



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

# Tusayan Fire District

## AGENDA

### Tusayan Fire District Board of Directors Regular Meeting

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

April 13, 2023

TUSAYAN FIRE DISTRICT BUILDING

408 Highway 64, Tusayan Arizona

NOTICE: Members of the public may call in to hear the live audio by dialing (253)-215-8782 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 April 13, 2023 at 10:00 a.m. The Board may vote to go into executive session pursuant to A.R.S. § 38-431.03(A)(3) to discuss or consult for legal advice with the attorney for the district. If authorized by a majority vote of the TFD Board, an executive session may be entered and held immediately following a successful vote to enter executive session and will not be open to the public. The Board may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting. Persons with a disability may request a reasonable accommodation by contacting the TFD at (928) 638-3473 as soon as possible.

10:00 a.m.

1. Confirmation of quorum/Call to the Public
  - a. *\*\*One or two Board Members may attend by telephone*
  - b. *\*\*In accordance with A.R.S. §38-431.01(H), members of the public may address the board on items not on the printed agenda. The Board may not discuss, consider, or act upon any matter raised during public comment. Comments will be limited to three minutes per person.*
2. Discussion/Approval of March 16, 2023 regular scheduled Board Meeting Minutes
3. Financial Report
4. Fire Chiefs Update
5. Old Business
  - a. Discussion, Update, and Possible Action Regarding Proof of Coverage Letter & Policy
  - b. Discussion, Update, and Possible Action Regarding Community Evacuation Plan
  - c. Update on Grant Opportunity for Community Wildland Protection Plan
6. New Business
  - a. Discussion and Possible Action and Approval regarding impact fees on new development
  - b. Discussion and Possible Action and Approval of Policy 130 - Limited English Proficiency
  - c. Discussion and Possible Action and Approval of TFD Step Pay Scale
  - d. Discussion and Possible Action and Approval of Fiscal Year 2024 budget
7. Board Member Reports
8. Adjourn

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store, at the Tusayan Fire District and at the Tusayan Town Hall all located in Tusayan, Arizona on this \_\_\_\_\_ day of April, 2023 at \_\_\_\_\_ in accordance with the statement filed by the Tusayan Fire District.

**DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN AND OUR COMMUNITY  
THROUGH THE PRESERVATION OF LIFE, PROPERTY, AND THE ENVIRONMENT.**



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# Tusayan Fire District

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

A public meeting of the Tusayan Fire District Governing Board was convened on March 16, 2023 at the Tusayan Fire Station and, via Zoom conference call, Tusayan AZ 86023.

### Call to Public/Confirmation of Quorum

Meeting was called to order at 9:06 a.m. The following members of the Tusayan Fire District were present in person were Board Member Andrew Aldaz, and Board Member Rob Gossard and via Zoom were Board Chair John Vail, Board Member Elena Villanueva, and Board Clerk Becky Shearer. Others in attendance were Fire Chief Greg Brush, Business Administrator Kate Johnson, and Auditor Jennifer Frank. A quorum was confirmed.

Written public comment was submitted from community member Pete Shearer. Vail read the public comment regarding the request for impact fees as the camper village project is moving forward. Shearer requested TFD reach out to our lawyer to see what is involved to get process going. Shearer reported it has been legal in Arizona since 1982 and can be assessed on the developers to offset the impacts to police and fire; possibly TFD can have additional financial supplements to offset the expenses and meet the increased demand from the new development. Shearer expressed this could be a welcome supplement to existing taxes and Town of Tusayan supportive funds. Shearer expressed his appreciate towards all TFD does to keep the community safe.

### Discussion/Approval of February 9, 2023 Regularly Scheduled Board Meeting Minutes

Motion to approve regularly scheduled February 9, 2023 Meeting Minutes. First by Aldaz and seconded by Villanueva. Motion carries unanimously.

### New Business

#### Discussion and possible action and approval regarding Fiscal Year 2022 Audited Financials.

Jennifer Frank from Hinton Burdick presented the Fiscal Year 2022 Audited Financial Report. (See form for details.) First by Vail and seconded by Aldaz. Motion carries unanimously.

### Financial Report

Board directed Johnson to issue final payment to L&A for HVAC work. Aldaz requested TFD forward CPR course information to him. Aldaz inquired details for the AED subscription program. Brush shared information regarding donated AED information from Delaware North. Johnson shared fee breakdown. Business Administrator Johnson presented the Monthly Financial Report verbally and in written form. (See form for details). First by Vail and seconded by Shearer. Motion carries unanimously.

### Fire Chiefs Update

*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.*

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

**Old Business**

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

No forward movement at this time.

**Discussion, Update, and Possible Action Regarding Community Evacuation Plan**

No update at this time.

**Discussion, Update, and Possible Action Regarding Grant Opportunity through Coconino County Community Wildland Protection Plan**

TFD Is still waiting to hear official word. Nothing has been released at this point.

**Board Member Reports**

Vail – Thanks Johnson and Staff for audit work

Gossard, Villanueva, and Shearer have nothing to report

Aldaz – Likes the idea of having the Mobil Clinic in TFD’s parking lot concurrently with the Vaccination Clinic. Requested TFD to host a table at the Town of Tusayan Cinco de Mayo event with CPR and Mobile Clinic fliers

**Adjourn**

Meeting adjourned at 10:07 a.m.

Minutes approved by Board on Date 4-13-23

By Rebecca Shearer

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



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# Tusayan Fire District

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

A PUBLIC MEETING OF THE TUSAYAN FIRE DISTRICT GOVERNING BOARD WAS CONVENED ON FEBRUARY 9, 2023 AT THE TUSAYAN FIRE STATION AND, VIA ZOOM CONFERENCE CALL, TUSAYAN AZ 86023.

### CALL TO PUBLIC/CONFIRMATION OF QUORUM

Meeting was called to order at 10:04 a.m. The following members of the Tusayan Fire District were present in person were Board Chair John Vail, Board Member Andrew Aldaz, and Board Member Rob Gossard. Others in attendance were Fire Chief Greg Brush and Business Administrator Kate Johnson. Board Member Elena Villanueva was not present. A quorum was confirmed.

### Discussion/Approval of January 5, 2023 Regularly Scheduled Board Meeting Minutes

Motion to approve regularly scheduled January 5, 2023 Meeting Minutes. First by Aldaz and seconded by Gossard. Motion carries unanimously.

### Financial Report

Business Administrator Johnson presented the Financial Report verbally and in written form. (See form for details). First by Vail and seconded by Gossard. Motion carries unanimously.

