



Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336
Telephone (928) 282-6800 FAX (928) 282-6857

REGULAR BOARD MEETING
Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room
Tuesday, August 19, 2025 / 3:00 PM

~ A G E N D A ~

Pursuant to A.R.S. § 38-431.02, notice is given to members of the SFD Governing Board and the public that the Governing Board will meet in Public Session on Tuesday, August 19, 2025, beginning at 3:00 PM in the Station #1 Multipurpose Room. Members of the Board and legal counsel may attend either in person or by telephone conference call.

During this meeting, Board Members may ask questions about, discuss, consider, approve, and/or take possible action on any listed Agenda item and any variable related thereto unless specifically otherwise indicated (such as under Public Forum). SFD may vote to go into Executive Session, which will not be open to the public, on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) for legal advice with the Fire District Attorney on the matter(s) set forth in the agenda.

Public Input: Citizens may make oral comments on specific Agenda items or any topic relevant to District business during the public forum. Citizens who wish to speak should complete a Request to Address form, indicating the topic they intend to address. Citizens may submit written comments of any length to the Fire Board. *Notice: Public comment is encouraged, but it is important that everyone demonstrate the appropriate decorum, courtesy and respect during the meeting. Please treat your fellow citizens with courtesy. Outbursts, interruptions, and personal attacks will not be tolerated.*

The meeting room will be accessible to the public at 2:30 PM.

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I. CALL TO ORDER/ROLL CALL

- A. Salute to the Flag of the United States of America and Moment of Silence to Honor all American Men and Women in Service to Our Country, Firefighters, and Police Officers
- B. Roll call of Board Members

II. PRESENTATION OF AWARDS/STAFF RECOGNITION

- A. 20 Years of Service

1. Kris Ahern, Training Division Assistant
2. Mark Beneitone, Captain/EMT
3. Keith Christofferson, Engineer/CEP/TRT
4. Keona Freeman, Human Resource Manager
5. Brent Johnson, Engineer/CEP/HRT
6. Eric Lewis, Battalion Chief
7. Joseph Pace, Firefighter/CEP
8. Michael Pace, Captain/CEP/TRT
9. Alfonso (Jon) Puyana, Firefighter/CEP
10. David Rodriguez, Captain/CEP
11. Josh Wells, Captain/CEP/TRT

B. New SFD Employees

1. Ellyse Deldin, Administrative Services Manager
2. Audrey Escobar, Administrative Clerk
3. Christi Weigand, Executive Assistant to the Fire Chief
4. John Wesbrock, Fire Inspector
5. Gwen Witherspoon, Human Resource Specialist

III. REGULAR BUSINESS MEETING

A. Public Forum:

Speakers are limited to three-minute oral presentations, but may submit written comments of any length for Board files. Board Members may not discuss items not specifically identified on the Agenda. Therefore, pursuant to A.R.S. § 38-431.01(I), Board action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.

1. Public Comments
2. Executive Staff Response to Public Comments

B. Consent Agenda – Discussion/Possible Actions:

All matters under Consent Agenda are considered by the Board to be routine (i.e. Minutes and/or signatory authority for bank accounts) and will be enacted by a single motion approving the Consent Agenda. If discussion is desired on any particular consent item, a Board Member may ask that item be removed from the Consent Agenda to be considered separately.

1. July 8, 2025 Regular Meeting Minutes
2. July 14, 2025 Special Board Meeting Minutes
3. July 14, 2025 Executive Session Minutes (*confidential*)

C. Financial Report and Updates –Director of Finance Gabe Buldra

1. Discussion/Possible Action: Review and approval of June 2025 Finance Reports
2. Discussion/Possible Action: Review and approval of July 2025 Finance Reports

D. Staff Items:

1. July 2025 Monthly Staff Report
 - a. Operations Activities – Assistant Chief Jayson Coil

- b. Significant Events
 - i. All-Hazard
 - ii. Emerging Issues
 - c. Human Resources
 - i. Staffing
 - ii. Promotions
 - iii. Significant Issues
 - d. Administration
 - i. News
 - ii. Upcoming Events
- 2. Community Risk Reduction Activities – Interim Fire Marshal Kirk Riddell
 - a. Inspection Activities
 - b. Fire Investigations
 - c. Notable Events
 - 3. Operational Support – Division Chief Buzz Lechowski
 - a. EMS Activities and Updates
 - b. Fleet Activities and Updates
 - c. Other program updates
 - 4. Training and Preparedness – Division Chief Jordan Baker
 - a. Training Report
 - b. Wellness
 - 5. Fire Chief Report – Fire Chief Ed Mezulis
 - a. Call Volume & Response Review
 - i. Incident Summary and Year-to-Date Comparison
 - ii. Response Times
 - iii. Purchase Orders over \$10K
 - iv. Thank you letter from the Pine Flats Property Owners’ Association

IV. DISCUSSION/POSSIBLE ACTION:

- A. Memorandum of Understanding for Administrative and Support Employee Association (ASEA)
- B. Memorandum of Understanding for IAFF Local 3690 Sedona Chapter
- C. Authorize the Fire Chief to initiate action to divide District-owned property, located at Station 4 on Jordan Road in Coconino County, and take all necessary actions to prepare said property for public surplus sale pursuant to A.R.S. § 48-805(B)(18), including contracting with professional services and engaging in a legal public sale process.
- D. Update on public inquiry regarding electric vehicle (EV) powering at SFD stations.


V. BOARD MEMBER UPDATES AND IDEAS FOR FUTURE MEETINGS

VI. EXECUTIVE SESSION

- A. Possible Vote to go into Executive Session on personnel matters pursuant to A.R.S. § 38-431.03(A)(1) in regards to the Fire Chief’s evaluation and legal advice pursuant to A.R.S. § 38-431.03(A)(3) and instructions to attorney pursuant to A.R.S. § 38-431.03(A)(4) regarding the same.

B. RECONVENE INTO PUBLIC SESSION

V. ADJOURNMENT

Signed by:

CORRIECOOPERMAN

Corrie Cooperman, Board Clerk

Posted by: Date: 8/15/2025 Time:



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REGULAR BOARD MEETING
Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room
Tuesday, July 8, 2025 / 3:00 PM

~ M I N U T E S ~

I. CALL TO ORDER/ROLL CALL

A. Salute to the Flag of the United States of America and Moment of Silence to Honor all American

Men and Women in Service to Our Country, Firefighters, and Police Officers

B. Roll call of Board Members

Pursuant to notice, a Regular Meeting of the Sedona Fire District (SFD) was called to order by Board Chair Helen McNeal at 3:03 PM on Tuesday, July 8, 2025. A quorum of the Board was present and the meeting, having been duly convened, proceeded with business.

Board Present: Helen McNeal – Chair; Corrie Cooperman – Clerk; Diana Christensen; Lance Waldrop – (joined the meeting late due to scheduled SFD meeting); Scott Springett – Members. **Other Present:** Ed Mezulis – Fire Chief; Assistant Chief Jayson Coil; Deputy Fire Marshal Kirk Riddell; Division Chief Buzz Lechowski; Division Chief Jordan Baker; Bill Whittington – Board Attorney; Tricia Greer – Acting Recorder. **On-line:** Sara Simonton, JVG Associates. **Absent:** JVG Finance Director Gabe Buldra

Ms. McNeal led the Pledge of Allegiance and requested a moment of silence to honor the four firefighters and six law enforcement officers who died nationwide in the line of duty since the last meeting. Ms. Greer provided a roll call of Board Members.

II. EMPLOYEE RECOGNITION – YEARS OF SERVICE & BADGE PINNING

A. Recognition of Fleet Services Manager Michael Sheehan – 15 Years of Service

Fire Chief Ed Mezulis introduced Michael Sheehan who started with the district as a Temporary Mechanic in 2010, became full-time in 2012, and was promoted to Fleet Services Manager in 2022; Mr. Sheehan is marking his 15th year at SFD; he has received numerous SFD awards including Admin/Support Employee of the Year in 2024 and the Distinguished Service Award in 2022. Ms. McNeal stated, on behalf of the Board, her appreciation for all Mr. Sheehan has done for the district and looks forward to the wonderful things to come for him in the future; Ms. McNeal said he has made a huge difference and she is grateful for his service.

Human Resources Manager Keona Freeman then introduced new SFD employees – HR Specialist Gwen Witherspoon and Administrative Services Manager Ellyse Deldin. Ms. Freeman said the new employees will be formally recognized at next month's Board meeting along with our Administrative Clerk Audrey Escobar.

III. REGULAR BUSINESS MEETING

A. Public Forum:

- 1. Public Comments**
- 2. Executive Staff Response to Public Comments**

There were no requests from the public to speak.

B. Consent Agenda – Discussion/Possible Actions:

- 1. June 17, 2025 Regular Meeting and Public Budget Hearing Minutes**

Ms. McNeal entertained a motion to approve the Consent Agenda, as presented; Board Clerk Corrie Cooperman so moved and Ms. McNeal seconded. There was no discussion; the motion unanimously passed.

