



P.O. 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

September 11, 2025

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 September 11, 2025, at 10:00 a.m. The Board may vote to go into executive session pursuant to A.R.S. § 38-431.03(A)(3) and (1) to discuss or consult for legal advice with the attorney for the district or to discuss employment compensation. 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.

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. Administer Oath of Office – Swearing in of Ben Gomez
3. Discussion/Approval of August 28, 2025, Regular Meeting Minutes
4. Financial Report
5. Fire Chiefs Update
6. Old Business
  - a. Discussion, Update, and Possible Action regarding Wildland updates
    - i. CWPP Community Meeting October 1, 2025 4:30-6:30 at the Squire Hotel
7. New Business  
Discussion, Update, and Possible Action regarding new policies Compensation, Schedule, and Training.
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 September, 2025 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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928-638-2897 - Fax

# TUSAYAN FIRE DEPARTMENT

## OATH OF OFFICE

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of \_\_\_\_\_ according to the best of my ability, so help me God (or so I do affirm).

Board Member Signature \_\_\_\_\_

Witness Signature \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

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# Tusayan Fire District

## Statement of Compliance A.R.S. § 38-431.01(G)

I, \_\_\_\_\_, elected to the Board of Directors for Tusayan Fire District, hereby acknowledge the receipt of the Arizona Ombudsman Booklet regarding Open Meeting Law. As a person elected to serve on this public body, I have reviewed the open meeting law materials at least one day before the day that I take office, as required by A.R.S. § 38-431.01(G).

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Signature

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Date

***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 August 28, 2025 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 10:03 a.m. The following members of the Tusayan Fire District were present in person Board Chair John Vail, Board Member Bruce Baker. Others in attendance included Fire Chief Greg Brush, Chief of Administration Kate Johnson, Administrative Asst. Gina Ruiz and Board Member Elena Villanueva via Zoom

### Discussion/Approval of June 13, 2025 Regular Meeting Minutes

Motion to approve regularly scheduled July 3, 2025 Meeting Minutes. First by John Vail. Seconded by Bruce Baker. Motion carries unanimously.

### Financial Report

Motion to approve Monthly Financial Report presented by Johnson verbally and in written form. (See form for details).

### Fire Chiefs Update

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

### Old Business

**Discussion, Update, and Possible Action regarding inoperative hydrants in the Town of Tusayan.**  
Nothing to discuss. Board directed staff to remove from agenda.

### **Discussion, Update, and Possible Action regarding open Fire Board Seat.**

Bruce nominated Ben Gomez for Fire board seat. John Seconded. Motion carries unanimously.

### New Business

#### **Discussion, Update, and possible Action regarding Wildland updates.**

Chief Administrator Kate Johnson presented verbally and in written form (see form for details).

Board directed staff to

1. Look into future potential UTV with tracks.
2. Board discussed converting an attack 5 to water tender.
3. Board directed Johnson to invite mayor Vail for CWPP working group.

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THROUGH THE PRESERVATION OF LIFE, PROPERTY, AND THE ENVIRONMENT.**

**Board Member Reports**

Nothing to report

**Adjourn**

Meeting adjourned at 11:13 a.m. First by John Vail, seconded by Bruce Baker. Motion passes unanimously.

**Minutes approved by Board on Date** \_\_\_\_\_

**By** \_\_\_\_\_

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

***DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN AND OUR COMMUNITY  
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# Tusayan Fire District

## FINANCIAL REPORT – August, 2025

- Info current as of September 9, 2025
- Bank: \$140,394.90
- Reserve Funds Account: \$26,853.89
- Supporter Shirt Account: \$0
  - Grand total = \$167,248.79
- Accounts Payable
  - We do have checks to sign
- FY 2026 FDAT Revenue (Actual year to date): \$1,000.42
- Rental Income Station: \$2,659.28
- District Billing Fees: \$2,244.06
- Wildland Fire Income (4 Fires – Bridge Creek, Trout, Oak Ridge, and Dragon Bravo in current Fiscal Year)
  - Total Fiscal YTD Gross Income: \$20,797.15
  - Total YTD Net Gain to TFD: \$7,466.49
    - TFD has saved 92 hours of Admin budget
    - TFD net \$3,340.29 on the Ram truck
    - Dragon Bravo income will show in September
- Dodge Ram Pick-up Truck:
  - Fiscal YTD mileage reimbursement savings \$2,041.58
  - Since purchase 12/2024 = \$5,518.12
- Texaco donated fuel:
  - Fiscal YTD = \$1,806.89
  - Since initially started donating = \$9,272.09
- Received grant for Type 6 Wildland Apparatus – received grant reimbursement. Still working through some issues with the apparatus.
- Fiscal Year 2025 Audit is in full swing

