	466.57	100.0%
6903- Fire Suppression Supplies	535.33	0.00	1,140.64	100.0%
6904- Medical Supplies	1,140.64	0.00	31.74	100.0%
6905- Misc. Supplies	31.74	0.00	2.98	100.0%
6906- Batteries - Equipment	2.98	0.00	-1,125.00	0.0%
6900- DISPOSABLE SPLS/EQUIP - Other	0.00	1,125.00		
Total 6900- DISPOSABLE SPLS/EQUIP	2,177.26	1,125.00	1,052.26	193.5%
7000- ADMINISTRATIVE COSTS				
7001- Office Supplies, Postage	302.68	0.00	302.68	100.0%
7002- Telephone, FAX	854.40	0.00	854.40	100.0%
7003- Edu., Trn, Prevent Matris	552.41	0.00	552.41	100.0%
7004- Publishing/ Printing	207.76	0.00	207.76	100.0%
7005- Fees/Subscription/Publication	2,515.74	0.00	2,515.74	100.0%
7006- Business Meetings/Dinners	98.62	0.00	98.62	100.0%
7008 - Interest Expense	0.00	0.00	0.00	0.0%
7009- Mileage Reimbursement	0.00	0.00	0.00	0.0%
7010- Software/Support	14.89	0.00	14.89	100.0%
7012 - Copier Lease	1,461.33	0.00	1,461.33	100.0%
7013 - Internet	449.70	0.00	449.70	100.0%
7014 - Station Security System	632.62			
7015 - Printing Expense - Ink	337.08			
7000- ADMINISTRATIVE COSTS - Other	-0.03	6,250.00	-6,250.03	-0.0%
Total 7000- ADMINISTRATIVE COSTS	7,427.20	6,250.00	1,177.20	118.8%
7100- PROFESSIONAL SERVICES				
7101- Legal	0.00	0.00	0.00	0.0%
7102- Medical	0.00	0.00	0.00	0.0%
7104- Election Official/Fee	0.00	0.00	0.00	0.0%
7106- Auditor/Accountant	0.00	0.00	0.00	0.0%
7109- Other	0.00	0.00	0.00	0.0%
7110 - Carpet Cleaning	791.60	8,500.00	-8,500.00	0.0%
7100- PROFESSIONAL SERVICES - Other		8,500.00		
Total 7100- PROFESSIONAL SERVICES	791.60	8,500.00	-7,708.40	9.3%
7300- TRAINING				
7301- Tuition/Fees	-112.00	0.00	-112.00	100.0%
7302- Per Diem/Meals & Lodging	1,621.84	0.00	1,621.84	100.0%
7303- Textbooks	0.00	0.00	0.00	0.0%
7304- Mileage Reimbursement	1,259.46	0.00	1,259.46	100.0%
7305- Commercial Travel	0.00	0.00	0.00	0.0%
7306- Audio & Video Tapes	0.00	0.00	0.00	0.0%
7309- Training Supplies	165.63	0.00	165.63	100.0%
7300- TRAINING - Other	-624.43	2,500.00	-3,124.43	-25.0%
Total 7300- TRAINING	2,310.50	2,500.00	-189.50	92.4%
7400- INSURANCE - LIABILITY				
7401- Vehicle, Bldg, Maipractice	13,543.00	0.00	13,543.00	100.0%
7400- INSURANCE - LIABILITY - Other	0.00	6,250.00	-6,250.00	0.0%
Total 7400- INSURANCE - LIABILITY	13,543.00	6,250.00	7,293.00	216.7%