C. Staff Items:

1. June 2025 Monthly Staff Report

a. Operations Activities – Assistant Chief Jayson Coil

- 1) Significant Events**
 - a. All-Hazard**
 - b. Emerging Issues**
- 2) Human Resources**
 - a. Staffing**
 - b. Promotions**
 - c. Significant Issues**
- 3) Administration**
 - a. News**
 - b. Upcoming Events**

Assistant Chief Jayson Coil said the number of extreme heat calls is putting our crews at risk; these calls require a large number of responders in challenging circumstances. He reminded the public and tourists of consequences of not being prepared in our extreme environment. Chief Coil thanked the Board for helping SFD be prepared by approving funds for safety and other essential equipment. Ms. McNeal asked if the State of Arizona has refused to close hiking trails in extreme heat; Chief Coil replied that would not be the State's authority and the US Forest Service has no mechanism to do so; in the Phoenix area, the City of Phoenix has the authority to close trailheads.

Ms. McNeal asked why the City of Sedona is shuttling people to trailheads during times of very high temperatures. Chief Mezulis said limiting shuttles does not stop trail use, as people would illegally park at the trailheads and the City of Sedona does not have the resources to monitor every trail. Ms. McNeal wondered if the Board should address this issue with the City. Chief Coil said, if so directed, staff could talk to the City about shuttle scheduling. Division Chief Buzz Lechowski said it is difficult to stop tourists from hiking who have saved money to visit here; they need education regarding the heat index based on elevation; he also stated the City of Phoenix has signs warning of dire consequences of hiking in 100-plus degree temperatures and also prohibiting dogs on the trails in extreme health (as pets have died). Ms. Cooperman asked if signs would help; Chief Coil said he could reach out to the Forest Service regarding signs and then asked the new Administrative Services Manager Ellyse Deldin, based on her past experience as a backcountry ranger, if signs would help; she replied the signage itself is not always the most effective because people could opt to not read them; staff at Grand Canyon and Death Valley built more robust preventative search and rescue programs; signs, more personnel at trailheads, and changes to the shuttle schedule may help. Chief Lechowski added there are preventative programs in our area, which run out of resources in the summer. Ms. McNeal stated we owe it to our Firefighters to explore options to mitigate this situation with the City of Sedona and partners and asked staff to begin those discussions.

Chief Mezulis asked HR Manager Freeman to cover HR events. Ms. Freeman said she was very excited about the incoming new administrative staff, as well as Fire Inspector (who is now in pre-employment). She also said a Firefighter Assessment Center will be held at the end of July to fill vacancies. She attended the SHRM national conference last week in San Diego; the keynote speaker was former US President Joe Biden who addressed the importance of not only taking care of employees, but also to have resources available for their families, as it is very difficult to focus on work when employees are worried about their families.

b. Community Risk Reduction Activities – Interim Fire Marshal Kirk Riddell

- 1) Inspection Activities**
- 2) Fire Investigations**
- 3) Notable Events**

Fire Marshal Kirk Riddell said June has not been as busy as preceding months for Community Risk Reduction. He told the Board there was one fire on a deck in West Sedona off Rodeo Road, which was, fortunately, noticed by a neighbor and reported. The fire began due to planters being used as ashtrays; he reminded the public of the fire danger of using organic material such as dried out potted plants as ash receptacles. He said the Stage 2 fire restrictions are ongoing.

Fire Marshal Riddell and Firefighters attended the July 4th event at the City pool to bring attention to

summertime safety. He also said the Police Department recently ran a call on a dog in distress and used the FIDO bag to give the dog oxygen; he does not know the outcome of the call. Ms. Cooperman commended staff for attending the 4th of July splash event to help the public.

Fire Marshal Riddell gave a safety message regarding monsoon season and the possibility of creeks flash flooding – “turn around, don’t drown” and asked the public to never drive around barricades into flooded roadways. Chief Mezulis said local fire agencies are in the process of signing an Intergovernmental Agreement to establish a common fee schedule for CRR services; he received positive feedback from the agencies and contractors regarding the proposed schedule; however, contractors requested a six-month introduction period to acquaint citizens with the changes. Chief Mezulis said this is not for full cost recovery, but to help offset the costs of extra services agencies provide.

c. Operational Support – Division Chief Buzz Lechowski

1) EMS Activities and Updates

2) Fleet Activities and Updates

3) Other program updates

Chief Lechowski said the summer season is for EMS compliance. He acknowledged Assistant Chief Jayson Coil’s assistance with insurance. Also, Engineer Brian Espiau helped him with a compliance issue with the State of Arizona for Electronic Patient Care Reporting; Chief Lechowski said SFD was not deficient or non-compliant in our reporting, but the system had a software change and our reports were not being correctly received. Chief Mezulis said SFD is recognized by the State as a premiere EMS agency, and the software company had an update, but did not notify appropriate staff of changes. The State informed SFD they were not receiving correct information, and as SFD wants to maintain its premiere status, Chief Lechowski spent a great deal of time tracking down issues and going line by line to sort out discrepancies.

Chief Lechowski stated the new SFD paramedics are testing for the National Registry tomorrow, which means we will soon have three more paramedics on the roster and there are three more training in the Fall. Regarding Fleet services, Fleet Manager Mike Sheehan is, as always, keeping SFD vehicles on the road. Chief Lechowski informed the Board that he and Chief Mezulis are beginning work on capital items and had recently been informed new fire trucks would cost about \$980,000; two years ago, the fire trucks we purchased were \$750,000 each. Venture capitalists now own fire truck manufacturing companies almost as monopolies and it takes years to receive trucks after purchase; SFD needs two engines. He said this Board and future Boards must be aware of the purchasing and receiving challenges of acquiring fire engines – staff is researching options, such as purchasing every other year and receiving the next year. Staff hoped to get by with only two backup ambulances, but with our high mileage (SFD’s newest ambulances have 174,000+ miles and one with 197,000+, even with SFD rotating them between stations). Also, he reported the smaller shop truck approved by the Board is now in service, and the Telecommunications Manager Suburban had a winch and new bumpers installed and will be in service. He reported SFD will soon sell five retired vehicles on a new auction website.

Regarding GIS, Chief Lechowski is working with GIS Analyst Matt Spinelli (who is currently at the GIS industry conference for public safety) to find better ways to visually display response information to the public and the Board, such as the EMS emergencies due to heat exposure.

Board Chair McNeal asked the status of a new process on interfacility transports with Northern Arizona Healthcare; Chief Lechowski said the first stage is going well, and he will attend a program evaluation meeting in two weeks; feedback from the Battalion Chiefs is the process is running smoothly and helping our relationship with NAH. Chief Mezulis added that the hospital has recognized there were personality issues and put resources and an on-site supervisor in place; he will let the Board know after the full evaluation at the end of six months.

Board Member Diana Christensen expressed her shock at the cost of fire trucks and the length of manufacture/delivery time. Chief Mezulis said the International Association of Firefighters is working with members of Congress to investigate this issue, as it is a nationwide problem. Chief Mezulis said the former “mom and pop” fire truck manufacturers have been bought out and combined into a few companies. Agencies nationwide have paid approximately \$4 Billion in public assets and cannot get fire trucks in a timely manner even though 3,000 new trucks are made each year.

d. Training and Preparedness – Division Chief Jordan Baker

1) Training Report

2) Wellness

Division Chief of Training Jordan Baker announced ISO OSHA training to meet internal standards is being held; this is to limit training in extreme heat with additional heat exposure at long outdoor calls. He announced the Captain Position Task Book will be coming out this week, replacing the previous 10-year old version; just as in the Firefighter Task Book, it will contain a QR code so issues and outdated equipment can be reported directly from the field. He will sit down with Captains and Battalion Chiefs to get the necessary signatures, and standing committees continue to monitor the task books for necessary updates; the Engineer Task Book will come out next year. He announced the 2025 Engineer Academy is scheduled in September; this will be a three day academy to help prepare personnel for the position and the assessment center, which will be held in early 2026. Probationary Firefighter evaluations (at 6 months and 12 months) are coming up in the Fall.

A year and half ago, SFD held its first venomous reptile removal and relocation training (even though we have been removing snakes for many years); Captain David Rodriguez is the program manager, and another training will be held with live snakes at 9:00 AM on July 10th. Staff needs knowledge of which kinds of snakes are Federally protected and not allowed to be removed under threat of up to a \$10,000 fine for each occurrence – personally to our employees and additional fines for the organization.

Chief Baker said the Firefighter assessment center is scheduled at the end of July. The subsequent New Hire Academy will be held in November this year; Chief Jordan said this will be the fourth academy since he took the Training position. Chief Baker announced 13 SFD personnel will attend State Fire School in Mesa in September; this is a great opportunity for our more junior employees to get good training and network with Arizona peers. Under Wellness safety, Chief Baker continues to order new equipment to replace SFD's aging gym equipment. Also, SFD just held its annual Functional Movement Screenings for Operational employees to evaluate and recommend range of motion and flexibility exercises for safer and easier performance of duties; this will also be scheduled for Administrative and Support employees. He is working with our in-house cadre of wellness instructors on the SFD quarterly wellness letters with information on fitness and wellness. Board Clerk Cooperman said she was impressed with all that is being done in the Training Division. Board Chair McNeal expressed her appreciation and added she sees a significant change in energy and accomplishment in all divisions.

e. Fire Chief Report – Fire Chief Ed Mezulis

1) Call Volume & Response Review

a. Incident Summary and Year-to-Date Comparison

b. Response Times

c. Incident Volume Compared to Previous Year by Incident Type by Stations

2) Purchase Orders over \$10,000 (if any)

Fire Chief Mezulis voiced his appreciation to staff for managing last month's Board meeting during his vacation. He reported the Request for Quotations (RFQ) process was held yesterday to determine the best choices for architectural and contractors for the proposed Station 4 project. He said the end result is finding firms to help us affordably build a station that will help the community for the next 50 to 100 years.

