



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

May 11, 2022

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 (Tacoma) or (346)-248-7799 US (Houston) 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 May 11, 2022 at 1:00 p.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.

1:00 p.m.

1. Confirmation of quorum/Call to the Public
 - a. ***One or two Board Members may attend by telephone*
 - b. ***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 April 14, 2022 regular scheduled Board Meeting Minutes
3. Financial Report
4. Fire Chiefs Update
5. Old Business
 - a. Discussion/Update on possible Subscriptions for out-of-district properties
 - b. Discussion/Update of Fiscal Year 2023 Budget
6. New Business
 - a. Discussion Community Evacuation Plan
7. Action Item(s)
 - a. Discussion and possible action to approve Policies 126 – Purchasing and Procurement update and 128 – Records Retention
 - b. Discussion and possible action to approve Resolution 2022-04 Election
 - c. Discussion and possible action to approve Resolution 2022-02 Station Generator, authorizing unbudgeted expenditures up to \$15,000 during Fiscal Year 2022 to purchase and install a station generator.
8. Board Member Reports
9. Adjourn

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store, at the Tusayan Fire District and at the Tusayan Town Hall all located in Tusayan, Arizona on this _____ day of May, 2022 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 APRIL 14, 2022 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 10:20 a.m. The following members of the Tusayan Fire District were present in person were Board Chair John Vail, Board Clerk Andrew Aldaz, and Board Member Elena Villanueva. Others in attendance were Fire Chief Greg Brush, Assistant Fire Chief Ray D'Albini, and Business Administrator Kate Johnson. A quorum was confirmed.

Discussion/Approval of March 31, 2022 regular scheduled Board Meeting Minutes

Board directed staff to correct wording from formal action on March 31, 2022 to approve \$25 Medical Records Request Fee. John motioned to approve the regularly scheduled March 31, 2022 minutes, Andrew seconded, and the motion passed unanimously.

Financial Report

Financial Report was given verbally and in written form. (See form for details.) Vail expressed lingering concern regarding the Business Administrator going out on wildland fire; while he sees the benefit, he wants to ensure everything at home stays good. Andrew motioned to approve the Financial Report, Elena seconded, and the motion passed unanimously

Fire Chiefs Update

Chief's report given in verbal and written form. (See form for details.) Billing break down was presented.

Old Business

Discussion/Update on possible subscriptions for out-of-district properties – Vail reported his attendance in a property stakeholder's meeting. Vail expressed concern regarding development on private lands without TFD subscriptions. Vail expressed TFD is not willing to enter into subscriptions due to our duty to the Town of Tusayan and the taxpayers. He stated that he called the county and told them if TFD is called through 911, TFD will respond if needed and that the private land is surrounded by Forest Service and Park Service. It will not change coverage if they pay us or not for subscription. Board stated they are not willing to enter into subscriptions and expressed concerns regarding lack of enforcement from the county if private landowners chose to develop without a subscription. Vail and Chief Brush will have a meeting with County Board of Supervisors to discuss topic further.

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New Business

Discussion of Fiscal Year 2023 Budget – Staff verbally presented general budget overview options for fiscal year 2023. Staff presented potential of increased income through wildland back-fill coverage. Board directed staff to ensure TFD is always submitting for the Safer Grant each year. Board directed staff to include emergency station generator and possible furnace update in Fiscal Year 2023 budget drafts. Staff was directed to prepare various budget draft options based upon varying funding constraints and have available prior to the Town’s Workshop on April 27, 2023 and to clearly show justification for potential Town funding above \$250,000. Aldaz stated he would speak with Patrice from Coconino Board of Supervisors to possibly seek additional rainy day funds.

Action Item(s)

Discussion and possible action to approve Policies 200, 201, and 202 - John motioned to approve the Policies 200, 201, and 202, Andrew seconded, and the motion passed unanimously

Discussion and possible action to approve Policies for SCBA and Lost or Damaged Equipment - John motioned to approve the Policies for SCBA and Lost or Damaged Equipment noting staff needs to assign policy numbers, Andrew seconded, and the motion passed unanimously.

Discussion and possible action to approve Resolution 2020-01 EF Recovery Addendum – Staff notated grammatical error in the Resolution number correction is 2022-01. Andrew motioned to approve Resolution 2022-01 EF Recovery Addendum, Elena seconded, and the motion passed unanimously

Discussion and possible action to approve Resolution 2022-02 Station Generator, authorizing unbudgeted expenditures up to \$15,000 during Fiscal Year 2022 to purchase and install a station generator. – Board directed staff to keep this item on the agenda and put it off until next month

Discussion and possible action to approve Resolution 2022-03 Arizona State Retirement System Supplemental Salary Deferral Plan 457 Plan – Staff presented documents to offer Governmental 457 plan through Arizona State Retirement System for employees whom elect to participate. Staff explained no additional costs would be incurred on TFD to offer this to employees except for a slight increase in payroll processing time. Andrew motioned to approve Resolution 2022-03 Arizona State Retirement System Supplemental Salary Deferral Plan 457, Elena seconded, and the motion passed unanimously

Board Member Reports

John Vail- Informed the Board he wrote a letter of support to the County to show support to keep us in District 1 during the upcoming potential county redistricting. Vail directed staff to send election information to the board members including the necessary election packets.

