



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

April 9, 2020

TUSAYAN FIRE DISTRICT BUILDING
408 Highway 64, Tusayan Arizona

NOTICE: Please be advised, due to COVID-19, this Public Meeting will occur remotely per A.R.S. §38-4031.01(A), Arizona Executive Order #2020-18, and CDC recommendations on social distancing, the building is closed to the public and this meeting will be conducted electronically. Members of the public may call in to hear the live audio by dialing (301) 715-8592 Meeting ID: 891 727 2885 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 9, 2020 at 10:00 a.m.. 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 March 19, 2020 regular scheduled Board Meeting Minutes and February 24, 2020 Executive Session Meeting Minutes**
3. **Treasurers Report**
4. **Fire Chiefs Update**
5. **Old Business**
 - a. **Discussion/Update of Letter for Town of Tusayan CIP Funding**
 - b. **Discussion/Update of FS housing #26 Lincoln Log Loop**
 - c. **Discussion/Update of Station generator**
6. **New Business**
 - a. **Consideration/Discussion of COVID-19 impacts and implications including FFCRA**
 - b. **Consideration/Discussion of new Worker's Comp 7710 rates and possibility of AZ Fire District Risk Pool**
7. **Action Item(s)**
 - a. **Consideration/Discussion and possible action to approve requested CIP Plan**
 - b. **Consideration/Discussion and possible action regarding two residential housing units**
 - c. **Consideration/Discussion and possible action to approve the Volunteer Stipend Policy**
 - d. **Consideration/Discussion and possible action to approve the of Grievance Policy**
 - e. **Consideration/Discussion and possible action to approve the PTO Policy**
 - f. **Consideration/Discussion and possible action to approve the Purchasing and Procurement Policy**
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 2020 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

TREASURY REPORT - March 2020

- Info current as of April 7, 2020
- Bank: \$267,304.53
- Reserve Funds Account: \$49,161.45
 - Grand total = \$316,465.98
- Accounts Payable none at this time
- FY 2020 FDAT Revenue (Actual year to date): \$55,222.39
- 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)
- **7710 Worker's Comp rate increase 274% - 130% NEW Fire District Worker's Compensation Risk Pool - Rates increase 60%**
- **New LAW: Families First Corona Response Act - Division F - 2 weeks paid sick time immediately - up to 12 weeks paid sick time if child's school has closed.**
 - <https://www.nytimes.com/2020/03/19/upshot/coronavirus-paid-leave-guide.html>
- **County Treasury Meetings weekly**
- Rental Income: \$1,550.00
- Wagon Wheel: Have not received yet
 - YTD Wagon Wheel: \$8,173.32

**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

4/7/2020 5:44 PM

Register: NorwestWarrant

From 03/01/2020 through 04/07/2020

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|------------|--------------------------|----------------------------|--------------------|----------|---|----------|------------|
| 03/02/2020 | Audit Adj | Audit Adjustment | 2000 · Accounts Payable | Reclass prior y... | 1,887.20 | | | 347,656.47 |
| 03/02/2020 | 830300275 | Arizona Department ... | 2100 · Payroll Liabilities | 860843550 | 819.52 | X | | 346,836.95 |
| 03/02/2020 | 830300276 | Arizona Public Service | 2000 · Accounts Payable | Acct# 1519540... | 981.62 | X | | 345,855.33 |
| 03/02/2020 | 830300277 | Century Link | 2000 · Accounts Payable | Inv# 14866245... | 3.39 | X | | 345,851.94 |
| 03/02/2020 | 830300278 | Coconino County Tr... | 2000 · Accounts Payable | | 1,736.56 | X | | 344,115.38 |
| 03/02/2020 | 830300279 | Hinton Burdick | 2000 · Accounts Payable | Inv# 216592 | 8,400.00 | X | | 335,715.38 |
| 03/02/2020 | 830300280 | South Rim Mobile H... | 2000 · Accounts Payable | Inv# 02-2020-2... | 1,200.00 | X | | 334,515.38 |
| 03/02/2020 | 830300281 | TRIAD | 2000 · Accounts Payable | Inv# 2579 | 74.95 | X | | 334,440.43 |
| 03/02/2020 | 830300282 | Valle Airpark, LLC | 2000 · Accounts Payable | Inv# 2651 | 836.36 | X | | 333,604.07 |
| 03/03/2020 | | | -split- | Deposit | | X | 2,000.00 | 335,604.07 |
| 03/04/2020 | 830300283 | Arizona Public Service | 2000 · Accounts Payable | Acct# 4681271... | 43.91 | X | | 335,560.16 |
| 03/04/2020 | 830300284 | Grand Canyon Natio... | 2000 · Accounts Payable | Feb. Utilities | 47.03 | X | | 335,513.13 |
| 03/04/2020 | 830300285 | Velocity | 2000 · Accounts Payable | Inv# RA33004... | 639.02 | X | | 334,874.11 |
| 03/06/2020 | ASRS03... | Arizona State Retire... | -split- | 0990 | 3,759.58 | X | | 331,114.53 |
| 03/06/2020 | EFTPS03... | Tusayan Fire Depart... | -split- | 86-0843550 | 3,398.96 | X | | 327,715.57 |
| 03/06/2020 | DD030620 | Bruce D. Baker | -split- | | 1,093.37 | X | | 326,622.20 |
| 03/06/2020 | DD030620 | Delmar J Mercolini | -split- | | 1,689.62 | X | | 324,932.58 |
| 03/06/2020 | DD030620 | Emily A Woolley | -split- | | 1,178.85 | X | | 323,753.73 |
| 03/06/2020 | DD030620 | Gregory Lawrence | -split- | | 1,281.73 | X | | 322,472.00 |
| 03/06/2020 | DD030620 | Gregory M Brush | -split- | | 1,838.38 | X | | 320,633.62 |
| 03/06/2020 | DD030620 | Kathleen Maragos | -split- | | 1,170.89 | X | | 319,462.73 |
| 03/06/2020 | DD030620 | Raymond F D'Albini | -split- | | 1,807.86 | X | | 317,654.87 |
| 03/06/2020 | DD030620 | Travis Moreno | -split- | | 924.64 | X | | 316,730.23 |
| 03/11/2020 | 830300287 | Arizona Public Service | 2000 · Accounts Payable | Acct# 7486312... | 36.13 | X | | 316,694.10 |
| 03/11/2020 | 830300288 | Century Link | 2000 · Accounts Payable | Inv# 928-638-3... | 166.69 | X | | 316,527.41 |
| 03/11/2020 | 830300289 | Chase Card Services | 2000 · Accounts Payable | Acct# 8236 | 1,621.95 | X | | 314,905.46 |
| 03/11/2020 | 830300290 | Direct TV | 2000 · Accounts Payable | Inv# 37226320... | 148.98 | X | | 314,756.48 |
| 03/11/2020 | 830300291 | Hydro Resources | 2000 · Accounts Payable | Inv# 3333 | 46.36 | X | | 314,710.12 |
| 03/11/2020 | 830300292 | North Country Com... | 2000 · Accounts Payable | Ref# 2195691 | 95.00 | X | | 314,615.12 |
| 03/11/2020 | 830300293 | P.K. Distributing dba... | 2000 · Accounts Payable | Inv# 85489 | 79.90 | X | | 314,535.22 |
| 03/11/2020 | 830300294 | Titan Propane | 2000 · Accounts Payable | | 775.34 | X | | 313,759.88 |
| 03/11/2020 | 830300295 | Velocity | 2000 · Accounts Payable | Inv# RA33000... | 835.04 | X | | 312,924.84 |
| 03/11/2020 | 830300296 | Wex Bank | 2000 · Accounts Payable | Inv# 64326986 | 102.36 | X | | 312,822.48 |
| 03/11/2020 | 830300297 | Xerox Corporation | 2000 · Accounts Payable | Inv# 099672621 | 252.50 | X | | 312,569.98 |
| 03/20/2020 | ASRS03... | Arizona State Retire... | -split- | 0990 | 3,516.46 | X | | 309,053.52 |
| 03/20/2020 | EFTPS03... | Tusayan Fire Depart... | -split- | 86-0843550 | 3,216.36 | X | | 305,837.16 |
| 03/20/2020 | DD032020 | Bruce D. Baker | -split- | | 1,405.43 | X | | 304,431.73 |
| 03/20/2020 | DD032020 | Delmar J Mercolini | -split- | | 1,195.85 | X | | 303,235.88 |
| 03/20/2020 | DD032020 | Emily A Woolley | -split- | | 1,063.60 | X | | 302,172.28 |
| 03/20/2020 | DD032020 | Gregory Lawrence | -split- | | 1,286.48 | X | | 300,885.80 |

