



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

# Tusayan Fire District

## AGENDA

### Tusayan Fire District Board of Directors Regular Meeting

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

April 14, 2022

TUSAYAN FIRE DISTRICT BUILDING

408 Highway 64, Tusayan Arizona

NOTICE: Members of the public may call in to hear the live audio by dialing (253)-215-8782 US (Tacoma) or (346)-248-7799 US (Houston) Meeting ID: 8917272885 Password: 6383473. 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 April 14, 2022 at 10:00 a.m. The Board may vote to go into executive session pursuant to A.R.S. § 38-431.03(A)(3) to discuss or consult for legal advice with the attorney for the District. If authorized by a majority vote of the TFD Board, an executive session may be entered and held immediately following a successful vote to enter executive session and will not be open to the public. 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
  - a. *\*\*One or two Board Members may attend by telephone*
  - b. *\*\*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 March 31, 2022 regular scheduled Board Meeting Minutes
3. Financial Report
4. Fire Chiefs Update
5. Old Business
  - a. Discussion/Update on possible Subscriptions for out-of-district properties
6. New Business
  - a. Discussion of Fiscal Year 2023 Budget
7. Action Item(s)
  - a. Discussion and possible action to approve Policies 200, 201, and 202
  - b. Discussion and possible action to approve Policies for SCBA and Lost or Damaged Equipment
  - c. Discussion and possible action to approve Resolution 2020-01 EF Recovery Addendum
  - d. Discussion and possible action to approve Resolution 2022-02 Station Generator, authorizing unbudgeted expenditures up to \$15,000 during Fiscal Year 2022 to purchase and install a station generator.
  - e. Discussion and possible action to approve Resolution 2022-03 Arizona State Retirement System Supplemental Salary Deferral Plan 457 Plan
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 April, 2022 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 District

## MINUTES OF MONTHLY PUBLIC MEETING FOR THE TUSAYAN FIRE DISTRICT BOARD OF DIRECTORS

A PUBLIC MEETING OF THE TUSAYAN FIRE DISTRICT GOVERNING BOARD WAS CONVENED ON MARCH 31, 2022 AT THE TUSAYAN FIRE STATION AND, VIA ZOOM CONFERENCE CALL, TUSAYAN AZ 86023.

### CALL TO PUBLIC/CONFIRMATION OF QUORUM

Meeting was called to order at 10:04 a.m. The following members of the Tusayan Fire District were present in person were Board Chair John Vail, Board Clerk Andrew Aldaz, Board Member Becky Shearer, Board Member Elena Villanueva and Board Member Marty Harris. Others in attendance were Fire Chief Greg Brush, Assistant Fire Chief Ray D'Albini, and Business Administrator Kate Johnson. A quorum was confirmed.

### Discussion/Approval of February 24, 2022 regular scheduled Board Meeting Minutes

John motioned to approve the regularly scheduled February 24, 2022 minutes, Becky seconded, and the motion passed unanimously.

### Financial Report

Financial Report was given verbally and in written form. (See form for details.) Board directed staff to add a possible station generator to next fiscal year budget. John motioned to approve the Financial Report, Marty seconded, and the motion passed unanimously

### Fire Chiefs Update

Chief's report given in verbal and written form. (See form for details.) Billing break down was presented.

### Old Business

**Discussion/Update on possible subscriptions for out-of-district properties** – John offered to write a letter explaining TFD would respond if dispatched by 911 and we were able to do so. Board agreed more discussion is needed and suggested a phone call with John, Jay, and Patrice.

**Discussion/Update on Policies 200-202** - Continue with research with Morgan/Ponderosa. Adjust wording for "Chief's discretion." Board directed staff to reach out to other Districts to see how they handle these types of policies. Board directed staff to update and finalize the policies and add as an action item next month.

### New Business

None at this time

### Action Item(s)

*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.*

**Discussion and possible action to approve EF Recovery \$25 Medical Records Fee, 2 policies –**  
Board directed Chief to include a one-page summary of billing each month in the Chief's report. John motioned to approve policy changes allowing for a \$25 Medical Records Billing Fee, which authorized TFD to pay a \$25 fee per request. Andrew seconded the motion and it passed unanimously.

**Board Member Reports**

John – Expressed appreciation for TFD's participating in the Town's Mental Health Class. 4<sup>th</sup> of July planning is beginning and he would like to see TFD participate in a fund raising capacity and to serve the community.

Elena – Offered to help serve at the 4<sup>th</sup> of July events.

Marty – expressed it was good to see TFD's equipment around town

Andrew – Gardening classes will be held on April 7, 2022 from 10-11:30 at the Red Feather Conference Room.

**Adjourn** – Andrew made a motion to adjourn at 11:05 a.m., John seconded, and the motion passed unanimously.

**Minutes approved by Board on Date** April 14, 2022

**By** 

"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**

## **FINANCIAL REPORT – March 2022**

- Info current as of April 12, 2022
- Bank: \$85,897.34
- Reserve Funds Account: \$49,871.94
  - Grand total = \$135,769.31
- Accounts Payable
  - We have checks to sign
- FY 2022 FDAT Revenue (Actual year to date): \$68,514.84
  - (Both FDAT and Tax increase are already factored into budget)
- Rental Income Station: \$2,060.00
- District Billing Fees: \$2,744.41
- Wildland Fire Income
  - Wildland billing contract change to list Kate as Firefighter has been approved by DFFM. Kate goes back available for wildland assignments May 1, 2022

**Tusayan Fire District**  
**Profit & Loss Budget vs. Actual**  
**July 2021 through June 2022**

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
FDAT	68,514.84	105,534.00	-37,019.16	64.9%
Grant Income	9,775.20	25,000.00	-15,224.80	39.1%
Pooled Interest	460.19	1,200.00	-739.81	38.3%
Prior Year Capital Carry Fwd	0.00	15,600.00	-15,600.00	0.0%
Town of Tusayan - Contributions	187,499.99	250,000.00	-62,500.01	75.0%
4000 · Property Tax Revenues	351,282.82	527,670.00	-176,387.18	66.6%
4310 · Other Revenue	1,705.99	2,000.00	-294.01	85.3%
Total Income	619,239.03	927,004.00	-307,764.97	66.8%
Gross Profit	619,239.03	927,004.00	-307,764.97	66.8%
Expense				
6000- PERSONNEL SERVICES	407,611.02	568,307.02	-160,696.00	71.7%
6100- RETIREMENT CONTRIBUTIONS	46,833.33	68,789.50	-21,956.17	68.1%
6200- INSURANCE	45,087.89	66,848.00	-21,760.11	67.4%
6300- EMPLOYEE BENEFITS	21,611.11	29,980.00	-8,368.89	72.1%
6400- FUEL, OIL, LUBRICANTS	118.28	2,500.00	-2,381.72	4.7%
6500- VEHICLE REPAIR & MAINT.	21,225.11	25,500.00	-4,274.89	83.2%
6600- SMALL TOOLS & EQUIPMENT	4,523.85	8,575.00	-4,051.15	52.8%
6650- FIRE PROTECTION & EQUIP.	4,346.75	11,600.00	-7,253.25	37.5%
6700- COMMUNICATION & DISPATCH	664.31	850.00	-185.69	78.2%
6900- DISPOSABLE SPLS/EQUIP	5,364.24	10,900.00	-5,535.76	49.2%
7000- ADMINISTRATIVE COSTS	12,730.98	22,043.00	-9,312.02	57.8%
7100- PROFESSIONAL SERVICES	11,175.93	11,600.00	-424.07	96.3%
7300- TRAINING	7,146.43	28,401.48	-21,255.05	25.2%
7400- INSURANCE - LIABILITY	12,174.00	15,700.00	-3,526.00	77.5%
7500- PUBLIC UTILITIES	14,981.60	12,400.00	2,581.60	120.8%
7600- LEASES & RENTALS	86,526.16	95,820.00	-9,293.84	90.3%
7700- REPAIRS & MAINTENANCE	10,631.85	10,150.00	481.85	104.7%
7850- GRANTS EXPENSE	1,047.27	25,000.00	-23,952.73	4.2%
7900- MISCELLANEOUS	5,793.33	4,900.00	893.33	118.2%
8000 - Town of Tusayan - IGA	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	-2.00			
Total Expense	719,591.44	1,019,864.00	-300,272.56	70.6%
Net Ordinary Income	-100,352.41	-92,860.00	-7,492.41	108.1%
Other Income/Expense				
Other Income				
4400- MISCELLANEOUS	32,765.82	69,860.00	-37,094.18	46.9%
4405 - Wildland Income	50,647.71	13,000.00	37,647.71	389.6%
District Service Fees	2,687.81	10,000.00	-7,312.19	26.9%
Total Other Income	86,101.34	92,860.00	-6,758.66	92.7%
Other Expense				
4406 - Wildland Expense	35,250.61	0.00	35,250.61	100.0%
4506 - Station Fire Expense	0.00	0.00	0.00	0.0%
COVID-19 National Paid Leave	-81.63	0.00	-81.63	100.0%
Total Other Expense	35,168.98	0.00	35,168.98	100.0%
Net Other Income	50,932.36	92,860.00	-41,927.64	54.8%
Net Income	-49,420.05	0.00	-49,420.05	100.0%