*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

## Budget vs. Actuals: FY\_2025\_2026 - FY26 P&L

July 2025 - June 2026

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Property Tax Revenues	8,003.37	602,438.00	-594,434.63	1.33 %
4300 District Service Fees	2,244.06	18,000.00	-15,755.94	12.47 %
4310 Other Revenue	50.00	3,600.00	-3,550.00	1.39 %
4500 Wildland Income	45,584.64	50,000.00	-4,415.36	91.17 %
FDAT	1,000.42	120,488.00	-119,487.58	0.83 %
Grant Income		50,000.00	-50,000.00	
Markup		0.00	0.00	
Pooled Interest	356.24	4,000.00	-3,643.76	8.91 %
Town of Tusayan - Contributions	165,000.00	600,000.00	-435,000.00	27.50 %
<b>Total Income</b>	<b>\$222,238.73</b>	<b>\$1,448,526.00</b>	<b>\$ -1,226,287.27</b>	<b>15.34 %</b>
<b>GROSS PROFIT</b>	<b>\$222,238.73</b>	<b>\$1,448,526.00</b>	<b>\$ -1,226,287.27</b>	<b>15.34 %</b>
Expenses				
6000 PERSONNEL SERVICES	135,182.48	860,912.00	-725,729.52	15.70 %
6000- PERSONNEL SERVICES	25,282.11		25,282.11	
6075 6000- PERSONNEL SERVICES	505.83		505.83	
6100 RETIREMENT CONTRIBUTIONS	18,391.45	91,900.00	-73,508.55	20.01 %
6100- RETIREMENT CONTRIBUTIONS	4,016.50		4,016.50	
6200 INSURANCE	9,844.07	88,603.00	-78,758.93	11.11 %
6200- INSURANCE	-503.84		-503.84	
6300 EMPLOYEE BENEFITS	8,653.25	41,513.00	-32,859.75	20.84 %
6300- EMPLOYEE BENEFITS	12.92		12.92	
6400 FUEL, OIL, LUBRICANTS	40.12	1,000.00	-959.88	4.01 %
6500 VEHICLE REPAIR & MAINT.	812.15	25,490.00	-24,677.85	3.19 %
6561 6000- PERSONNEL SERVICES	3,869.97		3,869.97	
6600 SMALL TOOLS & EQUIPMENT	463.82	9,083.00	-8,619.18	5.11 %
6650 FIRE PROTECTION & EQUIP.	7,072.12	35,500.00	-28,427.88	19.92 %
6700 COMMUNICATION & DISPATCH	60.04	1,684.00	-1,623.96	3.57 %
6800 EMS	2,813.39	16,720.00	-13,906.61	16.83 %
6900 DISPOSABLE SPLS/EQUIP	678.44	8,336.00	-7,657.56	8.14 %
7000 ADMINISTRATIVE COSTS	5,010.32	28,465.00	-23,454.68	17.60 %
7100 PROFESSIONAL SERVICES		19,200.00	-19,200.00	
7300 TRAINING	1,926.14	31,880.00	-29,953.86	6.04 %
7300- TRAINING	2,911.81		2,911.81	
7400 INSURANCE - LIABILITY	5,339.50	19,000.00	-13,660.50	28.10 %
7500 PUBLIC UTILITIES	1,962.08	17,988.00	-16,025.92	10.91 %
7600 LEASES & RENTALS	6,952.95	48,435.00	-41,482.05	14.36 %
7700 REPAIRS & MAINTENANCE	2,167.32	15,100.00	-12,932.68	14.35 %
7850 GRANTS EXPENSE		50,000.00	-50,000.00	
7900- MISCELLANEOUS	617.32	11,750.00	-11,132.68	5.25 %
8100 Capital Expenses		0.00	0.00	
CAPITAL PURCH. CARRY FWD.		50,097.00	-50,097.00	
Payroll Expenses		0.00	0.00	

# Tusayan Fire District

## Budget vs. Actuals: FY\_2025\_2026 - FY26 P&L

July 2025 - June 2026

	ACTUAL	BUDGET	TOTAL	% OF BUDGET
Unapplied Cash Bill Payment Expense	-4,599.25	0.00	-4,599.25	
<b>Total Expenses</b>	<b>\$239,483.01</b>	<b>\$1,472,656.00</b>	<b>\$ -1,233,172.99</b>	<b>16.26 %</b>
NET OPERATING INCOME	\$ -17,244.28	\$ -24,130.00	\$6,885.72	71.46 %
Other Income				
4400 MISCELLANEOUS	7,880.58	61,130.00	-53,249.42	12.89 %
<b>Total Other Income</b>	<b>\$7,880.58</b>	<b>\$61,130.00</b>	<b>\$ -53,249.42</b>	<b>12.89 %</b>
Other Expenses				
Reconciliation Discrepancies-1	-49.08		-49.08	
Wildland Expense	39,690.91	37,000.00	2,690.91	107.27 %
<b>Total Other Expenses</b>	<b>\$39,641.83</b>	<b>\$37,000.00</b>	<b>\$2,641.83</b>	<b>107.14 %</b>
NET OTHER INCOME	\$ -31,761.25	\$24,130.00	\$ -55,891.25	-131.63 %
<b>NET INCOME</b>	<b>\$ -49,005.53</b>	<b>\$0.00</b>	<b>\$ -49,005.53</b>	<b>0.00%</b>