### Fire Chiefs Update

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

### Old Business

#### Discussion, Update, and Possible Action Regarding Proof of Coverage Letter

No forward movement at this time.

#### Discussion, Update, and Possible Action Regarding Community Evacuation Plan

No update at this time.

#### Discussion, Update, and Possible Action Regarding Grant Opportunity through Coconino County Community Wildland Protection Plan

TFD Is still waiting to hear official word. Nothing has been released at this point.

#### Discussion and Possible Action and Approval of CUP Letter for Policy

Waiting to hear back from legal representation.

**New Business**

**Discussion and possible action and approval regarding potential APS rate increase.**

Johnson presented a notification from APR regarding potential rate increases for later this year. APS is hosting 5 public meetings at varying dates and times in June and July, and accepting comments from the public related to financial impacts of rate increases. The Board was provided in the information necessary to submit a comment to represent TFD. (See form for details).

**Board Member Reports**

Gossard – Requested TFD to collaborate with the Red Cross and Rotary to host recurring blood drives.  
Vail – Directed TFD to investigate a way to have a tracked rescue vehicle for emergency response purposes. He wants TFD to find a way to acquire some type of apparatus capable of tracked back country response.

**Adjourn**

Meeting adjourned at 10:54 a.m.

Minutes approved by Board on Date 4-13-23

By 

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# Tusayan Fire District

## FINANCIAL REPORT – March 2023

- Info current as of March 31, 2023
- Bank: \$14,265.45
- Reserve Funds Account: \$50,301.09
  - Grand total = \$64,566.54
- Accounts Payable
  - We have checks to sign
- FY 2023 FDAT Revenue (Actual year to date): \$
- Rental Income Station: \$2,242.73
- District Billing Fees: \$5,508.74
- Wildland Fire Income
  - 2023 Fiscal year to date total: No fires yet
- Pink Jeep AED Subscription = \$1,642.50
- Fiscal Year 2024 Budget Prep

**Tusayan Fire District**  
**Profit & Loss Budget vs. Actual**  
**July 2022 through June 2023**

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
FDAT	70,302.07	108,242.80	-37,940.73	64.9%
Grant Income	36,326.38	25,000.00	11,326.38	145.3%
Pooled Interest	1,789.36	550.00	1,239.36	325.3%
Prior Year Capital Carry Fwd	0.00	14,000.00	-14,000.00	0.0%
Town of Tusayan - Contributions	285,000.00	380,000.00	-95,000.00	75.0%
4000 · Property Tax Revenues	396,875.37	541,214.00	-144,338.63	73.3%
4310 · Other Revenue	3,112.50	3,000.00	112.50	103.8%
<b>Total Income</b>	<b>793,405.68</b>	<b>1,072,006.80</b>	<b>-278,601.12</b>	<b>74.0%</b>
<b>Gross Profit</b>	<b>793,405.68</b>	<b>1,072,006.80</b>	<b>-278,601.12</b>	<b>74.0%</b>
<b>Expense</b>				
6000- PERSONNEL SERVICES	507,482.21	608,437.40	-100,955.19	83.4%
6100- RETIREMENT CONTRIBUTIONS	56,828.28	71,126.03	-14,297.75	79.9%
6200- INSURANCE	44,477.59	69,852.00	-25,374.41	63.7%
6300- EMPLOYEE BENEFITS	48,026.22	67,100.55	-19,074.33	71.6%
6400- FUEL, OIL, LUBRICANTS	166.45	500.00	-333.55	33.3%
6500- VEHICLE REPAIR & MAINT.	21,366.48	32,125.00	-10,758.52	66.5%
6600- SMALL TOOLS & EQUIPMENT	5,018.20	6,400.00	-1,381.80	78.4%
6650- FIRE PROTECTION & EQUIP.	5,729.80	20,250.00	-14,520.20	28.3%
6700- COMMUNICATION & DISPATCH	377.93	851.62	-473.69	44.4%
6900- DISPOSABLE SPLS/EQUIP	6,450.40	8,770.00	-2,319.60	73.6%
7000- ADMINISTRATIVE COSTS	15,151.44	23,629.00	-8,477.56	64.1%
7100- PROFESSIONAL SERVICES	13,435.07	17,900.00	-4,464.93	75.1%
7300- TRAINING	13,428.39	26,500.00	-13,071.61	50.7%
7400- INSURANCE - LIABILITY	17,116.00	16,200.00	916.00	105.7%
7500- PUBLIC UTILITIES	13,350.72	15,800.00	-2,449.28	84.5%
7600- LEASES & RENTALS	40,981.34	55,160.18	-14,178.84	74.3%
7700- REPAIRS & MAINTENANCE	6,792.06	7,500.00	-707.94	90.6%
7850- GRANTS EXPENSE	98,660.90	25,000.00	73,660.90	394.6%
7900- MISCELLANEOUS	3,831.37	5,900.00	-2,068.63	64.9%
8000 - Town of Tusayan - IGA	0.00			
6690 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
8100 · Capital Expenses	77,085.82	71,585.82	5,500.00	107.7%
<b>Total Expense</b>	<b>995,756.67</b>	<b>1,150,587.60</b>	<b>-154,830.93</b>	<b>86.5%</b>
<b>Net Ordinary Income</b>	<b>-202,350.99</b>	<b>-78,580.80</b>	<b>-123,770.19</b>	<b>257.5%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
4400- MISCELLANEOUS	29,980.33	43,580.80	-13,600.47	68.8%
4405 - Wildland Income	0.00	65,000.00	-65,000.00	0.0%
District Service Fees	5,508.74	10,000.00	-4,491.26	55.1%
<b>Total Other Income</b>	<b>35,489.07</b>	<b>118,580.80</b>	<b>-83,091.73</b>	<b>29.9%</b>

