



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

August 10, 2023

TUSAYAN FIRE DISTRICT BUILDING

408 Highway 64, Tusayan Arizona

NOTICE: Members of the public may call in to hear the live audio by dialing (669) 444-9171 US 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 August 10, 2023 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. ***In accordance with A.R.S. §38-431.01(H), 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 July 13, 2023 Regular Meeting Minutes
3. Financial Report
4. Fire Chiefs Update
5. Old Business
 - a. Discussion, Update, and Possible Action Regarding Community Evacuation Plan
 - b. Discussion, Update, and Possible Action Regarding impact fees on new development
6. New Business
 - a. Discussion and Possible Action and Approval of Resolution 2023-01 Legal Representation for Fiscal Year 2024
 - b. Discussion and Possible Action and Approval of Revision to Tuition Reimbursement Program Policy 701
7. Board Member Reports
8. 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 August, 2023 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 July 13, 2023 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 Member Rob Gossard and Board Clerk Becky Shearer. Others in attendance was Fire Chief Greg Brush. Board Member Andrew Aldaz and Board Member Elena Villanueva were not present. A quorum was confirmed.

Discussion/Approval of May 18, 2023 Regularly Scheduled Board Meeting Minutes

Motion to approve regularly scheduled June 22, 2023 Meeting Minutes. First by Gossard and seconded by Shearer. Motion carries unanimously. Motion to approve May 25, 2023 Special Meeting Minutes. First by Gossard and seconded by Vail. Motion carries unanimously.

Fire Chief's Update

See Report

Old Business

Discussion, Update, and Possible Action Regarding Community Evacuation Plan

No update at this time

Discussion, Update, and Possible Action Regarding impact fees on new development

No update at this time

New Business

None at this time.

Board Member Reports

Chairman Vail thanked Kate and Quinton Johnson and Deb Davis for their volunteering at the 4th of July celebration. Vail also reminded the board of the Coconino County Attorney Renewal that will need a resolution next month.

Adjourn

Meeting adjourned at 10:28 a.m.

Minutes approved by Board on Date 8/10/2023

By Rebecca Shearer

"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 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 June 22, 2023 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 9:04 a.m. The following members of the Tusayan Fire District were present in person were Board Chair John Vail, Board Clerk Becky Shearer, and on Zoom, Board Member Andrew Aldaz. Others in attendance were Fire Chief Greg Brush, Business Administrator Kate Johnson. A quorum was confirmed.

Discussion/Approval of May 25, 2023 Special Meeting Minutes

Motion was not made due to Shearer and Aldaz not present during the May Special Meeting. Will be on next month's agenda.

Financial Report

Business Administrator Johnson presented the Monthly Financial Report verbally and in written form. (See form for details). Board directed staff to research investment options for TFD. Board directed staff to cancel Direct TV when Guardian gets established with fiber internet. Motion to approve Financial Report. First by Vail and seconded by Shearer. Motion carries unanimously.

Fire Chiefs Update

Chief Brush presented report verbally and in written form. (See form for details).

Old Business

Discussion, Update, and Possible Action Regarding Proof of Coverage Letter & Policy

Legal has reviewed the letter, provided significant modification to reallocate liability. Motion to approve Proof of Coverage Letter as presented. First by Aldaz and seconded by Shearer. Motion carries unanimously.

Discussion, Update, and Possible Action Regarding Community Evacuation Plan

No update at this time.

Discussion, Update, and Possible Action Regarding impact fees on new development

No update at this time.

Public Hearing

Discussion and Possible Action and Approval Regarding Fiscal Year 2024 budget per A.R.S. §48-805.02

Board Certification for Fiscal Year 2024 Budget

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.

Public Hearing opened to discuss Fiscal Year 2024 Budget. No public comments submitted. Staff confirmed Budget draft has been posted since May 25, 2023 in full compliance. Public meeting closed.

Motion to approve Fiscal Year 2024 Budget as presented. First by Vail and seconded by Shearer. Motion carries unanimously.

Board Member Reports

Vail – 4th of July coordination for fundraiser/set-up needs.

