



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

Tusayan Fire District

AGENDA

Tusayan Fire District Board of Directors Special Meeting

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

August 17, 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 Meeting ID: 8917272885 Password: 6383473. Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Board of Directors of the Tusayan Fire District and to the general public that the TFD Board will hold a meeting open to the public on August 17, 2022 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. New Business
 - a. Discussion, Possible Action, and Approval of Resolution 2022-06 Fiscal Year 2023 Budget Adjustment, to account for capital expenditures of up to \$20,000 for central air conditioning and two propane powered furnaces for the station.
 - b. Discussion, Possible Action, and Approval of Resolution 2022-07 Deviation from Tusayan Fire District's Purchasing and Procurement Policy

3. Adjourn

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

L&A HVAC

Heating • AC • Appliances - Repairs & Maintenance

P.O. Box 520
Grand Canyon, AZ 86023
928-380-1938

SERVICE ORDER / INVOICE No. 1827

METHOD OF PAYMENT
 CASH DRIVER'S LIC. NO. _____
 CHECK MC VISA AMEX
 CREDIT CARD _____
 EXP. DATE _____
 CC NO. _____

UNIT
 MAKE _____ MODEL _____
 SERIAL NUMBER _____

UNIT
 MAKE _____ MODEL _____
 SERIAL NUMBER _____

CHECK LIST
 COMPRESSOR
 SUCTION _____ PSI
 HEAD _____ PSI
 VOLTS _____ AMPS
 ELECTRICAL CONNECTORS
 CONTACTS TIGHT & CLEAN
 OIL LEVEL & CONDITION
 CONDENSER COIL
 CLEAN COIL & CHECK PIN
 EXT _____ F LVG _____ F
 REFRIGERANT
 LEAK CHARGE
 FAN AND MOTOR
 VOLTS _____ AMPS
 ELECTRICAL CONNECTIONS
 CONTACTS TIGHT & CLEAN
 FAN PULLEY'S (ADJUST BELT)
 CHK LUB BEARINGS & MOTOR
 EVAPORATOR COIL
 CLEAN COIL & CHECK PIN
 EXT DR _____ F LVG DR _____ F
 EXT WR _____ F LVG WR _____ F
 CONDENSATE AREAS
 INSPECT & CLEAN DRAIN PAN
 INSPECT & CLEAN DRAIN
 AIR FILTERS
 CLEANED REPLACED
 FILTER SIZE _____
 HEATING ASSEMBLY
 BURNER & HEAT EXCHANGER
 FUEL SUPPLY & PRESSURE
 PILOT ASSEMBLY
 FLAME ADJUSTMENT
 PRIMARY RELAY & FLUE
 FAN & LIMIT SWITCH OPER.
 BLOWER ASSEMBLY
 RV VALVE
 STRIP HEAT
 DEFROST CYCLE
 ELECTRICAL COMPTS.
 RELAYS CONTRACTORS
 OVERLOAD PRESS. SWITCH
 THERMOSTAT
 OK REPLACE
 RELOCATE

ENVIRONMENTAL CHECK LIST

CONDENSING UNIT QTY TYPE DEPOSITION

RECOVERED _____

RECYCLED _____

RECLAIMED _____

RETURNED _____

DISPOSAL _____

DISMANTLED _____

CHANGED OUT/REPLACED _____

TOTAL \$ _____

QTY MATERIALS & SERVICES UNIT PRICE AMOUNT

REFRIGERANT R- LBS. _____

FILTERS X X _____

LABOR		RATE		AMOUNT	
LABOR	RATE	AMOUNT	LABOR	RATE	AMOUNT
TOTAL MATERIALS					
<input type="checkbox"/> REGULAR <input type="checkbox"/> WARRANTY <input type="checkbox"/> SERVICE CONTRACT					

TOTAL SUMMARY

TOTAL MATERIALS _____

TOTAL LABOR _____

TRAVEL CHARGE _____

TAX _____

TOTAL _____

LIMITED WARRANTY: All materials, parts and equipment are warranted by the manufacturers' or suppliers' written warranty only. All labor performed by the above named company is warranted for 30 days or as otherwise indicated in writing. The above named company makes no other warranties, express or implied, and its agents or technicians are not authorized to make any such warranties on behalf of above named company.

REGULAR WARRANTY
 SERVICE CONTRACT

Thank You

NAME TFD.

STREET HWY 64

CITY Grand Canyon STATE AZ ZIP 86023

PHONE (HOME) PHONE (WORK)

TECHNICIAN

WORK TO BE PERFORMED Remove & Replace Heating & Air

DESCRIPTION OF WORK

1. Remove Electric Heating's and Replace with New 98% EFF Gas Furnace Also Add 8' ions OF A/C H-Seer. Includes Electrical Piping and Start-Up.