Tusayan Fire District Profit & Loss Budget vs. Actual July through November 2019

	Jul - Nov 19	Budget	\$ Over Budget	% of Budget
7500- PUBLIC UTILITIES				
7501- Electricity	3,154.63	0.00	3,154.63	100.0%
7502- Natural Gas	30.11	0.00	1,388.45	100.0%
7504- Water	1,388.45	0.00	1,304.07	100.0%
7506 - Utility Payment for Emp	1,304.07	0.00	-8,750.00	0.0%
7500- PUBLIC UTILITIES - Other	0.00	8,750.00		
Total 7500- PUBLIC UTILITIES	5,877.26	8,750.00	-2,872.74	67.2%
7600- LEASES & RENTALS				
7601- Equipment Rental	749.85	0.00	749.85	100.0%
7603 - Property Lease	13,676.25	23,506.05	-9,829.80	58.2%
7606- Monthly Apartment Rent	7,476.94	0.00	7,476.94	100.0%
7600- LEASES & RENTALS - Other	0.00	26,796.25	-26,796.25	0.0%
Total 7600- LEASES & RENTALS	21,903.04	50,302.30	-28,399.26	43.5%
7700- REPAIRS & MAINTENANCE				
7701- Office & Station Equip.	78.31	0.00	78.31	100.0%
7702- Communications/Telephone	17.09	0.00	17.09	100.0%
7704- Buildings	205.19	0.00	205.19	100.0%
7706- SCBA/Compressor	0.00	0.00	0.00	0.0%
7707- Nozzles & Hose	0.00	0.00	0.00	0.0%
7710- Extrication Equipment	40.86	0.00	40.86	100.0%
7711- Station Equipment	268.18	0.00	268.18	100.0%
7714 - Employee Housing	368.87	0.00	368.87	100.0%
7700- REPAIRS & MAINTENANCE - Other	0.00	6,250.00	-6,250.00	0.0%
Total 7700- REPAIRS & MAINTENANCE	978.50	6,250.00	-5,271.50	15.7%
7800- INTEREST EXPENSE				
7801- Interest Expense	0.00	0.00	0.00	0.0%
Total 7800- INTEREST EXPENSE	0.00	0.00	0.00	0.0%
7850- GRANTS EXPENSE				
7851- Grants Expense	0.00	0.00	0.00	0.0%
7852 - Gila River Grant	7.35	0.00	7.35	100.0%
7853 - Gov. Office of Highway Safety	4,000.00	0.00		
7856 - Grant Income Community Initiat				
Total 7851- Grants Expense	4,007.35	0.00	4,007.35	100.0%
Total 7850- GRANTS EXPENSE	4,007.35	0.00	4,007.35	100.0%
7900- MISCELLANEOUS				
7905- Beverages	842.79	0.00	842.79	100.0%
7906- Misc.	428.07	0.00	428.07	100.0%
7907- Department Shirts	0.00	0.00	0.00	0.0%
7908 - Department Uniform Coats	187.11	0.00	187.11	100.0%
7909 - Patches	0.00	0.00	0.00	0.0%
7910 - TFD Supporter Shirts Expense	1,303.95	0.00	1,303.95	100.0%
7911 - Misc. Shirt Expense	0.00	0.00	0.00	0.0%
7900- MISCELLANEOUS - Other	71.77	3,125.00	-3,053.23	2.3%
Total 7900- MISCELLANEOUS	2,833.69	3,125.00	-291.31	90.7%

8:10 AM
 12/11/19
 Cash Basis

Tusayan Fire District
Profit & Loss
 July through November 2019

	Jul - Nov 19
Ordinary Income/Expense	
Income	
FDAT	43,499.91
Grant Income	750.00
Other Revenue	
TFD Supporter Shirts	1,607.00
Other Revenue - Other	540.00
Total Other Revenue	2,147.00
Pooled Interest	1,398.34
Property Tax Revenues	238,300.37
Total Income	286,095.62
Gross Profit	286,095.62
Expense	
6000- PERSONNEL SERVICES	
6001- Fire Chief	26,050.62
6560 · Payroll Expenses	
FICA Expense	10,939.69
Medicare Expense	2,558.47
6560 · Payroll Expenses - Other	150,395.80
Total 6560 · Payroll Expenses	163,893.96
Total 6000- PERSONNEL SERVICES	189,944.58
6100- RETIREMENT CONTRIBUTIONS	
6101- Staff Pension	21,367.67
Total 6100- RETIREMENT CONTRIBUTIONS	21,367.67
6200- INSURANCE	
6203- Health	17,584.00
6204- Dental	855.96
6206 · VSP - Vistion	390.72
Total 6200- INSURANCE	18,830.68
6300- EMPLOYEE BENEFITS	
6301- Uniform Allowance	1,759.73
6303 - State Compensation	6,585.00
6304 - Unemployment Tax	106.82
6300- EMPLOYEE BENEFITS - Other	380.00
Total 6300- EMPLOYEE BENEFITS	8,831.55
6400- FUEL, OIL, LUBRICANTS	
6403- Milage Reimbursement	108.12
6404- Diesel	1,901.78
6400- FUEL, OIL, LUBRICANTS - Other	-104.60
Total 6400- FUEL, OIL, LUBRICANTS	1,905.30
6500- VEHICLE REPAIR & MAINT.	
6501- Vehicles & Apparatus	2,045.70
6502- Pumps	841.08
6503- Vehicle Repairs- Outside	3,452.55
6504- Pump Repairs- Outside	429.04
6505- Tire Repairs- Outside	5,122.45
6506- Vehicle Maint. Supplies	291.43
6508- Vehicle Repair Parts	85.20
6509 - Vehicle Supplies	8.99
6500- VEHICLE REPAIR & MAINT. - Other	116.93
Total 6500- VEHICLE REPAIR & MAINT.	12,393.37