Chief Mezulis then reviewed the incidents and response data slides. He noted the uptick of activity for Station 5 in Oak Creek Canyon during summer months. The Station Response data presented by GIS supports what staff already knew, which is that Stations 1 and 3 are appropriately located to handle the bulk of those areas' calls, with Station 4 also handling most of its; and recognized the decision by the previous Board to build Station 6 in a balanced location to support both Stations 4 and 3. He said as the complexities of our calls increase, this data set will help make sure neighborhoods are appropriately covered.

Ms. McNeal said staff and Board talked at the last Board meeting about breaking down incidents with types of calls per station. Chief Lechowski pointed out on response times the only discretion we have is the time between when the call comes in and when our crews leave the station – the rest is up to traffic and what is going on in the community at the time. And, as always, it should be noted that we do not have a hospital facility in Sedona and

must transport patients to Cottonwood, Flagstaff, or even Phoenix, which contributes to the length of calls and mileage on our ambulances. Chief Mezulis said if the City of Sedona requests help, the GIS data sets could be used for traffic studies or road configuration in the future.

Chief Mezulis also noted long distance truck drivers have limited numbers of hours they can drive and he feels emergency agencies should also look at those standards for employee and patient safety.

Board Member Christensen asked for staff to repeat the cost of an ambulance remount; Chief Lechowski responded it was \$220,000 (not to exceed \$250,000) to refurbish and get a new chassis, new lighting, and upgraded harness seat belts to safely move around the cabin with patients; new ambulances are about \$330,000 or \$450,000 to \$500,000 for four wheel drive diesel units.

2. Discussion/Possible Action: Emergency Dispatch Services Agreement with City of Cottonwood – July 2025

Chief Mezulis said this Emergency Dispatch Services Agreement is a transition to a new model similar to agencies in the Phoenix metro area and is a modification of governance at the dispatch center. He reiterated that SFD is a customer of the City of Cottonwood as part of the dispatch center, but the desire is to be a partnering agency. The dispatch center restructured its billing for SFD and all other regional agencies. SFD has seen a steady annual 5% increase in costs since the SFD dispatch center closed years ago resulting in a 45% to 50% cost increase. This Agreement moves toward a reduction in costs. He said, ultimately and ideally, a representative from each agency would serve as a dispatch center governing board member, which is a more efficient system; after the radio system is upgraded, agencies are also evaluating the potential of a regional IT Center. Chief Mezulis recently spoke with Yavapai County Sheriff Rhodes about the results of a feasibility study on improving dispatch centers; it showed the system is currently working, but there are opportunities of increasing efficiency through combining regional dispatch; there are three dispatch centers on the Prescott side of the county and three in the Verde Valley area; he said moving from customer to partner affords an opportunity to build a better, more efficient center. Chief Mezulis is focused on keeping our dispatching affordable and practical for our citizens.

Chief Mezulis commented the pricing in the Agreement is to the benefit of SFD and gives an opportunity to make headway over the next year; he recommends approval of the agreement with the terms of the contract, noting the agencies are working toward a different kind of plan; Ms. Cooperman said she was on the Board when the SFD dispatch center closed and she recalls the 5% increase annually was also part of that contract. Division Chief Lechowski is the dispatch center liaison. Chief Mezulis said – although he needs to verify with Finance Director Gabe Buldra – this agreement returns the fee structure to what SFD paid in 2019 and with the 5% year over year increases, we will not return to the amount paid last year for several years. He said we also have an opportunity to move forward in our partnering with the new Fire Chief of Cottonwood. *Ms. McNeal entertained a motion to approve the new Emergency Dispatch Services Agreement with the City of Cottonwood; Ms. Cooperman so moved, a second was provided by Board Member Scott Springett; the motion was unanimously approved.*

3. Discussion/Possible Action: Board Agenda Communication regarding Requisition #10208 with The HVAC Company for Air Conditioning Units at Fire Station 4, Airport Mesa, Schnebly Hill and Mingus Mountain in the not-to-exceed amount of \$189,000

Chief Mezulis stated upon evaluation of HVAC systems at remote and station tower sites, it was confirmed the system was outdated and needed replacement; staff has been aware of this for a few years, and as part of the radio upgrade previously approved by the Board, SFD started with the replacement of generators, now, this HVAC project, and in the next few months, a requisition for the system's battery replacement. The quote from The HVAC Company is at State Contract price, and although this exceeds what was budgeted this year, a portion of this project was budgeted last year and did not occur; those dollars were rolled into capital funds. Chief Mezulis said this was analyzed and approved by Finance Director Gabe Buldra. This project is for radio systems' infrastructure support for the upgrade. Board Member Lance Waldrop commented this is critically important, and the sites are also used by other agencies and clients; the HVAC system has to be top quality, over-powered, and have a duty capacity of 120% in an emergency situation. Chief Mezulis agreed and said this is an alternating duplex system, so that if one cooling system "tires", the redundant system takes over.

Chief Mezulis commented some expenses (like painting or concrete pads) will be lesser amounts not requiring

Board approval; after that, a big purchase will be for radio cabinets and systems, but is dependent on FCC licensing with the City of Sedona. SFD identified the need for a site at the high school; the school is supportive and gave choices for the location; he said another example is the airport site; airport staff is currently evaluating repair to the tower to support current equipment. JVG Financial associate Sara Simonton announced she was available for any budgetary questions from the Board. Ms. Cooperman stated it is an obvious necessity. As there were no other questions, ***Ms. McNeal entertained a motion to approve Requisition #10208 with the HVAC Company in an amount not to exceed \$189,000; Board Member Diana Christensen so moved; Mr. Waldrop seconded and the motion unanimously passed.***

D. Board Member Items:

1. Discussion/Possible Action: Schedule Special Meeting for the Selection of an Architect and Construction Manager at Risk (CMAR); and June 2025/Fiscal Year End Financial Report

Ms. McNeal asked the Board to schedule a special meeting to choose the Construction Manager at Risk and the Architectural services for the Station 4 construction project; she noted the June Financial Report would be covered at the August Board meeting. She said staff and Board members (not a quorum) had two review sessions to review the quotes received. Mr. Waldrop commented a recommendation is being prepared for the Board. Ms. McNeal suggested the meeting be scheduled for Monday, July 14, 2025 at 11:00 AM. Chief Mezulis commented an Executive Session for legal advice might be required, but he does not anticipate it being a long meeting. The Board agreed to the date and time by consensus. Attorney Bill Whittington added that the statutory provisions must be included in the Agenda.

2. Discussion/Possible Action: Biennial Election of SFD Fire Board Chairperson and Clerk

Ms. McNeal said the Fire Board's Rules of Procedure stipulate the election of a Chairperson and a Clerk every two years; typically, this is done in January with a new Board; however, she postponed it until this month, so the new members would have a chance to understand how the Board works and the opportunity to consider who they would want to elect. Ms. McNeal then opened the nominations for Chairperson of the Board for the next two years; ***Mr. Waldrop nominated Helen McNeal to continue as the Board Chair; Board Member Scott Springett provided a second.*** Ms. Cooperman commented she agreed with the nomination of Ms. McNeal as she brings skills and dedication to the position. ***Ms. McNeal then called for the vote which was unanimously approved.***

Ms. McNeal then opened the floor for nominations for the Board Clerk position for the next two years; ***Ms. McNeal nominated Corrie Cooperman to continue in the position of Clerk as she has been instrumental in keeping the Board moving forward; Ms. Christensen provided a second, and upon a call, the motion was unanimously approved.***

3. Updates and Ideas for Future Meetings

Ms. McNeal reminded Chief Mezulis of a report on what staff has done to evaluate service contracts and the process for major contracts; Ms. Christensen agreed and said it is incumbent on the Board to ensure the process is clean with good government provisions and no conflicts of interest. Chief Mezulis said a review of best practices for contracts will be agendaized at a future Board meeting.

IV. ADJOURNMENT

The meeting was then adjourned at 4:45 PM.

Corrie Cooperman, Board Clerk

:tg



Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336
Telephone: (928) 282-6800, FAX: (928) 282-6857

SPECIAL BOARD MEETING

Station #1 | 2860 Southwest Drive | Sedona | Multi-purpose Room
Monday, July 14, 2025, at 11:00 AM

MINUTES

I. CALL TO ORDER/ROLL CALL

- A. **Salute to the Flag of the United States of America and Moment of Silence to Honor all American Men and Women in Service to Our Country, Firefighters, and Police Officers**
- B. **Roll Call of Board Members**

Pursuant to notice, a Special Meeting of the Sedona Fire District (SFD) was called to order by Board Chair Helen McNeal at 11:00 AM on Monday, July 14, 2025. A quorum of the Board was present and the meeting, having been duly convened, proceeded with business.

Board Present: Helen McNeal, Chair; Corrie Cooperman, Clerk; Diana Christensen, Lance Waldrop, Scott Springett, Members.