**Tusayan Fire District**  
**Profit & Loss**  
 July 2021 through June 2022

	Jul '21 - Jun 22
Ordinary Income/Expense	
Income	
FDAT	68,514.84
Grant Income	9,775.20
Pooled Interest	460.19
Town of Tusayan - Contributions	187,499.99
4000 - Property Tax Revenues	351,282.82
4310 - Other Revenue	1,705.99
Total Income	619,239.03
Gross Profit	619,239.03
Expense	
6000- PERSONNEL SERVICES	407,611.02
6100- RETIREMENT CONTRIBUTIONS	46,833.33
6200- INSURANCE	45,087.89
6300- EMPLOYEE BENEFITS	21,611.11
6400- FUEL, OIL, LUBRICANTS	118.28
6500- VEHICLE REPAIR & MAINT.	21,225.11
6600- SMALL TOOLS & EQUIPMENT	4,523.85
6650- FIRE PROTECTION & EQUIP.	4,346.75
6700- COMMUNICATION & DISPATCH	664.31
6900- DISPOSABLE SPLS/EQUIP	5,364.24
7000- ADMINISTRATIVE COSTS	12,730.98
7100- PROFESSIONAL SERVICES	11,175.93
7300- TRAINING	7,146.43
7400- INSURANCE - LIABILITY	12,174.00
7500- PUBLIC UTILITIES	14,981.60
7600- LEASES & RENTALS	86,526.16
7700- REPAIRS & MAINTENANCE	10,631.85
7850- GRANTS EXPENSE	1,047.27
7900- MISCELLANEOUS	5,793.33
8000 - Town of Tusayan - IGA	0.00
66900 - Reconciliation Discrepancies	-2.00
Total Expense	719,591.44
Net Ordinary Income	-100,352.41
Other Income/Expense	
Other Income	
4400- MISCELLANEOUS	32,765.82
4405 - Wildland Income	50,647.71
District Service Fees	2,687.81
Total Other Income	86,101.34
Other Expense	
4406 - Wildland Expense	35,250.61
COVID-19 National Paid Leave	-81.63
Total Other Expense	35,168.98
Net Other Income	50,932.36
Net Income	-49,420.05

Tusayan Fire District

4/12/2022 1:57 PM

Register: NorwestWarrant

From 03/01/2022 through 03/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/01/2022			4000 · Property Tax Re...	Deposit		X	103.08	151,958.92
03/04/2022	EFTPS03...	Tusayan Fire Depart...	-split-		4,134.52	X		147,824.40
03/04/2022	ASRS03...	Arizona State Retire...	-split-	0990	3,932.88	X		143,891.52
03/04/2022	DD030422	Allana G. Briones	-split-		99.24	X		143,792.28
03/04/2022	DD030422	Bruce D. Baker	-split-		1,394.66	X		142,397.62
03/04/2022	DD030422	Emily A Woolley	-split-		1,362.13	X		141,035.49
03/04/2022	DD030422	Gregory Lawrence	-split-		1,326.38	X		139,709.11
03/04/2022	DD030422	Kathleen Johnson	-split-		696.34	X		139,012.77
03/04/2022	DD030422	Robert T Powell	-split-		1,037.00	X		137,975.77
03/04/2022	DD030422	Stephanie T. Root	-split-		572.18	X		137,403.59
03/04/2022	DD030422	Travis Moreno	-split-		859.77	X		136,543.82
03/04/2022	DD030422	Wesley Schmidt	-split-		569.07	X		135,974.75
03/04/2022	DD030422	Gregory M Brush	-split-		2,181.41	X		133,793.34
03/04/2022	DD030422	Raymond F D'Albini	-split-		2,000.14	X		131,793.20
03/08/2022	832300235	Arizona Department ...	2100 · Payroll Liabilities	860843550	1,167.96	X		130,625.24
03/08/2022	832300236	Arizona Public Service	2000 · Accounts Payable	Acct# 1519540...	1,257.62	X		129,367.62
03/08/2022	832300237	Century Link	2000 · Accounts Payable	Inv# 281368594	2.28	X		129,365.34
03/08/2022	832300238	Diesel Support Grou...	2000 · Accounts Payable	E51 Water pump	650.00	X		128,715.34
03/08/2022	832300239	Direct TV	2000 · Accounts Payable	Inv# 05895366...	182.96	X		128,532.38
03/08/2022	832300240	EF Recovery	2000 · Accounts Payable	Inv# 0061068	38.20	X		128,494.18
03/08/2022	832300241	EMI Health	2000 · Accounts Payable	Group# 3068 ...	3,512.79	X		124,981.39
03/08/2022	832300242	Galls	2000 · Accounts Payable	Inv# 020492929	78.04	X		124,903.35
03/08/2022	832300243	Grand Canyon Natio...	2000 · Accounts Payable	Inv# GCN2022...	350.00	X		124,553.35
03/08/2022	832300244	Hydro Resources	2000 · Accounts Payable	Inv# 4466	201.11	X		124,352.24
03/08/2022	832300245	Linde Gas & Equipm...	2000 · Accounts Payable	Inv# 69023158	101.00	X		124,251.24
03/08/2022	832300246	P.K. Distributing dba...	2000 · Accounts Payable	Inv# 1080199	79.90	X		124,171.34
03/08/2022	832300247	PLIC	2000 · Accounts Payable	Dental Acct# 1...	183.42	X		123,987.92
03/08/2022	832300248	United Fire	2000 · Accounts Payable	Inv# 758578	121.00	X		123,866.92
03/08/2022	832300249	USDA Forest Service	2000 · Accounts Payable	FMMI Bill # 1...	2,000.00	X		121,866.92
03/08/2022	832300250	Valle Airpark, LLC	2000 · Accounts Payable	Inv# 3114	1,059.08	X		120,807.84
03/08/2022	832300251	VSP	2000 · Accounts Payable	Vision Acct# 3...	82.62	X		120,725.22
03/18/2022	ASRS03...	Arizona State Retire...	-split-	0990	4,408.70	X		116,316.52
03/18/2022	EFTPS03...	Tusayan Fire Depart...	-split-		4,705.18	X		111,611.34
03/18/2022	DD031822	Allana G. Briones	-split-		696.80	X		110,914.54
03/18/2022	DD031822	Bruce D. Baker	-split-		1,485.24	X		109,429.30
03/18/2022	DD031822	Emily A Woolley	-split-		1,212.67	X		108,216.63
03/18/2022	DD031822	Gregory Lawrence	-split-		1,328.70	X		106,887.93
03/18/2022	DD031822	Kathleen Johnson	-split-		1,960.59	X		104,927.34
03/18/2022	DD031822	Robert T Powell	-split-		1,031.03	X		103,896.31
03/18/2022	DD031822	Travis Moreno	-split-		1,466.96	X		102,429.35