Aldaz – Supervisor Horstman spoke during community meeting regarding the county health van. Aldaz requested Chief Brush to inquire if TFD can coordinate with the County to use the Health Van at the Fire Station. Spoke NAU research project regarding COVID impacts on our community. Offered anyone from TFD on 6/26/23 to speak with NAU at the Red Feather from 12-1.

Adjourn

Meeting adjourned at 10:13 a.m.

Next meeting will be on Thursday July 13, 2023 at 10:00.

Minutes approved by Board on Date 8/10/2023

By Rebecca Shearer

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Tusayan Fire District

FINANCIAL REPORT – July 2023

- Info current as of July 31, 2023
- Bank: \$77,784.04
- Reserve Funds Account: \$50,720.90
 - Grand total = \$128,504.94
- Accounts Payable
 - We have checks to sign
- FY 2024 FDAT Revenue (Actual year to date): \$475.00
- Rental Income Station: \$2,242.73
- District Billing Fees: \$6,776.29
- Wildland Fire Income
 - 2024 Fiscal year to date total: Kate Johnson on Black Feather Fire now.

Tusayan Fire District Profit & Loss Budget vs. Actual July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
FDAT	475.00	110,577.00	-110,102.00	0.4%
Grant Income	0.00	45,986.00	-45,986.00	0.0%
Pooled Interest	0.00	1,500.00	-1,500.00	0.0%
Prior Year Capital Carry Fwd	0.00	0.00	0.00	0.0%
Town of Tusayan - Contributions	109,250.00	437,000.00	-327,750.00	25.0%
4000 - Property Tax Revenues	38.01	552,884.00	-552,845.99	0.0%
4310 - Other Revenue	0.00	3,100.00	-3,100.00	0.0%
Total Income	<u>109,763.01</u>	<u>1,151,047.00</u>	<u>-1,041,283.99</u>	<u>9.5%</u>
Gross Profit	109,763.01	1,151,047.00	-1,041,283.99	9.5%
Expense				
6000- PERSONNEL SERVICES	86,394.73	686,421.00	-600,026.27	12.6%
6100- RETIREMENT CONTRIBUTIONS	9,127.77	76,768.00	-67,640.23	11.9%
6200- INSURANCE	7,164.53	64,133.00	-56,968.47	11.2%
6300- EMPLOYEE BENEFITS	11,956.75	51,722.00	-39,765.25	23.1%
6400- FUEL, OIL, LUBRICANTS	0.00	250.00	-250.00	0.0%
6500- VEHICLE REPAIR & MAINT.	148.37	26,300.00	-26,151.63	0.6%
6600- SMALL TOOLS & EQUIPMENT	433.26	10,100.00	-9,666.74	4.3%
6650- FIRE PROTECTION & EQUIP.	0.00	15,750.00	-15,750.00	0.0%
6700- COMMUNICATION & DISPATCH	30.02	360.00	-329.98	8.3%
6900- DISPOSABLE SPLS/EQUIP	1,816.07	6,634.00	-4,817.93	27.4%
7000- ADMINISTRATIVE COSTS	4,324.82	28,176.00	-23,851.18	15.3%
7100- PROFESSIONAL SERVICES	0.00	26,300.00	-26,300.00	0.0%
7300- TRAINING	0.00	26,790.00	-26,790.00	0.0%
7400- INSURANCE - LIABILITY	4,099.00	17,200.00	-13,101.00	23.8%
7500- PUBLIC UTILITIES	912.54	22,640.00	-21,727.46	4.0%
7600- LEASES & RENTALS	7,842.10	51,822.00	-43,979.90	15.1%
7700- REPAIRS & MAINTENANCE	231.28	11,322.00	-11,090.72	2.0%
7850- GRANTS EXPENSE	36,997.74	22,542.00	14,455.74	164.1%
7900- MISCELLANEOUS	232.76	4,700.00	-4,467.24	5.0%
8000 - Town of Tusayan - IGA	0.00	0.00	0.00	0.0%
CAPITAL PURCH. CARRY FWD.	0.00	32,344.00	-32,344.00	0.0%
6690 - Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
8100 - Capital Expenses	22,542.91	51,586.00	-29,043.09	43.7%
Total Expense	<u>194,254.65</u>	<u>1,233,860.00</u>	<u>-1,039,605.35</u>	<u>15.7%</u>
Net Ordinary Income	-84,491.64	-82,813.00	-1,678.64	102.0%
Other Income/Expense				
Other Income				
4400- MISCELLANEOUS	3,211.97	42,813.00	-39,601.03	7.5%
4405 - Wildland Income	0.00	45,000.00	-45,000.00	0.0%
District Service Fees	6,776.29	10,000.00	-3,223.71	67.8%
Total Other Income	<u>9,988.26</u>	<u>97,813.00</u>	<u>-87,824.74</u>	<u>10.2%</u>