Elena Villanueva- Asked if TFD has a formal Community Evacuation Plan or a current Firewise Plan. Chief Brush suggested the Town install a siren on the Town Hall building. Board directed staff to add this as a discussion item for the next meeting. Vail commented that it has been years since this has been discussed. The Board directed Chief Brush to set up a table talk with the Town and appropriate parties to formulate an Evacuation Plan.

Andrew Aldaz- none

Adjourn –John made a motion to adjourn at 11:37 a.m., Elena seconded, and the motion passed unanimously.

Minutes approved by Board on Date 5-11-2022

By Verbally - Vail, John

"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 Department

FINANCIAL REPORT – April 2022

- Info current as of May 9, 2022
- Bank: \$140,745.96
- Reserve Funds Account: \$49,887.88
 - Grand total = \$190,633.84
- Accounts Payable
 - We have checks to sign
- FY 2022 FDAT Revenue (Actual year to date): \$49,887.88
 - (Both FDAT and Tax increase are already factored into budget)
- Rental Income Station: \$2,060.00
- District Billing Fees: \$2,687.81
- Wildland Fire Income
 - Wildland billing = Johnson on assignment now Hermit Peak and Calf Canyon

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Tusayan Fire District
Profit & Loss
 July 2021 through June 2022

	Jul '21 - Jun 22
Ordinary Income/Expense	
Income	
FDAT	78,806.41
Grant Income	9,775.20
Pooled Interest	503.37
Town of Tusayan - Contributions	208,333.33
4000 - Property Tax Revenues	451,746.84
4310 - Other Revenue	1,803.78
Total Income	750,968.93
Gross Profit	750,968.93
Expense	
6000- PERSONNEL SERVICES	460,865.49
6100- RETIREMENT CONTRIBUTIONS	51,686.21
6200- INSURANCE	49,525.32
6300- EMPLOYEE BENEFITS	22,209.50
6400- FUEL, OIL, LUBRICANTS	277.58
6500- VEHICLE REPAIR & MAINT.	24,668.78
6600- SMALL TOOLS & EQUIPMENT	5,701.89
6650- FIRE PROTECTION & EQUIP.	8,850.20
6700- COMMUNICATION & DISPATCH	797.09
6900- DISPOSABLE SPLS/EQUIP	6,420.25
7000- ADMINISTRATIVE COSTS	15,059.84
7100- PROFESSIONAL SERVICES	11,175.93
7300- TRAINING	9,792.72
7400- INSURANCE - LIABILITY	15,892.00
7500- PUBLIC UTILITIES	10,555.17
7600- LEASES & RENTALS	91,769.15
7700- REPAIRS & MAINTENANCE	10,702.78
7850- GRANTS EXPENSE	1,047.27
7900- MISCELLANEOUS	6,051.76
8000 - Town of Tusayan - IGA	0.00
66900 - Reconciliation Discrepancies	0.00
Total Expense	803,048.93
Net Ordinary Income	-52,080.00
Other Income/Expense	
Other Income	
4400- MISCELLANEOUS	38,260.23
4405 - Wildland Income	50,647.71
District Service Fees	2,687.81
Total Other Income	91,595.75
Other Expense	
4406 - Wildland Expense	35,250.61

Tusayan Fire District
Profit & Loss
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
COVID-19 National Paid Leave	<u>0.00</u>
Total Other Expense	<u>35,250.61</u>
Net Other Income	<u>56,345.14</u>
Net Income	<u><u>4,265.14</u></u>