Others Present: Ed Mezulis, Fire Chief; Ellyse Deldin, Administrative Manager; Christi Weigand, Executive Assistant to the Fire Chief; Scott Schwisow, Facilities Coordinator; Jeff Wassell, Battalion Chief; Keona Freeman, Human Resources Manager; Gwen Witherspoon, Human Resources Specialist; Greg Eberlein, Captain; Bill Whittington, Board Attorney.

Ms. McNeal led the Pledge of Allegiance.

II. BUSINESS SESSION

- A. **Discussion and Possible Action re: Possible selection of a CMAR service provider and possible selection of provider of Architectural Services in conjunction with the Station 4 construction project; possible instructions for and approval of contracts relating to the same; possible approval of Board Resolution #2025-02 relating to the same.**

Fire Chief, Ed Mezulis, reviewed the RFQ process with the Board (Document: Station 4 RFQ Process Executive Summary, hereinafter "RFQ Summary"). The process was open to the public for a one-month period, beginning on April 30th, 2025 (Phase 1). Chief Mezulis explained that a public purchase portal was used to reach a broad number of vendors in multiple industries. Over 100 people accessed the RFQ packet, demonstrating there was successful wide reach. There were nine architectural and 11 construction manager at risk (CMAR) contractor submittals at the close of RFQ Phase 1 that ended in May 2025.

Chief Mezulis explained that packet submittals were evaluated in Phase 2 by (two) committees (CMAR and architectural) using different criteria (see RFQ Summary). Further considerations also included working knowledge of rural Arizona complexities that differ from larger counties and how to potentially mitigate noted challenges from other large municipal projects.

Four CMAR and three architectural firms were selected to move into Phase 3. The firms were asked to respond to specific questions and present information to the committees (see RFQ Summary). Chief Mezulis concluded by referring to the list of ranked recommended firms in the RFQ Summary.

Chair Helen McNeal asked the Board for questions. Ms. Cooperman asked who won. Chief Mezulis referred to the RFQ Summary and clarified that the committee recommendations were Core Construction, Inc. and LEA Architects, both listed as number one. Board Member Diana Christensen noted that the RFQ Summary lists who is (ranked) number one but does not indicate that they are the (committee) recommendations. Chief Mezulis agreed to add specified language to the document that would reflect the recommendations.

Board Clerk Corrie Cooperman further discussed highlights within the selection process. Community connection (understanding) and timeliness were notable considerations taken into account in the structural design, e.g., visiting businesses adjacent to the property and observing pedestrian and traffic flow. Chief Mezulis further emphasized committee considerations, to include articulating how and why a timeline could be achieved, the (firm's) investment of understanding the characteristics and complexity of the Jordan (Road) area, and thorough knowledge of municipal projects adjacent to the Station 4 property site.

Ms. McNeal then moved to approve Resolution #2025-02 for the selection of a construction manager at risk and an architectural services provider, in conjunction with the Fire Station 4 construction project and authorizing the Chief to enter into negotiation and preparation of related contracts with Core Construction, Inc. and LEA Architects; Board Member Lance Waldrop provided a second, and the motion was passed unanimously by the Board.

B. Discussion and Possible Action re: Possible vote to go into executive session for legal advice pursuant to ARS § 38-431.03 (A)(3) and to give instructions to legal counsel pursuant to ARS § 38-431.03 (A)(4), regarding possible selection and contract for construction manager at risk (CMAR) services and possible selection and contract for architectural services in regards to the Station 4 construction project.

Ms. McNeal suggested that it would be appropriate to enter into Executive Session to discuss the contracting process. Mr. Whittington cited legal advice pursuant to A.R.S. § 38-431.03 (A)(3) and instructions to legal counsel pursuant to A.R.S. § 38-431.03(A)(4).

Ms. McNeal moved to go into Executive Session to discuss the contracting process and for legal advice pursuant to ARS § 38-431.03(A)(3) and to give instructions to legal counsel pursuant to ARS § 38-431.03(A)(4), as amended, at 11:21 AM; Mr. Waldrop seconded, and the motion was passed unanimously.

Chief Mezulis inquired if Ms. McNeal was opposed to the current audience remaining in the room for Executive Session. Ms. McNeal had no objection. Mr. Whittington advised that others may be invited, if their attendance is necessary and to indicate why, e.g., legal advice, appropriate training, as long as the record reflects it. Ms. McNeal clarified the reason for each of the attendees to remain in the Executive Session which included staff training purposes and individuals associated to the Station 4 RFQ.

C. Reconvene into public session (if executive session was held). Discussion/possible action re possible instructions to management and legal counsel relating to CMAR service contract and the architectural services contract pertaining to the Station 4 construction project.

The Public Session was reconvened at 11:37 AM. No further action was required. Ms. McNeal offered thanks to Chief Mezulis, Facilities Coordinator Scott Schwisow, staff, and the Board Members who

participated in the committees.

III. ADJOURNMENT

The meeting was then adjourned at 11:38 AM.

Corrie Cooperman, Board Clerk

:tg

Sedona Fire District

Station 4 RFQ process

Executive summary

The Sedona Fire District initiated a request for qualifications (RFQ) process in April 2025. The purpose was to evaluate and select an architect and construction manager at risk (CMAR) for the construction of the uptown Sedona Station 4.

The RFQ selection process timeline and criteria of the District are outlined below.

Evaluation criteria

Phase 1 April 30, 2025, to May 30, 2025

Timely submission to the public purchase portal based on the parameters defined in both RFQ's on the public purchase portal.

Phase 2 June 9, 2025

Architectural firm evaluation

- Project understanding and approach
- Firm experience and qualifications
- Key Personnel-design
- Firm's CA&O experience
- CA&O Key personnel
- General information

CMAR company evaluation

- Firm experience
- Project understanding and approach
- Key personnel experience
- General information

Phase 3 July 7-8, 2025

The selected firms were given a list of follow-up questions to prepare a presentation for review by the committee.

Architectural firm follow up questions

Design Approach

- Can you describe your design philosophy and how it applies to projects like ours in the historic Jordan Park area?
- How do you balance design innovation with budget constraints?
- What sustainability or energy efficiency strategies do you typically integrate?
- How do you integrate the NFPA standards 1500, 1710, 1720, and 1851 into your fire station design?

Team & Collaboration

- Who from your team will lead the project, and what is their availability? The Sedona Fire District governing board is ready to start on this project immediately.
- What is your approach to working with a CMAR during preconstruction?
- How will you capture and include input from the District with regards to design and layout elements?

Project Management

- What is your process for managing design changes initiated by the owner or uncovered during preconstruction?
- How do you ensure accurate and timely document delivery?
- What software and tools do you use for document coordination and collaboration?
- What experience do you have designing facilities in rural or remote Arizona locations?
- How do you address limitations in infrastructure, utilities, or environmental conditions?
- Please identify who from your firm will be the primary lead during construction.

Cost & Value

- How do you monitor and control project costs during design?
- Can you provide examples of where you helped reduce project costs without compromising design intent?
- How do you engage the community or the fire district's constituents during the design process, especially for public-facing projects?

CMAR follow up questions

Team & Experience

- Can you clarify which team members will be assigned to this project and their specific roles and experience within those roles?

Project Approach

- How do you plan to ensure collaboration between the owner, architect, and subcontractors during preconstruction and the construction phase of the project?
- What is your approach to cost estimating during the design phase?
- How do you handle constructability reviews and value engineering suggestions?
- Regarding the location of the construction site in a popular tourist area with residential housing, how do you propose to manage the site and lessen the impact during the construction process?

Schedule & Cost Control

- What tools and processes do you use to maintain the construction schedule and control costs?
- How do you ensure early identification and mitigation of potential delays or cost overruns?
- Can you describe a project where your team overcame a significant schedule challenge?

Subcontractor Management

- What is your subcontractor prequalification process?
- Will you solicit bids from local contractors and suppliers if they are qualified and available?
- How do you ensure competitive bidding while maintaining quality standards?
- How do you manage subcontractor performance on-site?

Building Warranty and Post-Construction Support

- What type of warranty do you provide on your fire station builds, and what does it cover?
- How do you handle warranty claims or issues that arise after project completion?
- Do you offer a post-construction maintenance program or orientation for facilities staff?

Sedona Fire District review committee members

Ed Mezulis, MPA

Fire Chief

Architectural review

Ed has been with the Sedona Fire District for 25 years. Before assuming his current role at SFD, he was responsible for managing vendor selection and procurement processes for the district's emergency medical services, training, and fleet services needs. Ed also brings over 20 years of experience in metal fabrication. His experience includes designing and maintaining shipboard systems, installing and maintaining chemical and gas delivery systems for the semiconductor industry, and designing and installing high-pressure pipes.

Lance Waldrop

Board Member

CMAR review

Before joining the fire board, Lance held various roles within the federal government, with a primary focus on fleet management in the United States Navy. His duties encompassed fleet maintenance, the review and development of specifications for a range of commercial apparatus, procurement, and project management. Additionally, Lance currently serves as a fleet management consultant for the Sedona Police Department.

Corrie Cooperman

Board Clerk

Architectural review

Corrie has served as a board member with the district for over a decade. She played an active role in the design, selection, and construction of Sedona Fire Station 6. Professionally, she is a licensed registered nurse with over 40 years of experience.