Tusayan Fire District

4/7/2020 5:44 PM

Register: NorwestWarrant

From 03/01/2020 through 04/07/2020

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|------------|--------------------------|---------------------------|----------------------|----------|---|----------|------------|
| 03/20/2020 | DD032020 | Kathleen Maragos | -split- | | 596.98 | X | | 300,288.82 |
| 03/20/2020 | DD032020 | Travis Moreno | -split- | | 1,023.78 | X | | 299,265.04 |
| 03/20/2020 | DD032020 | Gregory M Brush | -split- | | 1,838.37 | X | | 297,426.67 |
| 03/20/2020 | DD032020 | Raymond F D'Albini | -split- | | 1,807.85 | X | | 295,618.82 |
| 03/26/2020 | 830300298 | 7710 Insurance | 2000 · Accounts Payable | Inv# 77I19101... | 1,317.00 | | | 294,301.82 |
| 03/26/2020 | 830300299 | Arizona Public Service | 2000 · Accounts Payable | | 799.39 | X | | 293,502.43 |
| 03/26/2020 | 830300300 | Blue Cross/Blue Shie... | 2000 · Accounts Payable | Health Insuran... | 4,396.00 | X | | 289,106.43 |
| 03/26/2020 | 830300301 | Grand Canyon Natio... | 2000 · Accounts Payable | April 2020 Rent | 350.00 | | | 288,756.43 |
| 03/26/2020 | 830300302 | PLIC | 2000 · Accounts Payable | Dental Acct# 1... | 213.99 | X | | 288,542.44 |
| 03/26/2020 | 830300303 | Red Feather Properties | 2000 · Accounts Payable | April 2020 Lea... | 2,315.25 | | | 286,227.19 |
| 03/26/2020 | 830300304 | South RIm Mobile H... | 2000 · Accounts Payable | Inv# 03-2020-3... | 1,200.00 | | | 285,027.19 |
| 03/26/2020 | 830300305 | United Fire | 2000 · Accounts Payable | | 516.75 | X | | 284,510.44 |
| 03/26/2020 | 830300306 | VSP | 2000 · Accounts Payable | Vision Acct# 3... | 76.09 | | | 284,434.35 |
| 03/31/2020 | | | -split- | Deposit | | X | 2,725.10 | 287,159.45 |
| 03/31/2020 | | | 4000 · Property Tax Re... | Deposit | | X | 1,181.75 | 288,341.20 |
| 03/31/2020 | | | 4000 · Property Tax Re... | Deposit | | X | 251.61 | 288,592.81 |
| 03/31/2020 | | | 4000 · Property Tax Re... | Deposit | | X | 2,933.37 | 291,526.18 |
| 03/31/2020 | | | FDAT | Deposit | | X | 6.34 | 291,532.52 |
| 03/31/2020 | | | FDAT | Deposit | | X | 2,167.40 | 293,699.92 |
| 03/31/2020 | | | FDAT | Deposit | | X | 0.64 | 293,700.56 |
| 03/31/2020 | | | Pooled Interest | Interest | | X | 342.33 | 294,042.89 |
| 04/03/2020 | ASRS04... | Arizona State Retire... | -split- | 0990 | 3,829.50 | | | 290,213.39 |
| 04/03/2020 | EFTPS04... | Tusayan Fire Depart... | -split- | 86-0843550 | 3,454.16 | | | 286,759.23 |
| 04/03/2020 | DD04032... | Bruce D. Baker | -split- | | 1,377.71 | | | 285,381.52 |
| 04/03/2020 | DD04032... | Delmar J Mercolini | -split- | | 1,409.38 | | | 283,972.14 |
| 04/03/2020 | DD04032... | Emily A Woolley | -split- | | 1,171.26 | | | 282,800.88 |
| 04/03/2020 | DD04032... | Gregory Lawrence | -split- | | 1,333.29 | | | 281,467.59 |
| 04/03/2020 | DD04032... | Kathleen Maragos | -split- | | 1,347.04 | | | 280,120.55 |
| 04/03/2020 | DD04032... | Travis Moreno | -split- | | 907.66 | | | 279,212.89 |
| 04/03/2020 | DD04032... | Gregory M Brush | -split- | | 1,838.38 | | | 277,374.51 |
| 04/03/2020 | DD04032... | Raymond F D'Albini | -split- | | 1,807.86 | | | 275,566.65 |
| 04/06/2020 | 830300307 | Arizona Public Service | 2000 · Accounts Payable | | 101.70 | | | 275,464.95 |
| 04/06/2020 | 830300308 | Boundtree Medical | 2000 · Accounts Payable | Inv# 83565087 | 117.55 | | | 275,347.40 |
| 04/06/2020 | 830300309 | Century Link | 2000 · Accounts Payable | Inv# 14884694... | 11.43 | | | 275,335.97 |
| 04/06/2020 | 830300310 | Chase Card Services | 2000 · Accounts Payable | Acct# 8236 | 3,709.12 | | | 271,626.85 |
| 04/06/2020 | 830300311 | Grand Canyon Natio... | 2000 · Accounts Payable | March Utilities | 32.19 | | | 271,594.66 |
| 04/06/2020 | 830300312 | Greg Brush | 2000 · Accounts Payable | Cat litter, tyvex... | 168.12 | | | 271,426.54 |
| 04/06/2020 | 830300313 | Kate Maragos | 2000 · Accounts Payable | Mileage for Au... | 85.75 | | | 271,340.79 |
| 04/06/2020 | 830300314 | L.N. Curtis & Sons | 2000 · Accounts Payable | Inv# Inv 376601 | 595.39 | | | 270,745.40 |
| 04/06/2020 | 830300315 | P.K. Distributing dba... | 2000 · Accounts Payable | In# 95885 | 95.88 | | | 270,649.52 |

Tusayan Fire District

4/7/2020 5:44 PM

Register: NorwestWarrant

From 03/01/2020 through 04/07/2020

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment C | Deposit | Balance |
|-------------|---------------|------------------------|----------------------------|-----------------|------------------|----------------|----------------|
| 04/06/2020 | 830300316 | Praxair | 2000 · Accounts Payable | Inv# 95644676 | 77.18 | | 270,572.34 |
| 04/06/2020 | 830300317 | TRIAD | 2000 · Accounts Payable | Inv# 2758 | 74.95 | | 270,497.39 |
| 04/06/2020 | 830300318 | Valle Airpark, LLC | 2000 · Accounts Payable | Inv# 2669 | 834.93 | | 269,662.46 |
| 04/06/2020 | 830300319 | Velocity | 2000 · Accounts Payable | Inv# RA33000... | 981.00 | | 268,681.46 |
| 04/06/2020 | 830300320 | Xerox Corporation | 2000 · Accounts Payable | In# 099944578 | 256.54 | | 268,424.92 |
| 04/06/2020 | 830300321 | Velocity | 2000 · Accounts Payable | | 237.92 | | 268,187.00 |
| 04/07/2020 | 830300322 | Arizona Department ... | 2100 · Payroll Liabilities | 860843550 | 882.47 | | 267,304.53 |

Tusayan Fire District
A/R Aging Summary
As of April 7, 2020

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|----------------------------|-----------------|-------------|-------------|-------------|-------------|-----------------|
| Guardian Medical Transport | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| TOTAL | <u>1,000.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>1,000.00</u> |

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04/07/20

Tusayan Fire District
A/P Aging Summary
As of April 7, 2020

| | <u>Current</u> | <u>1 - 30</u> | <u>31 - 60</u> | <u>61 - 90</u> | <u>> 90</u> | <u>TOTAL</u> |
|-----------------------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| 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 |
| Velocity | 0.00 | -981.00 | 0.00 | 0.00 | 0.00 | -981.00 |
| TOTAL | <u>0.00</u> | <u>-981.00</u> | <u>0.00</u> | <u>0.00</u> | <u>-1,779.76</u> | <u>-2,760.76</u> |

5:41 PM
04/07/20

Tusayan Fire District
Deposit Detail
March 1 through April 7, 2020

| Type | Num | Date | Name | Account | Amount |
|---------|---------|------------|---|---|--|
| Deposit | | 03/03/2020 | | NorwestWarrant | 2,000.00 |
| Payment | 2227329 | 03/01/2020 | AmeriGas Guardian Medical Tr... | 4403 - Station Rent 1499 - Undeposited ... | -1,000.00 -1,000.00 |
| TOTAL | | | | | -2,000.00 |
| Deposit | | 03/31/2020 | | NorwestWarrant | 2,725.10 |
| | | | Christina Rhodes Christina Rhodes Christina Rhodes Fire Recovery | 4407 - Rental Income 7506 - Utility Payme... 7506 - Utility Payme... District Service Fees | -750.00 -166.19 -413.91 -1,395.00 |
| TOTAL | | | | | -2,725.10 |
| Deposit | | 03/31/2020 | | NorwestWarrant | 1,181.75 |
| | | | | 4000 - Property Tax ... | -1,181.75 |
| TOTAL | | | | | -1,181.75 |
| Deposit | | 03/31/2020 | | NorwestWarrant | 251.61 |
| | | | | 4000 - Property Tax ... | -251.61 |
| TOTAL | | | | | -251.61 |
| Deposit | | 03/31/2020 | | NorwestWarrant | 2,933.37 |
| | | | | 4000 - Property Tax ... | -2,933.37 |
| TOTAL | | | | | -2,933.37 |
| Deposit | | 03/31/2020 | | NorwestWarrant | 6.34 |
| | | | | FDAT | -6.34 |
| TOTAL | | | | | -6.34 |
| Deposit | | 03/31/2020 | | NorwestWarrant | 2,167.40 |
| | | | | FDAT | -2,167.40 |
| TOTAL | | | | | -2,167.40 |
| Deposit | | 03/31/2020 | | NorwestWarrant | 0.64 |
| | | | | FDAT | -0.64 |
| TOTAL | | | | | -0.64 |
| Deposit | | 03/31/2020 | | NorwestWarrant | 342.33 |
| | | | | Pooled Interest | -342.33 |
| TOTAL | | | | | -342.33 |

5:41 PM
04/07/20

Tusayan Fire District
Deposit Detail
March 1 through April 7, 2020

| <u>Type</u> | <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Account</u> | <u>Amount</u> |
|-------------|------------|-------------|-------------|-----------------------|---------------|
| Deposit | | 03/31/2020 | | Reserve Funds | 41.94 |
| | | | | 4401- Interest Earned | -41.94 |
| TOTAL | | | | | -41.94 |

Tusayan Fire District
Profit & Loss
July 2019 through June 2020

| | Jul '19 - Jun 20 |
|---|-------------------|
| Ordinary Income/Expense | |
| Income | |
| FDAT | 55,222.39 |
| Grant Income | 750.00 |
| Pooled Interest | 4,002.12 |
| 4000 · Property Tax Revenues | 323,348.29 |
| 4310 · Other Revenue | |
| TFD Supporter Shirts | 2,260.23 |
| 4310 · Other Revenue - Other | 402,990.00 |
| Total 4310 · Other Revenue | 405,250.23 |
| Total Income | 788,573.03 |
| Gross Profit | 788,573.03 |
| Expense | |
| 6000- PERSONNEL SERVICES | |
| 6001- Fire Chief | 48,410.01 |
| 6050- Volunteer Stipends | 7,071.26 |
| 6560 · Payroll Expenses | |
| Medicare Expense | 4,514.29 |
| 6561 · FICA Expense | 18,773.44 |
| 6560 · Payroll Expenses - Other | 256,004.80 |
| Total 6560 · Payroll Expenses | 279,292.53 |
| Total 6000- PERSONNEL SERVICES | 334,773.80 |
| 6100- RETIREMENT CONTRIBUTIONS | |
| 6101- Staff Pension | 36,864.64 |
| Total 6100- RETIREMENT CONTRIBUTIONS | 36,864.64 |
| 6200- INSURANCE | |
| 6203- Health | 38,308.00 |
| 6204- Dental | 1,864.77 |
| 6205- Accident, Death, Disabili | 5,756.00 |
| 6206 · VSP - Vistion | 747.88 |
| Total 6200- INSURANCE | 46,676.65 |
| 6300- EMPLOYEE BENEFITS | |
| 6301- Uniform Allowance | 2,055.44 |
| 6302- Medical Costs | 250.00 |
| 6303 - State Compensation | 13,170.00 |
| 6304 - Unemployment Tax | 303.79 |
| 6300- EMPLOYEE BENEFITS - Other | 475.00 |
| Total 6300- EMPLOYEE BENEFITS | 16,254.23 |
| 6400- FUEL, OIL, LUBRICANTS | |
| 6403- Milage Reimbursement | 361.68 |
| 6404- Diesel | 2,725.58 |
| 6400- FUEL, OIL, LUBRICANTS - Other | -73.93 |
| Total 6400- FUEL, OIL, LUBRICANTS | 3,013.33 |

