



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

March 13, 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 March 13, 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. Oath of Office and Statement of Compliance – Marc Resnick
3. New Business
 - a. Discussion, Update, and Possible Action regarding Audited Fiscal Year 2024 Financials.
4. Discussion/Approval of February 13, 2025 Regular Meeting Minutes
5. Financial Report
6. Fire Chiefs Update
7. Old Business
 - a. Discussion, Update, and Possible Action Regarding Community Evacuation Plan
 - b. Discussion, Update, and Possible Action regarding inoperative hydrants in the Town of Tusayan.
8. New Business
 - a. Discussion, Update, and Possible Action regarding approving Discipline Policy and Shift Trade Policy
 - b. Discussion, Update, and Possible Action regarding approving previous in-house policies (Holidays, work periods, training pay, special assignment pay, bay door, Craig Tiger Act)
 - c. Discussion, Update, and Possible Action regarding rental increase for Guardian Medical.
 - d. Discussion, Update, and Possible Action regarding Resolution 2025-02 ARPA COVID grant funds.
9. Board Member Reports
10. 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 12th day of March 2025 at _____ in accordance with the statement filed by the Tusayan Fire District.



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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).

Signature

Date



HINTONBURDICK
CPAs & ADVISORS

Tusayan Fire District Fiscal Year 2024 Audit Presentation

Presented March 13, 2025

By HintonBurdick CPAs & Advisors

HintonBurdick.com

Audit Reports

- **Independent Auditors Report (pg 1-3)**
 - Unmodified or “clean opinion”
- **Report on Internal Control over Financial Reporting and on Compliance (pg 43-44)**
 - No material weaknesses noted.
 - No significant deficiencies noted.
- **Report on State Legal Compliance (pg 45)**
 - The District is in compliance.

Government Wide Financial Highlights

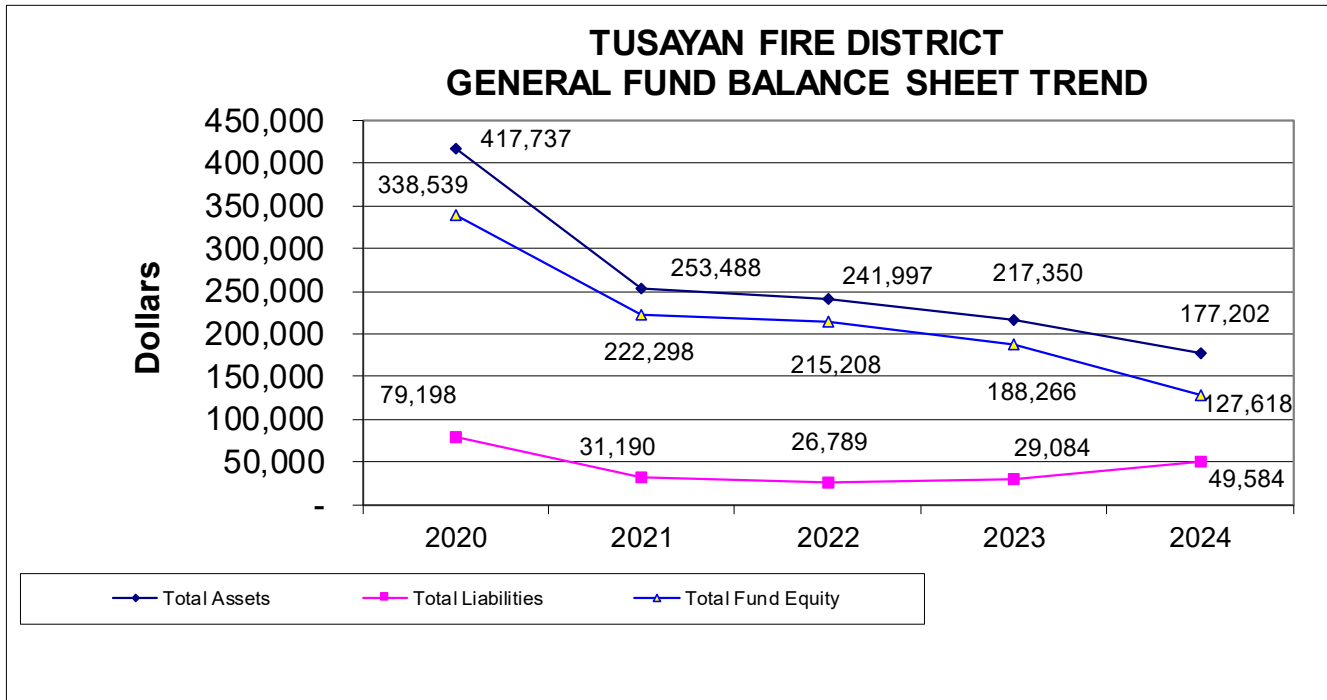
- Total net position (equity) was \$843,770 at June 30, 2024. pg 7.
- Over time, increases or decreases in net position are an indicator of whether the financial health of the District is improving or deteriorating.

Government Wide Financial Highlights

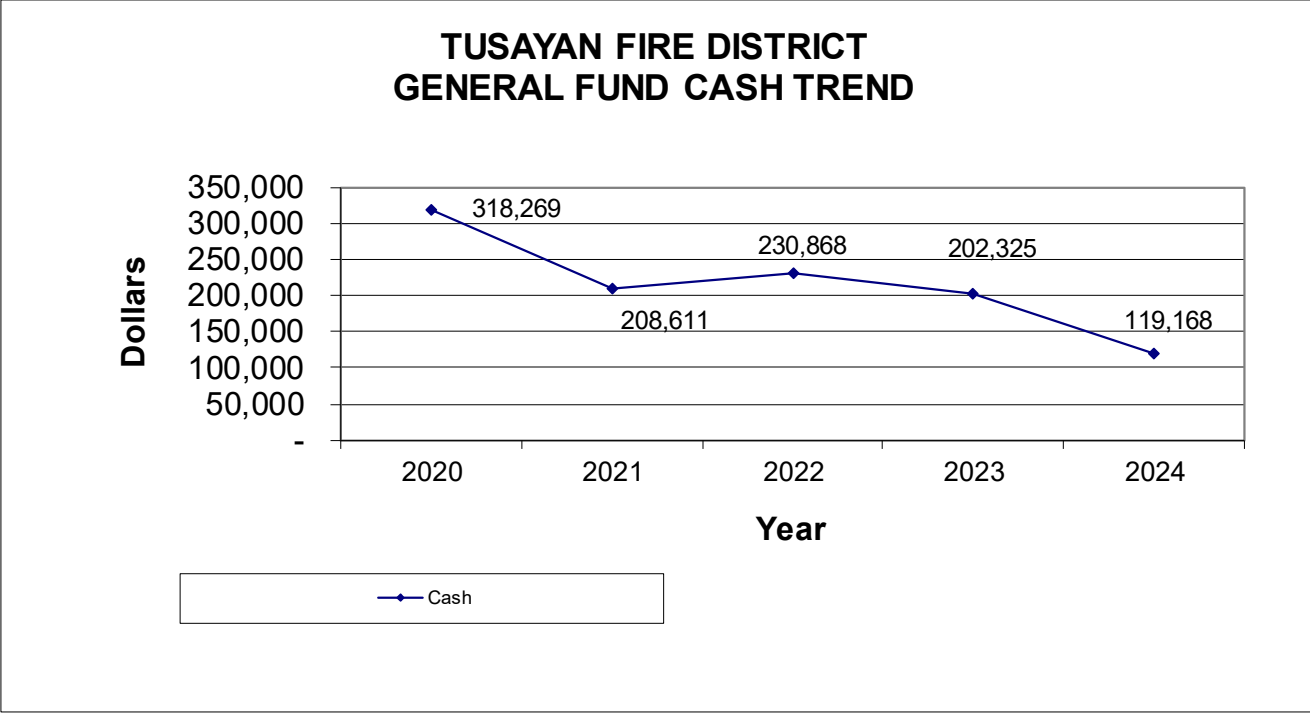
- Net position decreased by \$537,732 during 2024. pg 8
- Governmental capital assets increased by \$555,857 net of depreciation of \$105,140. pg 26.