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 05/10/22
 Cash Basis

Tusayan Fire District
Profit & Loss Budget vs. Actual
 July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
FDAT	78,806.41	105,534.00	-26,727.59	74.7%
Grant Income	9,775.20	25,000.00	-15,224.80	39.1%
Pooled Interest	503.37	1,200.00	-696.63	41.9%
Prior Year Capital Carry Fwd	0.00	15,600.00	-15,600.00	0.0%
Town of Tusayan - Contributions	208,333.33	250,000.00	-41,666.67	83.3%
4000 · Property Tax Revenues	451,746.84	527,670.00	-75,923.16	85.6%
4310 · Other Revenue	1,803.78	2,000.00	-196.22	90.2%
Total Income	750,968.93	927,004.00	-176,035.07	81.0%
Gross Profit	750,968.93	927,004.00	-176,035.07	81.0%
Expense				
6000- PERSONNEL SERVICES	460,865.49	568,307.02	-107,441.53	81.1%
6100- RETIREMENT CONTRIBUTIONS	51,686.21	68,789.50	-17,103.29	75.1%
6200- INSURANCE	49,525.32	66,848.00	-17,322.68	74.1%
6300- EMPLOYEE BENEFITS	22,209.50	29,980.00	-7,770.50	74.1%
6400- FUEL, OIL, LUBRICANTS	277.58	2,500.00	-2,222.42	11.1%
6500- VEHICLE REPAIR & MAINT.	24,668.78	25,500.00	-831.22	96.7%
6600- SMALL TOOLS & EQUIPMENT	5,701.89	8,575.00	-2,873.11	66.5%
6650- FIRE PROTECTION & EQUIP.	8,850.20	11,600.00	-2,749.80	76.3%
6700- COMMUNICATION & DISPATCH	797.09	850.00	-52.91	93.8%
6900- DISPOSABLE SPLS/EQUIP	6,420.25	10,900.00	-4,479.75	58.9%
7000- ADMINISTRATIVE COSTS	15,059.84	22,043.00	-6,983.16	68.3%
7100- PROFESSIONAL SERVICES	11,175.93	11,600.00	-424.07	96.3%
7300- TRAINING	9,792.72	28,401.48	-18,608.76	34.5%
7400- INSURANCE - LIABILITY	15,892.00	15,700.00	192.00	101.2%
7500- PUBLIC UTILITIES	10,555.17	12,400.00	-1,844.83	85.1%
7600- LEASES & RENTALS	91,769.15	95,820.00	-4,050.85	95.8%
7700- REPAIRS & MAINTENANCE	10,702.78	10,150.00	552.78	105.4%
7850- GRANTS EXPENSE	1,047.27	25,000.00	-23,952.73	4.2%
7900- MISCELLANEOUS	6,051.76	4,900.00	1,151.76	123.5%
8000 - Town of Tusayan - IGA	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	0.00			
Total Expense	803,048.93	1,019,864.00	-216,815.07	78.7%
Net Ordinary Income	-52,080.00	-92,860.00	40,780.00	56.1%
Other Income/Expense				
Other Income				
4400- MISCELLANEOUS	38,260.23	69,860.00	-31,599.77	54.8%
4405 - Wildland Income	50,647.71	13,000.00	37,647.71	389.6%
District Service Fees	2,687.81	10,000.00	-7,312.19	26.9%
Total Other Income	91,595.75	92,860.00	-1,264.25	98.6%
Other Expense				
4406 - Wildland Expense	35,250.61	0.00	35,250.61	100.0%

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Cash Basis

Tusayan Fire District
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4506 - Station Fire Expense	0.00	0.00	0.00	0.0%
COVID-19 National Paid Leave	0.00	0.00	0.00	0.0%
Total Other Expense	<u>35,250.61</u>	<u>0.00</u>	<u>35,250.61</u>	<u>100.0%</u>
Net Other Income	<u>56,345.14</u>	<u>92,860.00</u>	<u>-36,514.86</u>	<u>60.7%</u>
Net Income	<u>4,265.14</u>	<u>0.00</u>	<u>4,265.14</u>	<u>100.0%</u>

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05/10/22

Tusayan Fire District
A/R Aging Summary
As of May 10, 2022

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

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05/10/22

Tusayan Fire District
A/P Aging Summary
As of May 10, 2022

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Greg Lawrence	0.00	0.00	0.00	0.00	-101.19	-101.19
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-101.19</u>	<u>-101.19</u>

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Tusayan Fire District
Deposit Detail
April 2022

Type	Num	Date	Name	Account	Amount
Deposit		04/04/2022		NorwestWarrant	3,070.89
				4000 · Property Tax ...	-3,070.89
TOTAL					-3,070.89
Deposit		04/05/2022		NorwestWarrant	12,594.92
				4000 · Property Tax ...	-12,594.92
TOTAL					-12,594.92
Deposit		04/13/2022		NorwestWarrant	669.11
				4000 · Property Tax ...	-669.11
TOTAL					-669.11
Deposit		04/14/2022		NorwestWarrant	32,142.96
				4000 · Property Tax ...	-32,142.96
TOTAL					-32,142.96
Deposit		04/18/2022		NorwestWarrant	10.30
				4000 · Property Tax ...	-10.30
TOTAL					-10.30
Deposit		04/22/2022		NorwestWarrant	26,808.44
				4000 · Property Tax ...	-33,734.26
				4000 · Property Tax ...	6,925.82
TOTAL					-26,808.44
Deposit		04/25/2022		NorwestWarrant	24,045.94
				Town of Tusayan - ...	-20,833.34
				4403 - Station Rent	-1,060.90
				4403 - Station Rent	-1,000.00
				4403 - Station Rent	-1,000.00
				6602- Fire Protectio...	-151.70
TOTAL					-24,045.94
Deposit		04/28/2022		NorwestWarrant	4,087.57
				4407 · Rental Income	-750.00
				4407 · Rental Income	-750.00
				7506 - Utility Payme...	-685.00
				7506 - Utility Payme...	-601.00
				7506 - Utility Payme...	-859.00
				4404 - Donations	-24.25
				4404 - Donations	-79.57
				4404 - Donations	-53.75
				TFD Supporter Shirts	-225.00
				4404 - Donations	-60.00
TOTAL					-4,087.57