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04/07/20
Cash Basis

Tusayan Fire District
Profit & Loss
July 2019 through June 2020

| | Jul '19 - Jun 20 |
|---|------------------|
| 6500- VEHICLE REPAIR & MAINT. | |
| 6501- Vehicles & Apparatus | 3,219.05 |
| 6502- Pumps | 1,981.39 |
| 6503- Vehicle Repairs- Outside | 11,103.50 |
| 6504- Pump Repairs- Outside | 429.04 |
| 6505- Tire Repairs- Outside | 5,122.45 |
| 6506- Vehicle Maint. Supplies | 628.26 |
| 6508- Vehicle Repair Parts | 1,193.90 |
| 6509 - Vehicle Supplies | 36.84 |
| 6500- VEHICLE REPAIR & MAINT. - Other | 182.26 |
| Total 6500- VEHICLE REPAIR & MAINT. | 23,896.69 |
| 6600- SMALL TOOLS & EQUIPMENT | |
| 6601- Maint. Tools | 437.14 |
| 6602- Fire Protection Equipment | 1,205.64 |
| 6604- Batteries - Vehicles | 204.64 |
| 6606-Computer Equipment | 917.24 |
| 6607 - EMS Small Tools | 625.38 |
| 6608 - Office Equipment | 10.68 |
| 6609 - Station Equipment | 1,161.20 |
| 6610 - Fire Protection & Equip. | 1,062.89 |
| 6600- SMALL TOOLS & EQUIPMENT - Other | 89.78 |
| Total 6600- SMALL TOOLS & EQUIPMENT | 5,714.59 |
| 6650- FIRE PROTECTION & EQUIP. | |
| 6651-Bunkers, Helmet, Boots | 4,564.80 |
| 6653 - SCBA Tanks | 8,093.60 |
| 6650- FIRE PROTECTION & EQUIP. - Other | 471.85 |
| Total 6650- FIRE PROTECTION & EQUIP. | 13,130.25 |
| 6700- COMMUNICATION & DISPATCH | 310.12 |
| 6900- DISPOSABLE SPLS/EQUIP | |
| 6901- Janitorial Supplies | 732.77 |
| 6902- Electrical Supplies | 24.57 |
| 6903- Fire Suppression Supplies | 1,050.85 |
| 6904- Medical Supplies | 2,354.26 |
| 6905- Misc. Supplies | 31.74 |
| 6906- Batteries - Equipment | 2.98 |
| 6907 - COVID Supplies | 1,752.93 |
| Total 6900- DISPOSABLE SPLS/EQUIP | 5,950.10 |
| 7000- ADMINISTRATIVE COSTS | |
| 7001- Office Supplies, Postage | 770.00 |
| 7002- Telephone, FAX | 1,551.93 |
| 7003- Edu., Trn, Prevent Matris | 570.58 |
| 7004- Publishing/ Printing | 286.53 |
| 7005- Fees/Subscrip/Publication | 4,432.89 |
| 7006- Business Meetings/Dinners | 148.15 |
| 7009- Mileage Reimbursement | 227.70 |
| 7010- Software/Support | 208.90 |
| 7012 - Copier Lease | 2,747.85 |
| 7013 - Internet | 749.50 |
| 7014 - Station Security System | 632.62 |
| 7015 - Printing Expense - Ink | 407.53 |
| 7000- ADMINISTRATIVE COSTS - Other | 97.95 |
| Total 7000- ADMINISTRATIVE COSTS | 12,832.13 |
| 7100- PROFESSIONAL SERVICES | |
| 7106- Auditor/Accountant | 8,400.00 |
| 7110 - Carpet Cleaning | 491.60 |
| Total 7100- PROFESSIONAL SERVICES | 8,891.60 |

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Cash Basis

Tusayan Fire District
Profit & Loss
July 2019 through June 2020

| | Jul '19 - Jun 20 |
|--|-------------------|
| 7300- TRAINING | |
| 7301- Tuition/Fees | 788.00 |
| 7302- Per Diem/Meals & Lodging | 3,008.49 |
| 7303- Textbooks | 275.50 |
| 7304- Mileage Reimbursement | 1,425.44 |
| 7307- Computer Software | 101.54 |
| 7309-Training Supplies | 165.63 |
| 7300- TRAINING - Other | -764.91 |
| Total 7300- TRAINING | 4,999.69 |
| 7400- INSURANCE - LIABILITY | |
| 7401- Vehicle, Bldg, Maipractice | 11,702.00 |
| Total 7400- INSURANCE - LIABILITY | 11,702.00 |
| 7500- PUBLIC UTILITIES | |
| 7501- Electricity | 5,881.87 |
| 7502- Natural Gas | 30.11 |
| 7504- Water | 1,757.91 |
| 7506 - Utility Payment for Emp | 2,184.19 |
| 7500- PUBLIC UTILITIES - Other | 981.62 |
| Total 7500- PUBLIC UTILITIES | 10,835.70 |
| 7600- LEASES & RENTALS | |
| 7601- Equipment Rental | 1,188.46 |
| 7603 - Property Lease | 29,452.50 |
| 7606- Monthly Apartment Rent | 14,091.33 |
| 7607 - Property Taxes | 1,736.56 |
| Total 7600- LEASES & RENTALS | 46,468.85 |
| 7700- REPAIRS & MAINTENANCE | |
| 7701- Office & Station Equip. | 236.93 |
| 7702- Communications/Telephone | 17.09 |
| 7704- Buildings | 530.07 |
| 7706- SCBA/Compressor | 2,536.89 |
| 7710- Extrication Equipment | 40.86 |
| 7711- Station Equipment | 474.87 |
| 7714 - Employee Housing | 1,321.38 |
| Total 7700- REPAIRS & MAINTENANCE | 5,158.09 |
| 7850- GRANTS EXPENSE | |
| 7851- Grants Expense | |
| 7853 - Gov. Office of Highway Safety | 25,997.64 |
| 7856 - Grant Income Community Initiat | 4,000.00 |
| Total 7851- Grants Expense | 29,997.64 |
| Total 7850- GRANTS EXPENSE | 29,997.64 |
| 7900- MISCELLANEOUS | |
| 7905- Beverages | 1,511.94 |
| 7906- Misc. | 481.26 |
| 7908 - Department Uniform Coats | 187.11 |
| 7909 - Patches | 1,234.14 |
| 7910 - TFD Supporter Shirts Expense | 2,157.65 |
| 7911 - Misc. Shirt Expense | 29.70 |
| 7900- MISCELLANEOUS - Other | 100.57 |
| Total 7900- MISCELLANEOUS | 5,702.37 |
| Total Expense | 623,172.47 |
| Net Ordinary Income | 165,400.56 |

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Cash Basis

Tusayan Fire District
Profit & Loss
July 2019 through June 2020

| | Jul '19 - Jun 20 |
|----------------------------------|-------------------|
| Other Income/Expense | |
| Other Income | |
| 4400- MISCELLANEOUS | |
| 4401- Interest Earned | 469.29 |
| 4403 - Station Rent | 12,950.00 |
| 4404 - Donations | 2,585.96 |
| 4406 · Fundraier Events | 12,066.35 |
| 4407 · Rental Income | 9,948.50 |
| | <hr/> |
| Total 4400- MISCELLANEOUS | 38,020.10 |
| District Service Fees | 3,424.50 |
| | <hr/> |
| Total Other Income | 41,444.60 |
| Other Expense | |
| 4406 - Wildland Expense | 109.94 |
| | <hr/> |
| Total Other Expense | 109.94 |
| | <hr/> |
| Net Other Income | 41,334.66 |
| | <hr/> |
| Net Income | 206,735.22 |

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Cash Basis

**Tusayan Fire District
Profit & Loss Budget vs. Actual**

July 2019 through June 2020

| | Jul '19 - Jun 20 | Budget | \$ Over Budget | % of Budget |
|---|------------------|------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Grant Income | | | | |
| Ak-Chin | 0.00 | 0.00 | 0.00 | 0.0% |
| Community Initiative Assistance | 0.00 | 0.00 | 0.00 | 0.0% |
| Gila River Grant | 0.00 | 0.00 | 0.00 | 0.0% |
| GOH Step Chocks | 0.00 | 0.00 | 0.00 | 0.0% |
| Gov. Office of Highway Safety | 0.00 | 0.00 | 0.00 | 0.0% |
| Grant Income - Other | 750.00 | 50,000.00 | -49,250.00 | 1.5% |
| Total Grant Income | 750.00 | 50,000.00 | -49,250.00 | 1.5% |
| Pooled Interest | 4,002.12 | 0.00 | 4,002.12 | 100.0% |
| FDAT | 55,222.39 | 83,099.54 | -27,877.15 | 66.5% |
| 4000 - Property Tax Revenues | 323,348.29 | 437,366.00 | -114,017.71 | 73.9% |
| 4310 - Other Revenue | | | | |
| TFD Supporter Shirts | 2,260.23 | 2,500.00 | -239.77 | 90.4% |
| 4310 - Other Revenue - Other | 402,990.00 | 402,000.00 | 990.00 | 100.2% |
| Total 4310 - Other Revenue | 405,250.23 | 404,500.00 | 750.23 | 100.2% |
| Total Income | 788,573.03 | 974,965.54 | -186,392.51 | 80.9% |
| Cost of Goods Sold | | | | |
| 60000 - Cost of Goods Sold | 0.00 | 0.00 | 0.00 | 0.0% |
| Total COGS | 0.00 | 0.00 | 0.00 | 0.0% |
| Gross Profit | 788,573.03 | 974,965.54 | -186,392.51 | 80.9% |
| Expense | | | | |
| 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% |
| 8000 - Town of Tusayan - IGA | | | | |
| 8001 - Payroll IGA | 0.00 | 0.00 | 0.00 | 0.0% |
| 8000 - Town of Tusayan - IGA - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 8000 - Town of Tusayan - IGA | 0.00 | 0.00 | 0.00 | 0.0% |
| 6700- COMMUNICATION & DISPATCH | | | | |
| 6701- Remote Dispatch | 0.00 | 0.00 | 0.00 | 0.0% |
| 6702 - Radio/Pager Batteries | 0.00 | 0.00 | 0.00 | 0.0% |
| 6700- COMMUNICATION & DISPATCH - Ot... | 310.12 | 1,500.00 | -1,189.88 | 20.7% |
| Total 6700- COMMUNICATION & DISPATCH | 310.12 | 1,500.00 | -1,189.88 | 20.7% |
| 6400- FUEL, OIL, LUBRICANTS | | | | |
| 6400- FUEL, OIL, LUBRICANTS - Other | -73.93 | 4,000.00 | -4,073.93 | -1.8% |
| 6401- Gasoline | 0.00 | 0.00 | 0.00 | 0.0% |
| 6403- Milage Reimbursement | 361.68 | 0.00 | 361.68 | 0.0% |
| 6404- Diesel | 2,725.58 | 0.00 | 2,725.58 | 100.0% |
| Total 6400- FUEL, OIL, LUBRICANTS | 3,013.33 | 4,000.00 | -986.67 | 75.3% |
| 7300- TRAINING | | | | |
| 7300- TRAINING - Other | -764.91 | 10,000.00 | -10,764.91 | -7.6% |
| 7306- Audio & Video Tapes | 0.00 | 0.00 | 0.00 | 0.0% |
| 7305- Commercial Travel | 0.00 | 0.00 | 0.00 | 0.0% |
| 7307- Computer Software | 101.54 | 0.00 | 101.54 | 0.0% |
| 7309- Training Supplies | 165.63 | 0.00 | 165.63 | 100.0% |
| 7303- Textbooks | 275.50 | 0.00 | 275.50 | 100.0% |
| 7301- Tuition/Fees | 788.00 | 0.00 | 788.00 | 100.0% |
| 7304- Mileage Reimbursement | 1,425.44 | 0.00 | 1,425.44 | 100.0% |
| 7302- Per Diem/Meals & Lodging | 3,008.49 | 0.00 | 3,008.49 | 100.0% |
| Total 7300- TRAINING | 4,999.69 | 10,000.00 | -5,000.31 | 50.0% |
| 7700- REPAIRS & MAINTENANCE | | | | |
| 7700- REPAIRS & MAINTENANCE - Other | 0.00 | 15,000.00 | -15,000.00 | 0.0% |
| 7707- Nozzles & Hose | 0.00 | 0.00 | 0.00 | 0.0% |
| 7702- Communications/Telephone | 17.09 | 0.00 | 17.09 | 100.0% |
| 7710- Extrication Equipment | 40.86 | 0.00 | 40.86 | 100.0% |
| 7701- Office & Station Equip. | 238.93 | 0.00 | 238.93 | 100.0% |
| 7711- Station Equipment | 474.87 | 0.00 | 474.87 | 100.0% |
| 7704- Buildings | 530.07 | 15,000.00 | -14,469.93 | 3.5% |
| 7714 - Employee Housing | 1,321.38 | 0.00 | 1,321.38 | 100.0% |
| 7708- SCBA/Compressor | 2,536.89 | 0.00 | 2,536.89 | 100.0% |
| Total 7700- REPAIRS & MAINTENANCE | 5,158.09 | 30,000.00 | -24,841.91 | 17.2% |