**Tusayan Fire District**  
**Profit & Loss**  
 July 2022 through June 2023

	Jul '22 - Jun 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
FDAT	70,302.07
Grant Income	36,326.38
Pooled Interest	1,789.36
Town of Tusayan - Contributions	285,000.00
4000 · Property Tax Revenues	396,875.37
4310 · Other Revenue	3,112.50
<b>Total Income</b>	793,405.68
<b>Gross Profit</b>	793,405.68
<b>Expense</b>	
6000- PERSONNEL SERVICES	507,482.21
6100- RETIREMENT CONTRIBUTIONS	56,828.28
6200- INSURANCE	44,477.59
6300- EMPLOYEE BENEFITS	48,026.22
6400- FUEL, OIL, LUBRICANTS	166.45
6500- VEHICLE REPAIR & MAINT.	21,366.48
6600- SMALL TOOLS & EQUIPMENT	5,018.20
6650- FIRE PROTECTION & EQUIP.	5,729.80
6700- COMMUNICATION & DISPATCH	377.93
6900- DISPOSABLE SPLS/EQUIP	6,450.40
7000- ADMINISTRATIVE COSTS	15,151.44
7100- PROFESSIONAL SERVICES	13,435.07
7300- TRAINING	13,428.39
7400- INSURANCE - LIABILITY	17,116.00
7500- PUBLIC UTILITIES	13,350.72
7600- LEASES & RENTALS	40,981.34
7700- REPAIRS & MAINTENANCE	6,792.06
7850- GRANTS EXPENSE	98,660.90
7900- MISCELLANEOUS	3,831.37
8000 - Town of Tusayan - IGA	0.00
6690 · Reconciliation Discrepancies	0.00
8100 · Capital Expenses	77,085.82
<b>Total Expense</b>	995,756.67
<b>Net Ordinary Income</b>	-202,350.99
<b>Other Income/Expense</b>	
<b>Other Income</b>	
4400- MISCELLANEOUS	29,980.33
<b>District Service Fees</b>	5,508.74
<b>Total Other Income</b>	35,489.07



Tusayan Fire District

4/12/2023 1:19 PM

Register: NorwestWarrant

From 03/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/03/2023	ASRS03...	Arizona State Retire...	-split-	0990	5,322.16	X		209,288.78
03/03/2023	EFTPS03...	Tusayan Fire Depart...	-split-	86-0843550	5,005.48	X		204,283.30
03/03/2023	833300254	Arizona Public Service	2000 · Accounts Payable	Acct# 1519540...	1,308.80	X		202,974.50
03/03/2023	833300255	Diesel Support Grou...	2000 · Accounts Payable		1,650.00	X		201,324.50
03/03/2023	833300256	DSB Distributing, LLC	2000 · Accounts Payable	Inv# 114557	55.93	X		201,268.57
03/03/2023	833300257	EF Recovery	2000 · Accounts Payable	Inv# 0062975	110.80	X		201,157.77
03/03/2023	833300258	EMI Health	2000 · Accounts Payable	Group# 3068 ...	2,567.80	X		198,589.97
03/03/2023	833300259	Grand Canyon Natio...	2000 · Accounts Payable		786.05	X		197,803.92
03/03/2023	833300260	Hydro Resources	2000 · Accounts Payable	Inv# 4959	73.62	X		197,730.30
03/03/2023	833300261	Linde Gas & Equipm...	2000 · Accounts Payable	Inv# 33707917	138.45	X		197,591.85
03/03/2023	833300262	PLIC	2000 · Accounts Payable	Dental Acct# 1...	124.72	X		197,467.13
03/03/2023	833300263	Red Feather Properties	2000 · Accounts Payable	March 23 Leas...	2,315.25	X		195,151.88
03/03/2023	833300264	Robert Gossard	2000 · Accounts Payable	AFDA Expenses	691.42	X		194,460.46
03/03/2023	833300265	Stryker Sales Corp	2000 · Accounts Payable	Inv# 4036239M	25,906.53	X		168,553.93
03/03/2023	833300266	USDA Forest Service	2000 · Accounts Payable	FMMI Bill # 1...	452.90	X		168,101.03
03/03/2023	833300267	Valle Airpark (John ...	2000 · Accounts Payable	VOID: Inv# 33...		X		168,101.03
03/03/2023	833300268	VSP	2000 · Accounts Payable	Vision Acct# 3...	43.48	X		168,057.55
03/03/2023	DD030323	Bruce D. Baker	-split-		1,850.55	X		166,207.00
03/03/2023	DD030323	Emily A Woolley	-split-		1,144.86	X		165,062.14
03/03/2023	DD030323	Gregory Lawrence	-split-		1,279.99	X		163,782.15
03/03/2023	DD030323	Gregory M Brush	-split-		2,309.17	X		161,472.98
03/03/2023	DD030323	Kathleen Johnson	-split-		2,022.04	X		159,450.94
03/03/2023	DD030323	Matthew Southwick	-split-		1,694.76	X		157,756.18
03/03/2023	DD030323	Wesley Schmidt	-split-		1,327.67	X		156,428.51
03/03/2023	DD030323	Zealand Pes	-split-		1,259.49	X		155,169.02
03/03/2023	DD030323	Raymond F D'Albini	-split-		2,154.00	X		153,015.02
03/08/2023			4000 · Property Tax Re...	Deposit		X	444.75	153,459.77
03/09/2023	Audit	Audit Adjustment	2000 · Accounts Payable	VOID: To reve...		X		153,459.77
03/09/2023	Audit	L&A HVAC	2000 · Accounts Payable	VOID: Reverse...		X		153,459.77
03/09/2023	833300240	Arizona Department ...	2100 · Payroll Liabilities	860843550	1,136.62	X		152,323.15
03/09/2023	833300241	Chase Card Services	2000 · Accounts Payable	Acct# 8236	3,643.58	X		148,679.57
03/09/2023	833300242	Hydro Resources	2000 · Accounts Payable	Inv# 5004	190.55	X		148,489.02
03/09/2023	833300243	Kate Johnson	2000 · Accounts Payable	IMT Training ...	595.87	X		147,893.15
03/09/2023	833300244	TRIAD	2000 · Accounts Payable	Inv# 11339	74.95	X		147,818.20
03/09/2023	833300245	Valle Airpark (John ...	2000 · Accounts Payable		6,188.07	X		141,630.13
03/17/2023	ASRS03...	Arizona State Retire...	-split-	0990	5,290.38	X		136,339.75
03/17/2023	EFTPS03...	Tusayan Fire Depart...	-split-	86-0843550	4,963.54	X		131,376.21
03/17/2023	D031723	Bruce D. Baker	-split-		1,682.64	X		129,693.57
03/17/2023	D031723	Emily A Woolley	-split-		458.17	X		129,235.40
03/17/2023	D031723	Gregory Lawrence	-split-		1,261.14	X		127,974.26