RECOMMENDATIONS / NOTES

TERMS Bid Price 2000.00

I have authority to order the work outlined above which has been satisfactorily completed. I agree that Seller retains title to the equipment/materials furnished until final payment is made. If payment is not made as agreed, Seller can remove said equipment/materials at Seller's expense. Any damage resulting from said removal shall not be that responsibility of Seller.

CUSTOMER SIGNATURE _____ DATE _____

Executive Heating & Air Conditioning

ROC:316395

8215 N Springfield Dr

AZ 86004 US

Josh@executiveaz.com

www.executiveaz.com



EXECUTIVE
Heating & Air Conditioning

Estimate

ADDRESS

Tusayan Fire

SHIP TO

Tusayan Fire

ESTIMATE # 1287

DATE 08/16/2022

EXPIRATION DATE 09/10/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Rheem 100k BTU 96% Furnace	-	2	4,467.34	8,934.68
	4 Ton Coil	-	2	1,747.34	3,494.68
	Rheem 4 Ton Condenser	-	2	5,157.55	10,315.10
	Travel Zone 5	Grand Canyon	1	147.00	147.00
	Labor		10	115.00	1,150.00
	Labor Helper		10	85.00	850.00

Executive will supply labor and material to install 2 Rheem 96% 100k
btu furnaces with 4 ton a/c systems.

TOTAL

\$24,891.46

Accepted By

Accepted Date



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

Tusayan Fire District

RESOLUTION # 2022-06

Fiscal Year 2023 Budget Adjustment

The Tusayan Fire District adopts the following Resolution for the purpose of adjusting Fiscal Year 2023 Budget. This resolution shall decrease "Reserve for future years—carryforward" from \$217,541 to \$203,541 and increases "Machinery and Equipment" by \$14,000 to reflect a new amount of \$26,500.

WHEREAS ARS §48-805.02.D-1 (a) states, the District has not incurred any debt or liability in excess of taxes levied and to be collected and the money actually available and unencumbered at that time in the District General Fund, except for those liabilities as prescribed in ARS Section §48-805, subsection B, paragraph 2 and Sections §48-806 and §48-807.

In accordance with ARS §48-805.02.D-1 (b), the District complies fully with subsection F of this section.

NOW THEREFORE, the Tusayan Fire District resolves as follows:

Adjusting Fiscal Year 2023 Budget to utilize up to \$20,000 capital expenditure towards two new propane powered furnaces and central air conditioning in the Tusayan Fire District's Fire Station.

That this Resolution is passed, adopted and approved by the Tusayan Fire District on this 17th day of August, 2022.

Board Chairperson – John Vail

Board Member – Marty Harris

Board Clerk – Andrew Aldaz

Board Member – Elena Villanueva

Board Member – Becky Shearer

Tusayan Fire District
Budget Fiscal Year 2023



Assessed Valuation \$ 15,463,266.00

Revenues

Property Tax Revenue	\$ 541,214.00		
Fire District Assistance Tax	\$ 108,242.80		
Other Revenues	\$ 24,000.00		
Grants	\$ 25,000.00		
Rental Income	\$ 33,130.80		
Wildland Income	\$ 65,000.00		
Use of Fund Balance and Reserves	\$ 14,000.00		
Town of Tusayan IGA	\$ 380,000.00		
Total Revenues	\$ 1,190,587.60	\$	1,190,587.60

Payroll Expenditures

Salaries & Wages	\$ 594,437.40		
Retirement Contributions	\$ 71,126.03		
Volunteer Stipends	\$ 14,000.00		
Health Insurance	\$ 64,152.00		
Employment Expenses	\$ 68,800.55		
Total Expenditures	\$ 812,515.98	\$	812,515.98

John Vail, Board Chair

Operations

Fuel, Oil, Lubricants	\$ 500.00		
Vehicle Maintenance	\$ 32,125.00		
Small Tools & Minor Equipment	\$ 6,400.00		
Fire Protection & Equipment	\$ 20,250.00		
Communications & Dispatch	\$ 851.62		
Disposable Supplies & Equipment	\$ 8,770.00		
Total Operations	\$ 68,896.62	\$	68,896.62