12:31 PM
08/09/23
Cash Basis

Tusayan Fire District
Profit & Loss Budget vs. Actual
July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Other Expense				
COVID-19 National Paid Leave	0.00	0.00	0.00	0.0%
Wildland Expense	0.00	15,000.00	-15,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>15,000.00</u>	<u>-15,000.00</u>	<u>0.0%</u>
Net Other Income	9,988.26	82,813.00	-72,824.74	12.1%
Net Income	<u><u>-74,503.38</u></u>	<u><u>0.00</u></u>	<u><u>-74,503.38</u></u>	<u><u>100.0%</u></u>

Tusayan Fire District
Profit & Loss
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>
Ordinary Income/Expense	
Income	
FDAT	475.00
Town of Tusayan - Contributions	109,250.00
4000 - Property Tax Revenues	38.01
Total Income	<u>109,763.01</u>
Gross Profit	109,763.01
Expense	
6000- PERSONNEL SERVICES	86,394.73
6100- RETIREMENT CONTRIBUTIONS	9,127.77
6200- INSURANCE	7,164.53
6300- EMPLOYEE BENEFITS	11,956.75
6500- VEHICLE REPAIR & MAINT.	148.37
6600- SMALL TOOLS & EQUIPMENT	433.26
6700- COMMUNICATION & DISPATCH	30.02
6900- DISPOSABLE SPLS/EQUIP	1,816.07
7000- ADMINISTRATIVE COSTS	4,324.82
7400- INSURANCE - LIABILITY	4,099.00
7500- PUBLIC UTILITIES	912.54
7600- LEASES & RENTALS	7,842.10
7700- REPAIRS & MAINTENANCE	231.28
7850- GRANTS EXPENSE	36,997.74
7900- MISCELLANEOUS	232.76
8100 - Capital Expenses	22,542.91
Total Expense	<u>194,254.65</u>
Net Ordinary Income	-84,491.64
Other Income/Expense	
Other Income	
4400- MISCELLANEOUS	3,211.97
District Service Fees	6,776.29
Total Other Income	<u>9,988.26</u>
Net Other Income	9,988.26
Net Income	<u><u>-74,503.38</u></u>