8:10 AM
12/11/19
Cash Basis

Tusayan Fire District
Profit & Loss
July through November 2019

	<u>Jul - Nov 19</u>
6600- SMALL TOOLS & EQUIPMENT	
6601- Maint. Tools	142.25
6602- Fire Protection Equipment	852.00
6604- Batteries - Vehicles	204.64
6606-Computer Equipment	507.67
6607 - EMS Small Tools	438.37
6609 - Station Equipment	898.55
6610 - Fire Protection & Equip.	463.90
Total 6600- SMALL TOOLS & EQUIPMENT	3,507.38
6650- FIRE PROTECTION & EQUIP.	
6651-Bunkers, Helmet, Boots	4,074.66
6653 - SCBA Tanks	8,093.60
6650- FIRE PROTECTION & EQUIP. - Other	471.85
Total 6650- FIRE PROTECTION & EQUIP.	12,640.11
6700- COMMUNICATION & DISPATCH	190.08
6900- DISPOSABLE SPLS/EQUIP	
6901- Janitorial Supplies	466.57
6903- Fire Suppression Supplies	535.33
6904- Medical Supplies	1,140.64
6905- Misc. Supplies	31.74
6906- Batteries - Equipment	2.98
Total 6900- DISPOSABLE SPLS/EQUIP	2,177.26
7000- ADMINISTRATIVE COSTS	
7001- Office Supplies, Postage	302.68
7002- Telephone, FAX	854.40
7003- Edu., Trn, Prevent Matris	552.41
7004- Publishing/ Printing	207.76
7005- Fees/Subscrip/Publication	2,515.74
7006- Business Meetings/Dinners	98.62
7010- Software/Support	14.89
7012 - Copier Lease	1,461.33
7013 - Internet	449.70
7014 - Station Security System	632.62
7015 - Printing Expense - Ink	337.08
7000- ADMINISTRATIVE COSTS - Other	-0.03
Total 7000- ADMINISTRATIVE COSTS	7,427.20
7100- PROFESSIONAL SERVICES	
7110 - Carpet Cleaning	791.60
Total 7100- PROFESSIONAL SERVICES	791.60
7300- TRAINING	
7301- Tuition/Fees	-112.00
7302- Per Diem/Meals & Lodging	1,621.84
7304- Mileage Reimbursement	1,259.46
7309-Training Supplies	165.63
7300- TRAINING - Other	-624.43
Total 7300- TRAINING	2,310.50
7400- INSURANCE - LIABILITY	
7401- Vehicle, Bldg, Malpractice	13,543.00
Total 7400- INSURANCE - LIABILITY	13,543.00

8:10 AM
12/11/19
Cash Basis

Tusayan Fire District
Profit & Loss
July through November 2019

	<u>Jul - Nov 19</u>
7500- PUBLIC UTILITIES	
7501- Electricity	3,154.63
7502- Natural Gas	30.11
7504- Water	1,388.45
7506 - Utility Payment for Emp	1,304.07
Total 7500- PUBLIC UTILITIES	<u>5,877.26</u>
7600- LEASES & RENTALS	
7601- Equipment Rental	749.85
7603 - Property Lease	13,676.25
7606- Monthly Apartment Rent	7,476.94
Total 7600- LEASES & RENTALS	<u>21,903.04</u>
7700- REPAIRS & MAINTENANCE	
7701- Office & Station Equip.	78.31
7702- Communications/Telephone	17.09
7704- Buildings	205.19
7710- Extrication Equipment	40.86
7711- Station Equipment	268.18
7714 - Employee Housing	368.87
Total 7700- REPAIRS & MAINTENANCE	<u>978.50</u>
7850- GRANTS EXPENSE	
7851- Grants Expense	
7853 - Gov. Office of Highway Safety	7.35
7856 - Grant Income Community Initiat	4,000.00
Total 7851- Grants Expense	<u>4,007.35</u>
Total 7850- GRANTS EXPENSE	<u>4,007.35</u>
7900- MISCELLANEOUS	
7905- Beverages	842.79
7906- Misc.	428.07
7908 - Department Uniform Coats	187.11
7910 - TFD Supporter Shirts Expense	1,303.95
7900- MISCELLANEOUS - Other	71.77
Total 7900- MISCELLANEOUS	<u>2,833.69</u>
8000 - Town of Tusayan - IGA	
8007 - Rent IGA	-486.00
Total 8000 - Town of Tusayan - IGA	<u>-486.00</u>
Total Expense	<u>330,974.12</u>
Net Ordinary Income	<u>-44,878.50</u>
Other Income/Expense	
Other Income	
4400- MISCELLANEOUS	
4401- Interest Earned	183.20
4403 - Station Rent	4,950.00
4404 - Donations	403,921.79
4406 - Fundraier Events	10,866.74
4407 - Rental Income	2,000.00
Total 4400- MISCELLANEOUS	<u>421,921.73</u>
District Service Fees	<u>697.50</u>
Total Other Income	<u>422,619.23</u>
Net Other Income	<u>422,619.23</u>
Net Income	<u><u>377,740.73</u></u>