Tusayan Fire District
Deposit Detail
 April 2022

Type	Num	Date	Name	Account	Amount
Deposit		04/28/2022		NorwestWarrant	2,166.27
				4000 · Property Tax ...	-2,166.27
TOTAL					-2,166.27
Deposit		04/29/2022		NorwestWarrant	23,001.13
				4000 · Property Tax ...	-23,001.13
TOTAL					-23,001.13
Deposit		04/29/2022		NorwestWarrant	5.22
				FDAT	-5.22
TOTAL					-5.22
Deposit		04/29/2022		NorwestWarrant	10,285.79
				FDAT	-10,285.79
TOTAL					-10,285.79
Deposit		04/29/2022		NorwestWarrant	0.56
				FDAT	-0.56
TOTAL					-0.56
Deposit		04/30/2022		NorwestWarrant	43.18
				Pooled Interest	-43.18
TOTAL					-43.18
Deposit		04/30/2022		Reserve Funds	15.94
				4401- Interest Earned	-15.94
TOTAL					-15.94

I. PURPOSE

This policy is intended to provide direction and guidance related to all record retention requirements.

II. SCOPE

This policy applies to all District employees, reserves, and volunteers and all applicants who have received conditional offers of employment with the District.

III. POLICY

A. Record Definition

A record is any book, paper, map, photograph or other documentary material, regardless of physical form or characteristics on paper, film or electronic media created in the course of District business or because of information and historical value to the District.

B. Systematic Controls for Record Retention and Disposition

Systematic controls shall be established and implemented for records and information activities from the point where they are created or received through final disposition or archival retention, including distribution, use, storage, retrieval, protection, and preservation.

1. The District will manage record retention, destruction, storage, and preservation for the District in compliance with Federal, State and Local laws using the following guidelines:
 - a. The Director will follow Arizona State Library, Archives and Public Records General Records Retention Schedule for All Public Bodies, Schedule Number GS-1017 Rev.1 for all retention durations which can be found at: https://apps.azlibrary.gov/records/general_rs/GS-1017.pdf
 - b. The Director will follow IRS Document 12829 (Rev.10-2016) General Records Schedules, General Records Schedule 1..2: Grant and Cooperative Agreement Recodes for all retention durations, which can be found at <https://www.irs.gov/pub/irs-utl/d12829.pdf>
 - i. Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report

C. Custodian of Records

The Fire Chief shall be considered the District's Custodian of Records.

1. The Fire Chief may designate other employees to perform required records management functions while retaining the status of Custodian of Records.
2. The Fire Chief or designee shall act as coordinator and liaison for the District with the Arizona State Director of Library, Archives, and Public Records. (Hereafter referred to as "Director")

D. Duties of the Custodian of Records

The District Custodian of Records (or designee) shall

1. Make and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the District designed to furnish information to protect the rights of the state and of persons directly affected by the District's activities.
2. Submit a list of public records in the agency's custody that are not needed in the transaction of current business and that are not considered to have sufficient administrative, legal, or fiscal value to warrant their inclusion in established disposal schedules.
3. Submit to the Director lists of all essential records in the custody of the agency.
4. Cooperate with the Director in the conduct of surveys. Comply with rules, regulations, standards, and procedures issued by the Director.
5. Develop and implement a plan for disaster recovery of District records, to include, paper, electronic or film.

**Tusayan Fire District
Standard Operating Guidelines**

Procurement and Purchasing Policy

**Division: 100
Article: 26
Page: 1 of 5
Effective Date: 04-09-2020
Revised Date: 04-14-2022
Fire Chief: Greg Brush
Medical Director: FMC**

PURPOSE AND SCOPE

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

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

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

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

Requirements for Purchasing

All purchases of supplies, materials, equipment and contractual services, except professional services, made by the Fire District having an estimated cost in excess of \$25,000 per transaction are to be based on formal competitive sealed bidding. Minority businesses, women's business enterprises, and labor surplus area firms are to be used, when possible. Purchases may not be artificially split up to avoid the \$25,000 threshold.

The following are exceptions to this requirement:

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

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

Formal Competitive Bidding for Purchases over \$25,000

- e. These purchases require formal competitive bidding or request for proposals (RFP). The Fire Chief shall present bids or proposals to the Board of Directors for approval and advise them on the advantages or disadvantages of the proposals during the pre-established Board Meeting.
- f. In determining the method of acquisition (and whether a competitive bid is appropriate), a good faith effort will be made to estimate the aggregate cost of an acquisition or construction project.
- g. Purchase of items through pre-bid State Contracts or through bids by other political subdivisions with whom the Tusayan Fire District has a cooperative purchasing agreement, may be made without rebidding