Government Wide Financial Highlights

- Total Governmental long-term debt was \$843,885 at June 30, 2024. pg 27.
 - \$12,937-Note payable
 - \$106,485– Lease payable
 - \$13,516 – Compensated Absences
 - \$710,947– Net Pension Liability

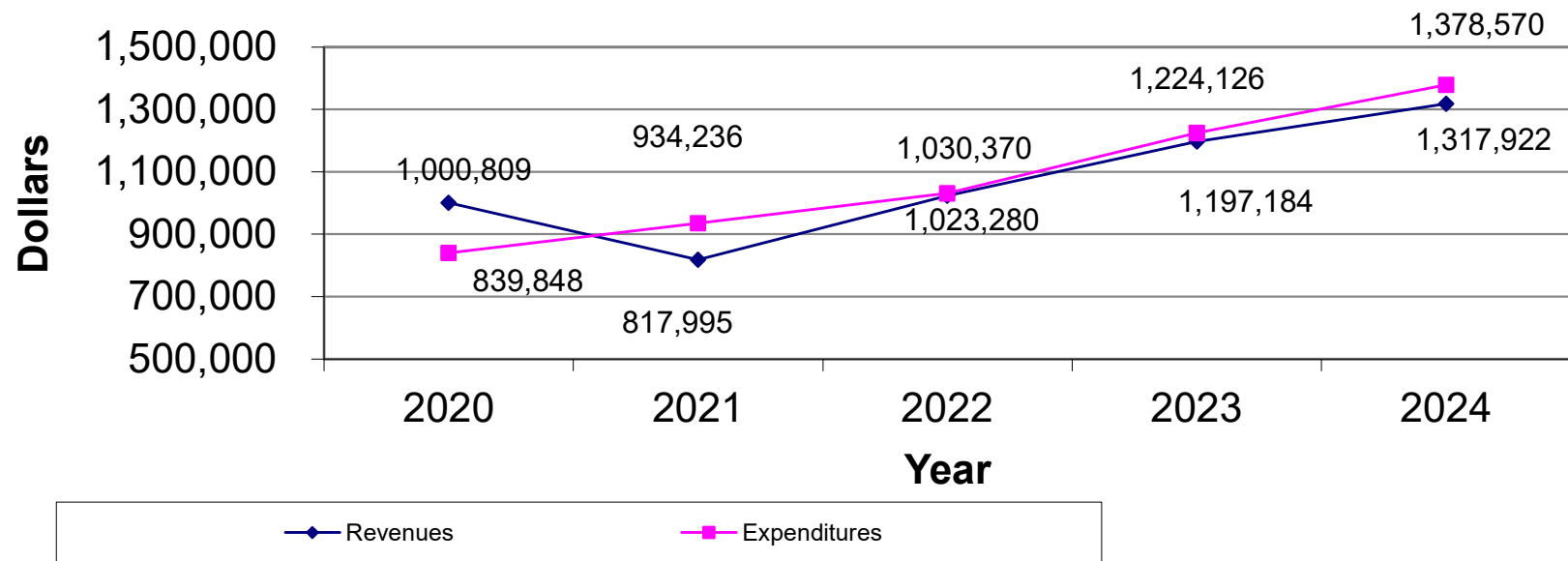


The General Fund's fund balance decreased by \$60,648 as a result of expenditures in excess of revenues.



There were no restricted cash balances.

TUSAYAN FIRE DISTRICT GENERAL FUND Revenue and Expenditure Trend



The General fund is expected to break even over time. Fluctuations between excess revenues and excess expenditures are normal for the General Fund. Fiscal year 2024 resulted in expenditures in excess of revenues of \$60,648.

Thank You!

- Thank you for the opportunity to work with the District and thanks to those who assisted with this year's audit.

Questions?

- Feel free to contact Jennifer Frank, CPA, CFE, CGFM
- Phone: 888-566-1277 ext. 424
- Email: jfrank@hintonburdick.com



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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 February 13, 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 10:04 a.m. The following members of the Tusayan Fire District were present in person Board Member Bruce Baker, Board Chair John Vail and Board Member Rob Gossard on Zoom. Others in attendance included Fire Chief Greg Brush and Chief of Administration Kate Johnson, Admin Assistant Gina Ruiz.

Discussion/Approval of January 9, 2025 Regular Meeting Minutes

Motion to approve regularly scheduled January 9, 2025 Meeting Minutes. First by Baker and seconded by Vail. Motion carries unanimously.

Financial Report

Motion to approve Monthly Financial Report presented by Johnson verbally and in written form. (See form for details). First by John and seconded by Baker. Motion carries unanimously.

Fire Chiefs Update

Chief Brush presented report verbally and in written form. (See form for details). Chief Brush stated TFD receives recognition for new ISO rating of 3!

Old Business

Discussion, Update, and Possible Action Regarding Community Evacuation Plan

Chief Brush will attend Coconino County Emergency Operations meeting on 02/21/2025.

Discussion, Update, and Possible Action Regarding Agreement with the Forest Service to build an enclosed, heated parking bay structure

No update at this time. Board directed staff to remove from agenda.

Discussion, Update, and Possible Action regarding inoperative hydrants in the Town of Tusayan.

Water sanitation repaired hydrants at 7 mile and Squire Laundry.

New Business

Discussion, Update, and Possible Action regarding holidays for Chiefs

Board gave direction to add 10 paid holidays for Chiefs regardless if they work or not, effective immediately at the rate of 10 hours per holiday.

Discussion, Update, and Possible Action regarding rental increases for Valle units

Board gave direction for option 2, and directed staff to produce new rental increase letter for impacted staff for increase to be effective in 90 days from now with additional increases to coincide with Valle Airpark increase schedule.

Board Member Reports

Baker – reports plane crash at GCA. No injuries. Warren is leaving. New airport truck nearly finished and should be delivered soon.

Vail – Nothing to report

Gossard – Nothing to report

Adjourn

Meeting adjourned at 10:46 a.m. First by Vail, seconded by 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."



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Tusayan Fire District

FINANCIAL REPORT – February, 2025

- Info current as of March 11, 2025
- Bank: \$240,562.39
- Reserve Funds Account: \$22,514.26
- Supporter Shirt Account: \$1,027.01
 - Grand total = \$264,103.66
- Accounts Payable
 - We do have checks to sign
- FY 2025 FDAT Revenue (Actual year to date): \$69,275.09
- Rental Income Station: \$2,242.73
- District Billing Fees: \$20,356.12
- Wildland Fire Income (5 Fire/All Hazard Assignments in current Fiscal Year)
 - Total Fiscal YTD Gross Income: \$62,062.28
 - Total Fiscal YTD Net Income: \$14,178.78
 - Total YTD Net Gain to TFD: \$26,819.56
 - (TFD has saved 303.50 hours of Business Admin budget)
- Submitted grant through DFFM for Wildland Apparatus with a 5% match. Awards will be announced in late March. No word yet
- Anthony Diluzio set up in Wildland as Base Camp Manager (trainee)
- Zealand Pes set up in Wildland as Medical Unit Leader
- Received ARPA COVID grant \$25,554.00 – with potential for additional \$3,000. Need Board direction for fund allocation.

Tusayan Fire District

Budget vs. Actuals: FY_2024_2025 - FY25 P&L

July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Property Tax Revenues	417,712.63	557,421.00	-139,708.37	74.94 %
4310 Other Revenue	1,055.00	3,600.00	-2,545.00	29.31 %
FDAT	69,275.09	111,484.00	-42,208.91	62.14 %
Grant Income	30,604.00	60,000.00	-29,396.00	51.01 %
Pooled Interest	3,602.72	4,000.00	-397.28	90.07 %
Prior Year Capital Carry Fwd		129,392.00	-129,392.00	
Town of Tusayan - Contributions	450,000.00	600,000.00	-150,000.00	75.00 %
Total Income	\$972,249.44	\$1,465,897.00	\$ -493,647.56	66.32 %
GROSS PROFIT	\$972,249.44	\$1,465,897.00	\$ -493,647.56	66.32 %
Expenses				
6000- PERSONNEL SERVICES	463,009.51	738,857.00	-275,847.49	62.67 %
6100- RETIREMENT CONTRIBUTIONS	58,916.17	142,397.00	-83,480.83	41.37 %
6200- INSURANCE	57,998.48	76,520.00	-18,521.52	75.80 %
6300- EMPLOYEE BENEFITS	38,505.08	44,571.00	-6,065.92	86.39 %
6400- FUEL, OIL, LUBRICANTS	331.18	500.00	-168.82	66.24 %
6500- VEHICLE REPAIR & MAINT.	10,719.11	24,490.00	-13,770.89	43.77 %
6600- SMALL TOOLS & EQUIPMENT	7,432.93	18,400.00	-10,967.07	40.40 %
6650- FIRE PROTECTION & EQUIP.	14,661.33	24,250.00	-9,588.67	60.46 %
6700- COMMUNICATION & DISPATCH	240.16	384.00	-143.84	62.54 %
6900- DISPOSABLE SPLS/EQUIP	4,259.91	9,885.00	-5,625.09	43.09 %
7000- ADMINISTRATIVE COSTS	10,874.56	25,273.00	-14,398.44	43.03 %
7100- PROFESSIONAL SERVICES	11,927.88	19,400.00	-7,472.12	61.48 %
7300- TRAINING	17,454.45	43,800.00	-26,345.55	39.85 %
7400- INSURANCE - LIABILITY	15,115.50	19,800.00	-4,684.50	76.34 %
7500- PUBLIC UTILITIES	11,659.87	19,040.00	-7,380.13	61.24 %
7600- LEASES & RENTALS	29,095.75	47,518.00	-18,422.25	61.23 %
7700- REPAIRS & MAINTENANCE	5,337.61	21,020.00	-15,682.39	25.39 %
7850- GRANTS EXPENSE	6,468.77	50,000.00	-43,531.23	12.94 %
7900- MISCELLANEOUS	5,775.03	5,050.00	725.03	114.36 %
8100 Capital Expenses	71,678.82	118,191.00	-46,512.18	60.65 %
CAPITAL PURCH. CARRY FWD.		95,107.00	-95,107.00	
Payroll Expenses	41,249.02		41,249.02	
Total Expenses	\$882,711.12	\$1,544,453.00	\$ -661,741.88	57.15 %
NET OPERATING INCOME	\$89,538.32	\$ -78,556.00	\$168,094.32	-113.98 %
Other Income				
4400- MISCELLANEOUS	42,405.99	51,556.00	-9,150.01	82.25 %
4405 - Wildland Income	62,062.28	45,000.00	17,062.28	137.92 %
District Service Fees	20,356.12	12,000.00	8,356.12	169.63 %
Total Other Income	\$124,824.39	\$108,556.00	\$16,268.39	114.99 %
Other Expenses				
Wildland Expense	47,833.50	30,000.00	17,833.50	159.45 %