Tusayan Fire District

12/11/2019 8:13 AM

Register: NorwestWarrant

From 11/21/2019 through 12/11/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/21/2019	830300159	Blue Cross/Blue Shie...	2000 · Accounts Payable	Health Insuran...	3,140.00	X		356,227.60
11/21/2019	830300160	Century Link	2000 · Accounts Payable	Inv# 14789982...	6.52	X		356,221.08
11/21/2019	830300161	ESO Solutions, Inc.	2000 · Accounts Payable	Inv# INV0002...	795.00	X		355,426.08
11/21/2019	830300162	TRIAD	2000 · Accounts Payable	Inv# 2045	74.95	X		355,351.13
11/21/2019	830300163	United Fire	2000 · Accounts Payable	Inv# 717645	169.89	X		355,181.24
11/21/2019	830300164	VFIS	2000 · Accounts Payable	Inv# 66917	5,756.00	X		349,425.24
11/26/2019			-split-	Deposit		X	1,790.43	351,215.67
11/26/2019	830300165	7710 Insurance	2000 · Accounts Payable	Inv# 77119061...	1,317.00			349,898.67
11/26/2019	830300166	Arizona Public Service	2000 · Accounts Payable		739.05			349,159.62
11/26/2019	830300167	Boundtree Medical	2000 · Accounts Payable	Inv# 83416539	89.12			349,070.50
11/26/2019	830300168	Grand Canyon Natio...	2000 · Accounts Payable	December Rent	350.00			348,720.50
11/26/2019	830300169	P.K. Distributing dba...	2000 · Accounts Payable	Inv# 92433	79.90			348,640.60
11/26/2019	830300170	PLIC	2000 · Accounts Payable	Dental Acct# 1...	152.85			348,487.75
11/26/2019	830300171	Red Feather Properties	2000 · Accounts Payable	December 201...	2,315.25			346,172.50
11/26/2019	830300172	South RIm Mobile H...	2000 · Accounts Payable	Inv# 11-2019-1...	1,257.57			344,914.93
11/26/2019	830300173	Titan Propane	2000 · Accounts Payable		685.81			344,229.12
11/26/2019	830300174	Valle Airpark, LLC	2000 · Accounts Payable	Inv# 2597	836.01			343,393.11
11/26/2019	830300175	Velocity	2000 · Accounts Payable	Inv# RA33000...	1,465.80			341,927.31
11/26/2019	830300176	VSP	2000 · Accounts Payable	Vision Acct# 3...	52.80			341,874.51
11/29/2019	ASRS11...	Arizona State Retire...	-split-	0990	3,557.46	X		338,317.05
11/29/2019	EFT1129...	Tusayan Fire Depart...	-split-	86-0843550	3,286.32	X		335,030.73
11/29/2019	DD11292...	Bruce D. Baker	-split-		1,189.01	X		333,841.72
11/29/2019	DD11292...	Delmar J Mercolini	-split-		1,375.01	X		332,466.71
11/29/2019	DD11292...	Emily A Woolley	-split-		1,131.51	X		331,335.20
11/29/2019	DD11292...	Gregory Lawrence	-split-		1,328.19	X		330,007.01
11/29/2019	DD11292...	Kathleen Maragos	-split-		764.48	X		329,242.53
11/29/2019	DD11292...	Travis Moreno	-split-		886.55	X		328,355.98
11/29/2019	DD11292...	Gregory M Brush	-split-		1,833.37	X		326,522.61
11/29/2019	DD11292...	Raymond F D'Albini	-split-		1,806.86	X		324,715.75
11/30/2019			Property Tax Revenues	Deposit		X	15,648.74	340,364.49
11/30/2019			Property Tax Revenues	Deposit		X	4,217.60	344,582.09
11/30/2019			Property Tax Revenues	Deposit		X	21,331.61	365,913.70
11/30/2019			Property Tax Revenues	Deposit		X	7,965.14	373,878.84
11/30/2019			Property Tax Revenues	Deposit		X	4,736.14	378,614.98
11/30/2019			Property Tax Revenues	Deposit		X	1,215.04	379,830.02
11/30/2019			Property Tax Revenues	Deposit		X	1,823.71	381,653.73
11/30/2019			Property Tax Revenues	Deposit		X	1,331.22	382,984.95
11/30/2019			Property Tax Revenues	Deposit		X	38.63	383,023.58
11/30/2019			Property Tax Revenues	Deposit		X	2,160.64	385,184.22
11/30/2019			Property Tax Revenues	Deposit		X	603.07	385,787.29