Tusayan Fire District

8/9/2023 12:36 PM

Register: NorwestWarrant

From 07/01/2023 through 07/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2023	834300007	EMI Health	2000 · Accounts Payable	Group# 3068 J...	3,851.70	X		146,552.51
07/01/2023	834300008	Kate Johnson	2000 · Accounts Payable	Sams Club July	63.71	X		146,488.80
07/01/2023	834300009	Red Feather Properties	2000 · Accounts Payable	July 2023 Leas...	2,315.25	X		144,173.55
07/01/2023	834300010	USDA Forest Service	2000 · Accounts Payable	FMMI Bill # 1...	452.90	X		143,720.65
07/05/2023			4000 · Property Tax Re...	Deposit		X	36.96	143,757.61
07/06/2023			4000 · Property Tax Re...	Deposit		X	0.53	143,758.14
07/07/2023	ASRS07...	Arizona State Retire...	-split-	0990	6,229.34	X		137,528.80
07/07/2023	EFTPS07...	Tusayan Fire Depart...	-split-	86-0843550	6,482.40	X		131,046.40
07/07/2023	DD070723	Anthony S Diluzio	-split-		2,235.50	X		128,810.90
07/07/2023	DD070723	Bruce D. Baker	-split-		2,337.05	X		126,473.85
07/07/2023	DD070723	Edward C O'Bannon	-split-		921.96	X		125,551.89
07/07/2023	DD070723	Emily A Woolley	-split-		1,263.90	X		124,287.99
07/07/2023	DD070723	Gregory Lawrence	-split-		2,241.55	X		122,046.44
07/07/2023	DD070723	Kathleen Johnson	-split-		2,683.60	X		119,362.84
07/07/2023	DD070723	Luke Barnes	-split-		630.71	X		118,732.13
07/07/2023	DD070723	Matthew Southwick	-split-		1,327.84	X		117,404.29
07/07/2023	DD070723	Miguel Ibarra Dimas	-split-		603.52	X		116,800.77
07/07/2023	DD070723	Zealand Pes	-split-		1,838.32	X		114,962.45
07/07/2023	DD070723	Gregory M Brush	-split-		2,429.99	X		112,532.46
07/19/2023	834300011	DSB Distributing, LLC	2000 · Accounts Payable	Inv# 116395	66.43	X		112,466.03
07/19/2023	834300012	ESO Solutions, Inc.	2000 · Accounts Payable	Inv# ESO-1148...	2,395.64	X		110,070.39
07/19/2023	834300013	Grand Canyon Natio...	2000 · Accounts Payable	Inv# GCN2024...	413.67	X		109,656.72
07/19/2023	834300014	Securis Insurance Po...	2000 · Accounts Payable	Inv# 0723-Q040	9,789.25	X		99,867.47
07/19/2023	834300015	Stryker Sales Corp	2000 · Accounts Payable	Inv# 4214938M	36,997.74	X		62,869.73
07/19/2023	834300016	TRIAD	2000 · Accounts Payable	Inv# 12900	74.95	X		62,794.78
07/19/2023	834300017	USDA Forest Service	2000 · Accounts Payable	FMMI Bill # 1...	452.90	X		62,341.88
07/19/2023	834300018	VFIS	2000 · Accounts Payable	Inv# 001254104	4,099.00			58,242.88
07/19/2023	834300019	Securis Insurance Po...	2000 · Accounts Payable	Inv# 23-CAPI-...	2,167.50	X		56,075.38
07/20/2023	834300020	DES Unemployment ...	-split-	0752037 5	70.34	X		56,005.04
07/21/2023	ASRS07...	Arizona State Retire...	-split-	0990	5,781.88	X		50,223.16
07/21/2023	EFTPS07...	Tusayan Fire Depart...	-split-	86-0843550	6,288.06	X		43,935.10
07/21/2023	834300021	EMI Health	2000 · Accounts Payable	Group# 3068 A...	1,228.43	X		42,706.67
07/21/2023	DD072123	Anthony S Diluzio	-split-		1,830.32	X		40,876.35
07/21/2023	DD072123	Bruce D. Baker	-split-		2,005.27	X		38,871.08
07/21/2023	DD072123	Edward C O'Bannon	-split-		1,334.31	X		37,536.77
07/21/2023	DD072123	Emily A Woolley	-split-		1,316.09	X		36,220.68
07/21/2023	DD072123	Gregory Lawrence	-split-		1,703.37	X		34,517.31
07/21/2023	DD072123	Gregory M Brush	-split-		2,430.01	X		32,087.30
07/21/2023	DD072123	Kathleen Johnson	-split-		2,395.33	X		29,691.97
07/21/2023	DD072123	Luke Barnes	-split-		1,215.30	X		28,476.67