Tusayan Fire District

Budget vs. Actuals: FY_2024_2025 - FY25 P&L

July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Other Expenses	\$47,833.50	\$30,000.00	\$17,833.50	159.45 %
NET OTHER INCOME	\$76,990.89	\$78,556.00	\$ -1,565.11	98.01 %
NET INCOME	\$166,529.21	\$0.00	\$166,529.21	0.00%

Tusayan Fire District

Profit and Loss

July 1, 2024 - March 11, 2025

	TOTAL
Income	
4000 Property Tax Revenues	417,712.63
4310 Other Revenue	1,055.00
FDAT	69,275.09
Grant Income	30,604.00
Pooled Interest	3,602.72
Town of Tusayan - Contributions	450,000.00
Total Income	\$972,249.44
GROSS PROFIT	\$972,249.44
Expenses	
6000- PERSONNEL SERVICES	463,009.51
6100- RETIREMENT CONTRIBUTIONS	58,916.17
6200- INSURANCE	57,998.48
6300- EMPLOYEE BENEFITS	38,505.08
6400- FUEL, OIL, LUBRICANTS	331.18
6500- VEHICLE REPAIR & MAINT.	10,719.11
6600- SMALL TOOLS & EQUIPMENT	7,432.93
6650- FIRE PROTECTION & EQUIP.	14,661.33
6700- COMMUNICATION & DISPATCH	240.16
6900- DISPOSABLE SPLS/EQUIP	4,259.91
7000- ADMINISTRATIVE COSTS	10,874.56
7100- PROFESSIONAL SERVICES	11,927.88
7300- TRAINING	17,454.45
7400- INSURANCE - LIABILITY	15,115.50
7500- PUBLIC UTILITIES	11,659.87
7600- LEASES & RENTALS	29,095.75
7700- REPAIRS & MAINTENANCE	5,337.61
7850- GRANTS EXPENSE	6,468.77
7900- MISCELLANEOUS	5,775.03
8100 Capital Expenses	71,678.82
Payroll Expenses	41,249.02
Unapplied Cash Bill Payment Expense	0.00
Total Expenses	\$882,711.12
NET OPERATING INCOME	\$89,538.32
Other Income	
4400- MISCELLANEOUS	42,405.99
4405 - Wildland Income	62,062.28
District Service Fees	20,356.12
Total Other Income	\$124,824.39

Tusayan Fire District

Profit and Loss

July 1, 2024 - March 11, 2025

	TOTAL
Other Expenses	
Wildland Expense	47,833.50
Total Other Expenses	\$47,833.50
NET OTHER INCOME	\$76,990.89
NET INCOME	\$166,529.21

Tusayan Fire District

NorwestWarrant Ending Balance: \$240,562.39

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat Auto	Balance
03/05/2025		AZ Department of Revenue	Tax Payment for Period: 02/01/2025-02/28/2025	\$983.28			\$240,562.39
	Tax Payment	Payroll Liabilities:AZ Income Tax					
03/04/2025	835300216	Chase Card Services		\$7,026.33			\$241,545.67
	Bill Payment	2000 Accounts Payable					
03/04/2025	835300215	John Graves Propane of Arizona		\$335.13			\$248,572.00
	Bill Payment	2000 Accounts Payable					
03/04/2025	835300214	Grand Canyon National Park Airport.		\$382.68			\$248,907.13
	Bill Payment	2000 Accounts Payable					
03/04/2025	835300213	Diesel Support Group, LLC		\$562.50			\$249,289.81
	Bill Payment	2000 Accounts Payable					
03/04/2025	835300212	Red Feather Properties		\$2,315.25			\$249,852.31
	Bill Payment	2000 Accounts Payable					
03/04/2025	835300211	State of South Carolina		\$2,478.00			\$252,167.56
	Bill Payment	2000 Accounts Payable					
03/04/2025			Dep# 500		\$1,159.28		\$254,645.56
	Deposit	4400-MISCELLANEOUS:4403 - Station Rent					
02/28/2025		IRS	Tax Payment for Period: 02/26/2025-02/28/2025 EFTPS02282025	\$6,367.20		R	\$253,486.28
	Tax Payment	Payroll Liabilities:Federal Taxes (941/943/944)					
02/28/2025		Galen P. McCarthy	Pay Period: 02/10/2025-02/23/2025	\$1,969.26		R	\$259,853.48
	Paycheck	-Split-					
02/28/2025		Gregory Lawrence	Pay Period: 02/10/2025-02/23/2025	\$1,679.96		R	\$261,822.74
	Paycheck	-Split-					

Date	Ref No.	Payee Account	Memo	Payment	Deposit	Stat	Balance
	Type					Auto	
02/28/2025		Anthony S. Diluzio	Pay Period: 02/10/2025- 02/23/2025	\$1,558.84		R	\$263,502.70
	Paycheck	-Split-					
02/28/2025		Miguel Ibarra Dimas	Pay Period: 02/10/2025- 02/23/2025	\$1,229.48		R	\$265,061.54
	Paycheck	-Split-					
02/28/2025		Kathleen Johnson	Pay Period: 02/10/2025- 02/23/2025	\$2,336.60		R	\$266,291.02
	Paycheck	-Split-					
02/28/2025		Mark Huetter	Pay Period: 02/10/2025- 02/23/2025	\$1,790.90		R	\$268,627.62
	Paycheck	-Split-					
02/28/2025		Gregory M. Brush	Pay Period: 02/10/2025- 02/23/2025	\$2,281.23		R	\$270,418.52
	Paycheck	-Split-					
02/28/2025		Cody J Miller	Pay Period: 02/10/2025- 02/23/2025	\$706.70		R	\$272,699.75
	Paycheck	-Split-					
02/28/2025		Zealand Pes	Pay Period: 02/10/2025- 02/23/2025	\$1,680.35		R	\$273,406.45
	Paycheck	-Split-					
02/28/2025		Jeffry White	Pay Period: 02/10/2025- 02/23/2025	\$448.21		R	\$275,086.80
	Paycheck	-Split-					
02/28/2025		Michael (1) Wycoff	Pay Period: 02/10/2025- 02/23/2025	\$1,417.22		R	\$275,535.01
	Paycheck	-Split-					
02/28/2025		Travis Moreno	Pay Period: 02/10/2025- 02/23/2025	\$1,386.69		R	\$276,952.23
	Paycheck	-Split-					
02/28/2025		Georgina Ruiz	Pay Period: 02/10/2025- 02/23/2025	\$211.12		R	\$278,338.92
	Paycheck	-Split-					
02/28/2025	ASRS02282026	Arizona State Retirement System	ASRS02282025	\$6,508.00		R	\$278,550.04
	Check	-Split-					