Tusayan Fire District

12/11/2019 8:13 AM

Register: NorwestWarrant

From 11/21/2019 through 12/11/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/30/2019			Property Tax Revenues	Deposit		X	1,653.11	387,440.40
11/30/2019			Property Tax Revenues	Deposit		X	56,928.59	444,368.99
11/30/2019			Property Tax Revenues	Deposit		X	268.22	444,637.21
11/30/2019			FDAT	Deposit		X	51.36	444,688.57
11/30/2019			FDAT	Deposit		X	18,154.61	462,843.18
11/30/2019			FDAT	Deposit		X	1,264.82	464,108.00
11/30/2019			Pooled Interest	Interest		X	550.67	464,658.67
12/09/2019			-split-	Deposit			2,894.72	467,553.39
12/09/2019	830300177	Arizona Department ...	2100 · Payroll Liabilities	860843550	1,447.15			466,106.24
12/09/2019	830300178	Arizona Public Service	2000 · Accounts Payable		72.65			466,033.59
12/09/2019	830300179	Century Link	2000 · Accounts Payable	Inv# 480903475	13.35			466,020.24
12/09/2019	830300180	Chase Card Services	2000 · Accounts Payable	Acct# 8236	3,481.07			462,539.17
12/09/2019	830300181	Coconino County Tr...	2000 · Accounts Payable	Acct# R0023541	15.00			462,524.17
12/09/2019	830300182	Delmar Mercolini	2000 · Accounts Payable	Coffee for Stati...	11.98			462,512.19
12/09/2019	830300183	Emblem Enterprises	2000 · Accounts Payable	INV 774230	1,259.14			461,253.05
12/09/2019	830300184	Emergency Safety Su...	2000 · Accounts Payable	Inv# 8195	193.62			461,059.43
12/09/2019	830300185	Praxair	2000 · Accounts Payable		250.27			460,809.16
12/09/2019	830300186	Wex Bank	2000 · Accounts Payable	Inv# 62803003	439.49			460,369.67
12/09/2019	830300187	Xerox Corporation	2000 · Accounts Payable	Inv# 098845836	305.31			460,064.36
12/09/2019	830300188	Century Link	2000 · Accounts Payable	Acct# 928 638-...	167.74			459,896.62
12/09/2019	830300189	Direct TV	2000 · Accounts Payable	Inv# 36952271...	163.97			459,732.65
12/09/2019	830300190	Hydro Resources	2000 · Accounts Payable	Inv# 3198	323.10			459,409.55
12/09/2019	830300191	L.N. Curtis & Sons	2000 · Accounts Payable	Inv# INV340535	1,941.50			457,468.05

8:12 AM

12/11/19

Tusayan Fire District
Deposit Detail
 November through December 2019

Type	Num	Date	Name	Account	Amount
Deposit		11/01/2019		NorwestWarrant	775.00
			Christina Rhodes	4407 · Rental Income	-425.00
			Christina Rhodes	7603 - Property Lease	-350.00
TOTAL					-775.00
Deposit		11/01/2019		NorwestWarrant	775.00
			Kim Nichol	7603 - Property Lease	-350.00
			Kim Nichol	4407 · Rental Income	-425.00
TOTAL					-775.00
Deposit		11/02/2019		NorwestWarrant	1,380.00
			Pancake Breakfast	4406 · Fundraier Ev...	-1,380.00
TOTAL					-1,380.00
Deposit		11/07/2019		NorwestWarrant	160.30
			Christina Rhodes	7506 - Utility Payme...	-160.30
TOTAL					-160.30
Deposit		11/18/2019		NorwestWarrant	1,048.51
			Express Mini Mart	6400- FUEL, OIL, L...	-207.05
			Express Mini Mart	6400- FUEL, OIL, L...	-26.93
			Galls	6301- Uniform Allow...	-64.53
Payment	70-23...	11/01/2019	The Grand Hotel	1499 · Undeposited ...	-750.00
TOTAL					-1,048.51
Deposit		11/26/2019		NorwestWarrant	1,790.43
			Canyon Plaza Resort	4406 · Fundraier Ev...	-1,460.43
			Ray D'Albini	7000- ADMINISTRA...	-30.00
Payment	24917	11/26/2019	Red Feather Lodge.	1499 · Undeposited ...	-300.00
TOTAL					-1,790.43
Deposit		11/30/2019		NorwestWarrant	15,648.74
				Property Tax Reven...	-15,648.74
TOTAL					-15,648.74
Deposit		11/30/2019		NorwestWarrant	4,217.60
				Property Tax Reven...	-4,217.60
TOTAL					-4,217.60
Deposit		11/30/2019		NorwestWarrant	21,331.61
				Property Tax Reven...	-21,331.61
TOTAL					-21,331.61