# Tusayan Fire District

## Profit and Loss

July 2025 - June 2026

	TOTAL
Income	
4000 Property Tax Revenues	8,003.37
4300 District Service Fees	2,244.06
4310 Other Revenue	50.00
4500 Wildland Income	45,584.64
FDAT	1,000.42
Pooled Interest	356.24
Town of Tusayan - Contributions	165,000.00
<b>Total Income</b>	<b>\$222,238.73</b>
<b>GROSS PROFIT</b>	<b>\$222,238.73</b>
Expenses	
6000 PERSONNEL SERVICES	135,182.48
6000- PERSONNEL SERVICES	25,282.11
6075 6000- PERSONNEL SERVICES	505.83
6100 RETIREMENT CONTRIBUTIONS	18,391.45
6100- RETIREMENT CONTRIBUTIONS	4,016.50
6200 INSURANCE	9,844.07
6200- INSURANCE	-503.84
6300 EMPLOYEE BENEFITS	8,653.25
6300- EMPLOYEE BENEFITS	12.92
6400 FUEL, OIL, LUBRICANTS	40.12
6500 VEHICLE REPAIR & MAINT.	812.15
6561 6000- PERSONNEL SERVICES	3,869.97
6600 SMALL TOOLS & EQUIPMENT	463.82
6650 FIRE PROTECTION & EQUIP.	7,072.12
6700 COMMUNICATION & DISPATCH	60.04
6800 EMS	2,813.39
6900 DISPOSABLE SPLS/EQUIP	678.44
7000 ADMINISTRATIVE COSTS	5,010.32
7300 TRAINING	1,926.14
7300- TRAINING	2,911.81
7400 INSURANCE - LIABILITY	5,339.50
7500 PUBLIC UTILITIES	1,962.08
7600 LEASES & RENTALS	6,952.95
7700 REPAIRS & MAINTENANCE	2,167.32
7900- MISCELLANEOUS	617.32
Unapplied Cash Bill Payment Expense	-4,599.25
<b>Total Expenses</b>	<b>\$239,483.01</b>
<b>NET OPERATING INCOME</b>	<b>\$ -17,244.28</b>
Other Income	
4400 MISCELLANEOUS	7,880.58
<b>Total Other Income</b>	<b>\$7,880.58</b>

# Tusayan Fire District

## Profit and Loss

July 2025 - June 2026

	TOTAL
Other Expenses	
Reconciliation Discrepancies-1	-49.08
Wildland Expense	39,690.91
<b>Total Other Expenses</b>	<b>\$39,641.83</b>
NET OTHER INCOME	\$ -31,761.25
NET INCOME	\$ -49,005.53

# Tusayan Fire District

## Deposit Detail

August 2025

DATE	TRANSACTION TYPE	NUM	CUSTOMER	VENDOR	MEMO/DESCRIPTION	CLR	AMOUNT
<b>NorwestWarrant</b>							
08/08/2025	Deposit		INTEREST		Interest Earned	R	356.24
							356.24
08/12/2025	Deposit			Dep# 527		R	2,677.46
				Guardian Rent increase July and Aug 2025			700.00
				Amerigas			1,159.28
				2024-074			272.73
				2025-034			45.45
				2025-153			500.00
08/18/2025	Deposit			Dep# 528		R	17,586.73
				Quarterly Adjustment for FY 2026			15,000.00
				Reimbursement of unused premiums			-2,586.73
08/19/2025	Deposit					R	0.63
							0.63
08/27/2025	Deposit			Dep# 529		R	1,500.00
				Guardian Sept 2025 Rent			1,500.00
08/29/2025	Deposit					R	232.45
08/29/2025	Deposit					R	232.45
08/31/2025	Deposit	ADJ		Reconcile Adjustment		R	5.66
							5.66
08/31/2025	Deposit					R	49.08
							-49.08

Date	Ref No.	Payee	Memo	Payment	Deposit	Stat	Balance
	Type	Account				Auto	
			08/15/2025 2 of 3				
	Tax Payment	Payroll Liabilities:AZ Income Tax					
09/04/2025		AZ Department of Revenue	Tax Payment for Period: 08/27/2025- 08/29/2025 3 of 3	\$573.39			\$162,192.84
	Tax Payment	Payroll Liabilities:AZ Income Tax					
09/04/2025		AZ Department of Revenue	Tax Payment for Period: 07/30/2025- 08/01/2025 1 of 3	\$545.34			\$162,766.23
	Tax Payment	Payroll Liabilities:AZ Income Tax					
09/02/2025	HealthEquity	Health Equity	July and August 2025 HSA Monthly	\$2,570.00			\$163,311.57
09/02/2025	Check	-Split-		Dep# 531			\$165,881.57
	Deposit	4404 MISCELLANEOUS:Donations					
09/02/2025			Dep# 530				\$163,669.55
	Deposit	4500 Wildland Income					
08/31/2025	ADJ		Reconcile Adjustment	\$49.08	R		\$138,882.06
	Deposit	Reconciliation Discrepancies-1					
08/29/2025		IRS	Tax Payment for Period: 08/27/2025- 08/29/2025	\$7,237.42		R	\$138,832.98
	Tax Payment	Payroll Liabilities:Federal Taxes (941/943/944)					
08/29/2025		Anthony S. Diluzio	Pay Period: 08/11/2025- 08/24/2025	\$1,009.12		R	\$146,070.40
	Paycheck	-Split-					
08/29/2025		Kathleen Johnson	Pay Period: 08/11/2025- 08/24/2025	\$1,867.24		R	\$147,079.52
	Paycheck	-Split-					
08/29/2025		Zealand Pes	Pay Period: 08/11/2025- 08/24/2025	\$3,536.83		R	\$148,946.76
	Paycheck	-Split-					
08/29/2025		Cody J Miller	Pay Period: 08/11/2025- 08/24/2025	\$1,480.18		R	\$152,483.59