Tusayan Fire District

4/12/2022 1:57 PM

Register: NorwestWarrant

From 03/01/2022 through 03/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/18/2022	DD031822	Gregory M Brush	-split-		2,181.40	X		100,247.95
03/18/2022	DD031822	Raymond F D'Albini	-split-		2,000.14	X		98,247.81
03/22/2022			-split-	Deposit # 406		X	24,114.75	122,362.56
03/22/2022			4000 · Property Tax Re...	Deposit		X	5,614.28	127,976.84
03/22/2022	832300252	Arizona Public Service	2000 · Accounts Payable	Acct# 1519540...	1,065.75	X		126,911.09
03/22/2022	832300253	AZ DPS	2000 · Accounts Payable	2 Finger Prints ...	44.00			126,867.09
03/22/2022	832300254	Century Link	2000 · Accounts Payable	Inv# 928-638-3...	162.40	X		126,704.69
03/22/2022	832300255	Chase Card Services	2000 · Accounts Payable	Acct# 8236	4,977.75			121,726.94
03/22/2022	832300256	EMI Health	2000 · Accounts Payable	Group# 3068 A...	4,167.73	X		117,559.21
03/22/2022	832300257	John Graves Propane...	2000 · Accounts Payable	Inv# 210104	413.88	X		117,145.33
03/22/2022	832300258	Municipal Emergenc...	2000 · Accounts Payable	Inv# 1686242	1,958.47	X		115,186.86
03/22/2022	832300259	P.K. Distributing dba...	2000 · Accounts Payable	Inv# 108057	79.90			115,106.96
03/22/2022	832300260	PLIC	2000 · Accounts Payable	Dental Acct# 1...	187.08	X		114,919.88
03/22/2022	832300261	Red Feather Properties	2000 · Accounts Payable		4,630.50			110,289.38
03/22/2022	832300262	TRIAD	2000 · Accounts Payable	Inv# 7802	74.95	X		110,214.43
03/22/2022	832300263	VSP	2000 · Accounts Payable	Vision Acct# 3...	82.62	X		110,131.81
03/22/2022	832300264	AZ DPS	2000 · Accounts Payable	3 Finger Prints ...	60.00			110,071.81
03/22/2022	832300265	Kate Maragos	2000 · Accounts Payable	Prescott Acade...	559.21	X		109,512.60
03/31/2022			-split-	Deposit		X	3,128.16	112,640.76
03/31/2022			4000 · Property Tax Re...	Deposit		X	7,173.90	119,814.66
03/31/2022			Pooled Interest	Interest		X	19.58	119,834.24
03/31/2022	JE# 19		66900 · Reconciliation ...	Balance Adjust...		X	2.00	119,836.24



**Tusayan Fire District**  
**Deposit Detail**  
**March 2022**

Type	Num	Date	Name	Account	Amount
Deposit		03/01/2022		NorwestWarrant	103.08
				4000 · Property Tax ...	-103.08
TOTAL					-103.08
Deposit		03/22/2022		NorwestWarrant	24,114.75
			Town of Tusayan	Town of Tusayan - ...	-20,833.33
				4403 - Station Rent	-1,060.90
				4403 - Station Rent	-1,000.00
				District Service Fees	-334.80
				District Service Fees	-834.92
				7506 - Utility Payme...	-50.80
TOTAL					-24,114.75
Deposit		03/22/2022		NorwestWarrant	5,614.28
				4000 · Property Tax ...	-5,614.28
TOTAL					-5,614.28
Deposit		03/31/2022		NorwestWarrant	3,128.16
				FDAT	6.88
				FDAT	-3,134.96
				FDAT	-0.08
TOTAL					-3,128.16
Deposit		03/31/2022		NorwestWarrant	7,173.90
				4000 · Property Tax ...	-7,173.90
TOTAL					-7,173.90
Deposit		03/31/2022		NorwestWarrant	19.58
				Pooled Interest	-19.58
TOTAL					-19.58
Deposit		03/31/2022		Reserve Funds	4.97
				4401- Interest Earned	-4.97
TOTAL					-4.97
General Journal	JE# 19	03/31/2022		NorwestWarrant	2.00
				66900 · Reconciliati...	-2.00
TOTAL					-2.00

**Tusayan Fire District**  
**A/P Aging Summary**  
As of April 12, 2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Chase Card Services	0.00	3,825.78	0.00	0.00	0.00	3,825.78
Arizona Department of Economic Security	0.00	398.39	0.00	0.00	0.00	398.39
Direct TV	182.96	0.00	0.00	0.00	0.00	182.96
Greg Brush	0.00	29.99	0.00	0.00	0.00	29.99
Hydro Resources	0.00	246.65	0.00	0.00	0.00	246.65
Internal Revenue Service	0.00	0.00	6,018.19	0.00	0.00	6,018.19
Ray D'Albini	0.00	86.23	0.00	0.00	0.00	86.23
United Fire	4,144.52	0.00	0.00	0.00	151.70	4,296.22
VFIS	3,718.00	0.00	0.00	0.00	0.00	3,718.00
Ward Diesel Filter Systems	555.00	0.00	0.00	0.00	0.00	555.00
<b>TOTAL</b>	<b><u>8,600.48</u></b>	<b><u>4,587.04</u></b>	<b><u>6,018.19</u></b>	<b><u>0.00</u></b>	<b><u>151.70</u></b>	<b><u>19,357.41</u></b>

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04/12/22

**Tusayan Fire District**  
**A/R Aging Summary**  
As of April 12, 2022

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	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

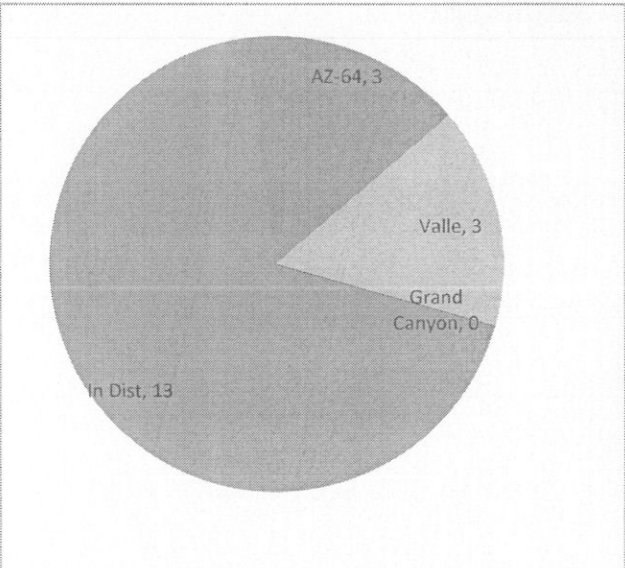
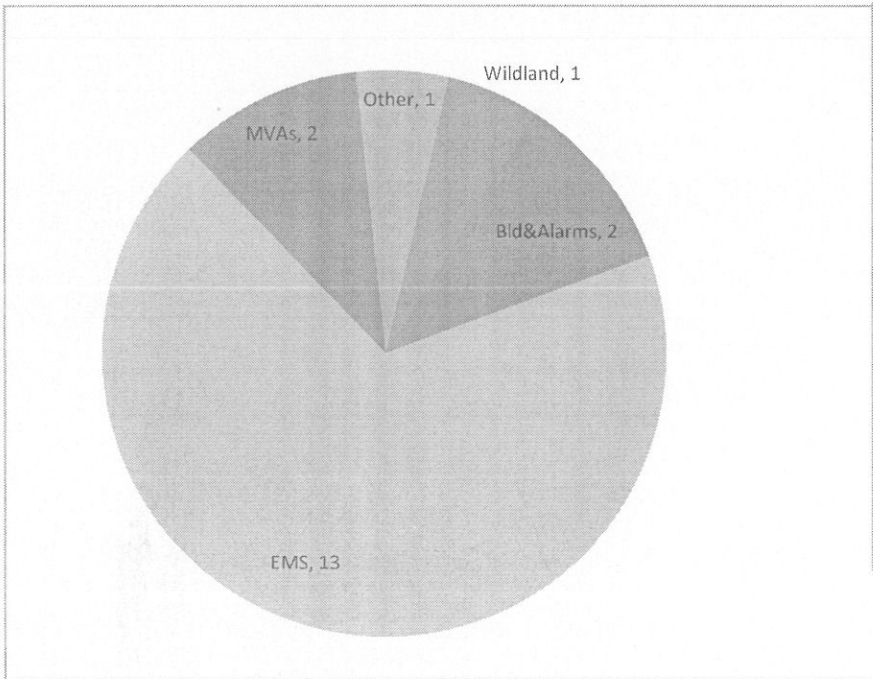
# TFD Update 4/1/22