1. Invitations for Bids (IFB) May

- h. The invitation for bids and specifications will be issued in sufficient time before the purchase is made and in sufficient detail to permit free competition.
- i. Be published twice, in a newspaper of general circulation in the area, or such other publication that the Fire Chief deems appropriate and reasonably targeted to obtain competitive bids. Additional notices may be published as needed and sent to individual businesses thought to be interested. A copy of the IFB or other relevant procurement information will be mailed or otherwise furnished to any prospective vendor requesting the same.
- a. Include a general description of the articles to be purchased or services to be performed; the form of contract to be used (if any); any bid, performance or payment bond requirements; any further conditions of the procurement, and the time and place of opening bids.
- b. If an IFB describes the physical or functional characteristics or the nature of the material or services being solicited, the specifications should include descriptions of any requirement for inspecting, testing or preparing a material or service for delivery. Products should not be identified by brand name or in a manner, which is so restrictive so as to exclude all but 1 brand name. Whenever a brand name or equivalent specification is used, it should be explained that the use of that brand name or specification is for purposes of describing the standard of quality, performance or characteristics desired, and not intended to limit or restrict competition. Said solicitations shall state that products substantially equivalent to those brands designated shall qualify for consideration.
- c. The IFB must state minority businesses, women's business enterprises, and labor surplus area firms are to be used, when possible
- d. All bids must include all applicable sales tax and will be deemed to have included such taxes whether itemized or not.

b. Receipt of Bids

- a. All bids shall be sealed when submitted to the Fire Chief and shall be identified as bids on the envelope. The bid envelope shall be stamped with the date and time received.

c. Awarding of Bids

- a. Bids shall be opened publicly, at the time stated in the invitation for bids.
- b. The name of each bidder, the amount of each bid, and other relevant information shall be recorded and available for public inspection
- c. Authorized awards shall be made to the lowest responsible and most responsive bidder (vendor) whose bid, quotation or offer conforms in all material aspects to

the procurement requirements and the criteria set forth in the IFB and are deemed to be in the best interest of the District with an emphasis on utilizing minority businesses, women's business enterprises, and labor surplus area firms are used, when possible.

- d. The evaluation methods shall be uniform for each responding supplier
- e. On the Tusayan Fire District Governing Board approval, the Purchasing Agent shall make awards, by giving written notice to the responsible bidder
- f. The Tusayan Fire District Governing Board may reject all bids if rejection is in the public interest.
- g. Cancellation of invitation for bids: an invitation for bids, or other solicitation may be canceled if it is in the best interest of the Fire District. The reasons for the cancellation shall be made part of the contract file.
- h. TFD will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used, when possible. The affirmative steps will include
 - i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (d)(1) through (5) of this section.
- i. A record showing the basis for determining the successful bidder shall be kept by the District as required by records retention laws after completion of the project or bidding process is completed (whichever is first).

d. Conflict of Interest

- a. If a conflict of interest is indicated for an reason, this should be immediately brought to the attention of the Board of Directors.
- b. No employee, officer, or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest.
- c. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- d. Officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- e. If a conflict of interest is identified the bid will not be valid for consideration and the officer, employee, or agent will face appropriate disciplinary action up to and potentially including termination.

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

- a. Purchases costing \$15,000 or more, but less than the \$25,000 - The Purchasing Agent or Fire Chief must obtain written price quotations from three (3) or more vendors. Published advertisements and catalogs may constitute written

price quotes

- i. If three (3) written quotations cannot be obtained, the Purchasing Agent or Fire Chief must document the vendors contacted, who did not offer price quotations, and the reasons why they did not.
- ii. If a vendor is selected because of reasons other than the lowest price, such as quality of the product or work to be performed, the reasons must be fully documented.
- iii. The invitation for price quotes must be issued in sufficient time before the purchase is made and in sufficient detail to permit free competition. Normally, ten (10) working days is sufficient time.

Purchases of \$2,500 or more, but less than \$15,000

- a. The Purchasing Agent or Fire Chief must obtain oral price quotations from three (3) or more vendors. All oral price quotations received, must be documented, and enclosed within the purchasing file for the item purchased.
 - iv. If three (3) quotations cannot be obtained, whether written or oral, the Purchasing Agent or Department Head must document the vendors contacted, who did not offer price quotations, and the reasons why they did not.
 - v. If a vendor is selected because of reasons other than the lowest price, such as quality of the product or work to be performed, the reasons must be fully documented
 - vi. Purchases of less than a \$2,500 - the Purchasing Agent or Fire Chief must use reasonable efforts to obtain the lowest and best price. Chief must sign all invoices greater than \$100 prior to payment.

Unbudgeted purchase limit requirements and purchases without Board approval

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

Purchasing Professional Services

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

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

- a. All credit card purchases must have detailed receipt turned into the

Administrative Manager upon completion of the purchase or upon return from out of town travel