Tusayan Fire District

4/12/2023 1:19 PM

Register: NorwestWarrant

From 03/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/17/2023	D031723	Gregory M Brush	-split-		2,054.36	X		125,919.90
03/17/2023	D031723	Kathleen Johnson	-split-		1,905.51	X		124,014.39
03/17/2023	D031723	Matthew Southwick	-split-		1,507.45	X		122,506.94
03/17/2023	D031723	Raymond F D'Albini	-split-		1,928.38	X		120,578.56
03/17/2023	D031723	Wesley Schmidt	-split-		1,383.25	X		119,195.31
03/17/2023	D031723	Zealand Pes	-split-		1,952.45	X		117,242.86
03/21/2023		L&A HVAC	2000 · Accounts Payable	QuickBooks ge...		X		117,242.86
03/21/2023		Audit Adjustment	2000 · Accounts Payable	QuickBooks ge...		X		117,242.86
03/22/2023			Grant Income:Firehous...	Deposit 430		X	16,095.12	133,337.98
03/22/2023	833300246	Stryker Sales Corp	2000 · Accounts Payable		16,989.27	X		116,348.71
03/22/2023	833300269	Arizona Public Service	2000 · Accounts Payable	Acct# 1519540...	1,031.26	X		115,317.45
03/22/2023	833300270	Century Link	2000 · Accounts Payable		170.11	X		115,147.34
03/22/2023	833300271	Diesel Support Grou...	2000 · Accounts Payable	A5 Rear starter	787.50	X		114,359.84
03/22/2023	833300272	DSB Distributing, LLC	2000 · Accounts Payable	Inv# 113254	128.37	X		114,231.47
03/22/2023	833300273	EMI Health	2000 · Accounts Payable	Group# 3068 A...	3,209.75			111,021.72
03/22/2023	833300274	Hinton Burdick	2000 · Accounts Payable	Inv# 281144	9,100.00	X		101,921.72
03/22/2023	833300275	John Graves Propane...	2000 · Accounts Payable		1,861.49			100,060.23
03/22/2023	833300276	Kate Johnson	2000 · Accounts Payable	Prescott Acade...	362.01			99,698.22
03/22/2023	833300277	L&A HVAC	2000 · Accounts Payable	HVAC	20,000.00	X		79,698.22
03/22/2023	833300278	PLIC	2000 · Accounts Payable	Dental Acct# 1...	155.90			79,542.32
03/22/2023	833300279	Stryker Sales Corp	2000 · Accounts Payable		16,287.67	X		63,254.65
03/22/2023	833300280	TRIAD	2000 · Accounts Payable	Inv# 11665	74.95	X		63,179.70
03/22/2023	833300281	VSP	2000 · Accounts Payable	Vision Acct# 3...	54.35	X		63,125.35
03/29/2023	833300247	Boundtree Medical	2000 · Accounts Payable	Inv# 84897227	298.80			62,826.55
03/29/2023	833300248	Emergency Medical ...	2000 · Accounts Payable	Inv# 2539865	67.80			62,758.75
03/29/2023	833300283	Chase Card Services	2000 · Accounts Payable	Acct# 8236	2,383.54			60,375.21
03/29/2023	833300284	DSB Distributing, LLC	2000 · Accounts Payable		128.37			60,246.84
03/29/2023	833300285	Golightly & Associates	2000 · Accounts Payable	Inv# 1-149280	90.00			60,156.84
03/29/2023	833300286	Linde Gas & Equipm...	2000 · Accounts Payable	Inv# 34868332	126.02			60,030.82
03/29/2023	833300287	Red Feather Properties	2000 · Accounts Payable	April 2023 Lea...	2,315.25			57,715.57
03/29/2023	833300288	Valle Airpark (John ...	2000 · Accounts Payable	Inv# 3381	1,060.91			56,654.66
03/29/2023	833300289	Zealand Pes.	2000 · Accounts Payable	Prescott Acade...	246.89			56,407.77
03/31/2023			FDAT	Deposit		X	356.86	56,764.63
03/31/2023			FDAT	Deposit		X	2,976.03	59,740.66
03/31/2023			FDAT	Deposit		X	1.00	59,741.66
03/31/2023			Pooled Interest	Interest		X	360.07	60,101.73
03/31/2023	ASRS03...	Arizona State Retire...	-split-	0990	5,356.94	X		54,744.79
03/31/2023	EFTPS03...	Tusayan Fire Depart...	-split-	86-0843550	5,017.32	X		49,727.47
03/31/2023	DD033123	Bruce D. Baker	-split-		1,731.28	X		47,996.19
03/31/2023	DD033123	Emily A Woolley	-split-		1,113.66	X		46,882.53

Tusayan Fire District

4/12/2023 1:19 PM

Register: NorwestWarrant

From 03/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
03/31/2023	DD033123	Gregory Lawrence	-split-		1,291.95	X		45,590.58
03/31/2023	DD033123	Gregory M Brush	-split-		2,268.17	X		43,322.41
03/31/2023	DD033123	Kathleen Johnson	-split-		2,022.04	X		41,300.37
03/31/2023	DD033123	Matthew Southwick	-split-		1,562.81	X		39,737.56
03/31/2023	DD033123	Wesley Schmidt	-split-		1,213.52	X		38,524.04
03/31/2023	DD033123	Zealand Pes	-split-		1,639.95	X		36,884.09
03/31/2023	DD033123	Raymond F D'Albini	-split-		2,154.00	X		34,730.09

**Tusayan Fire District**  
**Deposit Detail**  
March 2023

Type	Num	Date	Name	Account	Amount
Deposit		03/08/2023		NorwestWarrant	444.75
				4000 · Property Tax ...	-444.75
TOTAL					-444.75
Bill Pmt -Check		03/21/2023	L&A HVAC	NorwestWarrant	0.00
General Journal	JE# 6 ...	07/01/2022	L&A HVAC	2000 · Accounts Pa...	-12,000.00
TOTAL					-12,000.00
Bill Pmt -Check		03/21/2023	Audit Adjustment	NorwestWarrant	0.00
General Journal	JE# 2 ...	06/30/2022	Audit Adjustment	2000 · Accounts Pa...	-179.44
TOTAL					-179.44
Deposit		03/22/2023		NorwestWarrant	16,095.12
				Firehouse Subs - Lu...	-16,095.12
TOTAL					-16,095.12
Deposit		03/31/2023		NorwestWarrant	356.86
				FDAT	-356.86
TOTAL					-356.86
Deposit		03/31/2023		NorwestWarrant	2,976.03
				FDAT	-2,976.03
TOTAL					-2,976.03
Deposit		03/31/2023		NorwestWarrant	1.00
				FDAT	-1.00
TOTAL					-1.00
Deposit		03/31/2023		Reserve Funds	75.21
				Pooled Interest	-75.21
TOTAL					-75.21
Deposit		03/31/2023		NorwestWarrant	360.07
				Pooled Interest	-360.07
TOTAL					-360.07