Andrew Aldaz, Board Clerk

Rebecca Shearer, Board Member

Other Services & Charges

Administration Costs	\$ 23,629.00		
Professional Services	\$ 13,700.00		
Training	\$ 30,700.00		
Insurance - Liability	\$ 16,200.00		
Public Utilities	\$ 15,800.00		
Leases & Rentals	\$ 55,160.00		
Repairs & Maintenance	\$ 7,500.00		
Grants Expense	\$ 25,000.00		
Wildland	\$ 40,000.00		
Miscellaneous	\$ 9,900.00		
Total Other Services & Charges	\$ 237,589.00	\$	237,589.00

Marty Harris, Board Member

Elena Villanueva, Board Member

Capital

Buildings	\$ 45,086.00		
Machinery & Equipment (Cap Improvem	\$ 26,500.00		
Capital Purchases Carry-forward			
	\$ 71,586.00	\$	71,586.00

Total Expenditures \$ 1,190,587.60

Net Income (Loss) \$ (0.00)

** Tax rate is based on \$3.50 per assessed valuation

Tusayan Fire District's budget meets the requirements of ARS 48-805.02

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 the _____ day of August 2022 in accordance with the statement filed by TFD.

1. Enter fire district name
2. Select the county of the fire district
3. Select the budget year

Tusayan Fire District

 Coconino

 2023



We, the undersigned, hereby certify that the Fire District has not incurred any debt or liability in excess of taxes levied and to be collected and the monies actually available and unencumbered at this time in the district general fund, except for those liabilities as prescribed in A.R.S. §§48-805(B)(2) and (3), 48-806, and 48-807. Additionally, we hereby certify that the Fire District has complied with A.R.S. §48-805.02(F).

4. District chairperson: _____ SIGNED District clerk: _____ SIGNED Date: _____

A. Calculation of the tax year 2022 secondary property tax rate for fiscal year 2023 operations:

Adjustment to secondary property tax levy for territory annexed during the tax year 2021 (A.R.S. §48-807[I])

A.1 Net assessed value of annexed property in tax year 2021	\$ -	
A.2 Actual tax year 2021 secondary property tax rate	\$ 3,5000	per \$100 AV
A.3 Annexed property tax limit adjustment in tax year 2022	\$ -	

Check box if newly merged or consolidated:

Tax year 2022 secondary property tax information (A.R.S. §48-807[K])

A.4 Tax year 2022 Assessed Value (AV) in the Fire District	\$ 15,463,266
A.5 Actual tax year 2021 secondary property tax levy	\$ 527,670
A.6 Maximum allowed tax year 2021 secondary property tax levy	\$ 901,254

Calculation of the allowable tax year 2022 secondary property tax levy (A.R.S. §48-807[F])

A.7 Line A.6 multiplied by 1.08 (A.R.S. §48-807[F])	\$ 973,354
A.8 Maximum allowable tax year 2022 levy limit (A.7 + A.3)	\$ 973,354
A.9 Allowable tax year 2022 secondary tax rate	\$ 6.2946 per \$100 AV
A.10 Maximum allowable tax year 2022 secondary tax rate (lessor of A.9 or \$3.375)	\$ 3.5000 per \$100 AV
A.11 Maximum allowable tax year 2022 secondary tax levy	\$ 541,214
A.12 Tax year 2021 excess levy or collections: (A.R.S. §48-807[J])	\$ -
A.13 Tax year 2022 maximum allowable levy limit (A.11 - A.12)	\$ 541,214

Calculation of the proposed tax year 2022 secondary property tax rate for fiscal year 2023 operations

A.14 Total budgeted expenses in fiscal year 2023 (Budget tab, line 51)	\$ 1,394,129
A.15 Less—Unrestricted unencumbered carryforward (Budget tab, line 1)	\$ 172,455
A.16 Less—Revenues from sources other than direct property tax	\$ 635,374
A.17 Less—Interest and principal expense for Bonds (Budget tab, lines 38 & 39)	\$ 45,086
A.18 Tax year 2022 tax levy needed for operations (A.14 - (A.15 + A.16 + A.17))	\$ 541,214
A.19 Tax year 2022 tax rate needed for operations:	\$ 3.5000 per \$100 AV
A.20 Tax year 2022 maximum allowable levy rate (A.13(A.4/100)):	\$ 3.5000 per \$100 AV
A.22 Proposed tax year 2022 secondary property tax rate for fiscal year 2023 operations	\$ 3.5000 per \$100 AV

Calculation of the proposed 2022 secondary property tax rate for the repayment of bonds (A.R.S. §48-806)

A.23 Tax year 2022 secondary property tax levy needed for the repayment of bonds	\$ -
A.24 Tax year 2022 secondary property tax rate needed for the repayment of bonds	\$ - per \$100 AV