Date	Ref No.	Payee	Memo	Payment	Deposit	Stat	Balance
	Type	Account				Auto	
	Paycheck	-Split-					
08/29/2025		Mark Huetter	Pay Period: 08/11/2025- 08/24/2025	\$1,256.40		R	\$153,963.77
	Paycheck	-Split-					
08/29/2025		Travis Moreno	Pay Period: 08/11/2025- 08/24/2025	\$1,643.51		R	\$155,220.17
	Paycheck	-Split-					
08/29/2025		Gregory Lawrence	Pay Period: 08/11/2025- 08/24/2025	\$2,058.61		R	\$156,863.68
	Paycheck	-Split-					
08/29/2025		Mr. Michael Wycoff	Pay Period: 08/11/2025- 08/24/2025	\$1,635.41		R	\$158,922.29
	Paycheck	-Split-					
08/29/2025		Miguel Ibarra Dimas	Pay Period: 08/11/2025- 08/24/2025	\$1,550.17		R	\$160,557.70
	Paycheck	-Split-					
08/29/2025		Gregory M. Brush	Pay Period: 08/11/2025- 08/24/2025	\$2,619.36		R	\$162,107.87
	Paycheck	-Split-					
08/29/2025		Georgina Ruiz	Pay Period: 08/11/2025- 08/24/2025	\$80.19		R	\$164,727.23
	Paycheck	-Split-					
08/29/2025 ASRS08292025		Arizona State Retirement System	ASRS08292025	\$7,095.46		R	\$164,807.42
	Check	-Split-					
08/29/2025				\$5.66		R	\$171,902.88
	Deposit	FDAT					
08/29/2025				\$232.45		R	\$171,897.22
	Deposit	FDAT					
08/27/2025			Dep# 529		\$1,500.00	R	\$171,664.77
		4403					
	Deposit	MISCELLANEOUS:Station Rent					
08/19/2025				\$0.63		R	\$170,164.77
	Deposit	4000 Property Tax Revenues					
08/18/2025			Dep# 528		\$17,586.73	R	\$170,164.14
	Deposit	-Split-					
08/15/2025		IRS	Tax Payment for Period: 08/13/2025- 08/15/2025	\$10,421.69		R	\$152,577.41

Date	Ref No.	Payee	Memo	Payment	Deposit	Stat	Balance
	Type	Account				Auto	
	Tax Payment	Payroll Liabilities:Federal Taxes (941/943/944)					
08/15/2025		Mr. Michael Wycoff	Pay Period: 07/28/2025-08/10/2025	\$1,495.56		R	\$162,999.10
	Paycheck	-Split-					
08/15/2025		Anthony S. Diluzio	Pay Period: 07/28/2025-08/10/2025	\$2,103.91		R	\$164,494.66
	Paycheck	-Split-					
08/15/2025		Kathleen Johnson	Pay Period: 07/28/2025-08/10/2025	\$7,455.03		R	\$166,598.57
	Paycheck	-Split-					
08/15/2025		Zealand Pes	Pay Period: 07/28/2025-08/10/2025	\$2,590.22		R	\$174,053.60
	Paycheck	-Split-					
08/15/2025		Travis Moreno	Pay Period: 07/28/2025-08/10/2025	\$1,391.96		R	\$176,643.82
	Paycheck	-Split-					
08/15/2025		Mark Huetter	Pay Period: 07/28/2025-08/10/2025	\$1,843.49		R	\$178,035.78
	Paycheck	-Split-					
08/15/2025		Gregory Lawrence	Pay Period: 07/28/2025-08/10/2025	\$1,735.02		R	\$179,879.27
	Paycheck	-Split-					
08/15/2025		Georgina Ruiz	Pay Period: 07/28/2025-08/10/2025	\$99.49		R	\$181,614.29
	Paycheck	-Split-					
08/15/2025		Gregory M. Brush	Pay Period: 07/28/2025-08/10/2025	\$2,619.37		R	\$181,713.78
	Paycheck	-Split-					
08/15/2025		Cody J Miller	Pay Period: 07/28/2025-08/10/2025	\$1,861.47		R	\$184,333.15
	Paycheck	-Split-					
08/15/2025		Miguel Ibarra Dimas	Pay Period: 07/28/2025-08/10/2025	\$1,262.56		R	\$186,194.62
	Paycheck	-Split-					
08/15/2025	ASRS08152026	Arizona State Retirement System	ASRS08152025	\$9,273.42		R	\$187,457.18
	Check	-Split-					