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Cash Basis

Tusayan Fire District
Profit & Loss Budget vs. Actual
July 2019 through June 2020

| | Jul '19 - Jun 20 | Budget | \$ Over Budget | % of Budget |
|---|------------------|------------------|-------------------|---------------|
| 7900- MISCELLANEOUS | | | | |
| 7907- Department Shirts | 0.00 | 0.00 | 0.00 | 0.0% |
| 7911 - Misc. Shirt Expense | 29.70 | 0.00 | 29.70 | 100.0% |
| 7900- MISCELLANEOUS - Other | 100.57 | 7,500.00 | -7,399.43 | 1.3% |
| 7908 - Department Uniform Coats | 187.11 | 0.00 | 187.11 | 100.0% |
| 7906- Misc. | 481.26 | 0.00 | 481.26 | 100.0% |
| 7909 - Patches | 1,234.14 | 0.00 | 1,234.14 | 100.0% |
| 7905- Beverages | 1,511.94 | 0.00 | 1,511.94 | 100.0% |
| 7910 - TFD Supporter Shirts Expense | 2,157.65 | 0.00 | 2,157.65 | 100.0% |
| Total 7900- MISCELLANEOUS | 5,702.37 | 7,500.00 | -1,797.63 | 76.0% |
| 6600- SMALL TOOLS & EQUIPMENT | | | | |
| 6611 - Housing Appliances | 0.00 | 0.00 | 0.00 | 0.0% |
| 6605- Personnel Safety Equipmen | 0.00 | 0.00 | 0.00 | 0.0% |
| 6608 - Office Equipment | 10.68 | 0.00 | 10.68 | 100.0% |
| 6600- SMALL TOOLS & EQUIPMENT - Other | 89.78 | 11,500.00 | -11,410.22 | 0.8% |
| 6604- Batteries - Vehicles | 204.64 | 0.00 | 204.64 | 100.0% |
| 6601- Maint. Tools | 437.14 | 0.00 | 437.14 | 100.0% |
| 6607 - EMS Small Tools | 625.38 | 0.00 | 625.38 | 100.0% |
| 6606-Computer Equipment | 917.24 | 0.00 | 917.24 | 100.0% |
| 6610 - Fire Protection & Equip. | 1,062.89 | 0.00 | 1,062.89 | 100.0% |
| 6609 - Station Equipment | 1,161.20 | 0.00 | 1,161.20 | 100.0% |
| 6602- Fire Protection Equipment | 1,205.64 | 0.00 | 1,205.64 | 100.0% |
| Total 6600- SMALL TOOLS & EQUIPMENT | 5,714.59 | 11,500.00 | -5,785.41 | 49.7% |
| 6900- DISPOSABLE SPLS/EQUIP | | | | |
| 6900- DISPOSABLE SPLS/EQUIP - Other | 0.00 | 4,500.00 | -4,500.00 | 0.0% |
| 6906- Batteries - Equipment | 2.98 | 0.00 | 2.98 | 100.0% |
| 6902- Electrical Supplies | 24.57 | 0.00 | 24.57 | 100.0% |
| 6905- Misc. Supplies | 31.74 | 0.00 | 31.74 | 100.0% |
| 6901- Janitorial Supplies | 732.77 | 0.00 | 732.77 | 100.0% |
| 6903- Fire Suppression Supplies | 1,050.85 | 0.00 | 1,050.85 | 100.0% |
| 6907 - COVID Supplies | 1,752.93 | 0.00 | 1,752.93 | 100.0% |
| 6904- Medical Supplies | 2,354.26 | 0.00 | 2,354.26 | 100.0% |
| Total 6900- DISPOSABLE SPLS/EQUIP | 5,950.10 | 4,500.00 | 1,450.10 | 132.2% |
| 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% |
| 7100- PROFESSIONAL SERVICES - Other | 0.00 | 9,500.00 | -9,500.00 | 0.0% |
| 7109- Other | 0.00 | 0.00 | 0.00 | 0.0% |
| 7110 - Carpet Cleaning | 491.60 | 0.00 | 491.60 | 100.0% |
| 7106- Auditor/Accountant | 8,400.00 | 0.00 | 8,400.00 | 100.0% |
| Total 7100- PROFESSIONAL SERVICES | 8,891.60 | 9,500.00 | -608.40 | 93.6% |
| 7500- PUBLIC UTILITIES | | | | |
| 7502- Natural Gas | 30.11 | 0.00 | 30.11 | 100.0% |
| 7500- PUBLIC UTILITIES - Other | 981.62 | 21,000.00 | -20,018.38 | 4.7% |
| 7504- Water | 1,757.91 | 0.00 | 1,757.91 | 100.0% |
| 7506 - Utility Payment for Emp | 2,184.19 | 0.00 | 2,184.19 | 100.0% |
| 7501- Electricity | 5,881.87 | 0.00 | 5,881.87 | 100.0% |
| Total 7500- PUBLIC UTILITIES | 10,835.70 | 21,000.00 | -10,164.30 | 51.6% |
| 7400- INSURANCE - LIABILITY | | | | |
| 7400- INSURANCE - LIABILITY - Other | 0.00 | 15,000.00 | -15,000.00 | 0.0% |
| 7401- Vehicle, Bldg, Malpractice | 11,702.00 | 0.00 | 11,702.00 | 100.0% |
| Total 7400- INSURANCE - LIABILITY | 11,702.00 | 15,000.00 | -3,298.00 | 78.0% |
| 7000- ADMINISTRATIVE COSTS | | | | |
| 7008 - Interest Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| 7000- ADMINISTRATIVE COSTS - Other | 97.95 | 15,000.00 | -14,902.05 | 0.7% |
| 7006- Business Meetings/Dinners | 148.15 | 0.00 | 148.15 | 100.0% |
| 7010- Software/Support | 208.90 | 0.00 | 208.90 | 100.0% |
| 7009- Mileage Reimbursement | 227.70 | 0.00 | 227.70 | 100.0% |
| 7004- Publishing/ Printing | 286.53 | 0.00 | 286.53 | 100.0% |
| 7015 - Printing Expense - Ink | 407.53 | 0.00 | 407.53 | 100.0% |
| 7003- Edu., Trn, Prevent Matris | 570.58 | 0.00 | 570.58 | 100.0% |
| 7014 - Station Security System | 632.62 | 0.00 | 632.62 | 100.0% |
| 7013 - Internet | 749.50 | 0.00 | 749.50 | 100.0% |
| 7001- Office Supplies, Postage | 770.00 | 0.00 | 770.00 | 100.0% |
| 7002- Telephone, FAX | 1,551.93 | 0.00 | 1,551.93 | 100.0% |
| 7012 - Copier Lease | 2,747.85 | 0.00 | 2,747.85 | 100.0% |
| 7005- Fees/Subscrip/Publication | 4,432.89 | 0.00 | 4,432.89 | 100.0% |
| Total 7000- ADMINISTRATIVE COSTS | 12,832.13 | 15,000.00 | -2,167.87 | 85.5% |
| 6650- FIRE PROTECTION & EQUIP. | | | | |
| 6650- FIRE PROTECTION & EQUIP. - Other | 471.85 | 16,500.00 | -16,028.15 | 2.9% |
| 6651-Bunkers, Helmet, Boots | 4,564.80 | 0.00 | 4,564.80 | 100.0% |
| 6653 - SCBA Tanks | 8,093.60 | 0.00 | 8,093.60 | 100.0% |
| Total 6650- FIRE PROTECTION & EQUIP. | 13,130.25 | 16,500.00 | -3,369.75 | 79.6% |

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Cash Basis

Tusayan Fire District
Profit & Loss Budget vs. Actual
July 2019 through June 2020