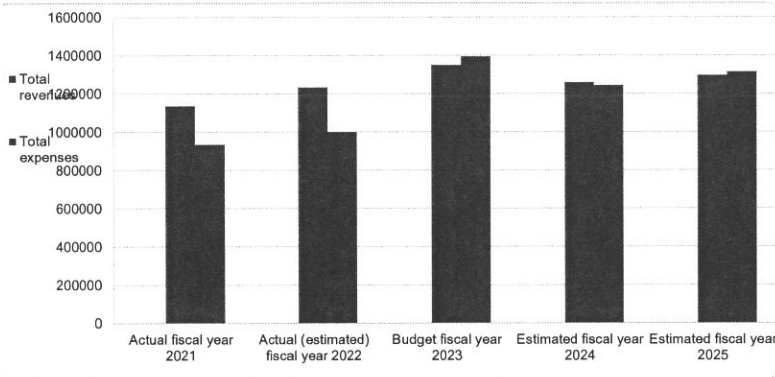
Summary for fiscal years 2021 through 2025:

Special study

Study of merger, consolidation, or joint operating alternative required

If the district's total estimate of expenses exceeds its total estimate of revenues for any fiscal year, A.R.S. §48-805.02(D)(15) requires the district include a study of merger, consolidation or joint operating alternative. The current expense and revenue amounts require that the Fire District present a study to the fire district board in a special public meeting called for the sole purpose of evaluating the study. The study shall include an identification of districts available for merger, consolidation or joint operations. Additionally, it should include an analysis of the level of service and cost of service that may be provided to the residents of a merged, consolidated, or jointly operated district as compared to the level and cost of service to the residents of the districts without any merger, consolidation, or joint operations.

Revenue and expense chart will populate automatically based on the Budget tab



Year	Total revenues	Total expenses
Actual fiscal year 2021	\$ 1,135,788	\$ 934,236
Actual (estimated) fiscal year 2022	\$ 1,232,797	\$ 1,000,168
Budget fiscal year 2023	\$ 1,349,043	\$ 1,394,129
Estimated fiscal year 2024	\$ 1,258,626	\$ 1,243,177
Estimated fiscal year 2025	\$ 1,296,346	\$ 1,315,006