1:20 PM

04/12/23

**Tusayan Fire District**  
**A/P Aging Summary**  
As of April 12, 2023

---

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
John Graves Propane of Arizona	0.00	0.00	0.00	-81.87	0.00	-81.87
USDA Forest Service	-452.90	0.00	0.00	0.00	0.00	-452.90
<b>TOTAL</b>	<b><u>-452.90</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>-81.87</u></b>	<b><u>0.00</u></b>	<b><u>-534.77</u></b>

**Tusayan Fire District  
A/R Aging Summary  
As of April 12, 2023**

---

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

Billing Totals since 7/1/2021

EF Recovery Medical Billing since 7/1/22

Total billed	\$15,342.00
Total Collected	\$3,812.50
Uncollectable	\$4,700.00
Collections	\$920.00
Total outstanding	\$6,829.50

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

No Change from Last month (March 2023)

EF Recovery Rescue Billing

Total Billed	\$40,774.55
Total Collected	3334.92
Uncollectable	\$0.00
Collections	\$0.00
Total outstanding	\$37,439.63

Combined Totals

Total combined billing	\$56,116.55
Total Collected	\$7,147.42
Total Uncollectable	\$4,700.00
Total in Collections	\$920.00
Total Outstanding	\$43,349.13

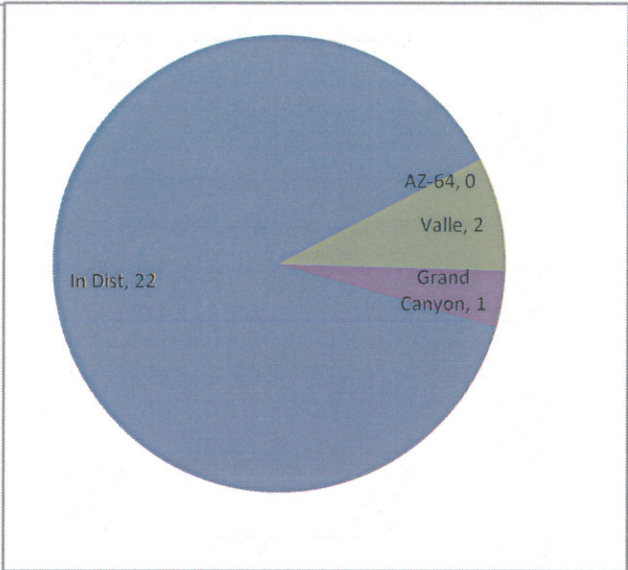
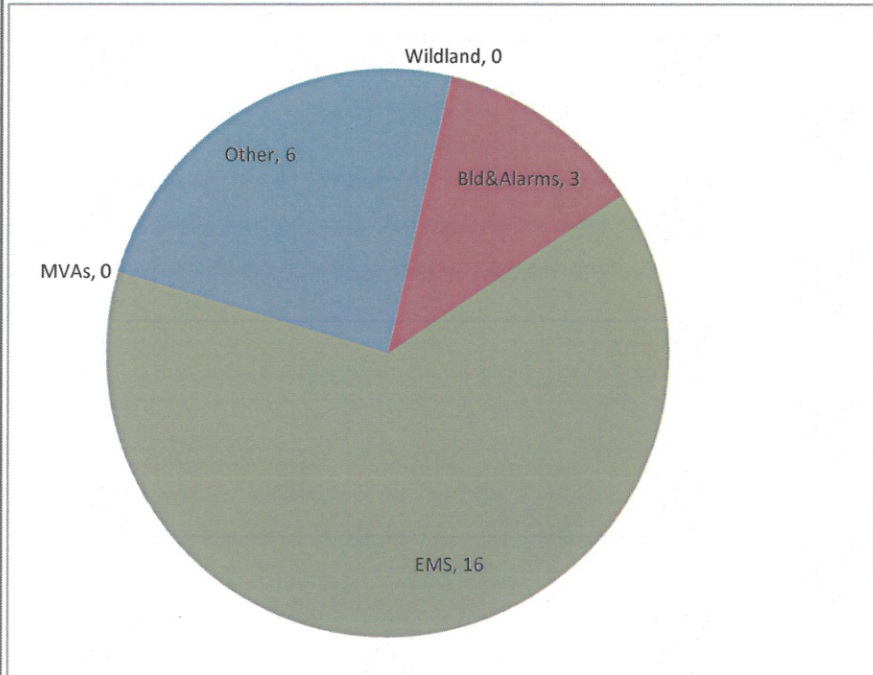
# TFD Update 4/1/23

Mar Stats

Calls for prior month (indicated in upper right):	25
Calls for same month in 2022:	19
Total calls to date for 2023:	67



Mar Ratio ----->	<u>Wildland</u> 0	<u>Bld&amp;Alarms</u> 3	<u>EMS</u> 16	<u>MVAs</u> 0	<u>Other</u> 6	25 <-Total
Mar Locations --->	<u>In Dist</u> 22	<u>AZ-64</u> 0	<u>Valle</u> 2	<u>Grand Canyon</u> 1		25 <-Total