Scott Schwisow

Project Manager

Architectural/CMAR review

Scott dedicated 32 years to the district, ultimately retiring as a Division Chief. After a short break, he returned to take on the role of district project management coordinator. With many decades of experience in the residential construction industry in the Verde

Valley, he also served as the district project manager for the construction of Fire Station 6 in the Sedona Chapel area.

Jeff Wassell

Battalion Chief

Architectural/CMAR review

Jeff has been with the district for over 25 years. In his current role, he oversees facilities maintenance and repair while serving as a shift battalion. He has played a crucial role in numerous capital projects over the past few years, contributing to the development of scope of work documents, vendor selection, and cost analysis. Jeff's construction background also includes extensive experience as a commercial and residential electrician.

Jarrett Tarver

Captain

Architectural/CMAR review

Jarrett has been with the district for 24 years, during which he has led numerous in-house tenant improvement projects. With over 30 years of construction experience across Arizona, Jarrett has primarily worked as a construction foreman and private contractor, specializing in residential framing and concrete layout, design, and construction.

Greg Eberlein

Captain

CMAR review

Greg has dedicated over 20 years to the fire service with Sedona. He holds a B.S. in civil engineering and is a registered professional engineer in Arizona. His experience spans 26 years in design, engineering, procurement, management, scheduling, cost estimation, and residential real-estate entitlement. Mr. Eberlein is proficient in commercial and residential structures, land development construction including grading, drainage, water systems, asphalt pavement, and sidewalks. He is skilled in highway construction, encompassing drilling, paving, and pre-cast concrete bridges. He has experience in water treatment plant construction, involving tank construction, concrete structures, and mechanical piping. His expertise extends to vibration investigation and assessment of structural members after fire damage.

All committee members completed independent evaluations and confirmed there were no conflicts of interest

Committee Ranking of Submittals

Architect

1. LEA-Architects (selected as recommendation)
2. OPN Inc
3. Perlman Architects
4. EAPC Architects Engineers
5. Breckenridge Group Architects
6. GH2 Architects, LLC
7. David E. Shambach, Architect, INC.
8. Cole Architects
9. The Galante Architecture Studio

CMAR

1. Core Construction, Inc. (selected as recommendation)
2. Danson Construction, LLC
3. Willmeng Construction Inc.
4. Caliente Construction, Inc.
5. FCI Constructors, Inc.
6. Tierra Verde Builders
7. Sun Eagle Corporation
8. Agate Inc.
9. Haley Construction Company
10. Lloyd Construction
11. Pilkington Construction

Summary

This process was crucial to the success of the Sedona Fire District's future capital planning. In our effort to build sustainable infrastructure while adhering to a fiscally responsible budget, we approached these selection decisions with great care. All submitting firms demonstrated professionalism and capability. The selected firms distinguished themselves by their alignment with the District's operational priorities and understanding of the specific challenges posed by this project.

Our decision was difficult, yet we stand by it confidently. The Sedona Fire District adhered to a transparent, qualifications-based selection process consistent with Arizona Revised Statutes and District procurement policies. All firms were evaluated using the criteria outlined in the RFQ and follow-up materials. Although the formal review and scoring process offered a structured basis, our final recommendation also accounted for project-specific factors clearly aligned with the RFQ criteria—such as responsiveness to environmental constraints, stakeholder coordination, and regional experience.

We prioritized firms that not only exhibited technical proficiency but also showed keen attention to detail and a proven ability to listen, adapt, and collaborate in a manner that aligns with our community's expectations and values.

Each firm's ability to present a realistic and achievable project timeline, which respected both operational continuity and our long-term vision, was of particular importance. We highly valued candidates who demonstrated a genuine understanding of the Sedona Fire District's unique service demands, including the need to balance seasonal tourism pressures, topographic constraints, and the complexities of the area.

Furthermore, we needed assurance that the chosen teams were not only familiar with Northern Arizona but also capable of anticipating and planning for the complexities of constructing in a high-profile, environmentally sensitive area like Sedona. Their ability to engage with stakeholders, foresee permitting and infrastructure challenges, and align their strategies with our standards for service delivery and community trust was a crucial factor.



Sedona Fire District Monthly Financial Report

Monthly Financial Report – June 2025

Attached are the following for your information and review:

1. Balance Sheet as of June 30, 2025.
2. Summary of reconciled cash balances on June 30, 2025.
3. Income Statement of Revenues and Expenditures for June 2025, including budget to actual and year- to-date balances.
4. Graphs for June 2025.
5. Fixed Asset Additions and Disposals Schedule FY25.
6. Monthly Disbursement Report.
7. 12-Month Cash Flow.

Key points:

- Total Revenue for June is \$822,760 which is \$172,181 over budget.
 - Tax Revenue for June is \$442,312 which is \$126,762 over budget.
 - Non-Tax Revenue for June is \$380,447 which is \$45,418 over budget.
 - Wildland revenue is under budget \$66,665.
 - Interest revenue is over budget by \$45,215.
 - Prop 207 revenue is over budget by \$94,774.
- Total Expense for June is \$1,798,598 which is \$86,345 over budget.
 - Personnel Costs are under budget \$56,968, driven by lower than anticipated wages and associated costs.
 - Buildings & Land is over budget \$72,736, driven by ongoing station improvement projects.
 - Managerial cost is over budget \$80,958, driven by the costs incurred for CBRE's Insurable Valuation fees and increase costs for mental health services from Start Moving-On Consulting.
- Year-To-Date Revenue for June is \$25,733,621, which is \$1,293,540 over budget.
- Year-To-Date Expenses for June is \$22,125,285, which is \$795,409 under budget.

Please contact the Finance Director with any questions or concerns regarding this report.

Sedona Fire District
Balance Sheet
As of June 30, 2025

	Jun 30, 25	Jun 30, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1010 · Capital Reserves Fund	13,088,474.24	4,823,701.88	8,264,772.36
1050 · Chase - Operating Account	537,017.92	518,439.97	18,577.95
1060 · Chase - Payroll Account	445,660.47	877,157.08	-431,496.61
1070 · County General Fund	5,011,180.16	12,479,074.34	-7,467,894.18
Total Checking/Savings	19,082,332.79	18,698,373.27	383,959.52
Accounts Receivable			
1200 · Accounts Receivable*	21,713.10	0.00	21,713.10
1202 · Ambulance Billings Receivable	417,800.61	417,800.61	0.00
1204 · ND Fire Billing Receivables	0.00	140,639.17	-140,639.17
1206 · Property Tax - Receivable	274,016.85	274,016.85	0.00
1208 · Grant Receivable	87.75	0.00	87.75
1270 · Lease Receivables	677,198.00	677,198.00	0.00
Total Accounts Receivable	1,390,816.31	1,509,654.63	-118,838.32
Other Current Assets			
1320 · Prepaid Expenses	180,367.33	182,083.93	-1,716.60
Total Other Current Assets	180,367.33	182,083.93	-1,716.60
Total Current Assets	20,653,516.43	20,390,111.83	263,404.60
Fixed Assets			
1400 · Accumulated Depreciation	-16,266,298.67	-16,266,298.67	0.00
1410 · Building and Other Improvements	9,846,665.19	9,419,074.30	427,590.89
1411 · Construction in Progress	15,124.61	0.00	15,124.61
1412 · Furniture and Equipment	7,330,333.70	7,221,009.37	109,324.33
1413 · Land	4,284,578.48	2,054,578.48	2,230,000.00
1414 · Vehicles	8,408,970.00	7,722,775.63	686,194.37
1450 · CIP	1,598,474.90	1,598,474.90	0.00
1470 · Right to Use Asset			
1401 · Accum Depreci- Right to Use	-92,998.00	-92,998.00	0.00
1470 · Right to Use Asset - Other	119,624.00	119,624.00	0.00
Total 1470 · Right to Use Asset	26,626.00	26,626.00	0.00
Total Fixed Assets	15,244,474.21	11,776,240.01	3,468,234.20
Other Assets			
1500 · Defer Outflows of Rsrcs - ASRS	167,808.00	167,808.00	0.00
1510 · Defer Outflows of Rsrcs - PSPRS	9,027,233.00	9,027,233.00	0.00
1515 · Defer Outflows Rsrcs PSPRS Tr 3	388,283.00	388,283.00	0.00
1520 · Defer Outflows - PSPRS OPEB	120,568.00	120,568.00	0.00
1525 · Defer Outflows PSPRS OPEB Tr 3	5,880.00	5,880.00	0.00
1530 · Defer Outflows - ASRS OPEB	8,439.00	8,439.00	0.00
1540 · Rlsk Pool Capitalization	231,080.00	231,080.00	0.00
1815 · Net Pension Asset - PSPRS Tr 3	51,105.00	51,105.00	0.00
1825 · Net Pension Asset PSPRS OPEB	11,446.00	11,446.00	0.00
1830 · Net Pension Asset ASRS OPEB	40,926.00	40,926.00	0.00
Total Other Assets	10,052,768.00	10,052,768.00	0.00
TOTAL ASSETS	45,950,758.64	42,219,119.84	3,731,638.80