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat Auto	Balance
02/28/2025	Deposit	FDAT			\$389.10	R	\$285,058.04
02/28/2025	Deposit	FDAT			\$1,138.64	R	\$284,668.94
02/28/2025	Deposit	FDAT			\$3.95	R	\$283,530.30
02/28/2025	Deposit	FDAT			\$97.55	R	\$283,526.35
02/28/2025	Deposit	4001 Property Tax Revenues:Property Tax Delinquent			\$272.62	R	\$283,428.80
02/28/2025	Deposit	4000 Property Tax Revenues					
02/28/2025	INTEREST		Interest Earned		\$473.20	R	\$283,156.18
02/27/2025	Deposit	4400- MISCELLANEOUS					
02/27/2025	Transfer	Supporter Shirts	Dep# 499		\$500.00	R	\$282,682.98
02/27/2025	835300210	Sharp Electronics Corporation		\$44.15			\$282,182.98
02/27/2025	835300209	2000 Accounts Payable Linde Gas & Equipment Inc.		\$152.37			\$282,227.13
02/27/2025	835300207	2000 Accounts Payable Century Link		\$25.00			\$282,379.50
02/27/2025	835300206	2000 Accounts Payable Valle Airpark (John Richardson)		\$801.66			\$282,404.50
02/27/2025	835300205	2000 Accounts Payable EMI Health		\$6,084.81			\$283,206.16
02/27/2025	835300204	2000 Accounts Payable John Graves Propane of Arizona		\$663.56			\$289,290.97
02/27/2025	835300203	2000 Accounts Payable Fenton Fire		\$1,250.00			\$289,954.53
02/27/2025	To Print Check	2000 Accounts Payable Health Equity -Split-		\$1,160.00		R	\$291,204.53
02/25/2025	Transfer	Supporter Shirts	Dep# 498 2.25.2025		\$545.00	R	\$292,364.53
02/25/2025	Deposit	4001 Property Tax Revenues:Property Tax Delinquent			\$7,666.35	R	\$291,819.53

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat Auto	Balance
02/25/2025					\$25,554.00	R	\$284,153.18
	Deposit	Grant Income					
02/20/2025	835300202	Miguel Dimas		\$466.97		R	\$258,599.18
	Bill Payment	2000 Accounts Payable					
02/20/2025	835300201	Mr. Travis Moreno		\$221.55		R	\$259,066.15
	Bill Payment	2000 Accounts Payable					
02/20/2025	835300200	Reliable Comfort, LLC		\$1,220.00		R	\$259,287.70
	Bill Payment	2000 Accounts Payable					
02/20/2025	835300199	Arizona Public Service		\$1,231.50		R	\$260,507.70
	Bill Payment	2000 Accounts Payable					
02/20/2025	835300198	Sharp Electronics Corporation		\$175.00			\$261,739.20
	Bill Payment	2000 Accounts Payable					
02/20/2025			Dep# 496		\$1,150.00	R	\$261,914.20
	Deposit	4400-MISCELLANEOUS:4403 - Station Rent					
02/18/2025					\$2,534.55	R	\$260,764.20
	Deposit	-Split-					
02/14/2025		IRS	Tax Payment for Period: 02/12/2025- 02/14/2025 EFTPS02142025	\$6,180.82		R	\$258,229.65
	Tax Payment	Payroll Liabilities:Federal Taxes (941/943/944)					
02/14/2025		Mark Huetter	Pay Period: 01/27/2025- 02/09/2025	\$1,417.36		R	\$264,410.47
	Paycheck	-Split-					
02/14/2025		Miguel Ibarra Dimas	Pay Period: 01/27/2025- 02/09/2025	\$1,914.30		R	\$265,827.83
	Paycheck	-Split-					
02/14/2025		Georgina Ruiz	Pay Period: 01/27/2025- 02/09/2025	\$146.61		R	\$267,742.13
	Paycheck	-Split-					
02/14/2025		Kathleen Johnson	Pay Period: 01/27/2025- 02/09/2025	\$775.59		R	\$267,888.74
	Paycheck	-Split-					
02/14/2025		Jeffry White	Pay Period: 01/27/2025- 02/09/2025	\$239.84		R	\$268,664.33
	Paycheck	-Split-					

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
02/14/2025		Michael (1) Wycoff	Pay Period: 01/27/2025- 02/09/2025	\$823.54		R	\$268,904.17
	Paycheck	-Split-					
02/14/2025		Zealand Pes	Pay Period: 01/27/2025- 02/09/2025	\$1,320.06		R	\$269,727.71
	Paycheck	-Split-					
02/14/2025		Galen P. McCarthy	Pay Period: 01/27/2025- 02/09/2025	\$1,338.25		R	\$271,047.77
	Paycheck	-Split-					
02/14/2025		Anthony S. Diluzio	Pay Period: 01/27/2025- 02/09/2025	\$1,092.30		R	\$272,386.02
	Paycheck	-Split-					
02/14/2025		Gregory Lawrence	Pay Period: 01/27/2025- 02/09/2025	\$2,522.44		R	\$273,478.32
	Paycheck	-Split-					
02/14/2025		Cody J Miller	Pay Period: 01/27/2025- 02/09/2025	\$692.69		R	\$276,000.76
	Paycheck	-Split-					
02/14/2025		Gregory M. Brush	Pay Period: 01/27/2025- 02/09/2025	\$2,497.34		R	\$276,693.45
	Paycheck	-Split-					
02/14/2025		Travis Moreno	Pay Period: 01/27/2025- 02/09/2025	\$2,258.99		R	\$279,190.79
	Paycheck	-Split-					
02/14/2025	ASRS02142025	Arizona State Retirement System	ASRS02142025	\$6,220.12		R	\$281,449.78
	Check	-Split-					
02/13/2025	835300197	Hydro Resources		\$80.41		R	\$287,669.90
	Bill Payment	2000 Accounts Payable					
02/13/2025	835300196	DSB Distributing, LLC		\$99.90		R	\$287,750.31
	Bill Payment	2000 Accounts Payable					
02/13/2025	835300195	Century Link		\$49.92		R	\$287,850.21
	Bill Payment	2000 Accounts Payable					
02/13/2025	835300194	Municipal Emergency Services		\$1,151.35		R	\$287,900.13
	Bill Payment	2000 Accounts Payable					
02/13/2025	835300193	Red Feather Properties		\$2,315.25			\$289,051.48
	Bill Payment	2000 Accounts Payable					

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat Auto	Balance
02/13/2025	835300192	John Graves Propane of Arizona		\$1,542.42		R	\$291,366.73
	Bill Payment	2000 Accounts Payable					
02/13/2025	835300191	Chase Card Services		\$3,404.11		R	\$292,909.15
	Bill Payment	2000 Accounts Payable					
02/13/2025	835300190	IIA Lifting Services, Inc.		\$1,072.98		R	\$296,313.26
	Bill Payment	2000 Accounts Payable					
02/13/2025	835300189	Grand Canyon National Park Airport.		\$387.63			\$297,386.24
	Bill Payment	2000 Accounts Payable					
02/13/2025	835300188	Choice Wireless		\$163.10			\$297,773.87
	Bill Payment	2000 Accounts Payable					
02/12/2025		IRS	Tax Payment for Period: 01/01/2024-12/31/2024	\$10.32			\$297,936.97
	Tax Payment	-Split-					
02/10/2025		AZ Department of Revenue	Tax Payment for Period: 01/01/2025-01/31/2025	\$1,479.15		R	\$297,947.29
	Tax Payment	Payroll Liabilities:AZ Income Tax					
01/31/2025		IRS	Tax Payment for Period: 01/29/2025-01/31/2025	\$6,968.96		R	\$299,426.44
	Tax Payment	Payroll Liabilities:Federal Taxes (941/943/944)					
01/31/2025		Anthony S. Diluzio	Pay Period: 01/13/2025-01/26/2025	\$1,157.44		R	\$306,395.40
	Paycheck	-Split-					
01/31/2025		Kathleen Johnson	Pay Period: 01/13/2025-01/26/2025	\$2,336.27		R	\$307,552.84
	Paycheck	-Split-					
01/31/2025		Galen P. McCarthy	Pay Period: 01/13/2025-01/26/2025	\$1,247.29		R	\$309,889.11
	Paycheck	-Split-					
01/31/2025		Miguel Ibarra Dimas	Pay Period: 01/13/2025-01/26/2025	\$1,519.25		R	\$311,136.40
	Paycheck	-Split-					
01/31/2025		Cody J Miller	Pay Period: 01/13/2025-	\$1,394.51		R	\$312,655.65