| | Jul '19 - Jun 20 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|--------------------|---------------|
| 6300- EMPLOYEE BENEFITS | | | | |
| 6302- Medical Costs | 250.00 | 2,500.00 | -2,250.00 | 10.0% |
| 6304 - Unemployment Tax | 303.79 | 717.72 | -413.93 | 42.3% |
| 6300- EMPLOYEE BENEFITS - Other | 475.00 | 0.00 | 475.00 | 100.0% |
| 6301- Uniform Allowance | 2,055.44 | 3,600.00 | -1,544.56 | 57.1% |
| 6303 - State Compensation | 13,170.00 | 23,152.89 | -9,982.89 | 56.9% |
| Total 6300- EMPLOYEE BENEFITS | 16,254.23 | 29,970.61 | -13,716.38 | 54.2% |
| 6500- VEHICLE REPAIR & MAINT. | | | | |
| 6507- Towing | 0.00 | 0.00 | 0.00 | 0.0% |
| 6509 - Vehicle Supplies | 36.84 | 0.00 | 36.84 | 100.0% |
| 6500- VEHICLE REPAIR & MAINT. - Other | 182.26 | 16,000.00 | -15,817.74 | 1.1% |
| 6504- Pump Repairs- Outside | 429.04 | | | |
| 6506- Vehicle Maint. Supplies | 628.26 | 0.00 | 628.26 | 100.0% |
| 6508- Vehicle Repair Parts | 1,193.90 | 0.00 | 1,193.90 | 100.0% |
| 6502- Pumps | 1,981.39 | 0.00 | 1,981.39 | 100.0% |
| 6501- Vehicles & Apparatus | 3,219.05 | 0.00 | 3,219.05 | 100.0% |
| 6506- Tire Repairs- Outside | 5,122.45 | 0.00 | 5,122.45 | 100.0% |
| 6503- Vehicle Repairs- Outside | 11,103.50 | 0.00 | 11,103.50 | 100.0% |
| Total 6500- VEHICLE REPAIR & MAINT. | 23,896.69 | 16,000.00 | 7,896.69 | 149.4% |
| 7850- GRANTS EXPENSE | | | | |
| 7850- GRANTS EXPENSE - Other | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| 7851- Grants Expense | | | | |
| 7852 - Gila River Grant | 0.00 | 0.00 | 0.00 | 0.0% |
| 7855 - Volunteer Fire Fighter Assist | 0.00 | 0.00 | 0.00 | 0.0% |
| 7854 - Ak-Chin Grant | 0.00 | 0.00 | 0.00 | 0.0% |
| 7856 - Grant Income Community Initiat | 4,000.00 | | | |
| 7853 - Gov. Office of Highway Safety | 25,997.64 | 0.00 | 25,997.64 | 100.0% |
| Total 7851- Grants Expense | 29,997.64 | 0.00 | 29,997.64 | 100.0% |
| Total 7850- GRANTS EXPENSE | 29,997.64 | 50,000.00 | -20,002.36 | 60.0% |
| 6100- RETIREMENT CONTRIBUTIONS | | | | |
| 6101- Staff Pension | 36,864.64 | 51,229.62 | -14,364.98 | 72.0% |
| Total 6100- RETIREMENT CONTRIBUTIONS | 36,864.64 | 51,229.62 | -14,364.98 | 72.0% |
| 7600- LEASES & RENTALS | | | | |
| 7600- LEASES & RENTALS - Other | 0.00 | 64,311.00 | -64,311.00 | 0.0% |
| 7601- Equipment Rental | 1,188.46 | 0.00 | 1,188.46 | 100.0% |
| 7607 - Property Taxes | 1,736.56 | | | |
| 7606- Monthly Apartment Rent | 14,091.33 | 0.00 | 14,091.33 | 100.0% |
| 7603 - Property Lease | 29,452.50 | 47,012.10 | -17,559.60 | 62.6% |
| Total 7600- LEASES & RENTALS | 46,468.85 | 111,323.10 | -64,854.25 | 41.7% |
| 6200- INSURANCE | | | | |
| 6200- INSURANCE - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| 6206 - VSP - Vision | 747.88 | 1,013.76 | -265.88 | 73.8% |
| 6204- Dental | 1,864.77 | 2,934.72 | -1,069.95 | 63.5% |
| 6205- Accident, Death, Disabill | 5,756.00 | 0.00 | 5,756.00 | 100.0% |
| 6203- Health | 38,308.00 | 60,288.00 | -21,980.00 | 63.5% |
| Total 6200- INSURANCE | 46,676.65 | 64,236.48 | -17,559.83 | 72.7% |
| 6000- PERSONNEL SERVICES | | | | |
| 6000- PERSONNEL SERVICES - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| 6050- Volunteer Stipends | 7,071.26 | 14,000.00 | -6,928.74 | 50.5% |
| 6001- Fire Chief | 48,410.01 | 70,465.98 | -22,055.97 | 68.7% |
| 6560 - Payroll Expenses | | | | |
| Medicare Expense | 4,514.29 | 0.00 | 4,514.29 | 100.0% |
| 6561 - FICA Expense | 18,773.44 | 0.00 | 18,773.44 | 100.0% |
| 6560 - Payroll Expenses - Other | 256,004.80 | 352,569.88 | -96,565.08 | 72.6% |
| Total 6560 - Payroll Expenses | 279,292.53 | 352,569.88 | -73,277.35 | 79.2% |
| Total 6000- PERSONNEL SERVICES | 334,773.80 | 437,035.86 | -102,262.06 | 76.6% |
| Total Expense | 623,172.47 | 905,795.67 | -282,623.20 | 68.8% |
| Net Ordinary Income | 165,400.56 | 69,169.87 | 96,230.69 | 239.1% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| District Service Fees | 3,424.50 | 10,000.00 | -6,575.50 | 34.2% |
| 4400- MISCELLANEOUS | | | | |
| 4401- Interest Earned | 469.29 | 0.00 | 469.29 | 100.0% |
| 4404 - Donations | 2,585.96 | 2,500.00 | 85.96 | 103.4% |
| 4407 - Rental Income | 9,948.50 | | | |
| 4406 - Fundraiser Events | 12,068.35 | | | |
| 4403 - Station Rent | 12,950.00 | 12,600.00 | 350.00 | 102.8% |
| Total 4400- MISCELLANEOUS | 38,020.10 | 15,100.00 | 22,920.10 | 251.8% |
| Total Other Income | 41,444.60 | 25,100.00 | 16,344.60 | 165.1% |

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Cash Basis

Tusayan Fire District
Profit & Loss Budget vs. Actual
July 2019 through June 2020

| | Jul '19 - Jun 20 | Budget | \$ Over Budget | % of Budget |
|----------------------------|-------------------|------------------|-------------------|---------------|
| Other Expense | | | | |
| 4406 - Wildland Expense | 109.94 | 0.00 | 109.94 | 100.0% |
| Total Other Expense | 109.94 | 0.00 | 109.94 | 100.0% |
| Net Other Income | 41,334.66 | 25,100.00 | 16,234.66 | 164.7% |
| Net Income | <u>206,736.22</u> | <u>94,269.87</u> | <u>112,466.35</u> | <u>219.3%</u> |

/O=FIRST ORGANIZATION/OU=EXCHANGE ADMINISTRATIVE GROUP(FYDIBOHF23SPDLT)/CN=

From: Greg Brush <gbrush.tfdgc@outlook.com>
Sent: Thursday, March 12, 2020 4:08 PM
To: Kate Maragos
Subject: FW: Residence 26, Forest Svc Compound

If we could please add this to the Board meeting this coming Thursday? Just as a discussion item?

Thanks,
Greg

From: Cynthia Seelhammer [<mailto:tusayantownmanager@tusayan-az.gov>]
Sent: Wednesday, March 11, 2020 1:34 PM
To: gbrush.tfdgc@outlook.com
Subject: Re: Residence 26, Forest Svc Compound

Thank you, Greg - I will add that to the mix as the Council continues talking about options.

Is there any chance that we might be able to trade it for something? Like maybe use of the housing in Camper Village for a few years?

Cynthia Seelhammer
Interim Town Manager
Town of Tusayan, Arizona
928-638-9909 office
928-637-4297 cell



From: Greg Brush <gbrush.tfdgc@outlook.com>
Sent: Wednesday, March 11, 2020 12:18 PM
To: Cynthia Seelhammer <tusayantownmanager@tusayan-az.gov>
Subject: Residence 26, Forest Svc Compound

Hi Cynthia-

If there is any chance of us working out a donation to TFD for the Town's manufactured home, we would be *very* interested. I believe the official street address is 26, Bob Blasi's previous residence. Please let me know if there is anything I can do on my end.

Thanks,
Greg

Greg Brush

Chief
Tusayan Fire District
PO Box 3625
Grand Canyon, AZ 86023
gbrush.tfdgc@outlook.com
www.tusayanfire.org
Phone: 928.638.3473
Fax: 928.638.2897



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.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20

/O=FIRST ORGANIZATION/OU=EXCHANGE ADMINISTRATIVE GROUP(FYDIBOHF23SPDLT)/CN=

From: Dirch Foreman <dforeman@highlandfire.org>
Sent: Thursday, March 19, 2020 9:22 AM
To: Andrew Aldaz; Becky Shearer; bfuruya@coconino.az.gov; Bob Barlow; Bruce Speirs; David Rodriguez (drodriguez@flfdaz.com); Deborah Cargill; Dee McLaughlin; Dyer; Eric True; Erin Hudman; Greg Brush; Jason Gunn; Jerry Bills; John Vail; John Welsch; jtope@pinewoodfire.org; JW Dyer; JW Dyer; Kate Maragos; Kent Ofstie; Kevin Schulte; Kris Kazian; lee.antonides@ponderosafire.org; LSchulte@flagstafffranch.com; Mark Gaillard; Philip Paine; Rachel Semprun; Robert Trotter; TJ Vine; Todd Miller; Wayne Marx; Yvonne Trujillo
Subject: FW: Legislative Update: URGENT - ACTION REQUESTED
Importance: High

Help if you can.

From: John Flynn [<mailto:johnflynn@azfireadvisor.com>]
Sent: Thursday, March 19, 2020 8:58 AM
To: AFDA Admin <admin@azfiredistricts.org>
Subject: Legislative Update: URGENT - ACTION REQUESTED
Importance: High

Caution! This message was sent from outside your organization.

Arizona Fire Service Leaders,
Today beginning at 10 a.m. the Senate and the House will consider the adoption of the budget bills (BRBs'). The majority is seeking to adopt a bare bones budget. The Arizona Fire Service is seeking to add a floor amendment to the budget "feed bills" (H2909 and S1692) for funding Firefighter Worker's Comp Risk Pools. In this regard we need emails and phone calls to your respective Senate and House members to support the floor amendments.

Even if you have reached out to Senate and House members on this item yesterday or previously, please do so again today as it is imperative to continue to push to protect the 7,500 plus firefighters serving municipal fire departments and fire districts throughout Arizona.

Talking points and issue background for the floor amendments are included below for your use in contacting your respective Senate and House members.

Talking Points for Floor Amendment

Provides additional funding to:

- 1. Create a new workers compensation risk pool for fire districts**
 - 2. Help cities with increases to firefighter cancer coverage costs**
 - 3. Mitigate cancer among Arizona firefighters with equipment and research**
- Insurance carriers that provide workers compensation coverage for Arizona fire districts have announced plans to either leave the market or to substantially increase rates. This will have a devastating impact to fire districts and will result in longer response times when our taxpayers call 911 for emergency assistance.

- As we continue to face the uncertainty of the COVID-19 pandemic, it is crucial to ensure that our first responders are protected and have access to adequate workers' compensation coverage for all claims, including cancer that result from their occupational exposures.
- Research indicates firefighters are at increased risk for developing certain cancers given their exposure to cancer-causing carcinogens through either inhalation to skin absorption.
- Firefighters risk their lives every day, 365 days a year to ensure we're safe. At times like this we need to protect them more than ever, they are the front lines protecting us.

Amendment Provides Funding for:

- **\$10 million one-time appropriation to establish a Fire District Reinsurance Fund** to create a worker's compensation pool for Fire Districts, this money will provide the necessary reserve funding to capitalize the risk pool as required by Department of Insurance:
- In February CopperPoint Insurance notified Arizona municipalities and fire districts that they will no longer provide workers' compensation coverage in Arizona.
- In addition, another workers comp provider, 7710 Insurance Company, notified fire districts their insurance premium rates will increase by at least 270% starting July 1, 2020.
- Fire districts must have workers comp coverage and cannot afford such drastic increases. As a result of these private carriers' actions, we must establish a new pool in a very short period of time to provide crucial coverage to their firefighters.
- Risk pools are not new to the state and they are currently used by Arizona schools and also many cities. They have proven to provide better coverage at a lower cost to the taxpayers.
- The fund will become self-sufficient over time. However, it needs an infusion of money on day one in order to meet the actuarial standards.
- **\$13 million one-time appropriation to ADOA** to provide relief to public employers for the reimbursement for cancer claims of firefighters. This will help make sure legitimate firefighter claims are approved immediately to eliminate the costly court costs many firefighters with cancer must endure.
- **\$5 million one-time appropriation to establish a Firefighter Cancer Research and Prevent Fund:**
 - The fund will be administered by the University of Arizona to provide essential mitigation efforts to do research-based studies relating to firefighters and the incidence of cancer in the state and provide essential firefighting personal protective equipment.

NOTE: The amendment does not change the evidence standards used to evaluate firefighter cancer claims that was approved by the legislature in 2017. This amendment does not represent any expansion of coverage, it simply provides funding for adequate coverage.