Mar Stats

Calls for prior month (indicated in upper right):	<b>19</b>
Calls for same month in 2021:	<b>17</b>
Total calls to date for 2022:	<b>42</b>



Mar	Ratio	----->	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="padding: 2px;">Wildland</td> <td style="padding: 2px;">Bld&amp;Alarms</td> <td style="padding: 2px;">EMS</td> <td style="padding: 2px;">MVAs</td> <td style="padding: 2px;">Other</td> </tr> <tr> <td style="padding: 2px;"><b>1</b></td> <td style="padding: 2px;"><b>2</b></td> <td style="padding: 2px;"><b>13</b></td> <td style="padding: 2px;"><b>2</b></td> <td style="padding: 2px;"><b>1</b></td> </tr> </table>	Wildland	Bld&Alarms	EMS	MVAs	Other	<b>1</b>	<b>2</b>	<b>13</b>	<b>2</b>	<b>1</b>		19 <-Total
Wildland	Bld&Alarms	EMS	MVAs	Other											
<b>1</b>	<b>2</b>	<b>13</b>	<b>2</b>	<b>1</b>											
Mar	Locations	--->	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="padding: 2px;">In Dist</td> <td style="padding: 2px;">AZ-64</td> <td style="padding: 2px;">Valle</td> <td style="padding: 2px;">Grand Canyon</td> </tr> <tr> <td style="padding: 2px;"><b>13</b></td> <td style="padding: 2px;"><b>3</b></td> <td style="padding: 2px;"><b>3</b></td> <td style="padding: 2px;"><b>0</b></td> </tr> </table>	In Dist	AZ-64	Valle	Grand Canyon	<b>13</b>	<b>3</b>	<b>3</b>	<b>0</b>		19 <-Total		
In Dist	AZ-64	Valle	Grand Canyon												
<b>13</b>	<b>3</b>	<b>3</b>	<b>0</b>												



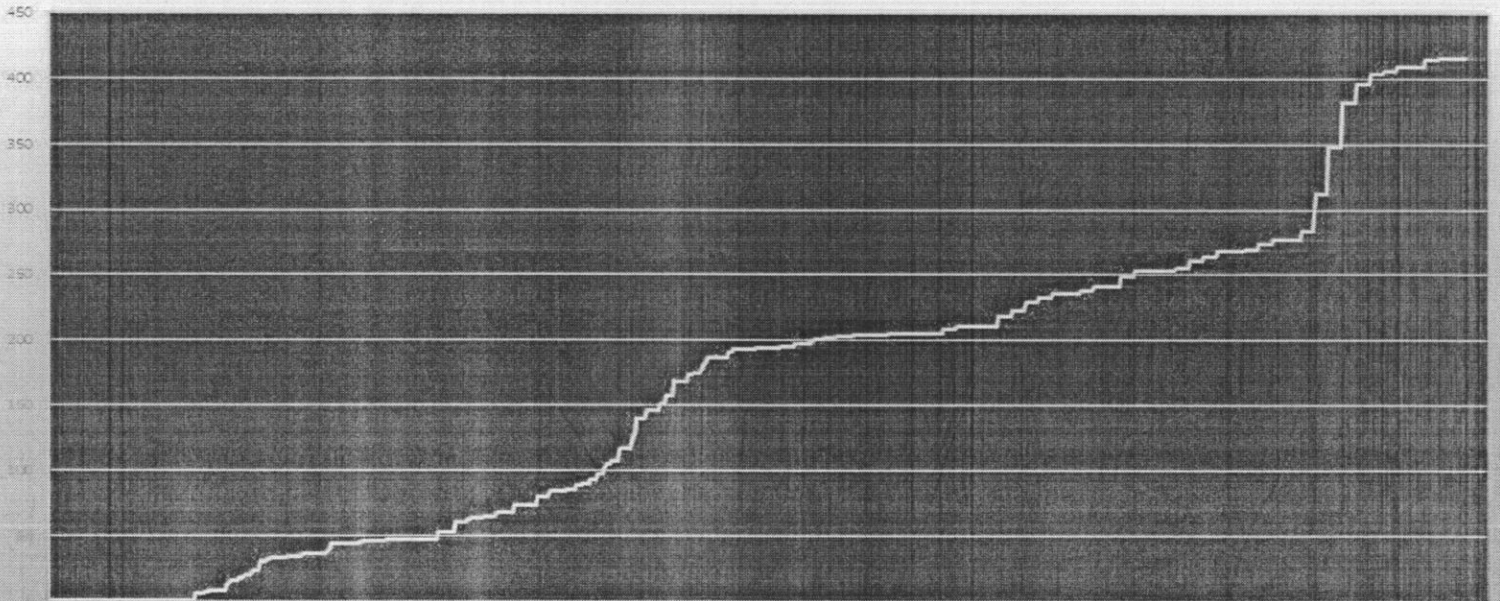
Call Types for Mar

Call Locations for Mar

Updates:

- The last two weeks of Coconino County COVID-19 Tusayan/GC stats held at 416!
- Tusayan/Grand Canyon: 73.2% currently vaccinated, second only to Page for the County!!! (Page is at 85.2%)
- Approximately 579 (total) vaccinations have been provided at the **Tusayan** [TFD/NCH/Coconino County] events!
- NEXT VACCINATION EVENT: -TENTATIVELY- Afternoon of Tuesday, 4/26/22.  
J&J, Pfizer, Moderna should be available. Second Boosters will be available!
- Repairs completed on E51: Valve Cover Gaskets replaced, oil cooler replaced, turbo replaced, other leaks fixed
- Annual testing of all hoses begins in April- almost one mile of hose is pressure tested(!)
- Pending Repair\$: Rear Diff- Engine-51, Ladder-51 tune-up, etc.
- Repairs completed: Attack 5 pump gauges have been repaired.
- Numerous TFD Firefighters attended Mental Health First Aid class in March
- TFD responded to a mutual aid structural fire in March
- 2 new firefighters started in March
- March Trainings: SCBA, Aerial Rescue, CPR, pump drafting, door prop, ladders, etc.
- 3 Firefighters completed EMT-B (biannual) refreshers
- Arizona Department of Environmental Quality Grant Awarded, one Altair gas meter (~\$800).
- Grant submitted for \$135,000 additional Rescue medical equipment (newer automatic gurney, etc.).
- TFD CPR Classes : for more information or to sign up, please contact Instructor Molly:  
Molly is on duty Mondays and Tuesdays [call 638-3473], or email Molly at [tusayanFDCPR@gmail.com](mailto:tusayanFDCPR@gmail.com)
- *Please visit the Tusayan Fire Department Facebook page for: updates, local news, training, weather, burning operations, community events, safety tips, etc. [give us a like!]*