Sedona Fire District
Balance Sheet
As of June 30, 2025

	Jun 30, 25	Jun 30, 24	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	205,381.47	268,799.85	-63,418.38
Total Accounts Payable	205,381.47	268,799.85	-63,418.38
Credit Cards			
2003 · National Bank of Arizona Credit	57,053.22	40,602.83	16,450.39
Total Credit Cards	57,053.22	40,602.83	16,450.39
Other Current Liabilities			
2010 · Accrued Employee Leave	1,699,307.69	1,719,680.90	-20,373.21
2011 · Accrued Payroll	313,580.31	313,580.31	0.00
2014 · Defer Inflows of Rsrcs - ASRS	167,731.00	167,731.00	0.00
2015 · Defer Inflows of Rsrcs - PSPRS	1,397,093.00	1,397,093.00	0.00
2018 · HSA Deduction	-3,705.09	0.00	-3,705.09
2019 · Insurance Premium Liabilities	59,954.95	0.00	59,954.95
2021 · Payroll Liabilities	-6,046.59	0.00	-6,046.59
2022 · Retirement Payable	384,976.68	244,535.20	140,441.48
2049 · Defer Inflows of Rsrcs PSPRS T3	9,611.00	9,611.00	0.00
2050 · Defer Inflows OPEB PSPRS	88,115.00	88,115.00	0.00
2051 · Defer Inflows OPEB ASRS	21,151.00	21,151.00	0.00
2054 · Defer Inflows PSPRS OPEB TR3	571.00	571.00	0.00
2070 · Defer Inflow related to Leases	638,122.00	638,122.00	0.00
Total Other Current Liabilities	4,770,461.95	4,600,190.41	170,271.54
Total Current Liabilities	5,032,896.64	4,909,593.09	123,303.55
Long Term Liabilities			
2052 · Net Pension Liab OPEB PSPRS	208,845.00	208,845.00	0.00
2053 · Net Pension Liab OPEB ASRS	980.00	980.00	0.00
2201 · Net Pension Liability - ASRS	1,197,427.00	1,197,427.00	0.00
2202 · Net Pension Liability - PSPRS	26,875,394.00	26,875,394.00	0.00
2270 · Lease Liability	88,208.00	88,208.00	0.00
Total Long Term Liabilities	28,370,854.00	28,370,854.00	0.00
Total Liabilities	33,403,750.64	33,280,447.09	123,303.55
Equity			
3000 · Opening Balance Equity	5,149,965.20	5,149,965.20	0.00
3010 · Fund Balance	-2,425,262.92	-2,425,262.92	0.00
3200 · Unrestricted Net Assets	6,213,970.47	4,745,194.57	1,468,775.90
Net Income	3,608,335.25	1,468,775.90	2,139,559.35
Total Equity	12,547,008.00	8,938,672.75	3,608,335.25
TOTAL LIABILITIES & EQUITY	45,950,758.64	42,219,119.84	3,731,638.80

Sedona Fire District
Summary of Reconciled Cash Balances
 Period Ending 06/30/2025

	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	<u>06/30/2025</u>	<u>06/30/2025</u>	<u>06/30/2025</u>	<u>06/30/2025</u>
Beginning Balance	8,588,056.43	9,553,755.50	907,372.49	774,997.34
Cleared Transactions				
Checks and Payments	(775,734.98)	-	(1,431,496.54)	(1,329,336.87)
Deposits and Credits	646,241.01	34,718.74	1,063,835.93	1,000,000.00
Total Cleared Transactions	<u>(129,493.97)</u>	<u>34,718.74</u>	<u>(367,660.61)</u>	<u>(329,336.87)</u>
Cleared Balance	<u>8,458,562.46</u>	<u>9,588,474.24</u>	<u>539,711.88</u>	<u>445,660.47</u>
Uncleared Transactions				
Checks and Payments	(3,526,008.02)	3,500,000.00	(2,693.96)	-
Deposits and Credits	78,625.72	-	-	-
Total Uncleared Transactions	<u>(3,447,382.30)</u>	<u>3,500,000.00</u>	<u>(2,693.96)</u>	<u>-</u>
Register Balance as of 06/30/2025	<u>5,011,180.16</u>	<u>13,088,474.24</u>	<u>537,017.92</u>	<u>445,660.47</u>

Sedona Fire District Profit & Loss Budget Performance June 2025

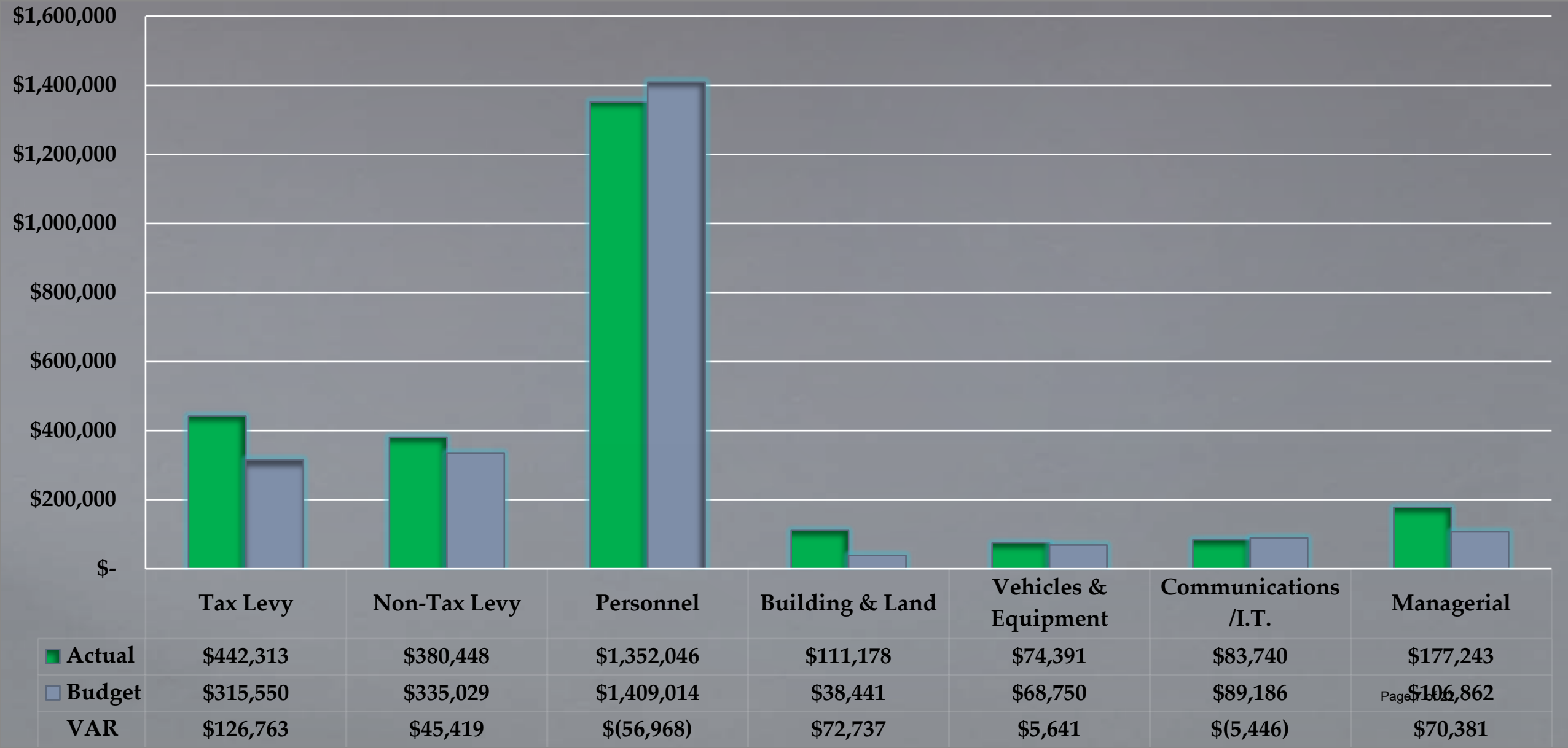
	Jun 25	Budget	\$ Over Budget	Jul '24 - Jun 25	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
4001 · Tax Levy Revenue	442,312.52	315,550.00	126,762.52	20,662,651.19	20,800,436.00	-137,784.81	20,800,436.00
4100 · Non-Tax Levy Revenue	380,447.91	335,029.00	45,418.91	5,070,969.80	3,639,645.00	1,431,324.80	3,639,645.00
Total Income	822,760.43	650,579.00	172,181.43	25,733,620.99	24,440,081.00	1,293,539.99	24,440,081.00
Gross Profit	822,760.43	650,579.00	172,181.43	25,733,620.99	24,440,081.00	1,293,539.99	24,440,081.00
Expense							
5001 · Personnel Cost	1,352,045.96	1,409,014.00	-56,968.04	18,637,431.72	19,138,345.00	-500,913.28	19,138,345.00
6001 · Building & Land	111,177.90	38,441.00	72,736.90	524,697.77	475,750.00	48,947.77	475,750.00
6101 · Vehicles & Equipment	74,390.95	68,750.00	5,640.95	777,487.54	812,635.00	-35,147.46	812,635.00
6300 · Communications	83,740.09	89,186.00	-5,445.91	948,577.38	1,114,066.00	-165,488.62	1,114,066.00
6401 · Meetings, Travel & Training	36,877.95	47,455.00	-10,577.05	331,557.47	498,291.00	-166,733.53	498,291.00
7001 · Managerial Cost	140,365.29	59,407.00	80,958.29	904,833.86	881,608.00	23,225.86	881,608.00
8001 · Other Expense	0.00	0.00	0.00	700.00	0.00	700.00	0.00
Total Expense	1,798,598.14	1,712,253.00	86,345.14	22,125,285.74	22,920,695.00	-795,409.26	22,920,695.00
Net Ordinary Income	-975,837.71	-1,061,674.00	85,836.29	3,608,335.25	1,519,386.00	2,088,949.25	1,519,386.00
Net Income	-975,837.71	-1,061,674.00	85,836.29	3,608,335.25	1,519,386.00	2,088,949.25	1,519,386.00