- b. Supplies and repairs must be approved prior to charging the credit card. All efforts will be made to contact the above personnel, if no cell service is available or no one answers the call it will be left to the discretion of the engine boss for the assignment.
- c. All receipts must show the amount of charged, a description of what was charged, and all applicable taxes paid.
- d. Hotel/Motel receipts must show the employee's name of who stayed in the room, purpose of travel and check in or check out times/dates. If the charges are not correct, they must be fixed prior to leaving the hotel. All hotel/motel receipts must show how much was paid per night including all applicable taxes and fees
- e. All gas receipts must include the vehicle information at the time of purchase.
- f. Any missing or misplaced receipt will become the responsibility of the person making the charge. If it is found that an employee is purposely withholding receipts, disciplinary action will be taken against that employee.
- g. Credit Cards assigned to a department member for use during a Wildland assignment are subject to the following guidelines:
 - x. All credit card purchased must have a receipt turned into the administrative office upon return from the assignment.
 - xi. Hotel/Motel receipts must show the employee's name of who stayed in the room, check in or check out times/dates. If the charges are not correct, they must be fixed prior to leaving the hotel. All hotel/motel receipts must show how much was paid per night including all applicable taxes and fees. All efforts will be to find Hotel/Motels that are within the state per diem rates listed for the area. If the rate is above the per diem rate other hotels in the area should be quoted and documented so that we may have the state pay the higher amount.
 - xii. Meal(s) may only be purchased on department credit card with prior approval from the Fire Chief. Receipts for meals must show name of crewmembers, what was purchased, the date of purchase and the total including tip. No tip shall exceed 18% on food and beverage costs. Taxes must be deducted from the total for the tip amount. If detailed receipt is not provided or exceeds the per diem rate the crew will be required to pay for the charges/overage. All meals must follow the state guidelines for per diem rates.
 - xiii. All gas receipts must be turned in at the end of the assignment and must include vehicle information. Charges for food or other items shall be separated from the gas charges.
 - xiv. Employees are responsible for tracking purchases while on assignment and must advise the Administrative Manager when purchases are reaching credit limit of their credit card.
 - xv. Supplies and repairs must be approved prior to charging the credit card. The Chief, Assistant or Administrative Manager shall approve all miscellaneous charges for supplies and repairs. All efforts will be made to contact the above personnel, if no cell service is available or no one answers the call it will be left to the discretion of the engine boss for the assignment.
 - xvi. Items not to be purchased on department credit cards are as follows, but are not intended to be all-inclusive
 - Alcohol
 - Tobacco
 - Personal clothing including shirts from the fire
 - Personal Supplies
 - Extra food or beverages, any food items not approved by the fire

Lease-purchases:

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

Personal Purchases

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

Check Signing.

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

Individual Fire Board Member Authorities and Limitations.

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

The Fire Chief shall be considered the District's Custodian of Records.

1. The Fire Chief may designate other employees to perform required records management functions while retaining the status of Custodian of Records.
2. The Fire Chief or designee shall act as coordinator and liaison for the District with the Arizona State Director of Library, Archives, and Public Records. (Hereafter referred to as "Director")

D. Duties of the Custodian of Records

The District Custodian of Records (or designee) shall

1. Make and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the District designed to furnish information to protect the rights of the state and of persons directly affected by the District's activities.
2. Submit a list of public records in the agency's custody that are not needed in the transaction of current business and that are not considered to have sufficient administrative, legal, or fiscal value to warrant their inclusion in established disposal schedules.
3. Submit to the Director lists of all essential records in the custody of the agency.
4. Cooperate with the Director in the conduct of surveys. Comply with rules, regulations, standards, and procedures issued by the Director.
5. Develop and implement a plan for disaster recovery of District records, to include, paper, electronic or film.

**Tusayan Fire District
Standard Operating Guidelines**

Procurement and Purchasing Policy

**Division: 100
Article: 26
Page: 1 of 5
Effective Date: 04-09-2020
Revised Date: 04-14-2022
Fire Chief: Greg Brush
Medical Director:FMC**

PURPOSE AND SCOPE

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

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

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

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

Requirements for Purchasing

All purchases of supplies, materials, equipment and contractual services, except professional services, made by the Fire District having an estimated cost in excess of \$25,000 per transaction are to be based on formal competitive sealed bidding. Minority businesses, women's business enterprises, and labor surplus area firms are to be used, when possible. Purchases may not be artificially split up to avoid the \$25,000 threshold.

The following are exceptions to this requirement:

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

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

Formal Competitive Bidding for Purchases over \$25,000

- e. These purchases require formal competitive bidding or request for proposals (RFP). The Fire Chief shall present bids or proposals to the Board of Directors for approval and advise them on the advantages or disadvantages of the proposals during the pre-established Board Meeting.
- f. In determining the method of acquisition (and whether a competitive bid is appropriate), a good faith effort will be made to estimate the aggregate cost of an acquisition or construction project.
- g. Purchase of items through pre-bid State Contracts or through bids by other political subdivisions with whom the Tusayan Fire District has a cooperative purchasing agreement, may be made without rebidding

1. Invitations for Bids (IFB) May

- h. The invitation for bids and specifications will be issued in sufficient time before the purchase is made and in sufficient detail to permit free competition.
- i. Be published twice, in a newspaper of general circulation in the area, or such other publication that the Fire Chief deems appropriate and reasonably targeted to obtain competitive bids. Additional notices may be published as needed and sent to individual businesses thought to be interested. A copy of the IFB or other relevant procurement information will be mailed or otherwise furnished to any prospective vendor requesting the same.
- a. Include a general description of the articles to be purchased or services to be performed; the form of contract to be used (if any); any bid, performance or payment bond requirements; any further conditions of the procurement, and the time and place of opening bids.
- b. If an IFB describes the physical or functional characteristics or the nature of the material or services being solicited, the specifications should include descriptions of any requirement for inspecting, testing or preparing a material or service for delivery. Products should not be identified by brand name or in a manner, which is so restrictive so as to exclude all but 1 brand name. Whenever a brand name or equivalent specification is used, it should be explained that the use of that brand name or specification is for purposes of describing the standard of quality, performance or characteristics desired, and not intended to limit or restrict competition. Said solicitations shall state that products substantially equivalent to those brands designated shall qualify for consideration.
- c. The IFB must state minority businesses, women's business enterprises, and labor surplus area firms are to be used, when possible
- d. All bids must include all applicable sales tax and will be deemed to have included such taxes whether itemized or not.