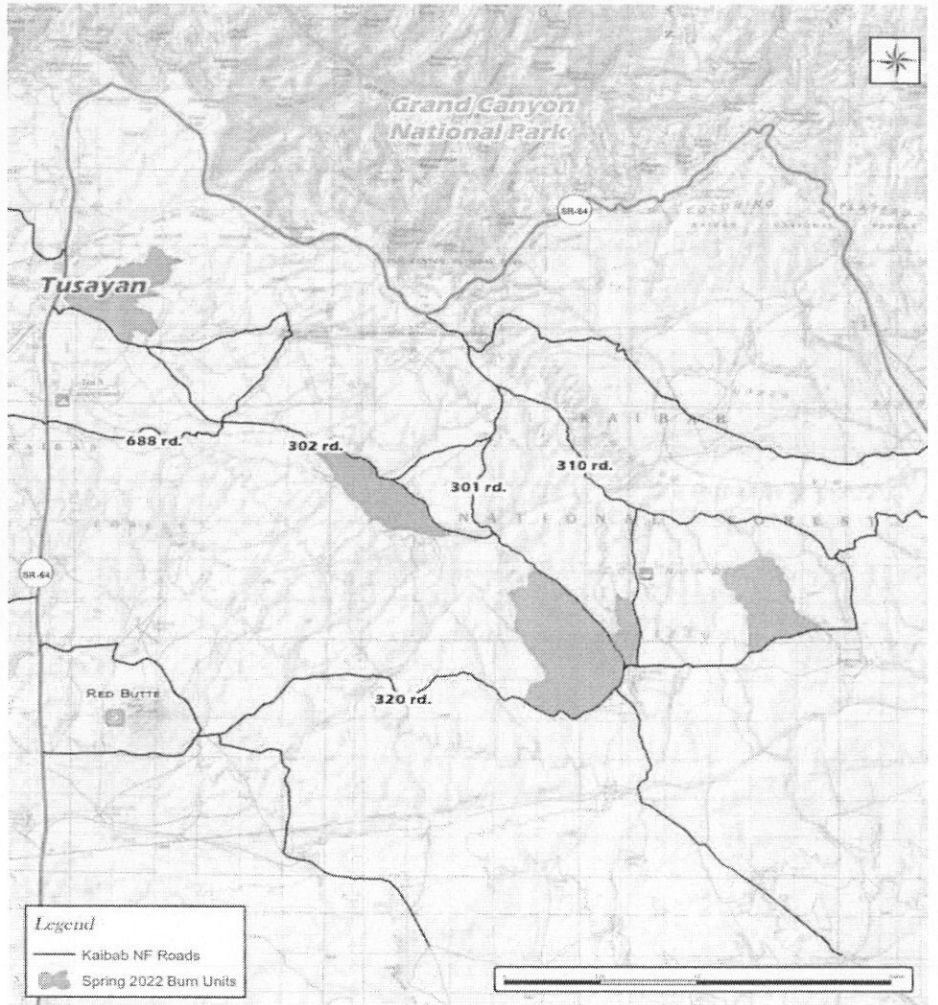
Tusayan & Grand Canyon: COVID-19 Cases [Doesn't Reflect Recoveries]



COVID-19 Infections for Tusayan/GC: 416 cases, 73.2% vaccinated



Captain Lawrence and Engineer Woolley practice  
2nd floor patient removal



Forest Service Prescribed Fires - April 6th-8th

Billing Totals since 7/1/2021

EF Recovery Medical Billing

Total billed	\$52,925.00
Total Collected	\$1,312.50
Uncollectable	\$4,200.00
Collections	\$0.00
Total outstanding	\$47,412.50

Uncollectable had no name or address, unable to get a facesheet

EF Recovery Rescue Billing

Total Billed	\$20,494.10
Total Collected	3134.92
Uncollectable	\$0.00
Collections	\$0.00
Total outstanding	\$17,359.18

Combined Totals

Total combined billing	\$73,419.10
Total Collected	\$4,447.42
Total Uncollectable	\$4,200.00
Total in Collections	\$0.00
Total Outstanding	\$64,771.68

## **I. PURPOSE**

The purpose of this policy is to establish procedures for hiring and promoting employees.

## **II. SCOPE**

This policy applies to all District members including volunteers and persons applying for employment with the District.

## **III. POLICY**

### **General Policy**

In accordance with District policies, all members shall be assigned for service on the basis of merit and qualifications for particular duties. Discrimination on the basis of race, sex, color, age, national origin, marital status, religious creed, or disability or any additional protected class is strictly prohibited.

### **Eligibility Lists - Right to Refuse Promotion**

When individuals are offered a promotion, they have the right to refuse the promotion. If they refuse a promotion, they will remain in the same position.

### **Residency**

All chief officers must reside within District's boundaries per ARS guidelines. The District holds no other residency requirements.

### **Background Checks**

All new hires will be required to complete a fingerprint, background, and reference check before employment with District.

### **Physical Exam**

All members are required to complete annual Firefighter Physical according to NFPA standards. For immunization against hepatitis B, all full-time members are offered immunization within 10 days of initial assignment. The risks and benefits of immunization will be explained to all members and informed consent obtained before immunizations.

Members may refuse hepatitis B immunization, or may submit proof of previous immunization. Members who refuse will be counseled on the occupational risks of communicable diseases and will be required to sign a refusal of immunization form.

### **Probation**

Each new hire shall require a one-year probationary period.

**Driving Record Checks**

All members will have a driving record check completed through the Motor Vehicle Division on an annual basis to ensure valid Driver's License and no DUI's.

**EMS Certification Minimums**

All full-time firefighters, engineers, captains, and Assistant Chiefs will maintain, at minimum, an Arizona Department of Health Services Basic Emergency Medical Technician Certification.

Members shall maintain all required certifications and other preliminary and probationary requirements. Copies of updated medical certification cards required by Arizona DHS, FMC, and the District will be turned in to the Business Administrator prior to expiration date on the card. Failure to have a current copy of medical certification cards on file will result in disciplinary action and may result in the loss of any associated assignment pay. Full time members will be removed from shift work until copies of medical certification cards can be obtained.

Advanced Cardiac Life Support (ACLS) providers (paramedics) shall possess and continue to maintain an ACLS certification as well as, either a Pediatric Advanced Life Support (PALS) or a Pre-hospital Emergency Pediatric Program (PEPP) certification along with the other required certifications.

**Pay Increase Upon Promotion**

In the event of a promotion, a member's pay rate will be increased by the amount designated by the Fire Chief or Board of Directors.

Members who meet the requirements for annual cost of living increase and are promoted within 30 days of their promotion date will receive both their merit and promotional increases.



**Background Check**

**Fire Chief: Greg Brush**

## **I. PURPOSE**

The purpose of this policy is to establish background checks to be conducted after a conditional offer of employment is given to an applicant by the District including but not limited to: a fingerprint, reference, and other background checks shall be conducted.

## **II. SCOPE**

This policy applies to all District members, employees, volunteers and applicants for employment with the District.

## **III. POLICY**

Background check may include verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record, criminal background, and other pertinent information. One copy of the fingerprints shall be taken by National Park Service or Coconino County Sheriff's Office and transmitted to TFD for submission to the Department of Public Safety, Federal Bureau of Investigation, and Department of Justice for the purpose of securing a report from the records of these agencies.

All District employees, including but not limited to full-time part-time employees, reserve, volunteers, and administrative staff, shall immediately apprise the Chief any time that employee is arrested or convicted of a felony, of whatever nature, and any misdemeanor or administrative action (such as driver's license suspension), which may affect the member's ability to perform his or her duties or may reflect poorly on the District's reputation or public image.

The Chief may, from time to time, either verbally or in writing, ask for such information or take such steps as may be necessary to determine the status of a member's criminal background. This may include, but shall not be limited to, having the member complete a questionnaire disclosing that member's criminal background history or changes in the member's criminal background history and may include, but shall not be limited to, a Motor Vehicle Division (MVD) check, FBI check, Department of Public Safety check, or local law enforcement jurisdiction inquiry. In conjunction therewith a member may be requested to complete, sign, or produce the releases, consent forms, fingerprint cards, licenses, permits, and copies of court records necessary to allow the District access to said records.

The District reserves the right to take such action as it deems appropriate depending on the results of the background / criminal check referenced above.

Applicants are advised that the importance of a member's background or criminal history varies depending on the age, type, and circumstances surrounding the charges, conviction or disposition, and that member's job duties, responsibilities and contact with the public. Failure to disclose may subject a member or applicant to discipline, including, but not limited to, termination or removal from the hiring process.

Except for good cause, individuals shall not be eligible for hire if they have been convicted of a felony or have a charge pending, within 10 years of the date of application submitted. Any crime involving theft, robbery, assault with a deadly weapon, forgery, defalcation, fraud, burglary, or other offense which, at the judgment of the Chief, reflects on the individual's credibility, honesty and integrity or the District's standing or reputation; or within 3 years of application for employment any conviction of driving while intoxicated (DWI) or driving under the influence (DUI), assault or other crimes or offenses involving moral turpitude.

No employees shall be entitled to operate an District vehicle or vehicle on behalf of the District, while on duty, if they receive a conviction for DWI or DUI, or have their license suspended for any reason, until such time as they have provided written verification that said license suspension is no longer in effect and evidence that they have complied with and completed all requirements of the court or administration system imposed in conjunction with said conviction or suspension.

#### **Criminal History Records Handling**

As part of its background check on new and prospective employees, the District conducts fingerprint-based criminal history record checks with the Arizona Department of Public Safety (AZDPS.) Records returned could include state and federal criminal history information, depending on which type of record is requested. The Business Administrator will be designated as the District Security Contact with AZDPS. Authorized member who may possibly come in contact with criminal history information will be given access to view and handle criminal history information. The District Security Contact will be responsible for maintaining the Authorized Member List with AZDPS, as well as conducting the required training for new and continuing Authorized Employees. Upon termination of a member on the Authorized Member List, the District Security Contact will update its list with AZDPS within 48 hours of termination.