Budget

	Actual fiscal year 2021	Actual (estimated) fiscal year 2022	Budget fiscal year 2023	Estimated fiscal year 2024	Estimated fiscal year 2025
Financial resources available at July 1					
1. Beginning fund balance/(deficit)—unrestricted unencumbered	\$ 317,793	\$ 200,735	\$ 172,455	128,544.99	103,125.24
2. Beginning fund balance—restricted				-	-
Revenues					
3. Secondary property tax revenue	555,849.00	528,987.80	\$ 541,214	534,391.40	537,198.65
4. Fire district assistance tax	\$ 89,084	\$ 94,958	\$ 108,243	119,383.46	133,878.04
5. Wildland	\$ 9,231	\$ 96,212	\$ 65,000	85,000.00	90,000.00
6. Operating revenues	\$ 6,708	\$ 4,449	\$ 10,000	14,554.67	26,949.16
7. Grants	\$ 108,947	\$ 9,775	\$ 25,000	33,090.21	64,213.22
8. Bonds	\$ -	\$ -		-	-
9. Interest	\$ 2,292	\$ 1,036	\$ 550	270.30	138.18
10. Donations		\$ 2,814	\$ 3,000	2,500.00	2,500.00
11. Miscellaneous	\$ 5,094	\$ 5,324	\$ 10,450	11,000.00	12,000.00
12. Other (specify) Rental Income	\$ 40,790	\$ 38,505	\$ 33,131	29,891.05	26,343.47
Other (specify) IGA Town of Tusayan		\$ 250,000	\$ 380,000	300,000.00	300,000.00
Other (specify)				-	-
Other (specify)				-	-
Other (specify)				-	-
13. Total financial resources available	\$ 1,135,788	\$ 1,232,797	\$ 1,349,043	\$ 1,258,626	\$ 1,296,346
Expenses					
Personnel:					
14. Personnel:					
15. Estimated number of full-time employees (FTE) in 2023:			10		
16. Salaries & wages	\$ 471,132	\$ 542,237	\$ 594,437	623,437.00	654,637.00
17. Health insurance	\$ 50,597	\$ 53,963	\$ 64,152	68,000.00	72,000.00
18. Pension & other retirement benefits	\$ 53,700	\$ 63,828	\$ 71,126	81,899.53	92,784.29
19. Other (specify) Uniform, WC, Misc Benefits	\$ 17,520	\$ 22,303	\$ 82,801	83,000.00	84,000.00
Other (specify)				-	-
Other (specify)				-	-
20. Total personnel expenses	592,949.00	682,331.09	812,516.00	856,336.53	903,421.29
Operating:					
21. Fuel	\$ 2,304	\$ 2,095	\$ 500	286.97	116.60
22. Tools & minor equipment	\$ 2,068	\$ 9,226	\$ 6,400	6,500.00	7,000.00
23. Contracted services				-	-
24. Supplies	\$ 7,247	\$ 9,891	\$ 8,770	9,872.88	9,934.13
25. Vehicle repair	\$ 23,870	\$ 25,478	\$ 32,125	37,397.61	15,000.00
26. Training & prevention	\$ 6,305	\$ 11,375	\$ 30,700	30,000.00	30,000.00
27. Maintenance & repair—operating	\$ 2,647	\$ 10,799	\$ 7,500	10,000.00	15,000.00
28. Communications		\$ 945	\$ 852	-	-
29. Contingencies & emergencies				-	-
30. Other (specify) Fire protection and equipment	\$ 29,770	\$ 14,041	\$ 20,250	19,377.47	23,243.99
Other (specify)				-	-
Other (specify)				-	-
31. Total operating expenses	74,211.00	83,850.06	107,097.00	113,434.94	100,294.72
Capital:					
32. Land, building, & construction				-	-
33. Vehicles				-	-
34. Lease payments	\$ 14,067	\$ 50,049	\$ 55,160	55,000.00	57,000.00
35. Machinery & equipment			\$ 26,500	-	-
36. Maintenance & repair—capital				-	-
37. Reserve for future years—carryforward			\$ 203,541	-	-
38. Debt service—principal	\$ 58,197	\$ 37,205	\$ 39,908	34,160.47	32,941.69
39. Debt service—interest	\$ 14,672	\$ 7,881	\$ 5,178	3,091.38	1,938.33
40. Other (specify) Capital outlay	\$ 103,017			-	-
Other (specify)				-	-
Other (specify)				-	-
41. Total capital expenses	189,953.00	95,134.40	330,286.81	92,251.84	91,880.02
Administrative:					
42. Administrative:					
43. Administrative equipment	\$ 14,916	\$ 6,362	\$ 9,900	9,813.91	12,499.87
44. Insurance	\$ 15,657	\$ 15,892	\$ 16,200	16,478.56	16,779.92
45. Utilities	\$ 12,449	\$ 13,071	\$ 15,800	17,844.10	20,861.16
46. Professional services	\$ 11,865	\$ 11,426	\$ 13,700	14,809.85	16,883.51
47. Subscriptions, dues, fees				-	-
48. General administrative expenses	\$ 12,779	\$ 18,620	\$ 23,629	32,207.39	42,385.84
49. Other (specify) Grant related expenses	\$ 6,324	\$ 1,047	\$ 25,000	30,000.00	40,000.00
Other (specify) Wildland	\$ 1,311	\$ 72,434	\$ 40,000	60,000.00	70,000.00
Other (specify) Property taxes	\$ 1,822			-	-
50. Total administrative expenses	77,123.00	138,852.07	144,229.00	181,153.81	219,410.30
51. Total expenses	\$ 934,236	\$ 1,000,168	\$ 1,394,129	\$ 1,243,177	\$ 1,315,006



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

Tusayan Fire District

RESOLUTION # 2022-07

Deviation from Purchasing and Procurement Policy

The Tusayan Fire District adopts the following Resolution for the purpose deviating from the District's Purchasing and Procurement Policy to utilize a financial opportunity to upgrade the HVAC infrastructure within the Fire Station at a discounted rate.

WHEREAS, Tusayan Fire District has a Purchasing and Procurement Policy in place for purchases costing \$15,000 or more, but less than the \$25,000, stating 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.

WHEREAS, the Tusayan Fire Board has been presented with a time sensitive opportunity to upgrade and replace HVAC infrastructure throughout the Fire Station at a discounted rate.

NOW THEREFORE, the Tusayan Fire District resolves as follows:

The Fire Board finds it to be in the best interest of the Fire District to deviate from the existing Purchasing and Procurement Policy to utilize the financial opportunity to spend up to \$20,000 for the installation, parts, and labor of a new heating and cooling system.

That this Resolution is passed, adopted and approved by the Tusayan Fire District on this 17th day of August, 2022.

Board Chairperson – John Vail

Board Member – Marty Harris

Board Clerk– Andrew Aldaz

Board Member – Elena Villanueva

Board Member – Becky Shearer

**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 any 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.