b. Receipt of Bids

- a. All bids shall be sealed when submitted to the Fire Chief and shall be identified as bids on the envelope. The bid envelope shall be stamped with the date and time received.

c. Awarding of Bids

- a. Bids shall be opened publicly, at the time stated in the invitation for bids.
- b. The name of each bidder, the amount of each bid, and other relevant information shall be recorded and available for public inspection
- c. Authorized awards shall be made to the lowest responsible and most responsive bidder (vendor) whose bid, quotation or offer conforms in all material aspects to

I. PURPOSE

This policy is intended to provide direction and guidance related to all record retention requirements.

II. SCOPE

This policy applies to all District employees, reserves, and volunteers and all applicants who have received conditional offers of employment with the District.

III. POLICY

A. Record Definition

A record is any book, paper, map, photograph or other documentary material, regardless of physical form or characteristics on paper, film or electronic media created in the course of District business or because of information and historical value to the District.

B. Systematic Controls for Record Retention and Disposition

Systematic controls shall be established and implemented for records and information activities from the point where they are created or received through final disposition or archival retention, including distribution, use, storage, retrieval, protection, and preservation.

1. The District will manage record retention, destruction, storage, and preservation for the District in compliance with Federal, State and Local laws using the following guidelines:

a. The Director will follow Arizona State Library, Archives and Public Records General Records Retention Schedule for All Public Bodies, Schedule Number GS-1017 Rev.1 for all retention durations which can be found at: https://apps.azlibrary.gov/records/general_rs/GS-1017.pdf

b. The Director will follow IRS Document 12829 (Rev.10-2016) General Records Schedules, General Records Schedule 1..2: Grant and Cooperative Agreement Recodes for all retention durations, which can be found at <https://www.irs.gov/pub/irs-utl/d12829.pdf>

i. Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report

C. Custodian of Records

the procurement requirements and the criteria set forth in the IFB and are deemed to be in the best interest of the District with an emphasis on utilizing minority businesses, women's business enterprises, and labor surplus area firms are used, when possible.

- d. The evaluation methods shall be uniform for each responding supplier
- e. On the Tusayan Fire District Governing Board approval, the Purchasing Agent shall make awards, by giving written notice to the responsible bidder
- f. The Tusayan Fire District Governing Board may reject all bids if rejection is in the public interest.
- g. Cancellation of invitation for bids: an invitation for bids, or other solicitation may be canceled if it is in the best interest of the Fire District. The reasons for the cancellation shall be made part of the contract file.
- h. TFD will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used, when possible. The affirmative steps will include
 - i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
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 - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (d)(1) through (5) of this section.
- i. A record showing the basis for determining the successful bidder shall be kept by the District as required by records retention laws after completion of the project or bidding process is completed (whichever is first).

d. Conflict of Interest

- a. If a conflict of interest is indicated for an reason, this should be immediately brought to the attention of the Board of Directors.
- b. No employee, officer, or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest.
- c. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
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- e. If a conflict of interest is identified the bid will not be valid for consideration and the officer, employee, or agent will face appropriate disciplinary action up to and potentially including termination.

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

- a. Purchases costing \$15,000 or more, but less than the \$25,000 - The Purchasing Agent or Fire Chief must obtain written price quotations from three (3) or more vendors. Published advertisements and catalogs may constitute written

price quotes

- i. If three (3) written quotations cannot be obtained, the Purchasing Agent or Fire Chief must document the vendors contacted, who did not offer price quotations, and the reasons why they did not.
- ii. If a vendor is selected because of reasons other than the lowest price, such as quality of the product or work to be performed, the reasons must be fully documented.
- iii. The invitation for price quotes must be issued in sufficient time before the purchase is made and in sufficient detail to permit free competition. Normally, ten (10) working days is sufficient time.

Purchases of \$2,500 or more, but less than \$15,000

- a. The Purchasing Agent or Fire Chief must obtain oral price quotations from three (3) or more vendors. All oral price quotations received, must be documented, and enclosed within the purchasing file for the item purchased.
 - iv. If three (3) quotations cannot be obtained, whether written or oral, the Purchasing Agent or Department Head must document the vendors contacted, who did not offer price quotations, and the reasons why they did not.
 - v. If a vendor is selected because of reasons other than the lowest price, such as quality of the product or work to be performed, the reasons must be fully documented
 - vi. Purchases of less than a \$2,500 - the Purchasing Agent or Fire Chief must use reasonable efforts to obtain the lowest and best price. Chief must sign all invoices greater than \$100 prior to payment.