The top portion of the fingerprint card is to be filled out by the applicant, and the District member taking the fingerprints must verify the identity of the person being fingerprinted. Fingerprints shall be taken by NPS or CCSO, and the fingerprint card should be returned to the District after the prints have been obtained to protect the integrity of the process.

The District Security Contact will complete the processing of the fingerprint card, including preparing the submission form and requesting the appropriate payment. The District will not require applicants to pay for fingerprint processing.

All criminal history record information received by the District office is to be stored in a locked filing cabinet. Only Authorized Employees may have access to this information. Criminal history record information is not stored electronically.

Criminal history information is only to be used for the specific purpose for which it was requested.

Authorized Employees may discuss the contents of the criminal history record with the applicant or member in a private and secure place. Care should be taken to prevent casual unauthorized release of criminal history information. The applicant or employee may not be given a copy of the record; the record is for District use only.

The applicant or member should be informed that if they wish to challenge the content of the record, a Review and Challenge packet for Arizona criminal history can be obtained from DPS Criminal History Records. Information on challenging an FBI record can be obtained by contacting the FBI directly.

Secondary dissemination of criminal history record information (sharing with another District) is prohibited.

Criminal history record information will be maintained in a binder by the District Security Contact, separate from member's employment files. Retention of these records will follow the District's records retention schedule.

When the criminal history record has reached the end of the retention period, it must be completely destroyed by shredding. Originals and any copies must be destroyed by District employees who are authorized to handle or access criminal history record information.

In the event of deliberate, reckless, or unintentional misuse of criminal history record information, the member will be subject to disciplinary action as outlined in District's Discipline Policy.

## **I. PURPOSE**

Tusayan Fire District strives to lead by example through promoting a drug-free workplace, to maintain safe and healthy operations, and to protect the safety and security of the employees, facilities, and property of the District. Drugs and alcohol pose risks to the user and all those around the user. In addition, the use, possession, sale, transfer, manufacture, distribution, and dispensation of marijuana, alcohol, misuse of prescription drugs, or illegal drugs in the workplace pose unacceptable risks to all those in contact. Substance abuse endangers the safety of employees, as well as the public, and creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased health care and benefit costs, and a decline in the quality of services provided by the District. For these reasons, the District has established this Drug and Alcohol Policy.

This policy does not constitute a contract of employment with the District.

## **II. SCOPE**

This policy applies to all District employees, reserves, and volunteers and all applicants who have received conditional offers of employment with the District.

## **III. POLICY**

### **Definitions**

#### Illegal Drugs

"Illegal drugs" means any controlled substance listed in schedules I through V of the Federal Controlled Substances Act (21 U.S.C. §812), medication, or other chemical substance that (1) is not legally obtainable; or (2) is legally obtainable, but is not legally obtained, is not being used legally, or is not being used for the purpose(s) for which it was prescribed or intended by the manufacturer. Thus, "illegal drugs" may include even over-the-counter medications, if they are not being used for the purpose(s) for which they were intended by the manufacturer.

#### Legal Drugs

"Legal Drugs" means prescribed or over-the-counter drugs that are legally obtained by the employee and used as prescribed for the purpose(s) for which they were intended by the manufacturer, including marijuana.

#### District Property

"District property" and "District equipment, machinery, and vehicles" means all property, equipment, machinery, and vehicles owned, leased, rented, or used by the District.

On Duty

"On duty" means all working hours on the clock, regardless of whether on District property.

**Work Rules**

Substance Abuse by Employees

Alcohol

Employees may not use or be under the influence of alcohol while on duty, while working, while on District property, or while operating District equipment, machinery, or vehicles.

Employees are not allowed to report to work with detectable levels of alcohol in their systems.

Employees who violate these rules are subject to discipline, up to and including termination. The District may make certain exceptions to these rules for business or social functions approved by the District.

Illegal Drugs

Members may not possess illegal drugs or engage in the use of illegal drugs while on duty, while working, while on District property, or while operating District equipment, machinery, or vehicles.

Employees are not allowed to work or report to work with detectable levels of illegal drugs in their systems.

Employees may not manufacture, distribute, dispense, transfer, or sell illegal drugs. Employees who violate any of these rules will be subject to discipline, up to and including termination.

Legal Drugs/Medications

Any member who obtains a legal drug (as defined above), either prescription or over-the-counter, for any medication or class of medication prescribed for a Category A or a Category B medical condition that is listed under NFPA 1582, Chapter 6.24 is required to report that prescription or legal drug use to the Fire Chief as soon as they receive the prescription, but no less than their first shift. The relevant portions of NFPA are as follows:

6.24.1 Category A medical conditions shall include those that require chronic or frequent treatment with any of the following medications or classes of medications:

- (1) Narcotics, including methadone
- (2) Sedative-hypnotics
- (3)\* Full-dose or low-dose anticoagulation medications or any drugs that prolong prothrombin time (PT), partial thromboplastin time (PTT), or international normalized ratio (INR)
- (4) Beta-adrenergic blocking agents at doses that prevent a normal cardiac rate response to exercise, high-dose diuretics, or central acting antihypertensive agents (e.g., clonidine)

- (5)\* Respiratory medications: inhaled bronchodilators, inhaled corticosteroids, systemic corticosteroids, theophylline, and leukotriene receptor antagonists (e.g., montelukast)
- (6) High-dose corticosteroids for chronic disease
- (7) Anabolic steroids
- (8) Any chemical, drug, or medication that results in the candidate not being able to safely perform one or more of the essential job tasks

6.24.2 \* Category B medical conditions shall include the use of the following:

- (1) Cardiovascular agents
- (2) Stimulants
- (3) Psychiatric medications
- (4) Other than high-dose systemic corticosteroids
- (5) Antihistamines
- (6) Muscle relaxants
- (7) Leukotriene receptor antagonists (e.g., montelukast) used for allergies that do not affect the lower respiratory system

If any member who receives a prescription for a medication that carries a warning that it may in any way cause a possible impairment, even if it is not included above, the member shall promptly report the medication to the Fire Chief.

In all cases, the Fire Chief shall make a determination as to whether any work restriction or limitation is indicated while the employee is using the medication. The Fire Chief will document notification and will retain the information in the employee's confidential files.

Failure to report the legal use of a drug as described in this section will result in disciplinary action. The District, at its discretion, may require an independent assessment by North Country Clinic or Coconino County Sheriff's Office to determine whether an employee is under the influence or if continued use by the employee could pose a safety risk.

### **Drug and Alcohol Testing**

The District may require that employees and applicants provide urine, blood, breath, and/or other samples for drug and alcohol testing under any of the following circumstances:

#### Pre-Employment Testing

All applicants who have received conditional offers of employment may be required to undergo drug testing as a condition of employment.

#### Reasonable Suspicion Testing

The District may require any member to undergo drug and alcohol testing if management has a reasonable suspicion that the member:

- Has violated the District's written work rules prohibiting the use, possession, sale, or transfer of alcohol and/or illegal drugs while on duty, while working, while on District property, or while operating District equipment, machinery, or vehicles

- Is under the influence of alcohol and/or illegal drugs while on duty, while working, while on District property, or while operating District equipment, machinery, or vehicles
- Is impaired by alcohol and/or illegal drugs

#### Post-Accident / Injury Testing

The District requires any employee to undergo drug and alcohol testing as soon as practical after a work-related accident or injury. Employees being seen by a hospital or at North Country Clinic because of an on-duty accident or injury will be drug tested as soon as possible, but at minimum within 24 hours. Additionally, any motor vehicle accident that results in damage that may warrant an insurance claim will require a drug and alcohol test of the vehicle operator as soon as possible, but at minimum within 24 hours of the incident. The initial test will consist of an "at-home" style test to be administered at TFD by the highest-ranking officer on duty. If the initial test results are positive, the employee will be escorted to North Country Health Clinic for comprehensive testing according to their established medical protocols.