Tusayan Fire District

8/9/2023 12:36 PM

Register: Norwest Warrant

From 07/01/2023 through 07/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/21/2023	DD072123	Matthew Southwick	-split-		1,442.24	X		27,034.43
07/21/2023	DD072123	Miguel Ibarra Dimas	-split-		1,359.25	X		25,675.18
07/21/2023	DD072123	Zealand Pes	-split-		1,722.95	X		23,952.23
07/26/2023			-split-	VOID: Deposit...		X	0.00	23,952.23
07/26/2023			-split-	Deposit 441		X	1,430.00	25,382.23
07/26/2023			-split-	Deposit 442		X	116,839.02	142,221.25
07/28/2023	834300022	Arizona Public Service	2000 · Accounts Payable	Acct# 1519540...	816.22			141,405.03
07/28/2023	834300023	Chase Card Services	2000 · Accounts Payable	Acct# 8236	3,451.15			137,953.88
07/28/2023	834300024	Choice Wireless	2000 · Accounts Payable		162.94			137,790.94
07/28/2023	834300025	Linde Gas & Equipm...	2000 · Accounts Payable	Inv# 37234315	135.23			137,655.71
07/28/2023	834300026	Red Feather Properties	2000 · Accounts Payable	Aug 2023 Leas...	2,315.25			135,340.46
07/28/2023	834300027	United States Treasury	2000 · Accounts Payable	PCORI ending ...	22.32			135,318.14
07/28/2023	834300028	Valle Airpark (John ...	2000 · Accounts Payable	Inv# 3462	826.65			134,491.49
07/31/2023			FDAT	Deposit		X	7.17	134,498.66
07/31/2023			FDAT	Deposit		X	464.38	134,963.04
07/31/2023			FDAT	Deposit		X	3.45	134,966.49

Tusayan Fire District Deposit Detail July 2023

Type	Num	Date	Name	Account	Amount
Deposit		07/05/2023		NorwestWarrant	36.96
				4000 · Property Tax ...	-36.96
TOTAL					-36.96
Deposit		07/06/2023		NorwestWarrant	0.53
				4000 · Property Tax ...	-0.53
TOTAL					-0.53
Deposit		07/26/2023		NorwestWarrant	1,430.00
Payment		07/26/2023	Office of the State F...	District Service Fees 1499 · Undeposited ...	-500.00 -930.00
TOTAL					-1,430.00
Deposit		07/26/2023		NorwestWarrant	116,839.02
				District Service Fees	-288.00
				District Service Fees	-4,348.34
				4403 - Station Rent	-1,150.00
				Town of Tusayan - ...	-109,250.00
				District Service Fees	-209.95
				District Service Fees	-500.00
				4403 - Station Rent	-1,092.73
TOTAL					-116,839.02
Deposit		07/31/2023		NorwestWarrant	7.17
				FDAT	-7.17
TOTAL					-7.17
Deposit		07/31/2023		NorwestWarrant	464.38
				FDAT	-464.38
TOTAL					-464.38
Deposit		07/31/2023		NorwestWarrant	3.45
				FDAT	-3.45
TOTAL					-3.45

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08/09/23

Tusayan Fire District
A/P Aging Summary
As of August 9, 2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
National Bank of Arizona	0.00	-22,542.91	0.00	0.00	0.00	-22,542.91
USDA Forest Service	0.00	-452.90	0.00	0.00	0.00	-452.90
TOTAL	<u>0.00</u>	<u>-22,995.81</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-22,995.81</u>

2:56 PM

08/09/23

Tusayan Fire District
A/R Aging Summary
As of August 9, 2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Hydro Resources.	0.00	0.00	1,750.00	0.00	0.00	1,750.00
Nogales Fire Department	0.00	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL	<u>0.00</u>	<u>1,000.00</u>	<u>1,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,750.00</u>