Date	Ref No.	Payee	Memo	Payment	Deposit	Stat	Balance
	Type	Account				Auto	
08/12/2025	835300350	John Graves Propane of Arizona		\$202.30		R	\$196,730.60
	Bill Payment	2000 Accounts Payable					
08/12/2025	835300349	Hydro Resources		\$91.53		R	\$196,932.90
	Bill Payment	2000 Accounts Payable					
08/12/2025	835300348	Century Link		\$48.58		R	\$197,024.43
	Bill Payment	2000 Accounts Payable					
08/12/2025	835300347	DSB Distributing, LLC		\$175.82			\$197,073.01
	Bill Payment	2000 Accounts Payable					
08/12/2025	835300346	Red Feather Properties		\$2,315.25			\$197,248.83
	Bill Payment	2000 Accounts Payable					
08/12/2025			Dep# 527		\$2,677.46	R	\$199,564.08
	Deposit	-Split-					
08/08/2025	INTEREST		Interest Earned		\$356.24	R	\$196,886.62
	Deposit	Pooled Interest					
08/07/2025			Dep# 526		\$50.00	R	\$196,530.38
	Transfer	Supporter Shirts					
08/01/2025			Tax Payment for Period: 07/30/2025- 08/01/2025		\$6,583.45		R \$196,480.38
	Tax Payment	Payroll Liabilities:Federal Taxes (941/943/944)					
08/01/2025			Pay Period: 07/14/2025- 07/27/2025		\$1,793.85		R \$203,063.83
	Paycheck	-Split-					
08/01/2025			Pay Period: 07/14/2025- 07/27/2025		\$1,156.34		R \$204,857.68
	Paycheck	-Split-					
08/01/2025			Pay Period: 07/14/2025- 07/27/2025		\$1,363.25		R \$206,014.02
	Paycheck	-Split-					
08/01/2025			Pay Period: 07/14/2025- 07/27/2025		\$2,329.55		R \$207,377.27
	Paycheck	-Split-					
08/01/2025			Pay Period: 07/14/2025- 07/27/2025		\$1,490.38		R \$209,706.82
	Paycheck	-Split-					
08/01/2025			Pay Period: 07/14/2025- 07/27/2025		\$1,330.58		R \$211,197.20
	Paycheck	-Split-					
08/01/2025			Pay Period: 07/14/2025- 07/27/2025		\$2,619.36		R \$212,527.78

Date	Ref No.	Payee	Memo	Payment	Deposit	Stat	Balance
	Type	Account				Auto	
			07/27/2025				
	Paycheck	-Split-					
08/01/2025		Cody J Miller	Pay Period: 07/14/2025- 07/27/2025	\$456.79		R	\$215,147.14
	Paycheck	-Split-					
08/01/2025		Travis Moreno	Pay Period: 07/14/2025- 07/27/2025	\$1,959.60		R	\$215,603.93
	Paycheck	-Split-					
08/01/2025		Kathleen Johnson	Pay Period: 07/14/2025- 07/27/2025	\$2,613.62		R	\$217,563.53
	Paycheck	-Split-					
08/01/2025		Georgina Ruiz	Pay Period: 07/14/2025- 07/27/2025	\$113.52		R	\$220,177.15
	Paycheck	-Split-					
08/01/2025 ASRS08012025	ASRS08012025	Arizona State Retirement System	ASRS08012025	\$6,365.70		R	\$220,290.67
	Check	-Split-					
07/31/2025				\$753.58		R	\$226,656.37
	Deposit	FDAT					
07/31/2025				\$8.73		R	\$225,902.79
	Deposit	FDAT					
07/30/2025 835300345		Niles Radio		\$245.00		R	\$225,894.06
	Bill Payment	2000 Accounts Payable					
07/30/2025 835300344		Linde Gas & Equipment Inc.		\$157.91		R	\$226,139.06
	Bill Payment	2000 Accounts Payable					
07/30/2025 835300343		Chase Card Services		\$6,355.10		R	\$226,296.97
	Bill Payment	2000 Accounts Payable					
07/30/2025 835300342		Kate Johnson		\$146.62			\$232,652.07
	Bill Payment	2000 Accounts Payable					
07/30/2025 835300341		Arizona Public Service		\$790.69		R	\$232,798.69
	Bill Payment	2000 Accounts Payable					
07/30/2025 835300340		Valle Airpark (John Richardson)		\$934.01		R	\$233,589.38
	Bill Payment	2000 Accounts Payable					
07/30/2025 835300339		EMI Health		\$7,520.57		R	\$234,523.39
	Bill Payment	2000 Accounts Payable					
07/30/2025 835300338		Choice Wireless		\$163.10		R	\$242,043.96
	Bill Payment	2000 Accounts Payable					
07/30/2025 835300337		Municipal Emergency Services		\$755.20		R	\$242,207.06
	Bill Payment	2000 Accounts Payable					
07/25/2025			Dep# 525		\$15,335.07	R	\$242,962.26
	Deposit	-Split-					
07/25/2025					\$2,783.04	R	\$227,627.19
	Deposit	4000 Property Tax Revenues					

# A/P Aging Summary Report

Tusayan Fire District

As of September 10, 2025

VENDOR	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
EMI Health		6,059.91				6,059.91
<b>TOTAL</b>		<b>6,059.91</b>				<b>\$6,059.91</b>