### **Specimen Collection and Testing Procedures**

#### Specimen Collection Procedures

##### Test Subject Privacy

The highest-ranking officer on duty will supervise the collection specimens for testing. In the absence of a reasonable suspicion that the test subject will alter or substitute a urine specimen, the officer will not directly observe the collection of the urine specimen.

##### Chain of Custody Procedures

The District will take steps to preserve the chain of custody of specimens, in order to ensure testing accuracy.

##### Specimen Testing Procedures

Specimens will be initially tested using an over-the-counter test collection kit. If the at-home test indicates a positive result, the employee will be escorted to the North Country Health Clinic for additional formal testing following their protocols.

The laboratory will test for the presence of marijuana, alcohol, and illegal drugs.

The District will rely only on positive initial screening test to determine the need to have more advanced formalized testing through the Clinic.

##### Cost of Testing

The District will pay for any drug and alcohol test that it requests or requires.

### **Confidentiality of Test Results**

The District will not disclose test results except as authorized by the test subject or as authorized, permitted, or required by applicable law.

### **Consequences of Refusal**

Employees and applicants may refuse to undergo drug and alcohol testing. However, employees who refuse to undergo testing or who fail to cooperate with the

testing procedures will be subject to discipline, up to and including immediate discharge. Applicants who refuse to undergo testing or who fail to cooperate with the testing procedures will not be hired.

**Consequences of Confirmed Positive Test Results**

Any employee who tests positive on a drug and alcohol test required by the District will be subject to discipline, up to and including discharge.

Unemployment Compensation Benefits / Workers' Compensation Benefits

Any employee who refuses to cooperate with or who tests positive on a drug and alcohol test required by the District will be subject to loss of unemployment insurance benefits.

Any member who refuses to cooperate with or who tests positive on a drug and alcohol test required by the District after a workplace accident will be subject to loss of workers' compensation benefits.



## **I. PURPOSE**

The purpose of this Guideline is to establish procedures for the use, care, and maintenance of Self-Contained Breathing Apparatus.

## **II. SCOPE**

This policy applies to all District employees, reserves, and volunteers.

## **III. POLICY**

- A. The Tusayan Fire District (TFD) requires that all personnel expected to respond and function in areas of atmospheric contamination will be equipped with Self-Contained Breathing Apparatus (SCBA) and trained in its proper use and maintenance.
- B. District members will achieve a non-leaking face piece-to-skin seal with the mask. As such, facial hair will not be allowed at points where the SCBA face piece is designed to seal with the face.
- C. Each TFD member will be accountable for one SCBA and will check the condition of that SCBA prior to use, after each use, and at any other time it may be necessary to render the equipment in a ready state.
- D. Each crewmember will be responsible for the proper use and function of the SCBA. If a SCBA is found to be functioning improperly, it will be taken out of service, red tagged, reported, and replaced immediately. Replacement SCBAs will be obtained from the Fire Chief, Assistant Chief, or designee.
- E. The use of breathing apparatus means that all personnel will have face pieces in place and breathing air from the cylinder provided. Where appropriate, Airline-Supplied Breathing Apparatus may be used in place of SCBA.
- F. SCBA will be used by all personnel operating in an IDLH or suspected/potential IDLH environment.
- G. In addition to the above, SCBA will be worn by all personnel operating at fire incidents above ground, below ground, or in any other area which is not, but which may become contaminated by products of combustion or other hazardous substances. In these circumstances only, the SCBA may be worn with the face piece removed until the environment becomes IDLH. Then the face piece must be properly donned and cylinder air utilized.
- H. In routine fire situations, the decision to remove SCBA will be made by the Incident Commander, based on an evaluation of conditions and atmospheric testing. Prior to removal, fire areas will be thoroughly ventilated and, where necessary, continuous ventilation will be provided.
- I. An evaluation of all certified firefighters in the use of the SCBA will be conducted annually. The minimum level of performance is to be capable of donning respiratory protective equipment to the recognized Minimum Company Standards. Each member

will demonstrate a high level of proficiency with the SCBA under conditions comparable to those in which the member is expected to function.

Procedures:

#### Instructions for Use

The SCOTT Air-Pak X3 Pro SCBA system provides complete respiratory protection and is NFPA 1981/1982, 2018 Edition standards. This system can be used at temperatures down to -25 degrees. The Regulator is spring loaded to provide positive pressure in the face piece in order to reduce the possibility of inward leakage.

- A. Annual Fit Testing: All personnel expected to work in an IDLH environment will be fit tested in accordance to OSHA 1910.134 for the following reasons.
  - 1. Prior to being allowed to wear SCBA
  - 2. Annually
  - 3. When there are changes in the employee's physical condition that could affect respiratory fit (obvious changes in body weight, facial scarring, facial hair, etc.).
- B. Donning: The following steps should be followed to don the system before entering a toxic atmosphere.
  - 1. Check the pressure gauge on the cylinder valve to ensure that the cylinder is full (4500 psi pressure).
  - 2. Don the system using either method found in the Minimum Company Standards book.
  - 3. Test the complete system for air flow from the cylinder to the face piece by breathing normally. The regulator should follow the normal breathing pattern.
  - 4. Test the Purge (red) valve by opening it briefly. With the Purge valve open, a rush of air should be delivered to the face piece. If the rush of air is delivered, the apparatus is ready for use. Close the Purge (red) valve.
- C. Inspection Procedure During Cylinder Changes: Whenever a SCOTT Air Cylinder is removed from the harness and replaced with a new one, it is important to check that the cylinder is securely retained by following this procedure.
  - 1. Slide the fully charged cylinder into the carrier assembly and close the latch.
  - 2. Place one hand on the back pad and grasp the cylinder valve with the other. Try to pull the cylinder and valve assembly away from the carrier assembly. Make sure that the cylinder is securely held to the carrier assembly.
  - 3. Close latch and insure retaining strap is snug to cylinder
- D. After Use
  - 1. Disassemble and clean the harness and regulator as specified by manufacturer
  - 2. Slide out the empty cylinder and replace it with a fully charged one.
  - 3. Remove the face piece assembly to clean and sanitize it with manufacturer recognized SCBA cleanser or solution of 1 part chlorine bleach to 10 parts water.
  - 4. Complete Daily Inspection per Minimum Company Standard book.
  - 5. Place SCBA system back in service on appropriate apparatus.

#### Inspections

- A. Daily Inspections: All SCBA carried on District apparatus will be subject to a daily inspection.
  - 1. Daily inspections will be completed as found in the Minimum Company Standards book.

2. Document findings on apparatus check sheet for each SCBA and air cylinder.
- B. Monthly Inspections: All SCBA will be given a monthly check as outlined.
  1. Visually inspect, checking for worn harness, worn hose, damaged valves, leaks, etc.
  2. Check regulator for damage and leaks.
  3. Check inhalation valve, webbing, etc. on mask.
  4. Water test bottles and check hydrostatic test date. Do not submerge pressure gauge. If the latest hydrostatic test date is over three years record bottle number and test dates, advise the Fire Chief, Assistant Chief, or Company Officer and remove the bottle from service. Send the bottle for testing.
  5. Document findings of each SCBA and air cylinder on Monthly Inspection Sheet. Submit to Fire Chief, Assistant Chief, or Designee for review and filing.
- C. Annual Inspections: The annual checks shall be accomplished by a manufacturer qualified SCBA technician.
  1. The SCBAs will be inspected, flow tested, and positive pressure checked by a SCBA maintenance provider.
  2. At this time, a thorough inspection and cleaning shall take place. This should include, but is not limited to:
    - a) Inspection and testing of all components including buddy breathing and quick fill systems.
    - b) Inspection of harness systems.
    - c) Inspection and tightening of all screws and bolts
    - d) Inspection and lubrication of all O-rings
    - e) Inspection of batteries and replacement if necessary

#### Maintenance

- A. Removing from service: In order to make safer working conditions, the district will provide red SCBA Damaged Item tags. The tags will be immediately attached when any SCBA is found to be damaged or is not functioning properly.
  1. The tag will be attached to the unit part that is malfunctioning:
    - a) the back plate/regulator assembly (attach to the regulator outlet)
    - b) the face piece (attach to the webbing)
    - c) the air cylinder (attach to the cylinder valve)
  2. When completing the tag, use the name of the person who was using the equipment at the time it was damaged or malfunctioned.
  3. Notify the Fire Chief, Assistant Chief, or Designee to replace and to schedule repair.
- B. Repairs: Replacement or repairs will be done only by manufacturer authorized persons with parts designed for the SCBA system. No attempt will be made to replace components or to make adjustment or repairs beyond the manufacturer's recommendations.