John Flynn

Arizona Fire District Association
 Executive Director
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 (480) 313-0442 Mobile
 johnflynn@azfireadvisor.com
 P.O. Box 6778, Chandler, AZ 85226
 www.azfiredistricts.org

/O=FIRST ORGANIZATION/OU=EXCHANGE ADMINISTRATIVE GROUP(FYDIBOHF23SPDLT)/CN=

From: Cynthia Seelhammer <tusayantownmanager@tusayan-az.gov>
Sent: Thursday, March 19, 2020 3:40 PM
To: gbrush.tfdgc@outlook.com; John Vail; kate.tfdgc@outlook.com
Subject: Re: CIP Response

Yes - I am happy to do so

Cynthia Seelhammer
Interim Town Manager
Town of Tusayan, Arizona
928-638-9909 office
928-637-4297 cell



From: Greg Brush <gbrush.tfdgc@outlook.com>
Sent: Thursday, March 19, 2020 1:39 PM
To: Cynthia Seelhammer <tusayantownmanager@tusayan-az.gov>; gbrush.tfdgc@outlook.com
<gbrush.tfdgc@outlook.com>; John Vail <john.tfdgc@outlook.com>; kate.tfdgc@outlook.com
<kate.tfdgc@outlook.com>
Subject: RE: CIP Response

I apologize for any misunderstanding and that's great news, thanks! We'd like to approach this again when we have a chance to meet with the Fire Board. Would you be willing to come to our next meeting on April 9th, at 10:00am to discuss this?

Thanks very much,
Greg

From: Cynthia Seelhammer [<mailto:tusayantownmanager@tusayan-az.gov>]
Sent: Thursday, March 19, 2020 12:12 PM
To: gbrush.tfdgc@outlook.com; John Vail; kate.tfdgc@outlook.com
Subject: Re: CIP Response

Dear Chief Brush,

Thank you for your letter. I believe there must be some misunderstanding.

Is there a CIP item the Fire District would like the Town to consider funding? Please consider that question without the requirement for Town ownership.

I am not aware that Town ownership was ever determined to be a requirement of any purchase or payment by the Town. While partial ownership has been discussed as one option, it has never been decided that it would be the only method of partnering.

The Town would still like to know your priorities for CIP funding.

In order to meet state law and prove public benefit for any expenditures, the Town might need to ask for an IGA. In return for a CIP purchase for the Fire District, the Town might ask that the Fire District agree to continue providing services in the district and the town. (Which I imagine you would be doing anyway.) As far as I know, such an IGA would be the only legal requirement.

Thank you,

Cynthia Seelhammer

Cynthia Seelhammer
Interim Town Manager
Town of Tusayan, Arizona
928-638-9909 office
928-637-4297 cell



From: Greg Brush <gbrush.tfdgc@outlook.com>
Sent: Thursday, March 19, 2020 11:23 AM
To: Cynthia Seelhammer <tusayantownmanager@tusayan-az.gov>; John Vail <john.tfdgc@outlook.com>;
kate.tfdgc@outlook.com <kate.tfdgc@outlook.com>
Subject: CIP Response

Hi Cynthia-

Thank you to you and the Town of Tusayan for your efforts to assist Tusayan Fire. We had our Fire Board meeting today, please see the attached.

Thanks,
Greg

Greg Brush

Chief
Tusayan Fire District
PO Box 3625
Grand Canyon, AZ 86023
gbrush.tfdgc@outlook.com
www.tusayanfire.org
Phone: 928.638.3473
Fax: 928.638.2897



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

Volunteer Stipend Policy

TFD's Volunteer Stipend Policy is as follows:

- Volunteers must work a minimum of 12 hours per month to qualify for a stipend.
- Volunteers must attend at least one monthly trainings.
- Stipends are paid bi-annually in June and December.
- All volunteers will receive a 1099-MISC. at year end if stipend exceeds \$600.00

| | Hours per month | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------|
| | 0 | 1 | 2 | 3 | 4 | 5 |
| Certifications | 0 - 11:59 Hrs. | 12 - 23:59 Hrs. | 24 - 35:59 Hrs. | 36 - 47:59 Hrs. | 48 - 59:59 Hrs. | >60 Hrs. |
| Recruit | \$ - | \$ 12.50 | \$ 25.00 | \$ 37.50 | \$ 50.00 | \$ 62.50 |
| FF I/II | \$ - | \$ 25.00 | \$ 50.00 | \$ 75.00 | \$ 100.00 | \$ 125.00 |
| EMT-B | \$ - | \$ 25.00 | \$ 50.00 | \$ 75.00 | \$ 100.00 | \$ 125.00 |
| FF I/II, EMT-B | \$ - | \$ 37.50 | \$ 75.00 | \$ 112.50 | \$ 150.00 | \$ 187.50 |
| FF I/II, Pmedic | \$ - | \$ 42.50 | \$ 85.00 | \$ 127.50 | \$ 170.00 | \$ 212.50 |

- All Stipends follow the Department of Labor 20% Rule. Volunteer stipends cannot exceed 20% of the lowest paid firefighter's salary:

| Max Stipend per year | Max Stipend per Month | Max Stipend per Week | Max Stipend per Shift |
|----------------------|-----------------------|----------------------|-----------------------|
| \$ 6,600.00 | \$ 550.00 | \$ 137.50 | \$ 68.75 |

Electronic Code of Federal Regulations

e-CFR data is current as of February 25, 2020

[Title 29](#) → [Subtitle B](#) → [Chapter V](#) → [Subchapter A](#) → [Part 553](#) → Subpart B

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Title 29: Labor

[PART 553—APPLICATION OF THE FAIR LABOR STANDARDS ACT TO EMPLOYEES OF STATE AND LOCAL GOVERNMENTS](#)

Subpart B—Volunteers

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§553.100 General.

Section 3(e) of the Fair Labor Standards Act, as amended in 1985, provides that individuals performing volunteer services for units of State and local governments will not be regarded as “employees” under the statute. The purpose of this subpart is to define the circumstances under which individuals may perform hours of volunteer service for units of State and local governments without being considered to be their employees during such hours for purposes of the FLSA.

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§553.101 “Volunteer” defined.

(a) An individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, is considered to be a volunteer during such hours. Individuals performing hours of service for such a public agency will be considered volunteers for the time so spent and not subject to sections 6, 7, and 11 of the FLSA when such hours of service are performed in accord with sections 3(e)(4) (A) and (B) of the FLSA and the guidelines in this subpart.

(b) Congress did not intend to discourage or impede volunteer activities undertaken for civic, charitable, or humanitarian purposes, but expressed its wish to prevent any manipulation or abuse of minimum wage or overtime requirements through coercion or undue pressure upon individuals to “volunteer” their services.

(c) Individuals shall be considered volunteers only where their services are offered freely and without pressure or coercion, direct or implied, from an employer.

(d) An individual shall not be considered a volunteer if the individual is otherwise employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer.

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§553.102 Employment by the same public agency.

(a) Section 3(e)(4)(A)(ii) of the FLSA does not permit an individual to perform hours of volunteer service for a public agency when such hours involve the same type of services which the individual is employed to perform for the same public agency.

(b) Whether two agencies of the same State or local government constitute the same public agency can only be determined on a case-by-case basis. One factor that would support a conclusion that two agencies are separate is whether they are treated separately for statistical purposes in the Census of Governments issued by the Bureau of the Census, U.S. Department of Commerce.

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§553.103 “Same type of services” defined.

(a) The 1985 Amendments provide that employees may volunteer hours of service to their public employer or agency provided “such services are not the same type of services which the individual is employed to perform for such public agency.” Employees may volunteer their services in one capacity or another without contemplation of pay for services rendered. The phrase “same type of services” means similar or identical services. In general, the Administrator will consider, but not as the only criteria, the duties and other factors contained in the definitions of the 3-digit categories of occupations in the *Dictionary of Occupational Titles* in determining whether the volunteer activities constitute the “same type of services” as the employment activities. Equally important in such a determination will be the consideration of all the facts and circumstances in a particular case, including whether the volunteer service is closely related to the actual duties performed by or responsibilities assigned to the employee.

(b) An example of an individual performing services which constitute the “same type of services” is a nurse employed by a State hospital who proposes to volunteer to perform nursing services at a State-operated health clinic which does not qualify as a separate public agency as discussed in §553.102. Similarly, a firefighter cannot volunteer as a firefighter for the same public agency.

(c) Examples of volunteer services which do not constitute the “same type of services” include: A city police officer who volunteers as a part-time referee in a basketball league sponsored by the city; an employee of the city parks department who serves as a volunteer city firefighter; and an office employee of a city hospital or other health care institution who volunteers to spend time with a disabled or elderly person in the same institution during off duty hours as an act of charity.

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§553.104 Private individuals who volunteer services to public agencies.

(a) Individuals who are not employed in any capacity by State or local government agencies often donate hours of service to a public agency for civic or humanitarian reasons. Such individuals are considered volunteers and not employees of such public agencies if their hours of service are provided with no promise expectation, or receipt of compensation for the services rendered, except for reimbursement for expenses, reasonable benefits, and nominal fees, or a combination thereof, as discussed in §553.106. There are no limitations or restrictions imposed by the FLSA on the types of services which private individuals may volunteer to perform for public agencies.

(b) Examples of services which might be performed on a volunteer basis when so motivated include helping out in a sheltered workshop or providing personal services to the sick or the elderly in hospitals or nursing homes; assisting in a school library or cafeteria; or driving a school bus to carry a football team or band on a trip. Similarly, individuals may volunteer as firefighters or auxiliary police, or volunteer to perform such tasks as working with retarded or handicapped children or disadvantaged youth, helping in youth programs as camp counselors, soliciting contributions or participating in civic or charitable benefit programs and volunteering other services needed to carry out charitable or educational programs.

[52 FR 2032, Jan. 16, 1987; 52 FR 2648, Jan. 23, 1987]

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§553.105 Mutual aid agreements.

An agreement between two or more States, political subdivisions, or interstate governmental agencies for mutual aid does not change the otherwise volunteer character of services performed by employees of such agencies pursuant to said agreement. For example, where Town A and Town B have entered into a mutual aid agreement related to fire protection, a firefighter employed by Town A who also is a volunteer firefighter for Town B will not have his or her hours of volunteer service for Town B counted as part of his or her hours of employment with Town A. The mere fact that services volunteered to Town B may in some instances involve performance in Town A's geographic jurisdiction does not require that the volunteer's hours are to be counted as hours of employment with Town A.

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§553.106 Payment of expenses, benefits, or fees.

(a) Volunteers may be paid expenses, reasonable benefits, a nominal fee, or any combination thereof, for their service without losing their status as volunteers.

(b) An individual who performs hours of service as a volunteer for a public agency may receive payment for expenses without being deemed an employee for purposes of the FLSA. A school guard does not become an employee because he or she receives a uniform allowance, or reimbursement for reasonable cleaning expenses or for wear and tear on personal clothing worn while performing hours of volunteer service. (A uniform allowance must be reasonably limited to relieving the volunteer of the cost of providing or maintaining a required uniform from personal resources.) Such individuals would not lose their volunteer status because they are reimbursed for the approximate out-of-pocket expenses incurred incidental to providing volunteer services, for example, payment for the cost of meals and transportation expenses.

(c) Individuals do not lose their status as volunteers because they are reimbursed for tuition, transportation and meal costs involved in their attending classes intended to teach them to perform efficiently the services they provide or will provide as volunteers. Likewise, the volunteer status of such individuals is not lost if they are provided books, supplies, or other materials essential to their volunteer training or reimbursement for the cost thereof.