8:12 AM
12/11/19

Tusayan Fire District
Deposit Detail
November through December 2019

Type	Num	Date	Name	Account	Amount
Deposit		11/30/2019		NorwestWarrant	7,965.14
				Property Tax Reven...	-7,965.14
TOTAL					-7,965.14
Deposit		11/30/2019		NorwestWarrant	4,736.14
				Property Tax Reven...	-4,736.14
TOTAL					-4,736.14
Deposit		11/30/2019		NorwestWarrant	1,215.04
				Property Tax Reven...	-1,215.04
TOTAL					-1,215.04
Deposit		11/30/2019		NorwestWarrant	1,823.71
				Property Tax Reven...	-1,823.71
TOTAL					-1,823.71
Deposit		11/30/2019		NorwestWarrant	1,331.22
				Property Tax Reven...	-1,331.22
TOTAL					-1,331.22
Deposit		11/30/2019		NorwestWarrant	38.63
				Property Tax Reven...	-38.63
TOTAL					-38.63
Deposit		11/30/2019		NorwestWarrant	2,160.64
				Property Tax Reven...	-2,160.64
TOTAL					-2,160.64
Deposit		11/30/2019		NorwestWarrant	603.07
				Property Tax Reven...	-603.07
TOTAL					-603.07
Deposit		11/30/2019		NorwestWarrant	1,653.11
				Property Tax Reven...	-1,653.11
TOTAL					-1,653.11
Deposit		11/30/2019		NorwestWarrant	56,928.59
				Property Tax Reven...	-56,928.59
TOTAL					-56,928.59

Tusayan Fire District
A/P Aging Summary
As of December 11, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Audit Adjustment	0.00	0.00	0.00	0.00	-1,779.56	-1,779.56
Blue Cross/Blue Shield of Arizona	0.00	0.00	0.00	0.00	-0.20	-0.20
Grand Canyon National Park Airport.	0.00	47.03	0.00	0.00	0.00	47.03
Kate Maragos	434.46	0.00	0.00	0.00	0.00	434.46
TOTAL	434.46	47.03	0.00	0.00	-1,779.76	-1,298.27

Tusayan Fire District
A/R Aging Summary
As of December 11, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Federal Aviation Administration GC Tower	0.00	0.00	1,500.00	0.00	0.00	1,500.00
Jonathan Briese	0.00	0.00	0.00	0.00	234.58	234.58
Red Feather Lodge.	0.00	150.00	0.00	0.00	0.00	150.00
TOTAL	0.00	150.00	1,500.00	0.00	234.58	1,884.58

From: Furuya, Brian <bfuruya@coconino.az.gov>
Sent: Thursday, December 5, 2019 2:19 PM
To: Kate Maragos
Cc: Greg Brush
Subject: RE: 3 questions from TFD

Hello Kate,

Just spoke with the Chief about the appeal hearing. I do not believe that my presence on the call will be of much help to you. In process of my review, I found that I'm just not familiar enough with the basis for your appeal to be effective. Worse yet, if I am there, I suspect that the judge would not be willing to give you the benefit of any doubt, should I not be able to answer questions quickly and correct. Also, unfortunately contrary to what I had hoped initially, my calendar is too full to study up enough to be effective at this point. It's my duty to tell you when I don't have the skills needed to take care of your needs, and this is one of those moments. My apologies. I did give the chief some possible names of employment attorneys. However, cost may be a concerning factor, since there is not much time until the hearing.