# Tusayan Fire District

## A/R Aging Summary

As of September 10, 2025

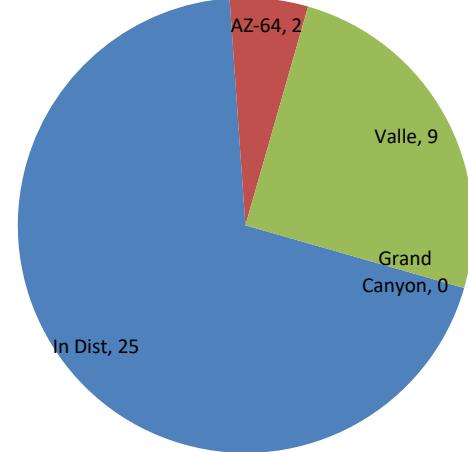
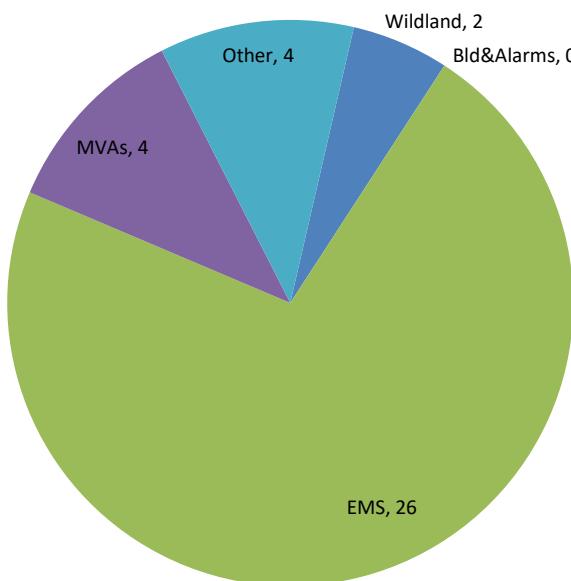
	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
<b>TOTAL</b>						<b>\$0.00</b>

Calls for prior month:	36
Calls for same month in 2024:	30
Total calls to date for all of 2025:	311

Aug	Ratio ----->	Wildland	Bld&Alarms	EMS	MVAs	Other
		2	0	26	4	4
Aug	Locations --->	In Dist	AZ-64	Valle	Grand Canyon	
		25	2	9	0	

36 &lt;-Total

36 &lt;-Total



Call Locations for Aug

**Call Types for Aug****Call Log [medical calls usually omitted to maintain privacy]:**

- On 8/8/25 at 1928, TFD responded to a car vs. light pole on Highway 64. The two occupants declined medical care.
- On 8/9/25 at 1400, TFD assisted a stranded motorist at the Wendy's parking lot. The firefighters were able to get the car started and the motorist on their way.
- On 8/14/25 at 0535, TFD responded to a car vs. deer near the Forest Service compound. The car was inoperable due to the damage, two deer were struck during the incident. The occupants did not request medical transport. The car was towed away.
- On 8/17/25 at 2005, TFD was dispatched for an RV vs. deer accident on Highway 64 at mm 190. The response location was outside the usual response area for TFD; by arrival time, a neighboring agency was able to respond and TFD was stood down.
- On 8/24/25 at 1445, TFD was dispatched for a cellphone impact automatic activation on FR 320. TFD, Guardian Medical Transport, Coconino County Sheriff's Office all responded to the location. TFD located a party who stated that they had left their phone on their vehicle, it fell while driving which activated the SOS activation.
- On 8/25/25 at 0946, TFD was dispatched for a possible vehicle blocking traffic on Highway 64 at mm 234. The request came via Department of Public Safety [DPS]. TFD was unable to find said vehicle even after driving several miles south. A stripe-painting truck was the only thing found out of the ordinary.
- On 8/29/25 at 2215, TFD was dispatched for a possible fire in the Valle area. The RP stated that there was an "orange glow" visible from their location. This information was also shared with High Country Fire & Rescue. After searching the general vicinity, no fire was found and TFD cleared.
- On 8/31/25 at 1402, TFD was dispatched for an RV fire in Valle. Unfortunately, the RV was a total loss.

**Community Training & Events:**

- Community Emergency Response Team [CERT] classes were provided for Tusayan on August 4th-6th. These classes were provided through collaboration of Coconino County Sheriff's Office and the Town of Tusayan. Topics include disaster medical operations, fire safety, light search and rescue, etc. All who complete the training successfully receive a certification.
- TFD firefighters assisted with the GC Food Pantry on 8/20/25.
- The next Food Pantry will be on Wednesday, September 17th at Town Hall (3rd Wed of the month).



On 8/27/25, TFD participated in the Grand Canyon Airport's Triannual Mass Casualty Incident [MCI] drill. Participants included:

- Grand Canyon/Xanterra Fire Department
- GC Airport ARFF Firefighters
- Coconino County Sheriff's Office
- National Park Service Law Enforcement
- National Park Service Dispatch
- Coconino County Emergency Management
- Guardian Medical Transport
- Several volunteers as "patients"

The scenario was a plane crash on the taxiway with 52 souls on board.

These triannual drills are required by the FAA for all commercial airports.



## **I. PURPOSE**

The purpose of this policy is to identify a compensation schedule for overtime, assignment pay, extra pay, holidays paid or holidays given off with pay, etc., for members of the District.

## **II. SCOPE**

This policy applies to all part-time and full-time Agency members.

## **III. POLICY**

### **Holiday Pay**

All full-time operations members receive 1.5 times pay for actual hours worked for the following 10 holidays. Non-operational members receive the following Holidays off with pay.