(d) Individuals do not lose their volunteer status if they are provided reasonable benefits by a public agency for whom they perform volunteer services. Benefits would be considered reasonable, for example, when they involve inclusion of individual volunteers in group insurance plans (such as liability, health, life, disability, workers' compensation) or pension plans or "length of service" awards, commonly or traditionally provided to volunteers of State and local government agencies, which meet the additional test in paragraph (f) of this section.

(e) Individuals do not lose their volunteer status if they receive a nominal fee from a public agency. A nominal fee is not a substitute for compensation and must not be tied to productivity. However, this does not preclude the payment of a nominal amount on a "per call" or similar basis to volunteer firefighters. The following factors will be among those examined in determining whether a given amount is nominal: The distance traveled and the time and effort expended by the volunteer; whether the volunteer has agreed to be available around-the-clock or only during certain specified time periods; and whether the volunteer provides services as needed or throughout the year. An individual who volunteers to

provide periodic services on a year-round basis may receive a nominal monthly or annual stipend or fee without losing volunteer status.

(f) Whether the furnishing of expenses, benefits, or fees would result in individuals' losing their status as volunteers under the FLSA can only be determined by examining the total amount of payments made (expenses, benefits, fees) in the context of the economic realities of the particular situation.

Grievance Policy

Approved ____

PURPOSE

To provide a process for employees to discuss grievances or problems with management and to receive careful consideration and a prompt resolution.

II. SCOPE

This policy applies to all employees who have a grievance who have completed their initial probationary period. All employees have the right to file a grievance regarding harassment or any other form of discrimination.

III. POLICY

- A. Each employee of Tusayan Fire District is encouraged to:
 - 1. Attempt to handle conflict resolution at the lowest level possible
 - 2. Discuss work-related grievances or concerns with their direct supervisor; and
 - 3. Appeal an unfavorable decision to the next higher level of management, as outlined in the procedure below.

IV. DEFINITION

A grievance is defined as a condition of employment or application of a policy that the employee perceives as being unjust or inequitable.

V. GUIDELINES

- A. The employee shall follow the established review procedure listed below in presenting any grievance to upper levels of management. When a grievance involves an employee's immediate supervisor, the grievance shall be presented to the next level of supervision after attempting an oral resolution.
- B. In order for a grievance to be considered, it must be brought forth within 10 calendar days of the date of the grievance, which resulted in the grievance. If after receiving the District's response, the member wishes to move to the next step of the process, they must do so within the time frames specified below. Failure of the member to complete the process and follow through within the timeframe will terminate the process.
- C. Employees are assured of freedom from retaliation for using these grievance procedures.
- D. The Fire Chief shall be apprised of any grievances that are brought forth.

- E. In the event that a member has a grievance directly against the Fire Chief, they should first attempt to discuss it with the Fire Chief. If the member still has concerns regarding the matter, they shall submit the written grievance to the Administrative Assistant to forward to the Fire Board. The Fire Board will review the matter and make a final determination. In such instance, the Fire Board shall fulfill the duties of the Fire Chief set forth in that process. Any decision by the Fire Board shall be final and binding, and there shall be no further administrative appeal.

VI. PROCEDURE

- A. For the purpose of addressing grievances and problems, the employee is encouraged to first seek assistance by discussing it with his or her immediate supervisor. If such discussion does not resolve the concern, the employee may exercise the option of filing a written grievance/appeal as outlined below.
1. **Step One** - If the employee has a concern needing formal attention, the grievance should be documented in writing to the immediate supervisor within 10 calendar days of the date of the circumstance which resulted in the grievance. The grievance must contain a full description of the events or circumstances that have occurred leading to the filing of a grievance including names of witnesses, dates, times and other relevant information. The supervisor shall be responsible for handling the grievance as an important business matter, making every effort to arrive at a prompt, equitable solution. The supervisor shall document any conclusions, solutions, or unsolved problems in a written report and return it to the employee within 10 business days of receipt of the grievance.
 2. **Step Two** – If the employee still does not feel that the grievance has been satisfactorily resolved after Step One, they have the option of taking the problem to the Assistant Fire Chief for further consideration. The employee must document the concern within three (3) business days after receipt of the response from the immediate supervisor. All documentation from the grievance process must be provided for review. The Assistant Fire Chief shall evaluate the situation and the response from the supervisor, and then render the decision in writing within 10 business days of receipt of the grievance.
 3. **Step Three** - If the employee still does not feel that the grievance has been satisfactorily resolved after Step Two, they have the option of taking the problem to the Fire Chief for further consideration. The employee must document the concern to the Fire Chief within three (3) business days after

receipt of the response from the Assistant Chief. All documentation from the grievance process must be provided to the Chief for review. The Chief will evaluate the situation and the response from the supervisors, and then render the decision within 10 business days. The Fire Chief's decision shall be final, and there shall be no further administrative review.

4. Fire Board Appeals - In certain circumstances as follows, the employee may be entitled to an additional appeal to the Fire Board:
 - a. Dismissal (except for reductions in work force or during the employee's probationary period)
 - b. Compulsory Leave of Absence or suspension without pay for more than 72 hours for a 48 hour work week employee or 40 hours for a 40 hour work week employee.
 - c. Demotion or reduction in grade
 - d. Reduction in salary (except across the board reductions or due to reduction in workforce reasons)
 - e. Violations of State, Federal or local law
 - f. A grievance directly against the Fire Chief
5. If the employee is subject to one of the qualifying conditions outlined in step four, the employee may appeal to the Fire Board within three (3) business days of the Fire Chief's decision. The appeal, which must be filed in writing, must state in detail why the previous decisions vary from policy or are unacceptable, and all documents from the initial grievance, decisions rendered and all supporting documentation must be included with this appeal then given to the Administrative Assistant to deliver to the Fire Board. The Board shall review the grievance and issue a response within 15 business days following receipt of complaint.

B. All decisions of the Fire Board will be final and binding.



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

Tusayan Fire Department

PAID TIME OFF (PTO) POLICY

TFD's Paid Time Off (PTO) Policy is as follows:

- Effective July 1st, 2017 TFD's previous vacation and sick policies will merge into one common policy known as Paid Time Off. **The PTO policy will comply with AZ Prop 206 - The Fair Wages and Healthy Families Act to be effective July 1st, 2017.**
- The first 24 hours of PTO now required by Prop 206 applies to all employees, regardless of employment status (full time, part-time, seasonal, and temporary). Any remaining PTO hours applies only to full time employees.
- Employees hired after July 1st, 2017 will be eligible for the now required 24 hours PTO after 90 days of employment. Any paid employees hired before this date will automatically receive, effective July 1st 2017, the now REQUIRED 24 hours of PTO.
- Remaining hours of PTO applies **ONLY** to full time employees and will be earned on their anniversary date, after one continuous year of employment as follows:
 - Year 1-5 = 120 hours **total**
 - Year 5-10 = 160 hours **total**
 - Year 10 or more = 200 hours **total**
- Employees may donate unused sick or PTO to employees in need pending Chief's approval.
- Employees will not be required to provide proof of a sickness, unless it has been 3 consecutive days in a row for such absence; documentation will then be required for one of the covered illness per AZ Prop 206.
- PTO can be requested in the smallest increments (per minute) allowed on our payroll system
- TFD encourages its employees to use their PTO available to them to help improve their mental state and productivity. Any unused designated Prop 206 Sick Time hours will be rolled over to following years with a maximum cap of 48 hours. If cap is reached, payout will occur for 24 hours.
- All remaining PTO hours will be forfeited annually, however, a request can be put in with the Chief for up to a 6 month extension, per case basis. The request needs to go in at least 2 weeks before anniversary/expiration date.
- Unused Prop 206 Sick Time will be paid out upon termination.
- Any and all PTO requests must have authorization from the Fire Chief.
- **If an employee takes time off they must use PTO first, if they have it, before unpaid time off.**

****This policy supersedes all other Paid Vacation and Sick Policies effective July 1st, 2019 and complies with Prop 206 - The Fair Wages and Healthy Families Act**

****Per Board, the Fire Chief has authority to change or add to the policy as needed.**

Policy updated February 20, 2020 (Revised and approved by Greg Brush March 2020 need Board Approval)

Tusayan Fire District

Procurement and Purchasing Policy Guidelines

PURPOSE AND SCOPE

These Procurement Policies apply to all purchases of equipment, materials, supplies and services by the Tusayan Fire District. There are different rules for

- (1) purchases exceeding \$25,000, except professional services;
- (2) purchases of \$15,000 to \$25,000, except professional services;
- (3) purchases of \$2,500 to \$15,000, except professional services;
- (4) purchases of less than \$2,500;
- (5) purchases of professional services.

The Tusayan Fire District Governing Board, acting through the Fire Chief and/or the designated Purchasing Agent for the District, is responsible for the implementation of these policies. All expenditures of Fire District monies must be approved by the Tusayan Fire District Governing Board. Only the Tusayan Fire District Governing Board is authorized to enter into contracts on behalf of the Fire District. Employees of the District may not enter into any contract, or otherwise obligate the Fire District for the payment of money, without prior Board approval, except where such permission has been explicitly granted by the Governing Board in these policies or through other action of the Board.

References to the Purchasing Agent herein shall refer to any individual whom the Fire Chief has granted purchasing authority and responsibility, or to whom has such authority be reason of his/her official job duties.

Requirements for Purchasing

All purchases of supplies, materials, equipment and contractual services, except professional services, made by the Fire District having an estimated cost in excess of \$25,000 per transaction are to be based on sealed, competitive bids. Purchases may not be artificially split up to avoid the \$25,000 threshold.

1. The following are exceptions to this requirement:

- a. Sole Source Purchasing: a contract may be awarded for supplies, materials, equipment and contractual services, without competition if the Fire Chief determines and documents in writing that there is only one source for the required material, service or construction item.
- b. Sole source purchasing shall be avoided, except when no reasonable alternative exists. Written determination for the basis of a sole source purchase shall be retained in the file along with the contract and/or purchase order. All written determinations must be attached to the backup and submitted for payment for proper audit documentation.
- c. Emergencies: Competitive sealed bidding is not required if the Fire Chief determines that there is a threat to the public health, welfare or safety or a situation requiring immediate action which makes competitive sealed bidding impracticable, unnecessary or contrary to the public interest. Emergency procurement's shall be made with such competition as the Board and/or Fire Chief deem practicable under the circumstances. A written determination of the basis for the emergency and the selection of the particular contractor shall be attached to the contract.

- d. The provisions in this section regarding sole source purchasing apply not only to this section, but regardless of the dollar amount of the transaction involved.

2. Public Notice for Purchases More Than \$25,000

- a. The invitation for bids and specifications will be issued in sufficient time before the purchase is made and in sufficient detail to permit free competition.
- b. Notice of the invitation shall be published once a week for two (2) consecutive weeks in a newspaper of general circulation in the Fire District or such other publication that the Fire Chief deems appropriate and reasonably targeted to obtain competitive bids.
- c. Purchase of items through pre-bid State Contracts or through bids by other political subdivisions with whom the Tusayan Fire District has a cooperative purchasing agreement, may be made without rebidding.