With regard to your questions below, here are my responses:

1. From a fundraising perspective, yes, Board Members may volunteer time to raise money for an auxiliary or other informal group to benefit the District. You are correct, however, that they may not serve as volunteer firefighters or as fire chief, or otherwise be an employee of the District.
2. Yes, it is legal to use District funds for a staff party. You should be cautious to not run afoul of any 1st Amendment establishment clause issues, by not making it mandatory, or having explicitly religious worship play any role. Other than this, I don't have any concerns.
3. Early payoff of a loan will depend upon the terms stated in the loan documents. Sometimes the loan contract (called the promissory note) will permit prepayment with no penalty. Sometimes the contract requires you to wait a specified time, and sometimes it does not permit it at all, without significant additional fees (to guarantee a return on investment). If you send me the document, I'll look it over for you and let you know if it's permissible or not.

Best,
Brian



Brian Y. Furuya,
Deputy County Attorney
COCONINO COUNTY ATTORNEY'S OFFICE
110 East Cherry Avenue
Flagstaff, Arizona 86001
Direct (928) 679-8241
Office (928) 679-8200
Fax (928) 214-6115

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From: Kate Maragos <Kate.tfdgc@outlook.com>
Sent: Tuesday, November 26, 2019 2:27 PM
To: Furuya, Brian <bfuruya@coconino.az.gov>
Subject: 3 questions from TFD

Hi Brian,

Happy Thanksgiving week! From our last Board Meeting, I was tasked with picking your brain on a few topics. I understand it is a busy week, so anytime you are free to respond is great. There is no rush.

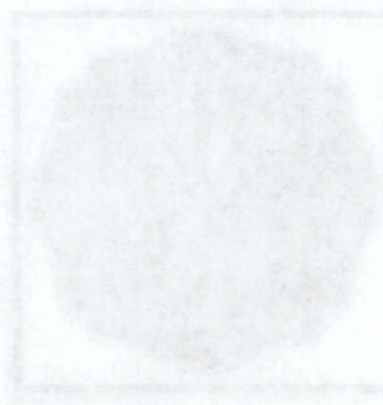
1. Is it ok/legal for our Board members to volunteer in support of TFD? This is strictly in the capacity of fundraiser volunteering, such as serving pancakes at a pancake breakfast, or helping with a Food Beverage Fundraising events to serve food and drinks. We fully understand Board Members cannot serve as Volunteer Firefighters receiving a stipend.
2. Our Board wants clarity if it is legal to use District funds to purchase items for a staff Christmas Party? It would come out of Administrative costs on our budget, and would most likely be for random items like coffee cups, water bottles, gloves, and small take-home items to be offered as door prizes or something similar or possibly purchase some food for employees?
3. We have a loan with Zion bank for our Fire Station. The loan is scheduled to be paid off 9/1/2024. Can we legally pay off the loan early? Is there anything we would need to do be able to pay off the balance (pay off quote is \$190,330.37)? We did not include paying this off in our budget, however, last year we received a large donation from the Town of Tusayan (\$402,000.00) and instead of having this money sit in our bank account, we want to look into paying off the loan early to save the District over \$31,000.00 in interest.

Thank you for your time and assistance on these matters,

Kate Maragos

*Administrative Assistant/Finance Specialist
Tusayan Fire District*

*P.O. Box 3625
Grand Canyon, AZ 86023
928-638-3473*



To ensure compliance with the Arizona Open Meeting Law, members of the Tusayan Fire District Board who have received this message may reply directly to the sender, but should not forward it or send a copy of their reply to other Board Members. Board Members may reply to an Operations member regarding this message, but they should not send a copy of the reply to other District Board members. This communication may contain confidential and/or proprietary information and may not be disclosed to anyone other than the intended addressee. Any other disclosure is strictly prohibited by law. If you are not the intended addressee, you have received this communication in error. Please notify the sender immediately and destroy the communication including all content and any attachments.



*PO Box 3625
Grand Canyon, AZ 86023
928-638-3473 - Phone
928-638-2897 - Fax*

Tusayan Fire Department

Director John Halikowski,

As a Fire District located in Tusayan, the entrance to the South Rim of the Grand Canyon, the safety of our roads is of utmost importance. Please consider the modest improvements as suggested by Vice-Mayor of the Town of Tusayan, Brady Harris. Our District believes these improvements are not only needed, but absolutely necessary, to adequately provide for the safety of our visitors and residents alike. Listed below are some of the improvements that our District feels are necessary:

- Additional Passing Lanes in both directions
- Elk and deer fencing culminating in a crossing - that could be motion activated to warn travelers of potential hazards (specifically mile markers 185-197 and 222-236)
- Developments of highway shoulders that would allow for vehicles to safely pull over without impeding traffic
- Signage of some sort to warn visitors of possible emergency vehicles and the requirement to yield the right-of-way

Our District respectfully requests that you consider such improvements at the 5 year plan analysis to be held in 2020. Tusayan Fire District would like to thank you for your service to the State of Arizona as the Director of the Arizona Department of Transportation and understands the task at hand in keeping our visitors and residents safe.