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day
- Your Birthday

### **Special Overtime Provision Under Section 7(k) Fair Labor Standards Act (FLSA)**

The District observes a 14-day work period. For operations personnel, FLSA 7(k) overtime rates apply for hours that are in excess of 106 during the 14-day work period. 2,756 hours are regular hours, and 156 hours are at the overtime rate of 1.5x the regular rate, equating to total annual expected hours of 2,912 hours.

For non-operational staff, overtime at a rate of 1.5 times the regular rate applies to hours in excess of 80 in the 14-day work period.

### **Approval of Overtime**

Any overtime, other than that which is related to emergency responses and/or minimum staffing, shall have prior approval by the Chief of Administration or Fire Chief.

### **Acting Pay**

Member is paid an additional \$1.00 per hour for working in an acting position with a 1-hour minimum as approved by the Fire Chief or Chief of Administration.

### **Mandatory Meetings – Pay**

It may be mandatory for staff to attend meetings. Time spent at these meetings will count towards overtime.

### **Compensation for Off-Duty Responses**

All members who are canceled anytime within 2 hours of the initial dispatch will be compensated for 2 hours. After 2 hours, members will be compensated for actual time worked over the two-hour minimum.

### **Special Duty Assignment Pay**

All members will be compensated at a rate of \$25.00 per day for all hours documented for participation in elective special duty assignments. Examples of such include, but are not limited to: Volunteer Academy, cadet programs, teaching, fundraising events, etc. FLSA law provides that where State and local government members, solely at their option, work occasionally or sporadically on a part-time basis for the same public agency in a different capacity from their regular employment, the hours worked in the different jobs shall not be combined for the purpose of determining overtime liability under the Act. Reference CFR §553.30. While on the Special Duty Assignments, members are governed by District policy. Members must fill out a Special Duty Assignment Agreement form and must have it signed by the Fire Chief no less than one week prior to the event. Completed and approved forms must be submitted to Administration, not less than one week prior to the event.

### **Training Pay**

The Training Pay hourly rate is the same as the member's regular hourly rate of pay. Training Pay hours do not count towards overtime per FLSA law which provides that where State and local government members, solely at their option, work occasionally or sporadically on a part-time basis for the same public agency in a different capacity from their regular employment, the hours worked in the different jobs shall not be combined for the purpose of determining overtime liability under the Act. Reference CFR §553.30. Travel time from and to the District Duty Station, if on duty, or the member's home if not on duty, to the training location is covered under Training Pay. Travel time to and from hotel to training class (normal commute) and meal breaks are not compensable time.

## **I. PURPOSE**

The purpose of this policy is to identify the work schedule for all members of the District.

## **II. SCOPE**

This policy applies to all part-time and full-time District members.

## **III. POLICY**

Operations members will work a 48/96-hour shift rotation. The schedule shall consist of a 2-day tour, working 48 hours on and 96 hours off, equating to 2,912 hours annually. The District utilizes three shifts: A, B, and C.

Non-Operations members are assigned a 40-hour workweek, equating to 2,080 hours annually.

The District observes a 14-day work pay period. This period begins on Monday and ends on the following Sunday.

### **Flex Time**

Non-Operational personnel may need to work outside of their normal work schedule. The organization may authorize the employee to flex their schedule to accommodate the special need, while still maintaining their 80-hour work period, thus eliminating the need for overtime. This authorization shall be from the Fire Chief and will not prohibit the necessary use of required overtime for fulfilling the needs of the District.

**Tusayan Fire District  
Standard Operating Guidelines**

**Training and Tuition Program**

**Division: 700  
Article: 5  
Page: 1 of 4  
Effective Date:  
Revised Date: 9/11/2025  
Fire Chief: Greg Brush**

**Purpose:**

Formal education and training are core values of the Tusayan Fire District. The District places a high value on the education of its members recognizing that well-educated members are crucial to the organization's future success. As such, training and tuition reimbursement are offered to members who wish to further their professional development. The purpose of this guideline is to provide guidance to personnel who wish to further their educational pursuits by defining the process.

**Scope:**

It is imperative that all members, full-time, part-time, and volunteer alike have access to higher levels of training and education. It is for this reason that all personnel within the District shall become familiar with and follow this guideline. The Fire Chief has the authority and discretion to modify this policy as needed on a case-by-case basis.

**Program Criteria:**

- A. Member must be in good standing.
- B. The requested course must be relevant to assigned duties within the District.
- C. Classes must be taken at a community college, state college/university, or authorized training program, unless prior approval is obtained from the Fire Chief or his/her designee.
- D. Any course of study or class must be approved in advance by the Fire Chief or his or her designee.
- E. If the course is a requirement of employment, as outlined in a formal Offer Letter, the Training and Tuition Program does not apply.
- F. Members are encouraged to trade shifts with another member, at the same qualification level, and with the preapproval of management, while attending a training or class if the class occurs during normal scheduled time. Trading shifts might not be authorized if they generate overtime for another member.
- G. Members will not receive compensation, nor mileage or per diem, for their time to attend elective programs or classes.
- H. If the District requests or mandates a member to attend training, the District will issue Training Pay hourly rate and per diem, up to the current U.S. General Services Administration (GSA) regulations and limits per meal per day.
- I. A member will no longer participate in the District's Training and Tuition Program after employment with the District ends. Therefore, reimbursement payment processing will stop in the event a Tuition Assistance application was submitted prior to the end of employment.