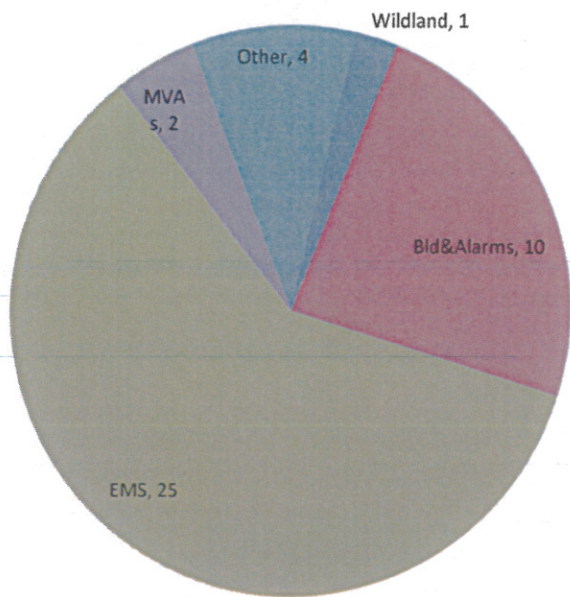
TFD Update 8/1/23

July Stats

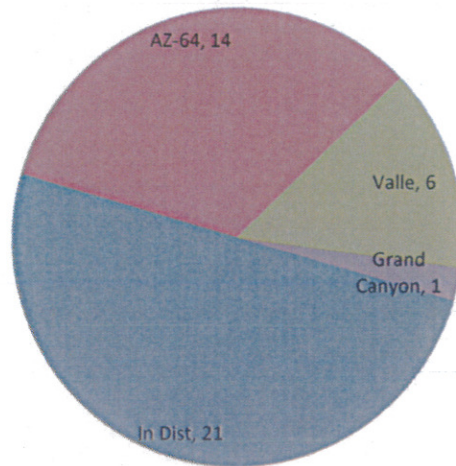
Calls for prior month (indicated in upper right):	42
Calls for same month in 2022:	26
Total calls to date for 2023:	199



July	Ratio ----->	<u>Wildland</u> 1	<u>Bld&Alarms</u> 10	<u>EMS</u> 25	<u>MVAs</u> 2	<u>Other</u> 4	42 <-Total
July	Locations --->	<u>In Dist</u> 21	<u>AZ-64</u> 14	<u>Valle</u> 6	<u>Grand Canyon</u> 1		42 <-Total



Call Types for July



Call Locations for July

Updates:

- 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!]
- Fire Extinguisher Classes are being offered at TFD, or at your business locations if requested with enough notice. Please contact Firefighter Matt Southwick at TFD on Mondays & Tuesdays [call 638-3473 during business hours].
- The Pierce Responder that was purchased by the Town of Tusayan has started at the factory! Tusayan Fire would like to thank the generosity of the residents and Town for making this purchase possible. The targetted completion date is approximately August 15th, 2023.

- Pierce Job # 37654 August 4th, 2023
Final assembly and installation of option content. Next week, final assembly and third-party pumpe testing.







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

Tusayan Fire District

RESOLUTION # 2023-01

Legal Representation for Fiscal Year 2024

The Tusayan Fire District adopts the following Resolution for the purpose of assigning legal representation with the Coconino County of Arizona County Attorney's Office. This resolution shall also include all terms, conditions and fees of engagement. (Please see Coconino County Fire Districts/Special Districts Billing Rates adopted by the Arizona Board of Supervisors pursuant to A.R.S. 11-251.06 and A.R.S. 48.819.)

WHEREAS A.R.S. 48-805 (F) states the county attorney may advise and represent the district if in the county attorney's judgment, the advice and representations are appropriate and not in conflict with the county attorney's duties under A.R.S. section 11-532. If the county attorney is unable to advise and represent the district due to a conflict of interest, the district may retain private legal counsel or may request the attorney general to represent it, or both.

NOW THEREFORE, the Tusayan Fire District resolves as follows:

Authorizing agreement for services with the Coconino County Attorney's Office and all terms, conditions and fees of engagement.

That this Resolution is passed, adopted and approved by the Tusayan Fire District on this 10th day of August, 2023.

Board Chairperson – John Vail

Board Member – Rob Gossard

Board Clerk– Becky Shearer

Board Member – Elena Villanueva

Board Member –Andrew Aldaz

**Tusayan Fire District
Standard Operating Guidelines**

Tuition Reimbursement Program

*Division: 700
Article: 1
Page: 1 of 3
Effective Date: Aug 01, 2017
Revised Date:
Fire Chief: Greg Brush*

Purpose:

Formal education is one of the core values of the Tusayan Fire District. The District places a high value on the education of its members realizing that well educated employees are critical to the future success of the organization. As such, tuition reimbursement is offered to employees that wish to further their professional development. The purpose of this guideline is to lend some guidance to those personnel wishing to further their educational life by giving definition to the process.