Deposit Detail
Tusayan Fire District
February 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	CUSTOMER FULL NAME	VENDOR	LINE DESCRIPTION	CATEGORY/PRODUCT/SERVICE CLEARED	CATEGORY/PRODUCT/SERVICE AMOUNT
NorwestWarrant							
127150							
02/18/2025	Deposit					Reconciled	\$2,534.55
02/18/2025	Deposit				Partial Refund from Truck purchase		-\$648.00
02/18/2025	Deposit				Amerigas		\$1,159.28
02/18/2025	Deposit				Billing Run# 2024-166		\$500.00
02/18/2025	Deposit				Billing Run# 2024-231		\$227.27
127230							
02/20/2025	Deposit				Dep# 496	Reconciled	\$1,150.00
02/20/2025	Deposit				Guardian		\$1,150.00
127199							
02/25/2025	Deposit					Reconciled	\$25,554.00
02/25/2025	Deposit				ARPA COVID payroll grant (written in 2021 again in 2024) Unrestricted Income		\$25,554.00
127247							
02/25/2025	Deposit					Reconciled	\$7,666.35
02/25/2025	Deposit						\$7,666.35
127245							
02/28/2025	Deposit	INTEREST			Interest Earned	Reconciled	\$473.20
02/28/2025	Deposit						\$473.20
127246							
02/28/2025	Deposit					Reconciled	\$272.62
02/28/2025	Deposit						\$272.62
127248							
02/28/2025	Deposit					Reconciled	\$97.55
02/28/2025	Deposit						\$97.55
127249							
02/28/2025	Deposit					Reconciled	\$3.95
02/28/2025	Deposit						\$3.95
127250							
02/28/2025	Deposit					Reconciled	\$1,138.64
02/28/2025	Deposit						\$1,138.64
127251							
02/28/2025	Deposit					Reconciled	\$389.10
02/28/2025	Deposit						\$389.10
Reserve Funds							
127259							
02/28/2025	Deposit	INTEREST			Interest Earned	Reconciled	\$28.56
02/28/2025	Deposit						\$28.56
Supporter Shirts							
127244							
02/25/2025	Deposit				Dep# 501	Reconciled	\$1,027.01
02/25/2025	Deposit				GR \$399.06, SC \$268.85, RR \$79.16, RM \$254.94		-\$1,027.01
127229							
02/26/2025	Deposit				Dep# 499	Uncleared	\$500.00
02/26/2025	Deposit				Medical Billing Fed Lands Run# 2024-291		\$500.00

Tusayan Fire District

A/P Aging Summary

As of March 11, 2025

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
DSB Distributing, LLC	175.82					\$175.82
Hughes Fire Equipment, Inc		1,250.45				\$1,250.45
Hydro Resources	102.69					\$102.69
Linde Gas & Equipment Inc.	4.55					\$4.55
Municipal Emergency Services	300.70					\$300.70
Sharp Electronics Corporation		402.82				\$402.82
TOTAL	\$583.76	\$1,653.27	\$0.00	\$0.00	\$0.00	\$2,237.03

Tusayan Fire District

A/R Aging Summary

As of March 11, 2025

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
TOTAL						\$0.00

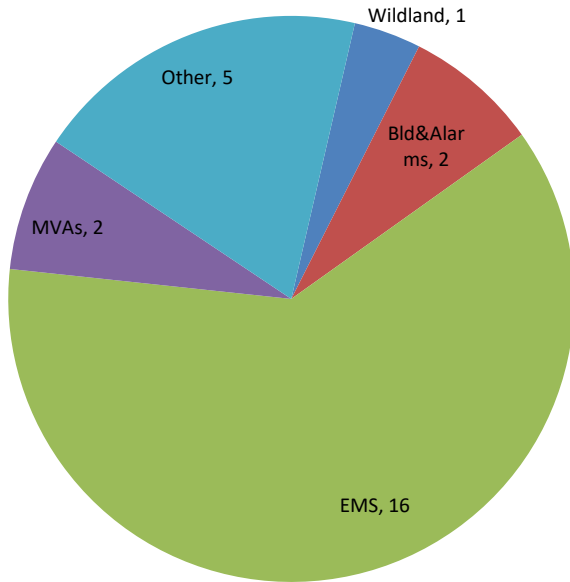
2024-156	7/4/2024	\$	766.00		11/15/2024	
2024-163	7/8/2024	\$	500.00		11/7/2024	
2024-165	7/10/2024	\$	625.17		11/15/2024	
2024-166	7/10/2024	\$	500.00	\$ 500.00	10/24/2024	2/11/2025 Dep# 495
2024-173	7/20/2024	\$	3,969.00	\$ 1,964.75	10/24/2024	1/14/2025 Dep# 494
2024-200	8/22/2024	\$	500.00	\$ 500.00	11/7/2024	11/15/2024 Dep# 489
2024-202	8/23/2024	\$	500.00	\$ 500.00	11/7/2024	11/15/2024 Dep# 489
2024-216	9/22/2024	\$	2,000.00	\$ 2,000.00	11/18/2024	12/2/2024 Dep# 491
2024-223	9/18/2024	\$	500.00		11/18/2024	
2024-228	9/22/2024	\$	500.00		11/18/2024	
2024-231	9/27/2024	\$	500.00	\$ 227.27	11/18/2024	2/11/2025 Dep# 495
2024-238	10/4/2024	\$	500.00		11/16/2024	
2024-251	10/19/2024	\$	4,804.00		11/18/2024	
2024-253	10/18/2024	\$	500.00		11/18/2024	
2024-254	10/22/2024	\$	4,356.66	\$ 1,562.83	11/18/2024	1/14/2025 Dep# 494
2024-256	10/23/2024	\$	3,307.50		11/18/2024	
2024-261	10/26/2024	\$	500.00		11/18/2024	
2024-264	11/2/2024	\$	3,996.59		12/31/2024	
2024-269	11/9/2024	\$	500.00		12/31/2024	
2024-273	11/16/2024	\$	500.00		12/31/2024	
2024-278	11/22/2024	\$	500.00		12/31/2024	
2024-281	11/23/2024	\$	3,557.34		12/31/2024	
2024-282	11/26/2024	\$	1,624.00		12/31/2024	
2024-291	12/1/2024	\$	500.00	\$ 500.00	1/24/2025	2/27/2025 Dep# 499
2024-303	12/19/2024	\$	500.00		1/24/2025	
2024-306	12/20/2024	\$	500.00		1/24/2025	
2024-308	12/22/2024	\$	500.00		1/24/2025	
2024-313	12/25/2024	\$	500.00		1/24/2025	
		Total Billed	Total Collected			
Total		\$ 74,386.67	\$ 20,356.12			
Med Billing on Fed Land		\$	3,500.00			
Night Shade		\$	16,856.12			
		\$	20,356.12			

TFD Update 3/1/25

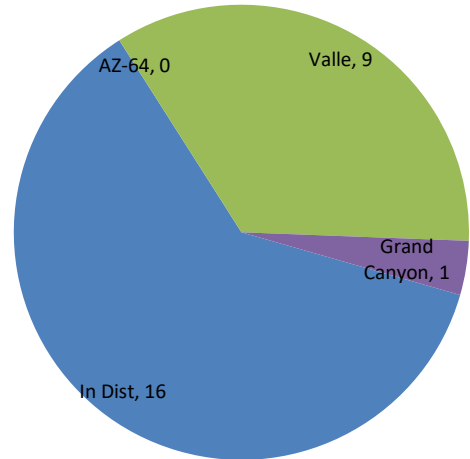
Feb Stats

Calls for prior month (indicated in upper right):	26
Calls for same month in 2023:	17
Total calls (to date) for all of 2024:	58

Feb	Ratio ----->	<u>Wildland</u> 1	<u>Bld&Alarms</u> 2	<u>EMS</u> 16	<u>MVAs</u> 2	<u>Other</u> 5	26 <-Total
Feb	Locations --->	<u>In Dist</u> 16	<u>AZ-64</u> 0	<u>Valle</u> 9	<u>Grand Canyon</u> 1		26 <-Total



Call Types for Feb



Call Locations for Feb

Call Log [generally, medical calls are omitted to maintain privacy]:

- On 2/6/25, at 1720, TFD responded to a Cessna incident at Grand Canyon Airport. The pilot was able to land without fire involvement. All damage appeared to be isolated to the propeller.



- On 2/18/25, at 1831, TFD responded to a wildland fire in Valle.
- On 2/21/25, at 1012, TFD responded to a military aircraft incident at Grand Canyon Airport. An A-10 Warthog was experiencing mechanical difficulty and had to make an unexpected landing.
- On 2/22/25, at 1950, TFD responded to a 5th wheel vehicle in Valle. Due to difficulty with road and fencing access, the response was difficult. The dwelling burned to the ground but firefighters worked to protect exposures.