Tusayan Fire District Board of Directors

***DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN
AND OUR COMMUNITY THROUGH THE PRESERVATION OF LIFE, PROPERTY AND THE ENVIRONMENT.***

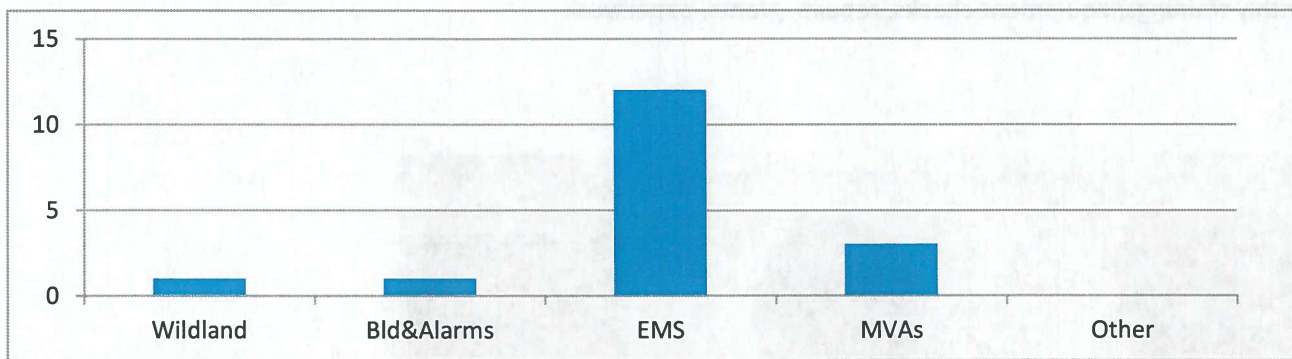
TFD Update 12/17/19

Nov Stats

Total calls to date 2019: **302 [12/17/19]**
 Calls this date in 2018: **295 [12/17/18]**

Nov	Ratio	----->	<u>Wildland</u> 1	<u>Bld&Alarms</u> 1	<u>EMS</u> 12	<u>MVAs</u> 3	<u>Other</u> 0	17 <-Total
Nov	Locations	----->	<u>In Dist</u> 12	<u>64</u> 3	<u>Valle/GCNP</u> 2			

Nov Totals



Updates:

- St. Mary's Foodbank: TFD helped with Thanksgiving distribution - 123 families!
- Travis received his FF I/II Certification this last Saturday!!!!!!
- Jimelia "Taco" Talasyousiea's Grandmother, Letha(sp?)
- Mac & Greg L have done amazing volume of Extinguisher Classes, approximately 137 people!
- Potable Water - Connection/meter changed- thanks Kate. 215->60, \$1,860 a year savings
- Water Supply: Repairs ongoing for Squire Hydrant, well 'collapse' incidents in town
- New Bed Donation, THANKS to Holiday Inn & Elena!!
- Monthly meet with Cynthia, ongoing
- **ISO Audit Status: Looking Good! One Form Pending- Forest Service Water Profile**
- **6 responder fire in Valle, helped our ISO audit!**
- Annual Flow test completed for all SCBA packs/SCBA Masks, all passed. Working on Vendor Donation - 1 pack
- Wagon Wheel November 15th, \$1,460
- Fundraising: Titan Lease Signed
- Fundraising: PayLocalGov.com set up, allows online users to donate directly. Webpage pending
- **Funding: 120k from Town unfortunately can't happen, Rob B brought this up for us at last TC.**
- Funding: The same meeting, Town Discussed E-51 replacement (300-400k), discussion only!
- Repairs: Ladder 51 failed annual aerial test. Repairs ongoing for hydraulic leaks, electronic short
- Repairs: Ladder 51, all 6 tires replaced per expiration date, approx \$4,000
- Repairs: Rescue 5, both front tires replaced (broken belt, bulge)
- Repairs: E-51 repairs continuing on Foam Tank & Pump
- Repairs: E-51 4x4 indicator issue, will address after other repairs
- Repairs: Ladder 51, all pump valves have been rebuilt (normal wear & tear)
- Repairs: 3 ground ladders failed annual test, one repaired, one taken OOS, one purchased from Yav - THX!