Unbudgeted purchase limit requirements and purchases without Board approval

- a. Funds MUST be available within the Fire District's operating budget for all purchases.
 - vii. \$-0- To \$199.99 may be approved by any employee authorized by the Fire Chief with purchasing authority.
 - viii. \$200 To \$2,499.99 may be approved by the Fire Chief. Chief must sign all invoices greater than \$100 prior to payment.
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- a. Professional services are those requiring specialized knowledge, skill, and expertise. Typical examples are accounting, engineering, and legal services. Other services may qualify as professional services. If in doubt, consult the Fire District's legal counsel. Professional services may be purchased by sealed bids or requests for proposals in the same manner as equipment or supplies. Alternatively, the Purchasing Agent or Fire Chief may obtain approval from the Tusayan Fire District Governing Board to negotiate directly with a particular professional after the issuance of a Request for Qualifications. A maximum dollar authority will be set by the Board at the time of this approval. If the professional services exceed the approved dollar limit, additional Board approval must be obtained.
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Credit Card Purchases: Credit card purchase are to be for department related business only

- a. All credit card purchases must have detailed receipt turned into the

Administrative Manager upon completion of the purchase or upon return from out of town travel

- b. Supplies and repairs must be approved prior to charging the credit card. All efforts will be made to contact the above personnel, if no cell service is available or no one answers the call it will be left to the discretion of the engine boss for the assignment.
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**PO Box 3625
Grand Canyon, AZ 86023
928-638-3473 - Phone**

Tusayan Fire Department

FINANCIAL REPORT – April 2022

- Info current as of May 9, 2022
- Bank: \$140,745.96
- Reserve Funds Account: \$49,887.88
 - Grand total = \$190,633.84
- Accounts Payable
 - We have checks to sign
- FY 2022 FDAT Revenue (Actual year to date): \$49,887.88
 - (Both FDAT and Tax increase are already factored into budget)
- Rental Income Station: \$2,060.00
- District Billing Fees: \$2,687.81
- Wildland Fire Income
 - Wildland billing – Johnson on assignment now Hermit Peak and Calf Canyon



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Tusayan Fire District

AGENDA

Tusayan Fire District Board of Directors Regular Meeting

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

May 11, 2022

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 (Tacoma) or (346)-248-7799 US (Houston) 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 May 11, 2022 at 1:00 p.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.

1:00 p.m.

1. Confirmation of quorum/Call to the Public
 - a. ***One or two Board Members may attend by telephone*
 - b. ***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 April 14, 2022 regular scheduled Board Meeting Minutes
3. Financial Report
4. Fire Chiefs Update
5. Old Business
 - a. Discussion/Update on possible Subscriptions for out-of-district properties
 - b. Discussion/Update of Fiscal Year 2023 Budget
6. New Business
 - a. Discussion Community Evacuation Plan
7. Action Item(s)
 - a. Discussion and possible action to approve Policies 126 – Purchasing and Procurement update and 128 – Records Retention
 - b. Discussion and possible action to approve Resolution 2022-04 Election
 - c. Discussion and possible action to approve Resolution 2022-02 Station Generator, authorizing unbudgeted expenditures up to \$15,000 during Fiscal Year 2022 to purchase and install a station generator.
8. Board Member Reports
9. Adjourn

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store, at the Tusayan Fire District and at the Tusayan Town Hall all located in Tusayan, Arizona on this _____ day of May, 2022 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.**



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

Tusayan Fire District

RESOLUTION # 2022-04

CALL OF ELECTION

The following Resolution will be introduced to the Tusayan Fire District Board at the Meeting May 11, 2022 as one of the requirements of the Arizona Revised Statutes pertaining to elections.

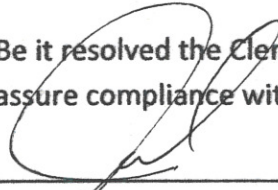
RESOLUTION

WHEREAS, A.R.S. 16-100 through 16-1103 prescribes election law requirements pertinent to the filling of vacancies on Fire Boards of Fire Districts and;

WHEREAS, 3 vacancies on the Fire Board of the Tusayan Fire District will occur in 2022 and;

WHEREAS, it is the responsibility of said fire district to perform all acts and duties to comply with the aforementioned A.R.S.;

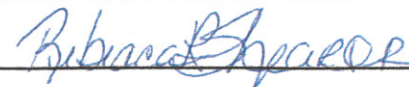
Be it resolved the Clerk of this Board is empowered to take such actions as are necessary to assure compliance with said A.R.S. as pertains to elections for fire districts.



Board Chairperson – John Vail

Absent

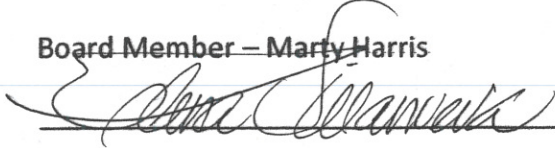
Board Clerk – Andrew Aldaz



Board Member – Rebecca Shearer

Absent

Board Member – Marty Harris



Board Member – Elena Villanueva