Updates:

- TFD firefighters assisted with the GC Food Pantry on 2/19/25.
- The next Food Pantry will be on March 19th at Town Hall (3rd Wed of the month).
- SCBA Compressor and Fill Station: Pressure hose failed, was replaced.
- Fire Extinguisher Classes are being offered at TFD, or at your business location if requested with enough notice. CPR classes are also available. Please contact TFD at 638.3473.
- 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!]**



A-10 Warthog Landing at Grand Canyon Airport



Tusayan Fire District and Guardian Medical Transport at A-10 Warthog Landing

Changes to Policy Manual

- 100-ORGANIZATION AND STRUCTURE OF THE TUSAYAN FIRE DISTRICT Board Approved 12/9/21
- 101-Structure, Design Revision SOG's Board Approved 12/9/21
- 102-Scope and Purpose of Policy Manual Board Approved 12/9/21
- 103-Code of Ethics Board Approved 12/9/21
- 104-Rules of Conduct Board Approved 12/9/21
- 105-Equal Employment Opportunity Board Approved 12/9/21
- 106-Discrimination Complaint Procedure Board Approved 12/9/21
- 107-Harassment Policy Board Approved 12/9/21
- 108-Workplace Violence Board Approved 12/9/21
- 109-Americans with Disabilities Act (ADA) Board Approved 12/9/21
- 110-Release of Medical Records Board Approved 12/9/21
- 111-HIPAA Patient Access Policy Board Approved 12/9/21
- 112-HIPAA Policy on Privacy Training Board Approved 12/9/21
- 113-HIPAA Disclosure Board Approved 12/9/21
- 114-Medical Records Release Board Approved 12/9/21
- 115-Public Records Access Board Approved 12/9/21
- 116-Social Media Board Approved 12/9/21
- 117-Paid Time Off Board Approved 7/11/19, Updated Board Approved 4/9/20
- 118-Volunteer Stipend Policy Board updated 4/9/20, Board updated 4/22/21, Board updated 12/2021 effective 1/4/2022.
- 119-Station Use and Rules of the Station Board approved 6/15/20
- 120-Station Log Board Approved 6/15/20
- 121-Petty Cash Fund P&P Board Approved 6/15/20
- 122-Personal Cell Phone Usage Board approved 6/15/20
- 123-Uniform & PPE Distribution Board Approved 6/15/20
- 124-Line of Duty Death Board Approved 6/15/20
- 125-Telephone Usage Board Approved 6/15/20
- 126-Procurement Purchasing Chief Approved 3/17/20, Board Approved 4/9/20, Update approved 4/14/22
- 127 - Grant Drawdown and Payment Approved 4/9/20
- 128 - Records Retention Board Approved 4/14/22
- 129 – Benefit Coverage Board Approved 7/14/22
- 130 – Limited English Proficiency Board Approved 4/13/23
- 131- Holidays, Work Periods, Training, and Special Duty Pay Approved 7/5/2021, Board Approved 3/13/25.
- 132 – Shift Trade Policy Board Approved 3/13/25

- 200-Hiring and Promotions – Board Approved 4/14/22
- 201- Background check – Board Approved 4/14/22, updated 11/14/2024
- 202-Drug and Alcohol – Board approved 4/14/22
- 203-Rehabilitation Board Approved 6/15/20
- 204-Uniform Standards number changed from 202.01 to 204 4/25/22
- 205-Personal Appearance Board Approved 6/15/20
- 206-Critical Incident Stress Mgmt Board Approved 6/15/20
- 207-Grievance Policy Board Approved 4/9/20, revised 6/15/20
- 209 Cell Phone Usage Board Approved 6/15/20
- 210 Performance Evaluations Board Approved 1/18/2024

211 – Discipline Policy

302-Apparatus, General Board Approved 6/15/20

303-Driver Ops Board Approved 6/15/20

304-Station And Vehicle Maint & Repair Board Approved 6/15/20

305-Self-Contained Breathing Apparatus Board Approved 4/14/22

306-Lost or Damaged Equipment Board Approved 4/14/22

501.01 - Mayday

501.02 - Accountability

502.01 - Controlled Substances

503.01 - EMS Responsibilities

504.05 - Natural Gas-Propane Leak

505 - Vehicle Fires

601 – Preplan Analysis

602 – Hydrant Test

603 – Fire Investigations

605 – Vehicle Fire Investigation

701-Tuition Reimbursement Program – Board Approved 8/1/2017, revised 8/10/2023

702 – Post-Incident Analysis

703 – EMT Cert & License

704 – Extreme Weather Training Activities

901 - Wildland All-Hazard Incidents

Craig Tiger Act

Bay Door

I. PURPOSE

The fundamental objective of personnel administration is to promote professionalism among District members by providing good working relationships, a harassment free environment, uniform member policies, opportunity for advancement, and consideration for the members' welfare.

II. SCOPE

This policy applies to all District members.

III. POLICY

Discipline Defined

Training that corrects, molds, or perfects the mental faculties; a rule or system of rules governing individual and group behavior and/or performance.

Discipline encompasses all aspects of supervision, which corrects, molds, strengthens, or guides District members toward greater productivity and satisfactory adjustment to working relationships. It involves relationships among all District members and includes interaction with the public on or off duty. An atmosphere of discipline is achieved through instruction, good example, and practices that influence members to abide by rules, regulations, and procedures.

Good discipline is the essence of teamwork. It has as its objective self-discipline or that control which is self-motivated. It is fostered and sustained by firm and decisive leadership and consistent, fair, and equal treatment of all members of the District.

Emphasis should be placed on preventing situations that require disciplinary actions. When a supervising officer determines that disciplinary action is necessary, the supervisor will inform the member concerned of the reasons for the action. This should not be an emotional decision. *The officer should keep in mind that the primary objective of discipline is to correct and rehabilitate, not to punish and penalize.*

Explanation of Responsibilities

Officers

Officers will maintain discipline and administer disciplinary actions equitably within all members under their command. It is their responsibility to be sure that all members know the rules, regulations, administrative instructions, and conditions of employment that they must observe. The officer is charged with the responsibility of assigning, reviewing, and checking the work of the members; evaluating and achieving adequate performance and resolving grievances. The officer is also responsible for maintaining proper conduct and discipline among members.

Officers shall:

- Constantly be aware of the attitude and conduct of members by frequent conferences with subordinates.
- Investigate and evaluate all reports or observations of offenses or infractions; and when conditions warrant, administer disciplinary action.
- Gather and analyze all facts and carefully consider circumstances before taking disciplinary action.
- Constructively discipline members individually and in private whenever possible.
- Be responsible for disciplinary action, including, but not limited to:
 - Admonishment
 - Official reprimand
 - Verbal warning
 - Written Corrective Action(s)
 - Suspension
 - With pay
 - Without pay (Fire Chief only)
 - Demotion (Fire Chief only)
 - Termination (Fire Chief only)

Note: The Fire Chief shall be the only officer to demote or dismiss a member. The Chairman of the Board of Directors shall be notified of any dismissal as soon as possible.

Causes for Disciplinary Action

Disciplinary action may be taken if any of the following are violated:

- Federal, State, or local laws or ordinances
- District Policies and Operational Procedures
- District Administrative Directives
- Deleterious behavior not specifically mentioned in the above

Disclosure of Information

When a District member is detained or suspected of committing a criminal offense; arrested for a felony or misdemeanor offense; and/or has knowledge that they are a principle in a written crime report or complaint filed with any police District regarding an offense committed (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment) the following notifications shall be made by both the involved member and any other member who has knowledge of such involvement of the member:

- The member's immediate supervisor
- Chief of Administration
- Fire Chief

The appropriate supervisor shall conduct a preliminary investigation. The scope of the investigation shall be the same as when an allegation of misconduct of a member is received from any source. All evidence obtained solely as a result of the administrative investigation is confidential and shall not be disclosed. Results will be kept in the Administrative Human Resource files.

Failure to disclose information can result in discipline up to and including termination.

Emergency Medical Certification

Failure to have a current copy of medical certification cards on file will result in the loss of any associated assignment pay and may result in disciplinary action. Full time members will be removed from shift work and reserves will be removed from auxiliary staffing status until copies of medical certification cards can be obtained.

Loss of required certifications or licenses due to non-renewal, suspension, and/or revocation will result in the member being placed on administrative leave from his current position pending an investigative hearing to determine member's responsibility or negligence. If negligence is found, the member will be placed on leave without pay until such time as required certification / license is reinstated.

Motor Vehicle Records requirements:

All District members must have a valid driver's license for employment. Failure to meet this requirement may result in termination. The Arizona Department of Transportation, Motor Vehicle Division (MVD) may suspend a license in the event that an individual receives a Class A violation. Examples of Class A violations are as follows:

- Driving while intoxicated or under the influence.
- Negligent homicide arising out of the use of a motor vehicle (gross negligence).
- Using a motor vehicle for the commission of a felony.
- Operating a motor vehicle without owner's authority.
- Reckless driving.

Note: All situations will be evaluated on a case-by-case basis and unusual circumstances will be taken into account.

Types of Discipline and Their Administration

Although progressive discipline is preferred, some infractions may warrant a higher level of discipline on the first offense.

Any discipline that may include loss of pay must be at the level of admonishment.

Informal counseling (non-disciplinary)

Normal day-to-day guidance. Used for a one-time problem and is not formally documented. Supervisor may take notes for future reference.