3. Awarding of Bids

- a. Bids shall be opened publicly, at the time stated in the invitation for bids.
- b. On the Tusayan Fire District Governing Board approval, the Purchasing Agent shall make awards, by giving written notice to the responsible bidder whose bid conforms to the invitation and whose bid is the most advantageous to the Fire District concerning price, conformity to the specifications and other factors. The Tusayan Fire District Governing Board may reject all bids if rejection is in the public interest. All bids must include all applicable sales tax and will be deemed to have included such taxes whether itemized or not.
- c. Cancellation of invitation for bids: an invitation for bids, or other solicitation may be canceled if it is in the best interest of the Fire District. The reasons for the cancellation shall be made part of the contract file.

4. Purchases of \$25,000 Or Less, aggregate dollar amount per transaction, shall be made using the following procedures as recommended by the Auditor General:

- a. Purchases costing \$15,000 or more, but less than the \$25,000 - The Purchasing Agent or Fire Chief must obtain written price quotations from three (3) or more vendors. Published advertisements and catalogs may constitute written price quotes
 - i. If three (3) written quotations cannot be obtained, the Purchasing Agent or Fire Chief must document the vendors contacted, who did not offer price quotations, and the reasons why they did not.
 - ii. If a vendor is selected because of reasons other than the lowest price, such as quality of the product or work to be performed, the reasons must be fully documented.
 - iii. The invitation for price quotes must be issued in sufficient time before the purchase is made and in sufficient detail to permit free competition. Normally, ten (10) working days is sufficient time.
- b. Purchases of \$2,500 or more, but less than \$15,000 - The Purchasing Agent or Fire Chief must obtain oral price quotations from three (3) or more vendors. All oral price quotations received, must be documented and enclosed within the purchasing file for the item purchased.
 - i. If three (3) quotations cannot be obtained, whether written or oral, the Purchasing Agent or Department Head must document the vendors contacted, who did not offer price quotations, and the reasons why they did not.
 - ii. If a vendor is selected because of reasons other than the lowest price, such as quality of the product or work to be performed, the reasons must be fully documented
- c. Purchases of less than a \$2,500 - the Purchasing Agent or Fire Chief must use

reasonable efforts to obtain the lowest and best price. Chief must sign all invoices greater than \$100 prior to payment.

5. Unbudgeted purchase limit requirements and purchases without Board approval

- a. Funds MUST be available within the Fire District's operating budget for all purchases.
 - i. \$ -0- To \$199.99 may be approved by any employee authorized by the Fire Chief with purchasing authority.
 - ii. \$200 To \$2,499.99 may be approved by the Fire Chief. Chief must sign all invoices greater than \$100 prior to payment.
 - iii. \$2,500 up must be approved by the Tusayan Fire District Governing Board

6. Purchasing Professional Services

- a. Professional services are those requiring specialized knowledge, skill and expertise. Typical examples are accounting, engineering and legal services. Other services may qualify as professional services. If in doubt, consult the Fire District's legal counsel. Professional services may be purchased by sealed bids or requests for proposals in the same manner as equipment or supplies. Alternatively the Purchasing Agent or Fire Chief may obtain approval from the Tusayan Fire District Governing Board to negotiate directly with a particular professional after the issuance of a Request for Qualifications. A maximum dollar authority will be set by the Board at the time of this approval. If the professional services exceed the approved dollar limit, additional Board approval must be obtained.
- b. The Fire Chief will recommend to the Tusayan Fire District Governing Board the professional service provider to which a contract should be awarded after considering qualifications and making a determination that the compensation is fair and reasonable.
- c. The written statements of qualifications and expressions of interest will be maintained with the contract file.

7. Credit Card Purchases: Credit card purchase are to be for department related business only

- a. All credit card purchases must have detailed receipt turned into the Administrative Manager upon completion of the purchase or upon return from out of town travel
- b. Supplies and repairs must be approved prior to charging the credit card. All efforts will be made to contact the above personnel, if no cell service is available or no one answers the call it will be left to the discretion of the engine boss for the assignment.
- c. All receipts must show the amount of charged, a description of what was charged and all applicable taxes paid.
- d. Hotel/Motel receipts must show the employee's name of who stayed in the room, purpose of travel and check in or check out times/dates. If the charges are not correct they must be fixed prior to leaving the hotel. All hotel/motel receipts must show how much was paid per night including all applicable taxes and fees
- e. All gas receipts must include the vehicle information at the time of purchase.
- f. Any missing or misplaced receipt will become the responsibility of the person making the charge. If it is found that an employee is purposely withholding receipts, disciplinary action will be taken against that employee.
- g. Credit Cards assigned to a department member for use during a Wildland assignment are subject to the following guidelines:
 - i. All credit card purchased must have a receipt turned into the administrative office upon return from the assignment.
 - ii. Hotel/Motel receipts must show the employee's name of who stayed in the room, check in or check out times/dates. If the charges are not correct

they must be fixed prior to leaving the hotel. All hotel/motel receipts must show how much was paid per night including all applicable taxes and fees. All efforts will be to find Hotel/Motels that are within the state per diem rates listed for the area. If the rate is above the per diem rate other hotels in the area should be quoted and documented so that we may have the state pay the higher amount.

- iii. Meal(s) may only be purchased on department credit card with prior approval from the Fire Chief. Receipts for meals must show name of crew members, what was purchased, the date of purchase and the total including tip. No tip shall exceed 18% on food and beverage costs. Taxes must be deducted from the total for the tip amount. If detailed receipt is not provided or exceeds the per diem rate the crew will be required to pay for the charges/overage. All meals must follow the state guidelines for per diem rates.
- iv. All gas receipts must be turned in at the end of the assignment and must include vehicle information. Charges for food or other items shall be separated from the gas charges.
- v. Employees are responsible for tracking purchases while on assignment and must advise the Administrative Manager when purchases are reaching credit limit of their credit card.
- vi. Supplies and repairs must be approved prior to charging the credit card. The Chief, Assistant or Administrative Manager shall approve all miscellaneous charges for supplies and repairs. All efforts will be made to contact the above personnel, if no cell service is available or no one answers the call it will be left to the discretion of the engine boss for the assignment.
- vii. Items not to be purchased on department credit cards are as follows, but are not intended to be all-inclusive
 - Alcohol
 - Tobacco
 - Personal clothing including shirts from the fire
 - Personal Supplies
 - Extra food or beverages, any food items not approved by the fire

8. Lease-purchases:

Fire Districts are allowed to lease-purchase real property and equipment. A lease-purchase agreement is a lease whereby the Fire District acquires title to the property or equipment at the end of the lease. The Fire District does not acquire title to the equipment until the full purchase price has been paid. Leases and lease-purchases do not require competitive sealed bidding, but the Purchasing Agent or Department Head should follow a competitive procedure which is appropriate in light of the circumstances and the nature and dollar amount of the lease or lease-purchase

9. Personal Purchases

No one is authorized to purchase any item for personal use through the Fire District. This includes purchases made through the use of a Fire District open charge accounts and Fire District credit cards. No purchases of a personal nature can be made using the Arizona State Purchasing Contract or other cooperative purchasing agreements.

10. Check Signing.

- a. Operating Checks, including payroll and payroll related checks, require two (2) signatures and will be signed by two (2) Board Members. A copy of the check register will be included as part of the monthly financial report to the Fire Board.

11. Individual Fire Board Member Authorities and Limitations.

The Fire Board is the unit of authority within the Fire District. Apart from his/her normal function as a part of this unit; Board Members have no individual purchasing authority. As individuals, Board members may not commit the District and/or its members to any policy, act, or expenditure.

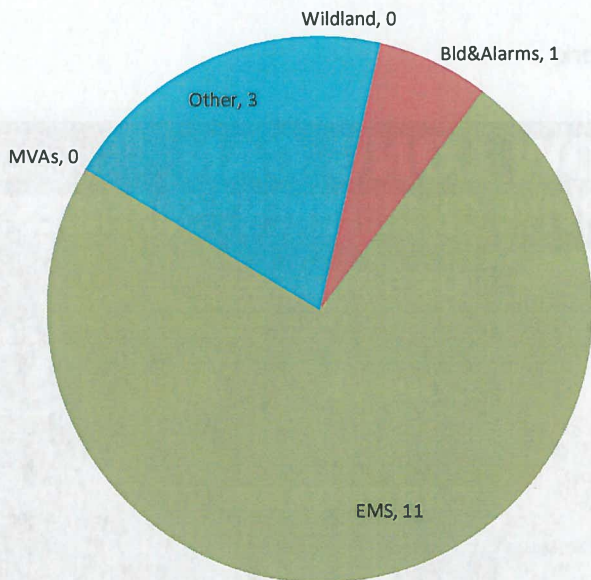
TFD Update 4/1/20

March Stats

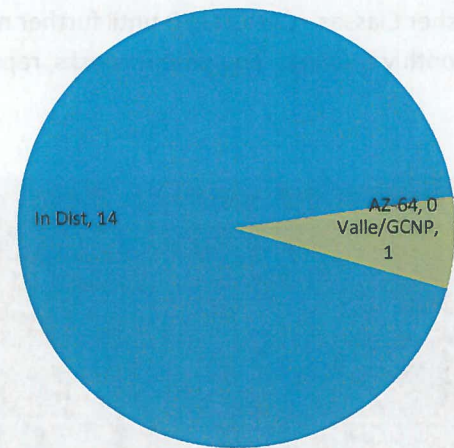
Total calls to date 2020: **53 [4/9/20]**
 Calls this date in 2019: **75 [4/9/19]**



| | | | | | | | |
|-----------------|--------|----------------------|----------------------------|-------------------|------------------------|-------------------|------------|
| March Ratio | -----> | <u>Wildland</u> 0 | <u>Bld&Alarms</u> 1 | <u>EMS</u> 11 | <u>MVAs</u> 0 | <u>Other</u> 3 | 15 <-Total |
| March Locations | -----> | <u>In Dist</u> 14 | | <u>AZ-64</u> 0 | <u>Valle/GCNP</u> 1 | | 15 <-Total |



Call Types for March



Call Locations for March

Updates:

- Obviously, response to COVID-19 Crisis is number one priority
- **TFD has bumped better by two points on ISO Rating!!!! 6/6x to 4/4x, we're (at minimum) in top 25% of US**
- COVID-19 has been confirmed in the Grand Canyon community
- Thanks to the Town of Tusayan for allocating monies for additional PPE
- TFD is still trying to obtain some PPE (Coveralls/Tyvek, Full Face Shields, etc.), shortages still exist
- Kate is working on cloth-mask distribution for people in need (will probably be on picnic table out front)
- Our thanks to Ann Scott for manufacturing masks, these are already in use
- Thanks to the Town, St. Mary's Food Bank, Tusayan Food Bank, IMAX, all the volunteers for food distribution
- Donations of various items have made the difference for TFD First Responders (masks, hand sanitizer, gloves, sanitizing wipes, isopropyl alcohol, & food, etc.): Big E's, the Schoppmanns, Craig Sanderson, The Vails, Red Feather, Rob Gossard, Grand Canyon Conservancy, Mike Sanderson, Holiday Inn, Becky Shearer, etc. Sorry if I've missed anybody!
- Coconino County provided much needed N95 masks
- Thanks to the Town of Tusayan for investigating the Open POD agreement with County [Open & Closed Set!]
- Federal AFG Grants x2 submitted- Thanks Ray
- E-51 (plastic) welding/bonding completed last night, this has been a chronic leak for 15 years in foam system
- Ladder 51: All *major* repairs completed, once crisis subsides, new inspection certification will be conducted
- Attack 5: Valve/pump system repairs continuing