Call Types for Mar

Call Locations for Mar

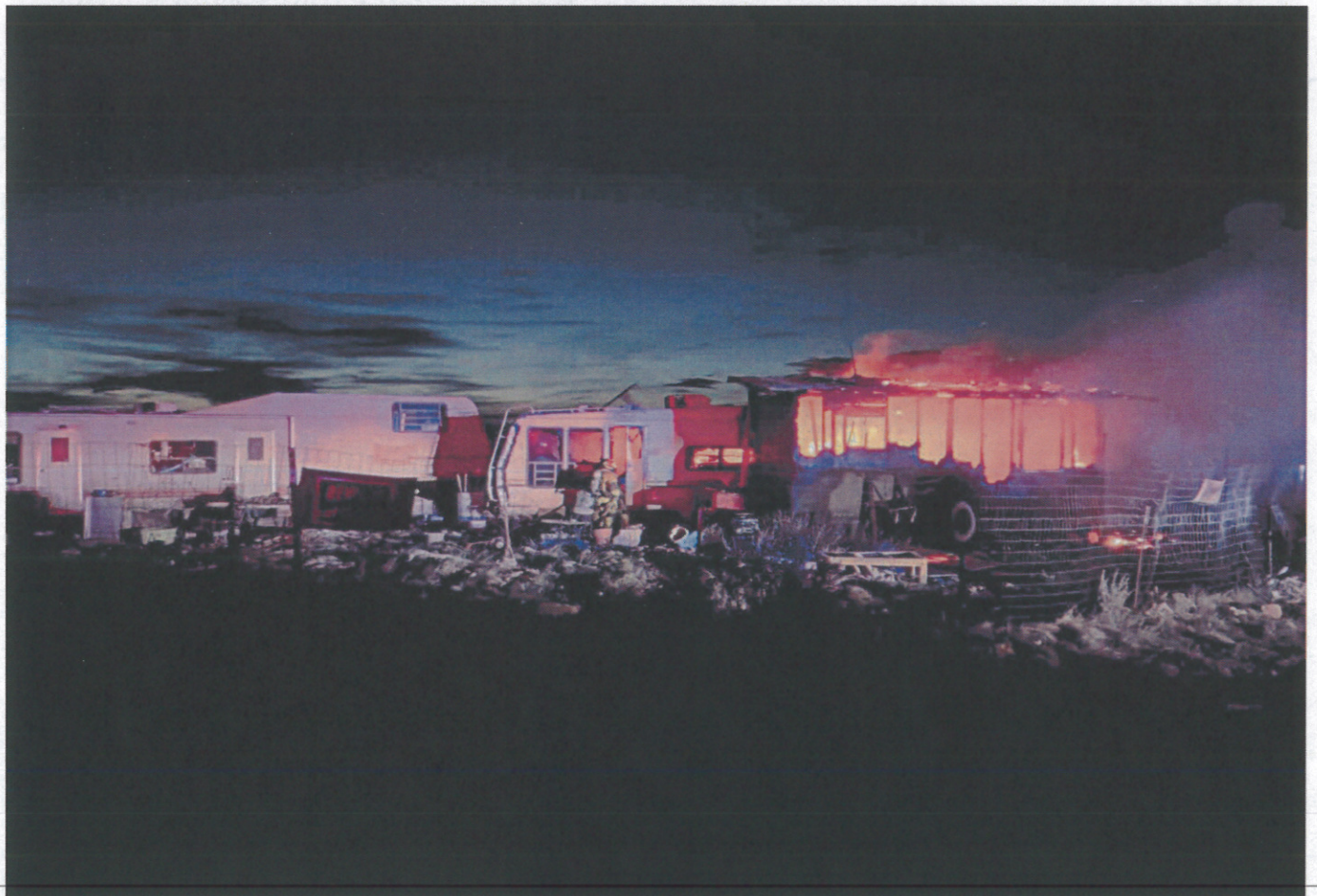
**Updates:**

- The next visit of the North Country Mobile Clinic Van was again scheduled for the first Tuesday of the month (4/4/23), for this visit, TFD will be hosting the next Coconino County Vaccination event concurrently.
- Fire Extinguisher Classes are being offered at TFD, or at your business locations if requested with enough notice. Please contact Firefighter Matt Southwick at TFD on Mondays & Tuesdays [call 638-3473 during business hours].
- The Powerload & Automated Gurney for Rescue 52 have been awarded through a grant. The Powerload is on site, awaiting the delivery of the gurney for installation; due a recall issue the estimated delivery date is unknown.
- Repair: The Engine 51 shoreline and internal wiring connections needed two repairs to restore battery charging and block heater operation.
- TFD responded to a report of smoke at the Yavapai Lodge in March, the problem was isolated and remedied.
- Repair: Two gas meters and the automated gas meter testing system were sent out for calibration service.
- Arizona Wildfire Season is approaching: Tuzigoot (in Verde Valley) has had a wildland fire as of 4/2/23.
- TFD was staged for a plane emergency west of Tusayan on 3/8/23, the plane landed safely and both occupants were rescued via an Air National Guard helicopter approximately 20 miles WNW of Tusayan.
- TFD responded to a multiple structure fire in Valle in March, unfortunately due to response distance, none of the major structures were saved.
- TFD CPR Classes : for more information or to sign up, please contact Instructor Molly: [Molly is on duty Wednesdays and Thursdays \[call 638-3473\], or email Molly at tusayanFDCPR@gmail.com](mailto:tusayanFDCPR@gmail.com)
- *Please visit the Tusayan Fire Department Facebook page for: updates, local news, training, weather, burning operations, community events, safety tips, etc. [give us a like!]*





Air National Guard Rescue operation for emergency plane landing 3/8/23.



March Valle Fire  
[photo by Nick Kranz]



## **I. PURPOSE**

The purpose of this Policy is to provide direction for Tusayan Fire District personnel interacting with persons having limited English proficiency.

## **II. SCOPE**

All personnel who are in contact with members of the public that may have a limited English proficiency.

## **III. POLICY**

The Tusayan Fire District (TFD) will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. The policy of the TFD is to ensure meaningful communication with LEP patients/clients and their authorized representatives involving their medical conditions and treatment. The policy also provides for communication of information contained in vital documents, including but not limited to, waivers of rights, consent to treatment forms, financial and insurance benefit forms, etc.. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and patients/clients and their families will be informed of the availability of such assistance free of charge.

Language assistance will be provided through use of competent bilingual staff, staff interpreters, contracts or formal arrangements with local organizations providing interpretation or translation services, or technology and telephonic interpretation services. All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

The TFD will conduct a regular review of the language access needs of our patient population, as well as update and monitor the implementation of this policy and these procedures, as necessary.

### **PROCEDURES:**

#### **1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE**

The TFD will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (or "I speak cards," available online at [www.lep.gov](http://www.lep.gov)) or posters to determine the language. In addition, when records are kept of past interactions with patients (clients/residents) or family members, the language used to communicate with the LEP person will be included as part of the record.

## 2. USING TECHNOLOGY BASED TRANSLATION

TFD personnel will make every attempt to use technology-based translation programs and devices to effectively communicate with persons having LEP.

If technology-based translation is not available then the employee can utilize a qualified interpreter.

## 3. OBTAINING A QUALIFIED INTEPRETER

(Identify responsible staff person(s), and phone number(s)) is/are responsible for:

- (a) Maintaining an accurate and current list showing the name, language, phone number and hours of availability of bilingual staff (provide the list);
- (b) Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;
- (c) Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language.

Grand Canyon National Park Dispatch Center has agreed to provide qualified interpreter services through their Language Line. After contacting the dispatch center for a one-time approval. The Language Line can be contacted at 1-800-523-1786. An approval number and authorization password that is received from the dispatch center will need to be given.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and after the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the facility. Such an offer and the response will be documented in the person's file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other clients/patients/residents will not be used to interpret, in order to ensure confidentiality of information and accurate communication.