The Certified Technician I Maintenance Training Manual contains additional maintenance information that goes beyond the routine cleaning and regular operational inspection of the equipment but is less advanced than Certified Technician II-level maintenance available at an authorized service center. A person with good mechanical ability using standard hand tools is capable of performing Technician I-level tasks. If disassembly or adjustment other than described in this manual or the Certified Technician I Maintenance Training Manual is required, the equipment must be serviced

by an authorized service center in accordance with the appropriate Technician Service Manuals.

- C. Retiring from service: Retirement criteria and considerations to be determined by technicians with Certified Technician II qualifications in accordance with NFPA 1852.

## **I. PURPOSE**

The purpose of this procedure is to establish guidelines for District-owned equipment that becomes lost, or damaged.

## **II. SCOPE**

The Tusayan Fire District takes pride in equipment that has been purchased through public funding. The District makes every attempt that acquired equipment is properly accounted for and maintained. As such, all personnel will become familiar and adhere to this procedure. This policy applies to all District employees, reserves, and volunteers.

## **III. POLICY**

- A. Personnel will make every attempt to minimize loss or damage of District equipment.
- B. Personnel will promptly report the loss or damage of any District equipment to their immediate supervisor.
- C. Any lost or damaged equipment incident will go through a non-accusational fact-finding investigation by the Fire Chief or Designee.

Procedures:

### **Loss Prevention**

Personnel should exercise due care for all District tools and equipment.

All equipment on District apparatus will be reviewed at the following times:

- A. During daily apparatus inspections
- B. Prior to leaving any public events
- C. Prior to leaving any emergency incident
- D. Any other time apparatus is unattended within public reach

Whenever reasonably possible, District apparatus should be staged in secure locations out of public reach.

A detailed inventory of District equipment found on District Apparatus will be completed monthly and submitted for review by the Fire Chief or Designee.

### **Reporting Loss/Damage**

When District tools or equipment are lost, stolen, or damaged during working hours or at an emergency scene, the following steps shall be taken:

- A. Line personnel shall immediately notify Duty Officer.
- B. Duty Officer shall notify Fire Chief or Assistant Chief of inoperable or missing equipment requiring replacement.

- C. Notification of loss or damage shall be by using one of two methods for replacement:
1. Equipment Replacement Request Form
  2. Email with the following information (as applicable)
    - a) Requesting personnel
    - b) Date/time
    - c) Apparatus effected
    - d) Equipment requested;
      - i. name, description and quantity
      - ii. Reason for replacement; damaged, lost, or stolen
    - e) Where the equipment was damaged or lost; incident number and location
    - f) Date damage or loss occurred
    - g) Narrative (how the damage or loss occurred)
    - h) How could damage or loss have been prevented?



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

# Tusayan Fire District

## RESOLUTION #2022-01

### EF Recovery Addendum

The Tusayan Fire District adopts the following Resolution for the purpose approving policy changes requested by EF Recovery in order to bill for emergency response services.

#### **RESOLUTION**

**WHEREAS**, The ADDENDUM (“Addendum”) dated January 28, 2022 modifies the ‘Enhanced Program’ Cost Recovery Agreement (the “Original Agreement”), executed on May 13, 2021 and entered into between EF Recovery LLC (“EFR”), a Washington limited liability company, and the Tusayan Fire District (the “CUSTOMER”). The following provisions modify or replace sections of the Original Agreement. In the event of a conflict between the Original Agreement and this Addendum, the provisions of this Addendum shall control. The sections of the Original Agreement that are not expressly modified or replaced by this Addendum shall remain in effect pursuant to their terms. The Original Agreement and this Addendum are collectively referred to herein as the “Agreement.”

**NOW THEREFORE**, Exhibit B, Item 1 of the Original Agreement is deleted in its entirety, and is hereby amended to read:

1. **“Processing Cost”** means fifty dollars (\$50.00) or twenty-two percent (22%) of the Total Claim Amount or the settlement offer accepted by Customer on a claim, whichever is greater, plus one hundred twenty-five dollars (\$125.00).

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**Board Chairperson – John Vail**

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**Board Member – Elena Villanueva**

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**Board Clerk – Andrew Aldaz**

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**Board Member – Becky Shearer**

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**Board Member – Marty Harris**

*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.*

**ADDENDUM TO THE "ENHANCED PROGRAM" COST RECOVERY AGREEMENT BY AND BETWEEN EF RECOVERY LLC AND TUSAYAN FIRE DISTRICT, WITH AN EXECUTED DATE OF MAY 13, 2021.**

This ADDENDUM ("Addendum") dated January 28, 2022 modifies the 'Enhanced Program' Cost Recovery Agreement (the "Original Agreement"), executed on May 13, 2021 and entered into between EF Recovery LLC ("EFR"), a Washington limited liability company, and the Tusayan Fire District (the "CUSTOMER"). The following provisions modify or replace sections of the Original Agreement. In the event of a conflict between the Original Agreement and this Addendum, the provisions of this Addendum shall control. The sections of the Original Agreement that are not expressly modified or replaced by this Addendum shall remain in effect pursuant to their terms. The Original Agreement and this Addendum are collectively referred to herein as the "Agreement."

EFR and CUSTOMER agree to amend the Agreement as follows:

Exhibit B, Item 1 of the Original Agreement is deleted in its entirety, and is hereby amended to read:

1. **"Processing Cost"** means fifty dollars (\$50.00) or twenty-two percent (22%) of the Total Claim Amount or the settlement offer accepted by Customer on a claim, whichever is greater, plus one hundred twenty-five dollars (\$125.00).

AGREED AND UNDERSTOOD by the parties hereto as of the date of the Agreement.

EF RECOVERY LLC

TUSAYAN FIRE DISTRICT



By: \_\_\_\_\_  
Sam Wright, General Manager

By: \_\_\_\_\_  
Greg Brush, Fire Chief





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# Tusayan Fire District

## RESOLUTION #2022-02

### Station Generator

The Tusayan Fire District adopts the following Resolution for the purpose purchasing and installing an emergency back-up power generator at the fire station.

#### RESOLUTION

WHEREAS,

NOW THEREFORE,

\_\_\_\_\_  
Board Chairperson – John Vail

\_\_\_\_\_  
Board Member – Elena Villanueva

\_\_\_\_\_  
Board Clerk – Andrew Aldaz

\_\_\_\_\_  
Board Member – Becky Shearer

\_\_\_\_\_  
Board Member – Marty Harris

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# Tusayan Fire District

## RESOLUTION #2022-03

### SSDP 457 Plan

The Tusayan Fire District adopts the following Resolution for the purpose of creating a new retirement investment options for full-time employees. This is an Arizona State Retirement System Supplemental Salary Deferral 457 Governmental Plan.

#### **RESOLUTION**

**WHEREAS**, the Tusayan Fire District, hereinafter designated the Political Subdivision, desires to establish a supplemental defined contribution plan for all of its eligible officers and employees to be administered by the Arizona State Retirement System (hereinafter designated ASRS) under Article 2, Chapter 5, Title 38 of the Arizona Revised Statutes.

**NOW THEREFORE, BE IT RESOLVED**, that the Political Subdivision hereby adopts a Supplemental Salary Deferral Plan (hereinafter designated SSDP) established by the ASRS pursuant to Section 38-781, Arizona Revised Statutes, for the officers and employees of the Political Subdivision who are eligible for participation in the SSDP.

BE IT FURTHER RESOLVED, that the Fire Chief is designated as the Authorized Agent of the Political Subdivision and is authorized and directed as the representative of the Political Subdivision to conduct all negotiations, conclude all arrangements and sign all agreements and modifications of agreements which may be necessary to carry out the intent of the Agreement in conformity with all applicable federal and state laws, rules and regulations.

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**Board Chairperson – John Vail**

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**Board Member – Elena Villanueva**

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**Board Clerk – Andrew Aldaz**

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**Board Member – Becky Shearer**

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**Board Member – Marty Harris**

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