Formal Counseling

A counseling session is a discussion between a member and a supervisor involving unacceptable behavior and/or performance.

Counseling is non-disciplinary in nature. However, counseling sessions may impact future necessary disciplinary actions and/or performance evaluations.

Supervisors should document all counseling sessions in order to track behavior and/or performance patterns.

Documentation of formal counseling sessions will become part of the member's employment file.

Formal counseling is not disciplinary in nature and is not grievable.

All Formal Counseling will be communicated to the appropriate supervisor.

Admonishment (verbal warning)

An admonishment is a verbal reprimand to a member concerning misconduct or inadequate performance. This is the first step of the official discipline process and is grievable.

Records of admonishment are permanent records and will be maintained in the member's employment file.

Prior to delivery of discipline, the situation will be discussed with the supervisor's supervisor.

Official Reprimand (written warning)

An official reprimand is a formal notice to a member concerning significant misconduct, inadequate performance, or repeated infractions of a lesser nature. Official reprimands are permanent records to be filed in the member's employment file.

An official reprimand may result from specific formal charges submitted by a supervising officer or as the result of an accumulation of infractions, which in the opinion of a supervising officer necessitates more severe disciplinary action.

All official reprimands shall be signed by the member acknowledging receipt of an explanation of the reprimand and a copy.

Records of reprimands will be maintained in the member's employment file.

Prior to delivery of discipline, the situation will be discussed with the supervisor's

supervisor.

Suspension With / Without Pay

A suspension is a designed absence from duty, in a paid or non-paid status, which may be imposed for violating the Operating Standards, Policies and Procedures, or Administrative Directives of the District, or for breaches of good order and discipline.

All suspensions shall be signed by the member acknowledging receipt of an explanation of the reprimand and a copy.

Records of suspensions will be maintained in the member's employment file.

Demotion (position reduction)

Demotion of a District member must be in accordance with District rules for violating the Operating Standards, Policies and Procedures, Administrative Directives of the District, or for breaches of good order and discipline. Demotion will result in a reduction of pay. The final decision to demote is made by the Fire Chief. Therefore, demotions may be grieved to the Board of Directors.

Demotion shall be documented in writing.

All Demotions shall be signed by the member acknowledging receipt of an explanation of the reprimand and a copy.

Records of Demotions will be maintained in the member's employment file.

Dismissal

Dismissal is the most severe type of disciplinary action. Before it is initiated, the facts and circumstances of each individual case must be carefully analyzed and must support the conclusion that the member has clearly demonstrated an unwillingness or refusal to conform to the rules of conduct. Normally, a progression of disciplinary measures will be applied in an effort to rehabilitate a member before dismissal is considered. Certain violations; however, are serious enough to warrant dismissal for the first or second offense. The final decision to dismiss is made by the Fire Chief. Therefore, dismissals may be grieved to the Board of Directors.

Any discipline that results in a loss of pay may be willingly accepted or grieved. If the discipline is grieved, it shall follow the grievance policy.

I. PURPOSE

To allow employees to take time off without using paid time off or without taking leave without pay. Work Trades, Shift Trades, or Shift Swaps are all synonymous in definition for the purpose of this policy. Shift Trades are private arrangements between employees and are a privilege extended to employees.

II. SCOPE

This policy applies to all Fair Labor Standards Act (FLSA) Section 7K exempt employees who have completed the first six (6) months of the initial probationary period.

III. POLICY

In accordance with the FLSA, it is the policy of Tusayan Fire District to allow eligible employees to “swap shifts” or “trade shifts” for one another to avoid either employee from losing paid leave hours when taking time off.

IV. GUIDELINES

Shift Trades may be worked under the following administrative guidelines:

- A. Employees working within the first six (6) months of their initial probationary period shall not initiate shift trades or utilize time off resulting from shift trades.
- B. The employee taking time off shall be paid for normal hours worked, while the District shall not pay the employee working for the other employee. The employee working shall be compensated at a later date when the other employee repays those traded hours.
- C. Shift Trades may not be allowed if the trade causes the district to pay overtime for appropriate shift coverage. Personnel will not be compensated for additional overtime due to a trade.
- D. Shift personnel exchanging shifts must be of equal rank.
- E. Firefighter swaps require prior Captain approval and shall not affect the operational effectiveness of the District, nor shall they create a financial burden on the District.
- F. Captain swaps require prior Chief approval and shall not affect the operational effectiveness of the District, nor shall they create a financial burden on the District.
- G. No three-way exchanges are allowed.
- H. Requests for Shift Trades must be 14 days advance notice and have approval of their shift supervisor. In an emergency situation please discuss with the Chief of Administration or Fire Chief.
- I. Fiscal problems caused by a trade will be the responsibility of the individual initiating the trade. If an employee fails to report to duty to cover for a scheduled trade, the hours the initial requestor was scheduled to work shall be deducted from the original requestor's PTO accrual.

- J. Deductions of paid time off or sick hours could result in a negative balance in the employee's paid time off or sick bank.
- K. The District assumes no responsibility for time that may not be paid back through a scheduled swap, e.g., should a person quit, be terminated, or unable to fulfil their portion of the trade. If the second party is unable to fulfil the trade, the other employee will lose out.
- L. When an employee agrees to trade shifts and then cannot report to duty or continue a shift trade due to unforeseen circumstances, the Officer on Duty will make a reasonable effort to contact the employee who sought the Shift Trade in order to determine if they are able to report to work according to the original schedule prior to deducting their paid time off banks. Therefore, when alternative accommodations cannot be made it is the sole responsibility of the trade originator if the trade is not fulfilled.
- M. If an employee agrees to trade and fails to fulfill the full swap, that employee may lose the privilege indefinitely and be subject to disciplinary action.
- N. Employees shall satisfy Shift Trades within 3 months.
- O. An employee may not have more than three open shift trades at any time.
- P. The Chief of Administration or Fire Chief shall be notified of all swaps at time of request.

V. PROCEDURE

- A. The employee initiating a Shift Trade must fill out a Shift Swap Form.
- B. Shift Swap Forms must be signed by both the originator and the person agreeing to cover the shift. It is that employee's responsibility to make sure that the employee who they are trading with also fills out a Shift Swap Form and signs the original one.
- C. The Shift Swap Form must be signed by his/her immediate supervisor and then submitted to the Chief Administrator no less than two weeks prior to the swap for processing.

Changes to TFD

- Holiday Pay
 - If you work on the holiday then you get 1.5x pay for that day only.
 - Automatic Time and a half for that shift
 - 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
 - Salaried personnel get a half day of Accrued PTO to use when scheduling allows.
- Work Periods
 - TFD Will now have a 2 week (14 day) work period
 - 106 hours in 14 day
 - Fair Labor Standards Act (FLSA) The Agency observes a 28-day work period and overtime is calculated using the regular overtime method of dividing an annual salary by 2,912 hours
- Training Pay
 - This has always been a thing, but to clarify – training time is considered straight pay not overtime.
 - Training pay is reserved for outside training events TFD is sending you to (Fire School, Officer's Training in CO, training classes at CAFMA, ect..)
 - There is a specific line item on your paystub showing training hours
- Special Duty Pay
 - If you would like to participate in a "Special Assignment" like Volunteer Academy, CPR Training classes, Cadet Programs, fundraising events, etc, then there is a form to sign on the shared drive before the event.
 - The compensation is \$25 per day for helping with extra events.

**Tusayan Fire District
Standard Operating Policies**

**HOLIDAYS, WORK PERIODS, TRAINING, PAY
AND SPECIAL DUTY PAY**

***Division: 100
Article: 131
Page: 1 of 2
Effective Date: 07/05/2021
Revised Date: 03/13/2025
Fire Chief: Greg Brush***

I. PURPOSE

The purpose of this Policy is to reflect changes in Holidays, work periods, Training Pay, and Special Duty pay for all District members.

II. SCOPE

These changes go into effect July 5, 2021 as approved by the Fire Chief and outline Holiday Pay, Work Periods, Training Pay, and Special Duty Pay.

III. POLICY

A. Holiday Pay

- a. Operational fire personnel who work on the following holidays receive 1.5x pay for the hours actually worked on the days listed below.
 - i. New Year's Day
 - ii. Martin Luther King, Jr. Day
 - iii. President's Day
 - iv. Memorial Day
 - v. Independence Day
 - vi. Labor Day
 - vii. Veteran's Day
 - viii. Thanksgiving Day
 - ix. Christmas Day
 - x. Your Birthday
- b. Salaried personnel receive the above 10 holidays off with pay.
- c. Full-time non-operations members receive the above 10 holidays off with pay.