## 3. PROVIDING WRITTEN TRANSLATIONS

- (a) When translation of vital documents is needed, each unit in the TFD will submit documents for translation into frequently-encountered languages to (identify responsible staff person). Original documents being submitted for translation will be in final, approved form with updated and accurate legal and medical information.
- (b) Facilities will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

(c) The TFD will set benchmarks for translation of vital documents into additional languages over time.

#### **4. PROVIDING NOTICE TO LEP PERSONS**

The TFD will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. At a minimum, notices and signs will be posted and provided in intake areas and other points of entry. Notification will also be provided through one or more of the following: outreach documents, local newspapers, and/or community-based organizations.

#### **5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION**

On an ongoing basis, the TFD will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, TFD will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, feedback from patients and community organizations, etc.

## *Tusayan Fire District Renewal Analysis*



# 2023 Employee Benefit Program

## Plan Renewals & Contributions

**Renewal Date: 7/1/2023**

Presented by: Andrea Trevino & Michael Armenta

**CREST INSURANCE GROUP**

## 2023 Renewal Comparative Financial Summary

Line of Coverage	Current Plans 7/1/2022-2023		Final Renewals 7/1/2023-2024		% change from current	Alternate Renewals 7/1/2023-2024		% change from current
<b>Medical</b> (Employer Contributes 100% of EE Rate)	EMI Health	\$38,517	EMI Health	<b>\$39,731</b>	3.15%	EMI Health	<b>\$38,990</b>	1.23%
<b>Dental</b> (Employer Contributes 100% of EE Rate)	Principal	\$2,245	Principal	\$2,245	0%	EMI Health	\$1,987	-11%
<b>Vision</b> (Employer Contributes 100% of EE Rate)	VSP	\$634	VSP	\$652	3%	EMI Health	\$360	-43%
<b>Est. Annual Total Premiums</b>	<b>\$41,396</b>		<b>\$42,628</b>			<b>\$41,337</b>		
<b>Annual \$ Change</b>	n/a		<b>\$1,232</b>			<b>\$59</b>		
<b>Annual % Change</b>	n/a		<b>2.98%</b>			<b>-0.14%</b>		

## Tusayan Fire District Medical - Current & Renewal - Alternate Plan Outline

MEDICAL	CURRENT 2022-2023 EMI PLANS		RENEWAL 2023-2024 EMI PLANS		Bundling EMI Dental and Vision 2023-2024		Bundling EMI Dental and Vision 2023-2024		Bundling EMI Dental and Vision 2023-2024	
	PPO		PPO		PPO		HDHP		HDHP	
Description of Coverage	PPO \$1000 \$3000 80%	Out of Network	PPO \$1000 \$3000 80%	Out of Network	PPO \$1000 \$3000 80%	Out of Network	PPO \$3000 \$6000 80%	Out of Network	PPO \$1500 \$3000 80%	Out of Network
Deductible (Individual + Family)	\$1,000 + \$2,000	\$2,000 + \$4,000	\$1,000 + \$2,000	\$2,000 + \$4,000	\$1,000 + \$2,000	\$2,000 + \$4,000	\$3,000 + \$6,000	\$6,000 + \$12,000	\$1,500 + \$3,000	\$3,000 + \$6,000
Coinurance (on allowed amount)	80% + 20%	50% + 50%	80% + 20%	50% + 50%	80% + 20%	50% + 50%	80% + 20%	50% + 50%	80% + 20%	50% + 50%
Max Out-of-Pocket (Individual + Family)	\$2,500 + \$5,000	\$5,000 + \$10,000	\$2,500 + \$5,000	\$5,000 + \$10,000	\$2,500 + \$5,000	\$5,000 + \$10,000	\$6,000 + \$12,000	\$12,000 + \$24,000	\$3,000 + \$6,000	\$6,000 + \$12,000
Preventive Care	In Network Benefit	In Network Benefit	In Network Benefit	In Network Benefit	In Network Benefit	In Network Benefit	In Network Benefit	In Network Benefit	In Network Benefit	In Network Benefit
Office Visit - Non-Preventive	100% Covered	100% Covered	100% Covered	100% Covered	100% Covered	100% Covered	100% Covered	100% Covered	100% Covered	100% Covered
Inpatient Hospitalization	\$20 PCP / \$35 Specialist	\$20 PCP / \$35 Specialist	\$20 PCP / \$35 Specialist	\$20 PCP / \$35 Specialist	\$20 PCP / \$35 Specialist	\$20 PCP / \$35 Specialist	Covered 80% after deductible	Covered 80% after deductible	Covered 80% after deductible	\$25 PCP / \$40 Specialist
Emergency Room	Covered 90% after deductible	Covered 90% after deductible	Covered 80% after deductible	Covered 80% after deductible	Covered 80% after deductible	Covered 80% after deductible	Covered 80% after deductible	Covered 80% after deductible	Covered 80% after deductible	Covered 80% after deductible
Emergency Room	\$150 Copay	\$150 Copay	\$250 Copay	\$250 Copay	\$250 Copay	\$250 Copay	Covered 80% after deductible	Covered 80% after deductible	Covered 80% after deductible	\$250 Copay
Urgent Care	\$80 Copay	\$80 Copay	\$50 Copay	\$50 Copay	\$50 Copay	\$50 Copay	Covered 80% after deductible	Covered 80% after deductible	Covered 80% after deductible	\$50 Copay
Prescription Drugs	\$10 / \$30 / \$50 / 25%	\$10 / \$30 / \$50 / 25%	\$10 / \$30 / \$50 / 25%	\$10 / \$30 / \$50 / 25%	\$10 / \$30 / \$50 / 25%	\$10 / \$30 / \$50 / 25%	\$10 / \$30 / \$50 / 25%	\$10 / \$30 / \$50 / 25%	\$10 / \$30 / \$50 / 25%	\$10 / \$30 / \$50 / 25%
RATES w/ Current Enrollment	PPO									
Employee Only	5	\$641.95	5	\$662.19	5	\$649.84	5	\$482.38	5	\$562.98
Employee + Spouse	0	\$1,348.10	0	\$1,690.61	0	\$1,364.68	0	\$1,012.99	0	\$1,182.27
Employee + Child(ren)	0	\$1,219.71	0	\$1,258.15	0	\$1,234.70	0	\$916.51	0	\$1,069.65
Employee + Family	0	\$2,054.26	0	\$2,119.03	0	\$2,079.52	0	\$1,543.61	0	\$1,801.54
Est. Monthly Premium by plan	\$3,210	\$3,311	\$3,249	\$3,311	\$3,249	\$3,311	\$2,412	\$2,815	\$3,062	\$3,062
Est. Annual Premium by plan	\$38,517	\$39,731	\$38,990	\$39,731	\$38,990	\$39,731	\$28,943	\$33,779	\$36,745	\$36,745
Est. Combined Annual Premium	\$38,517	\$39,731	\$38,990	\$39,731	\$38,990	\$39,731	\$28,943	\$33,779	\$36,745	\$36,745
Annual Premium Change from Current	n/a	\$1,214	\$473	-\$9,574	\$473	-\$9,574	-\$24,86%	-\$4,738	-\$1,772	-\$1,772
Percent Change from Current	n/a	3.15%	1.23%	-24.86%	1.23%	-24.86%	-12.30%	-4.60%	-4.60%	-4.60%