Scope:

It is imperative that all personnel full-time, part-time, and volunteer alike have access to higher levels of training/education. It is for this reason that all personnel within the District shall become familiar with and follow this guideline.

Program Criteria:

- A. Employee must be a member in good standing.
- B. Requested course must be relevant to assigned duties within the District.
- C. Classes must be taken at a community or state college/university unless prior approval from fire chief or his/her designee.
- D. Any course of study must be approved in advance by the Fire Chief or his/her designee.
- E. Employees attending approved trainings/classes during scheduled work hours/days will receive their assigned pay rate without forfeiture of PTO for duration of their regular scheduled hours.
- F. Employees will not receive over-time for attendance to class.
- G. Employees will not be working a shift-trade for another employee while attending a training/class.
- H. An employee will no longer participate in the District's Tuition Assistance Program after employment with the District ends. Therefore, reimbursement payment processing will stop in the event a Tuition Assistance application was submitted prior to end of employment.
- I. Certification renewal does not apply to this program.

Procedure:

- A. Approval of an educational request is completely within the discretion of the fire chief or his/her designee. The employee shall have no grievance or appeal rights from the decision to approve or not approve courses.
- B. Employees shall submit a "Tuition Reimbursement Request" form to the fire chief or his/her designee requesting authorization for reimbursement for tuition and above listed expenses before they enroll in the course.

- C. The fire chief or his/her designee must verify the availability of funds and compliance with this guideline prior to authorization.
- D. Upon approval by the fire chief or his/her designee a copy of the signed "Tuition Reimbursement Request" will be returned to the employee, with the original placed on file in the employee's personnel file.

Tuition Reimbursement:

- A. Reimbursements will only be allowed for tuition, lab fees, travel, lodging, and per diem.
- B. Employees have the right to select the educational institution of their choice. However, reimbursement amounts shall not exceed the Undergraduate tuition rates of Northern Arizona University (NAU) for courses completed at a 4-year institution or Coconino Community College (CCC) tuition rate for courses completed at a 2-year junior college, trade school or technical school.
- C. Employees receiving tuition assistance from any other sources, including but not limited to scholarships and the U.S. Department of Veterans Administration, shall only receive reimbursements from the District for the employee's net expense after all other tuition assistance has been applied. The reimbursement amounts shall continue to apply, but total reimbursements from all sources must not exceed the total cost of the course.
- D. In all instances, total financial assistance and tuition reimbursement will not exceed the educational expenditures incurred by the attendee.
- E. If requested course has a certification component attached (i.e. Firefighter I & II, EMT-B, or Paramedic) employee shall successfully complete certification process prior to tuition reimbursement.
- F. Tuition reimbursement will be granted on the following basis:

<u>Completed Course Grade</u>	<u>% of Reimbursement</u>
A	100%
B	80%
C	50%
D	0%
F	0%
Incomplete/Drop	0%

- G. The "Pass/Fail" course reimbursement amount is 100% of tuition for courses receiving a "Pass."
- H. Employees leaving the District (resignation or termination) within 1yr of course completion shall reimburse the District 100% for all expenses incurred for the course.
- I. Employees leaving the District (resignation or termination) within 2yrs of course completion shall reimburse the District 50% for all expenses incurred for the course.

During Attendance:

- A. Employees have an obligation to attend courses/trainings paid for by the District.
- B. If course/training is on scheduled work day employee will return to work as soon as the course/training day is completed unless employee has an approved course/training the following day.

- C. Per Diem and mileage reimbursement will be submitted bi weekly for reimbursement with the pay cycle. Any submittals outside of the current pay cycle will be considered forfeit.

Upon Completion:

- A. Employee must ensure the supporting documentation is submitted to the fire chief or his/her designee within 30 calendar days from the date grades are posted by the attended school. Applications submitted after the 30th calendar day will not be considered for eligibility under this guideline.
- B. Employee will be reimbursed for tuition at the above mentioned rate the first pay cycle after documentation has been verified by the fire chief or his/her designee.