J. 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 member shall have no grievance or appeal rights from the decision to approve or not approve courses.
- B. Members shall submit a Training Request form to the Fire Chief or his/her designee requesting authorization for reimbursement or payment for tuition and all associated costs, including personnel, travel, per diem, etc., 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 Training Request form will be returned to the member, with the original placed on file in the member's personnel file.

**Training and Tuition Reimbursement:**

- A. Reimbursements will only be allowed for pre-approved requests for tuition, lab/class fees, and may be allowed for per diem depending on TFD's Budget and Program Criteria.
- B. Members 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-County Coconino Community College (CCC) tuition rate for courses completed at a 2-year junior college, trade school, or technical school.
- C. Members receiving financial assistance from any other sources, including but not limited to scholarships, grants, and the U.S. Department of Veterans Administration, shall only receive reimbursements from the District for the member's net expense after all other financial 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 and related expenses.
- D. In all instances, total financial assistance and training and tuition reimbursement will not exceed the expenditures incurred by the attendee.
- E. If the requested course has a certification component attached (i.e., Firefighter I & II, EMT-B, Fire Instructor, or Paramedic) then member shall successfully complete certification process prior to course/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. Members leaving the District (resignation or termination) within one year of course completion shall reimburse the District 100% for all expenses incurred for the course. A portion of those expenses will be withheld from the member's paycheck.
- I. Members leaving the District (resignation or termination) within two years of course completion shall reimburse the District 50% for all expenses incurred for the course. A portion of those expenses will be withheld from the member's paycheck.

**During Attendance:**

- A. Members have an obligation to attend courses or trainings paid for by the District.
- B. If the course or training is on scheduled workday member will return to work as soon as the course or training day is completed, unless member has an approved course or training the following day.
- C. If preauthorized, mileage and per diem reimbursements 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. Members 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. Grades submitted after the 30th calendar day will not be considered for eligibility under this guideline.
- B. Members shall complete the Tuition Reimbursement Form and/or Expense Reimbursement Form, in accordance with the pre-approved, signed Training Request, with all associated documentation within one week.
- C. Member will be reimbursed at the preapproved amounts in the first pay cycle after documentation has been verified by the Fire Chief or his/her designee.

**Financial Hardship:**

- A. If a member is applying for a required course or training program and this course/training will create a financial hardship, the member may speak with the Fire Chief or his/her designee for the possibility to have the District pay for the class in advance.
- B. If the District and member come to an agreement and the District pays for the class in advance, all criteria for the program must be met.
- C. Tuition/Expense Reimbursement will remain the same, with the exception that 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 the course requires certification for full completion and the member fails to complete the process on the final attempt, the District will be reimbursed the full amount for course expenditures for any grade below a "C." A portion of those expenses will be withheld from the member's final check/stipend.
- B. All other requirements and steps will remain the same as if the member paid for the course in advance.

### **Budget/Funding:**

The Training and Tuition 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.

Members attending a single-day class that does not require an overnight stay are not eligible for meal reimbursement. All expenses, including prepaid expenses, should be itemized. Expenses are not allowed for the member's family or friends and should not appear on the itemized Expense Reimbursement Form.

Travel time to and from the hotel to training class and meal breaks are not compensable time.

### **Lodging**

Itemized lodging receipts are required for lodging expenses and must be submitted to Administration within one week of return. Lodging will be reimbursed at the current IRS published rates for an overnight stay at a motel or hotel. Current rates may be obtained from the U.S. General Services Administration (GSA) website. Posted GSA rates are before taxes, fees, and parking. Exceptions may be made when accommodations cannot be obtained at/or below this rate; however, prior approval must be received for reimbursement. Each overnight stay must be itemized with receipts on the Expense Reimbursement Form to be reimbursable.

### **Meals**

Meals itemized on the Expense Reimbursement Form with the actual detailed receipts will be paid up to the maximum rate defined by the GSA, per meal, per day, according to the location of your travels. The first and last calendar day of travel will be calculated at 75% of the meal expenses. Meals are reimbursable with overnight requirements only. The expense reimbursement form must be submitted to Administration within one week of return.

The District will not reimburse for alcoholic beverages nor unauthorized people or items.

The District will only reimburse for items intended to be consumed during the training period.

### **Mileage**

If preapproved and proper paperwork is complete, members may submit an Expense Reimbursement Form for mileage related to District-requested or mandated training. Travel addresses must be included on the request form. The District utilizes the current GSA mileage rates. Covered mileage includes all travel to and from training.

Mileage, meals, and lodging are not compensable if the training program or class is within 50 miles of the District duty station, or the employees residence.

**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:**

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. 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.
- 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. A portion of those expenses will be withheld from the employee's paycheck.
- 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. A portion of those expenses will be withheld from the employee's paycheck.

**During Attendance:**

- A. Employees have an obligation to attend courses/trainings paid for by the District.
- B. If course/training is on scheduled workday 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. If authorized, 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." A portion of those expenses will be withheld from the employee's final check/stipend.
- 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