## Tusayan Fire District Dental - Current & Renewal - EMI Bundling Discount

DENTAL	Current Principal 2022-2023		Renewal Principal 2023-2024		EMI ALTERNATE/Bundle		EMI ALTERNATE/Bundle	
	Single Plan		Single Plan		Single Plan		Single Plan	
	DPP0 Network	Out-of-Network	DPP0 Network	Out-of-Network	Summit Plus (Cigna)	Out-of-Network	Summit Plus (Cigna)	Out-of-Network
Annual Maximum	In Network	\$1,000 per person	In Network	\$1,000 per person	In Network	\$1,000 per person	In Network	\$1,000 per person
Deductible		\$50 Individual \$150 Family Max		\$50 Individual \$150 Family Max		\$50 Individual \$150 Family Max		\$50 Individual \$150 Family Max
Waived for Preventive	YES	NO	YES	NO	YES	NO	YES	NO
Preventive	100%	100%	100%	100%	100%	100%	100%	100%
Basic	80%	80%	80%	80%	80%	80%	80%	80%
Major	50%	50%	50%	50%	50%	50%	50%	50%
Orthodontia (Child only)	No coverage		No coverage		No coverage		No coverage	
Rates					1 Year Rate		2 Year Rate	
Employee Only	6	\$31.18	6	\$31.18	6	\$26.50	6	\$27.60
Employee Plus Spouse	0	\$65.46	0	\$65.46	0	\$55.10	0	\$57.30
Employee Plus Child(ren)	0	\$77.97	0	\$77.97	0	\$56.30	0	\$58.60
Employee Plus Family	0	\$117.86	0	\$117.86	0	\$82.90	0	\$86.20
Estimated Monthly Premium	6	\$187.08	6	\$187.08	6	\$159.00	6	\$165.60
Combined Monthly Premium		\$187		\$187		\$159		\$166
Combined Annual Premium		\$2,245		\$2,245		\$1,908		\$1,987
Ann. \$ Change from Current		n/a		\$0		-\$337		-\$259
Ann. % Change from Current		n/a		0.0%		-15.0%		-11.5%



## Tusayan Fire District Vision - Current & Renewal - EMI Bundling

VISION		VSP Choice		EMI ALTERNATE / BUNDLE
Current 2022-2023	Renewal 2023-2024	Renewal 2023-2024		
Network	VSP Choice In Network	VSP Choice In Network	VSP Choice In Network	VSP Choice In Network
Description of Coverage				
Examination Coverage	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay
Examination Frequency	Once per 12 months	Once per 12 months	Once per 12 months	Once per 12 months
Lenses Coverage	\$25 Materials Copay	\$25 Materials Copay	\$10 Materials Copay	\$10 Materials Copay
Single Vision Lenses	Covered in full after copay	Covered in full after copay	Covered in full after copay	Covered in full after copay
Bifocal Lenses				
Trifocal Lenses				
Lenticular Lenses				
Lenses Frequency	Once per 12 months	Once per 12 months	Once per 12 months	Once per 12 months
Frames Coverage	\$130 Allowance	\$130 Allowance	\$130 Allowance	\$130 Allowance
Frames Frequency	Once per 12 months	Once per 12 months	Once per 12 months	Once per 12 months
Contact Lens Coverage	\$15 Materials Copay	\$15 Materials Copay	\$15 Materials Copay	\$15 Materials Copay
Medically Necessary	\$15 Copay	\$15 Copay	\$15 Copay	\$15 Copay
Elective	\$130 Allowance	\$130 Allowance	\$130 Allowance	\$130 Allowance
<b>Rates</b>				
Employee Only	5	\$10.56	\$10.87	\$6.00
Employee + Spouse	0	\$0.00	\$0.00	\$13.00
Employee + Child(ren)	0	\$0.00	\$0.00	\$13.80
Employee + Family	0	\$0.00	\$0.00	\$20.20
Estimated Monthly Premium	5	\$52.80	\$54.35	\$30.00
Estimated Annual Premium		\$634	\$652	\$360
Ann. Premium Change		N/A	\$19	-\$292
Ann. % Change from Current		N/A	3%	-45%

AED Subscription Fee Schedule

Income	Per Unit	Quantity	Cost for 6 AED at Full Price
Income per unit full price	\$ 365.00	1.00	\$ 365.00
Income for 6 units full price	\$ 365.00	6.00	\$ 2,190.00

Expenses	Per Unit	Quantity	Cost per AED at Full Price
Payroll Per hour	\$ 17.00	3.00	\$ 51.00
Supplies Gas	\$ 15.00	1.00	\$ 15.00
Supplies - Batteries, Pads	\$ 50.00	1.00	\$ 50.00
Admin Fees	\$ 15.00	1.00	\$ 15.00
Software	\$ 150.00	6.00	\$ 25.00
Expenses per unit full price			\$ 156.00
Expenses for 6 units full price			\$ 936.00
Total Net Income (per unit Full Price)			\$ 209.00
Total Net Income (6 units Full Price)			\$ 1,254.00

Profit Margin for full price

57%  
57%

Minimum Profit Margin for Project

40%  
40%

Price per unit for minimum profit margin	\$	146.00
Price for 6 units for minimum profit margin	\$	876.00

Profit Margin for a 25% discount

43%  
43%

		25% Discounted Price
Price per unit with 25% discount	\$	273.75
Price for 6 units with 25% discount	\$	1,642.50



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86023

Tusayan Fire Station 408 Hwy 64 Tusayan, AZ

Tusayan  
Fire  
District