B. Work Periods

- a. TFD utilizes a 2 week (14 day) work period from Monday to Sunday.
 - i. For operational members: 106 hours worked in the 14 day period according the Fair Labor and Standards Act (FLSA) 7k exception will count as Regular hours. Hours after 106 per payperiod count as overtime at a rate of time and a half.
 - ii. Operation members work an average of 2,912 hours annually.
 - iii. Non-operational members work an average of 2,080 hours annually.

C. Training Pay

- a. Training time is considered straight pay and does not count towards overtime for all District members.
- b. Training pay is reserved for training events the District sends members to e.g. State Fire School, Officer's Training, training classes at CAFMA, ect..
- c. Training pay will be reflected in a distinct pay category on the paystub reflecting training hours.

D. Special Duty Pay

- a. If a member would like to participate in a "Special Assignment" for example: Volunteer Academy, CPR Training classes, Cadet Programs, fundraising events, etc; then there the member must complete the Special Duty Assignment Agreement on the Shared Drive prior to the event.
- b. The compensation is \$25 per day for assisting with special events.

SPECIAL DUTY ASSIGNMENT AGREEMENT

I, _____ do hereby agree to the terms detailed below as conditions of special duty assignment on special projects which are outside normal job duties. (i.e., Fundraising events, TFD training events, CPR/First Aid, Child Passenger Safety Program, Volunteer Academy, etc.)

Compensation:

All personnel will be compensated at a rate of \$25.00 per day for all hours documented. There will be no compensation for off-duty time, i.e., sleep, rest, meal times, and recuperation, etc. **Per FLSA Section 29CFR Paragraph 553.212(a), and (b), and 553.30 - Non-exempt and Occasional or Sporadic Work**

Conduct:

All personnel who participate in this program are employees of Tusayan Fire District while on the Special Duty Assignment, and are governed by TFD Policies and Procedures. Any violations will be handled accordingly.

This agreement in no way guarantees that you will be sent on a Special Duty Assignment.

_____ Employee	_____ Date	_____ Fire Chief	_____ Date
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SPECIAL DUTY ASSIGNMENT AGREEMENT

I, _____ do hereby agree to the terms detailed below as conditions of special duty assignment on special projects which are outside normal job duties. (i.e., Fundraising events, Non TFD training events, CPR/First Aid, Child Passenger Safety Program, Volunteer Academy, etc.)

Compensation:

All personnel will be compensated at a rate of \$25.00 per day for all hours documented. There will be no compensation for off-duty time, i.e., sleep, rest, meal times, and recuperation, etc. **Per FLSA Section 29CFR Paragraph 553.212(a), and (b), and 553.30 - Non-exempt and Occasional or Sporadic Work**

Conduct:

All personnel who participate in this program are employees of Tusayan Fire District while on the Special Duty Assignment, and are governed by TFD Policies and Procedures. Any violations will be handled accordingly.

This agreement in no way guarantees that you will be sent on a Special Duty Assignment.

Employee

Date

Fire Chief


Date

New Policy - Bay Doors



Greg Brush <gbrush.tfdgc@outlook.com>

To gcfiredude@hotmail.com; adiluzio.tfdgc@outlook.com; mdimas.tfdgc@outlook.com; kate.tfdgc@outlook.com; g

 Follow up. Start by Wednesday, May 15, 2024. Due by Wednesday, May 15, 2024.
If there are problems with how this message is displayed, [click here to view it in a web browser](#).

Hi Everybody-

As you know, our remote controls are 20 year old tech, and they can glitch.
As of now, we're implementing a new policy:

- Please do not pull out of any bay at the same time as another vehicle (including Guardian).
- Don't hit the remote to open your door if another vehicle is in motion.
- Don't hit the garage door "close" until all (the responding) vehicles are clear of the bays.

On a side note, please don't park any vehicles halfway in/out of the bay.

Thanks,
Greg



Greg Brush
Chief
Tusayan Fire District
PO Box 3625
408 AZ-64
Grand Canyon, AZ 86023
gbrush.tfdgc@outlook.com
www.tusayanfire.org
Phone: 928.638.3473



For Tusayan Fire District firefighters

Craig Tiger Act

The intent of the Craig Tiger Act is to provide the best care possible for employees who are exposed to traumatic events in the course of duty to ensure these individuals can return to work and their normal daily lives. With these services available, the goal is to address and treat mental health issues before they develop into Post-Traumatic Stress Disorder (PTSD) or other conditions.

38-673. Traumatic event counseling for peace officers and firefighters; report; exceptions; definitions

Do not suffer in silence, there is free, confidential assistance for all of us. According to ARS 38-673, all members of TFD who experience:

1. Visually witnessing the death or maiming or visually witnessing the immediate aftermath of such a death or maiming of one or more human beings.
2. Responding to or being directly involved in a criminal investigation of an offense involving a dangerous crime against children as defined in section 13-705.
3. Requiring rescue in the line of duty where one's life was endangered.
4. Using deadly force or being subjected to deadly force in the line of duty, regardless of whether the peace officer or firefighter was physically injured.
5. Witnessing the death of another peace officer or firefighter while engaged in the line of duty.
6. Responding to or being directly involved in an investigation regarding the drowning or near drowning of a child.

Please, take advantage of this service. TFD will cover up to 36 visits for each traumatic event. To utilize this service, simply call Dr. Dallacqua's office and explain you are with Tusayan Fire District and want to utilize the Craig Tiger Act. They will take it from there. Your name and info will never be shared with TFD. Dr. Dallacqua uses a numbering system for staff to keep everything anonymous.

Dr. Justin M. Dallacqua

Licensed Clinical Psychologist (AZ #PSY-004681)

Licensed Attorney (AZ #026226)

[Dallacqua Psychology](#)

3157 S. Hannah Lane
Flagstaff, AZ 86005
(928) 362-2622
(928) 362-2187 fax

Guardian Rent for Board discussion and direction

History:

Guardian Rent change – No current lease agreement:

2014 attempted increase from \$550 to \$1500

7/1/2015 Actual increase from \$550 to **\$750.00**

12/1/2019 Actual increase from \$750 to **\$1,000.00**

1/1/2023 Actual increase from \$1,000 to **\$1,150.00** – with a heads up for future % increase (Email copied below)

(Dated 12/14/2022 Effective 1/1/2023)

“Hi Vince-

I believe the last increase we did on rent was in 2019 (possibly 2020) to \$1,000. With the increase in station costs (and everything else), I’m hoping it would be OK with you if we increase the GMT monthly rental rate to \$1,150 effective January 1st, 2023? At some point down the road, we’d like to consider a standard percentage increase rate over time, but there seem to be so many variables with the economy recently. I copied Business Admin Kate Johnson on this email [Kate I apologize if this was short notice for January invoicing].

I’m waiting on a call back from IMAX regarding the fiber information. I will follow up with the Town Manager in the next couple of days about where the Commnet agreement is headed; I will keep you posted on it.

Thanks,

Greg”

Proposal:

I propose Guardian Lease be written for X term then transitioning to month-to-month with a X% (maybe 3%-5%) increase annually.

(Use of 2 bedrooms, bathroom/shower, kitchen, fitness center, laundry facility, electricity, central air-conditioning, 5 gallon-bottled drinking water, potable water usage including washing ambulance, truck wash, Direct TV, Netflix, outdoor BBQ and propane, and one engine bay for apparatus to park and charging.)

Reference:

Amerigas has a 3-year lease (expired 12/1/2022 – Now on a month to month) started at \$1,000 for one bedroom only with a 3% increase annually. Now they are paying \$1,159.28 per month.

2019 - 20 \$1,000.00

2020 – 21 \$1030.00

2021 – 22 \$1060.90

2022 – 23 \$1092.73

2023 – 24 \$1125.51

2024 – 25 \$1159.28



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

Tusayan Fire District

RESOLUTION 2025-02

Reserve Funds Transfer ARPA COVID Grand Funds

RESOLUTION

NOW THEREFORE, UNDER THE FINDINGS, the Tusayan Fire District Board finds it to be in the best interest of the District to transfer funds from the TFD Operational Account to TFD Reserve Funds Account for the purpose allocating ARPA COVID Grant Funds towards future apparatus purchase.

NOW THEREFORE, BE IT RESOLVED the Tusayan Fire District Board hereby approves the following transfer of funds:

Account to Transfer Funds From: Tusayan Fire District Operational Account # 302100

Account to Transfer Funds To: Tusayan Fire District Reserve Funds Account # 302101-33001

Amount to Be Transferred: \$

Date of Resolution Approval: March 13, 2025

The Tusayan Fire District Board authorized and directed staff to prepare Resolution #2025-02 consistent with the findings in this order.

Board Chairperson – John Vail

Board Member – Elena Villanueva

Board Clerk – Robe Gossard

Board Member – Andrew Aldaz

Board Member – Marc Resnick