Financial Hardship:

- A. If employee is applying for a required course/training program and this course/training will create a financial hardship, the employee may speak with the fire chief or his/her designee for the possibility to have the District pay for class in advance.
- B. If the District and employee come to an agreement and the District pays for the class in advance all criteria for the program must be met.
- C. Tuition Reimbursement will remain the same with the exception the District will be reimbursed as follows

<u>Completed Course Grade</u>	<u>% of Reimbursement</u>
A	0%
B	20%
C	50%
D	100%
F	100%
Incomplete/Drop	100%

- A. If course requires a certification for full completion and employee fails to complete the process on final attempt the District will be reimbursed full amount for course expenditures as any grade below a "C".
- B. All other requirements and steps will remain the same as if the employee paid for the course in advance.

Budget:

The Tuition Reimbursement Program is based on the availability of funds through the budgeting process. No future guarantees are expressed other than those that exist under established guidelines

**Tusayan Fire District
Standard Operating Guidelines**

Tuition Reimbursement Program

Division: 700

Article: 1

Page: 1 of 3

Effective Date: Aug 01, 2017

Revised Date: Aug 10, 2023

Fire Chief: Greg Brush

Purpose:

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Program Criteria:

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- B. Requested course must be relevant to assigned duties within the District.
- C. Classes must be taken at a community or state college/university unless prior approval from fire chief or his/her designee.
- D. Any course of study must be approved in advance by the Fire Chief or his/her designee.
- E. If the course is a requirement of employment, as outlined in a formal Offer Letter, the Tuition Reimbursement Program does not apply.
- F. Employees are encouraged to trade shifts with another employee, at the same qualification, and with the preapproval of management, while attending a training/class if the class occurs during normal scheduled time. Trading shifts might not be authorized if it generates overtime for another employee.
- G. Employees will not receive compensation, nor mileage/per diem, for their time to attend elective classes. If the District requests an employee or volunteer attend training, the District will issue their standard Training-Pay hourly rate.
- H. An employee will no longer participate in the District's Tuition Assistance Program after employment with the District ends. Therefore, reimbursement payment processing will stop in the event a Tuition Assistance application was submitted prior to end of employment.
- I. Certification renewal does not apply to this program.

Procedure:

- A. Approval of an educational request is completely within the discretion of the fire chief or his/her designee. The employee shall have no grievance or appeal rights from the decision to approve or not approve courses.

- B. Employees shall submit a "Tuition Reimbursement Request" form to the Fire Chief or his/her designee requesting authorization for reimbursement for tuition and above listed expenses before they enroll in the course.
- C. The Fire Chief or his/her designee must verify the availability of funds and compliance with this guideline prior to authorization.
- D. Upon approval by the Fire Chief or his/her designee a copy of the signed "Tuition Reimbursement Request" will be returned to the employee, with the original placed on file in the employee's personnel file.

Tuition Reimbursement:

- A. Reimbursements will only be allowed for tuition and lab/class fees and may be allowed for travel/mileage depending on TFD's Budget.
- B. Employees have the right to select the educational institution of their choice. However, reimbursement amounts shall not exceed the In-State Undergraduate tuition rates of Northern Arizona University (NAU) for courses completed at a 4-year institution or In-State Coconino Community College (CCC) tuition rate for courses completed at a 2-year junior college, trade school or technical school.
- C. Employees receiving tuition assistance from any other sources, including but not limited to scholarships and the U.S. Department of Veterans Administration, shall only receive reimbursements from the District for the employee's net expense after all other tuition assistance has been applied. The reimbursement amounts shall continue to apply, but total reimbursements from all sources must not exceed the total cost of the course.
- D. In all instances, total financial assistance and tuition reimbursement will not exceed the educational expenditures incurred by the attendee.
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Tusayan Fire District

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Approved _____

Board Chairperson – John Vail

Becky Shearer _____

Board Clerk– Becky Shearer

Andrew Aldaz _____

Board Member –Andrew Aldaz

Rob Gossard _____

Board Member – Rob Gossard

Elena Villanueva _____

Board Member – Elena Villanueva

Mailed 10/12/23