Financial Report

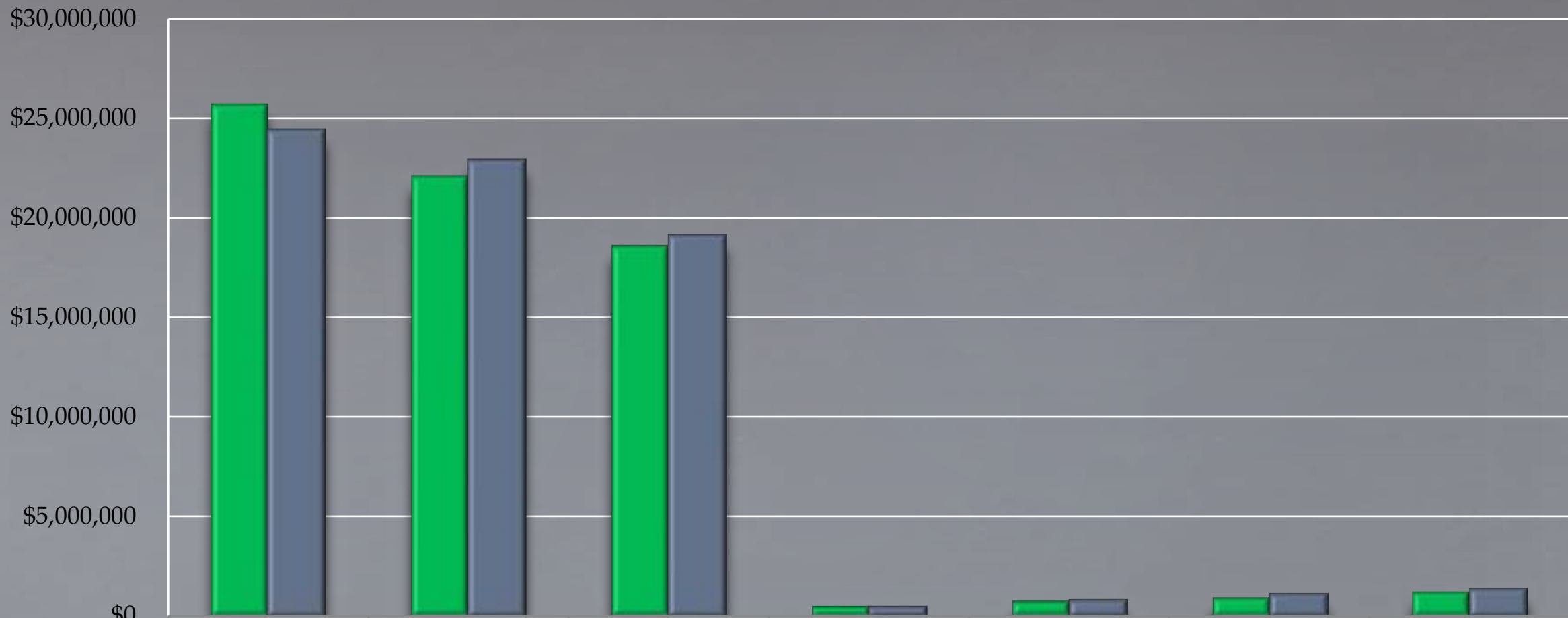
June 2025



June 2025



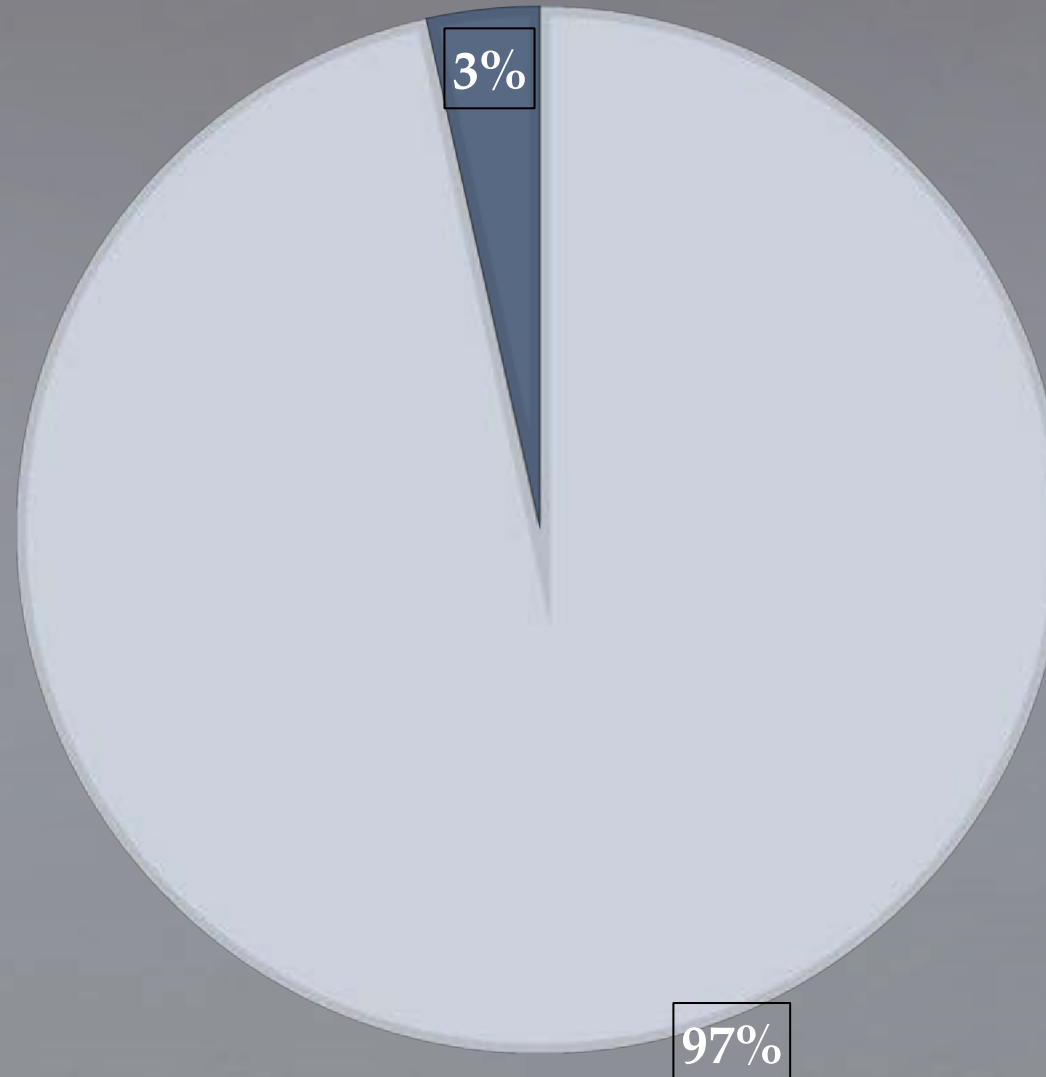
Fiscal Year to Date Budget to Actual



Actual	\$25,733,621	\$22,125,286	\$18,637,432	\$524,698	\$777,488	\$948,577	\$1,237,091
Budget	\$24,440,081	\$22,920,695	\$19,138,345	\$475,750	\$812,635	\$1,114,066	\$1,379,899
Budget to Actual Var	\$1,293,540	(795,409)	(500,913)	48,948	(35,147)	(165,489)	(142,808)

YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET

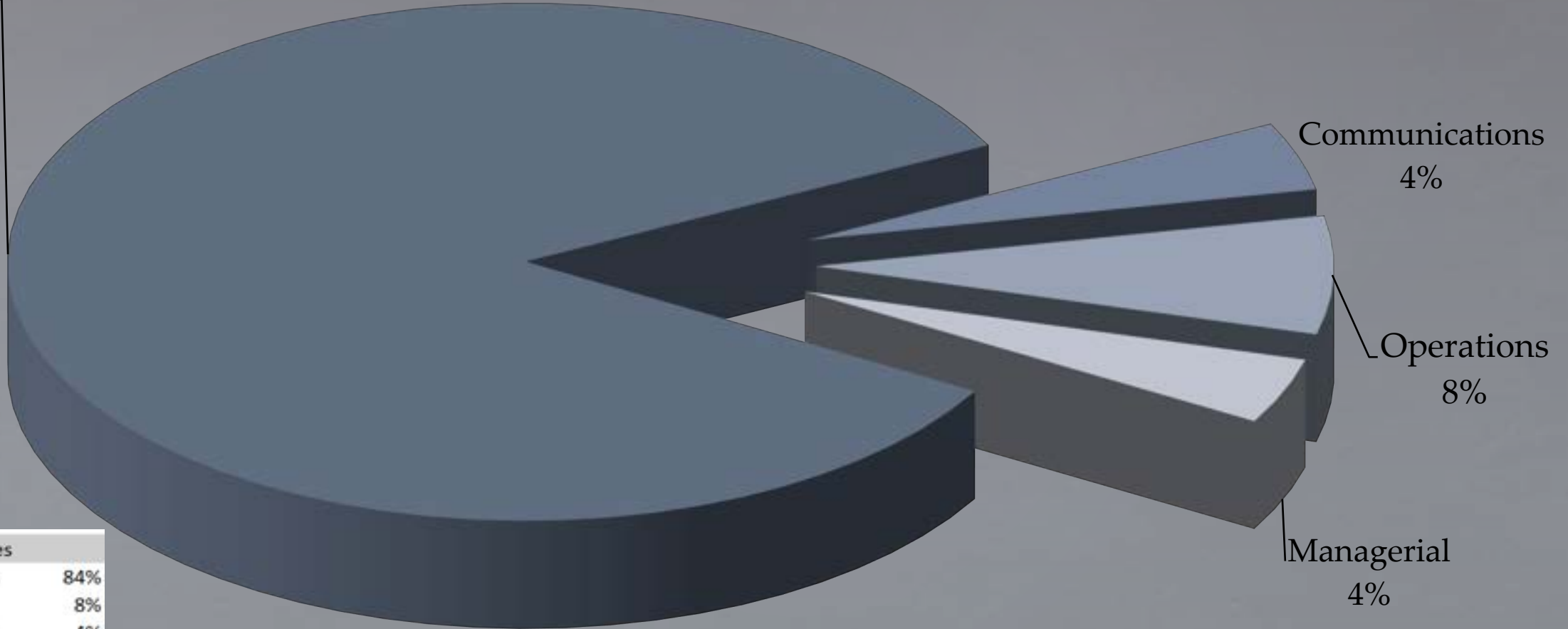
Actual YTD Budget Remaining



Percentage of Expenses Year to Date

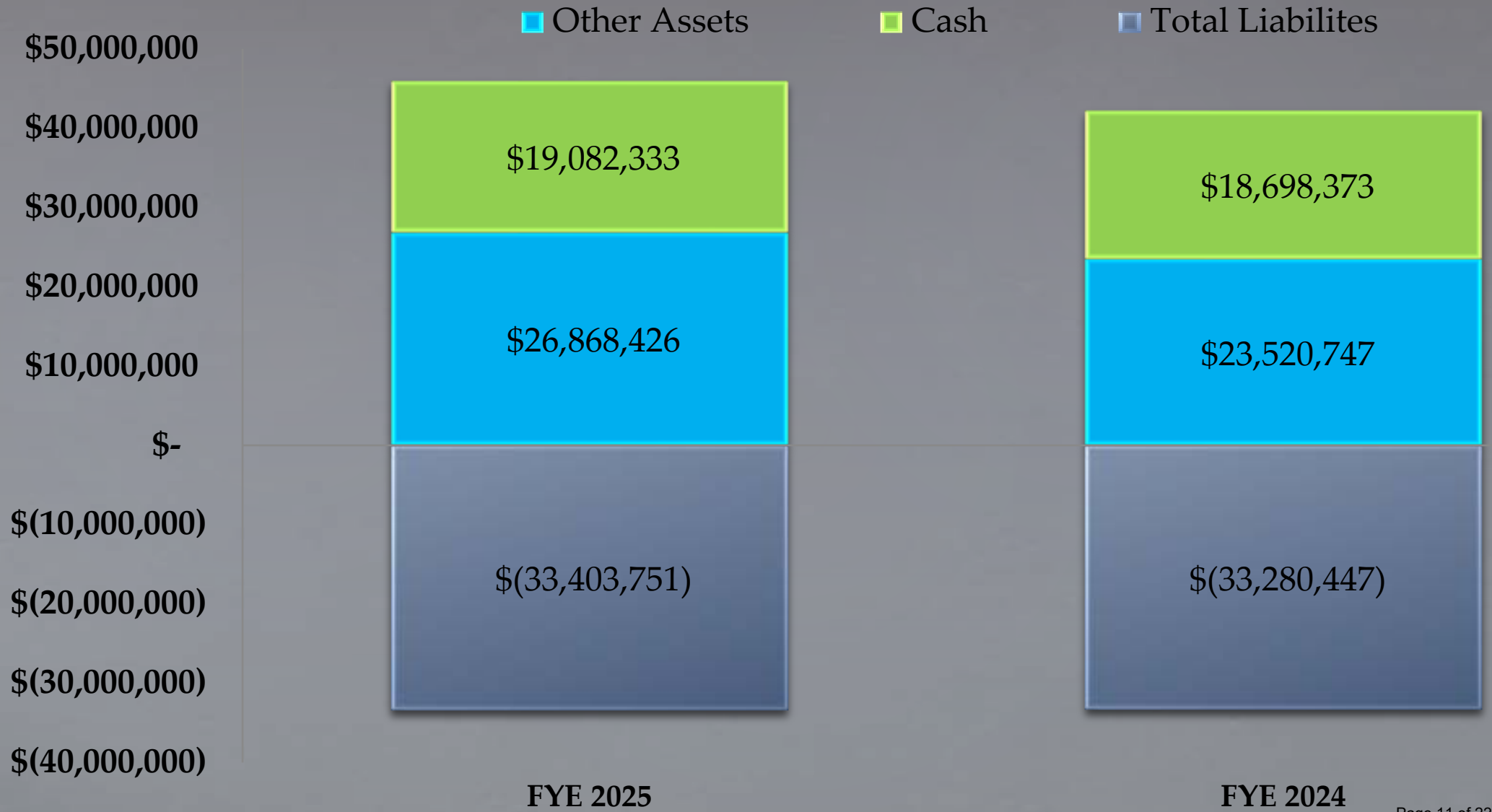
Personnel

84%



Function Expenses	
Salaries & Wages	84%
Operations	8%
Communications	4%
Managerial	4%

Cash Position



Recorded Fixed Asset purchases:

Account Number	Account Name	Amount	Description of Asset
1411	Construction in Progress	\$15,124.61	Multi-purpose room A/V upgrade
1412	Furniture & Equipment	\$45,182.33	Equipment for Type 1 Engine
1412	Furniture & Equipment	\$7,356.10	Battery powered blower
1412	Furniture & Equipment	\$56,785.90	EMS Supplies: Glidescope Go Monitor Kit, Etc...
1410	Buildings and Other Improvements	\$80,637.96	Station 1 & 3 Stucco
1410	Buildings and Other Improvements	\$2,175.00	Station 1 Concrete
1410	Buildings and Other Improvements	\$9,062.50	Station 3 & 6 Concrete Repairs
1410	Buildings and Other Improvements	\$94,268.57	Station 1 Improvements
1410	Buildings and Other Improvements	\$104,909.36	IT Tower Generator Upgrade
1410	Buildings and Other Improvements	\$125,750.00	Station 3 Truss and Ceiling Repair
1410	Buildings and Other Improvements	\$10,787.50	Station 3 Paint Repair
1413	Land	\$2,230,000.00	Land Purchase
1414	Vehicles	\$10,839.42	Remaining Balance on Pierce Enforcer
1414	Vehicles	\$15,668.45	Upgrades for new Type 1 Engine
1414	Vehicles	\$231,729.59	Remount/refurbish North Star
1414	Vehicles	\$67,321.94	2024 Suburban
1414	Vehicles	\$293,798.31	Ford F550 BME Type 6
1414	Vehicles	\$66,836.66	2025 Ford F350
	TOTAL	\$3,468,234.20	

Recorded Fixed Asset Disposals:

Account Number	Account Name	Amount	Description of Asset

Sedona Fire District Monthly Disbursement Report June 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
1000 - Bill.com Money Out Clearing								
Bill Pmt -Ch...	06/06/2025	Bill.com	United Fire Equipment	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		274.37	-274.37
Bill Pmt -Ch...	06/06/2025	Bill.com	MCI	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		85.61	-359.98
Bill Pmt -Ch...	06/06/2025	Bill.com	JAMES VINCENT GROU...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		8,050.00	-8,409.98
Bill Pmt -Ch...	06/06/2025	Bill.com	ALLSTREAM	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		6,290.39	-14,700.37
Bill Pmt -Ch...	06/06/2025	Bill.com	Corvis Distributing	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		519.99	-15,220.36
Bill Pmt -Ch...	06/06/2025	Bill.com	Rescue Source	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,190.00	-16,410.36
Bill Pmt -Ch...	06/06/2025	Bill.com	Fields Custom Concrete a...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		4,466.00	-20,876.36
Bill Pmt -Ch...	06/06/2025	Bill.com	United Fire Equipment	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		77.61	-20,953.97
Bill Pmt -Ch...	06/06/2025	Bill.com	JC's Plumbing LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		350.00	-21,303.97
Bill Pmt -Ch...	06/06/2025	Bill.com	ASDD DOCUMENT DES...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		105.00	-21,408.97
Bill Pmt -Ch...	06/06/2025	Bill.com	Washington Radio Reports	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,300.00	-22,708.97
Bill Pmt -Ch...	06/06/2025	Bill.com	Keepers Commercial Clea...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,248.00	-23,956.97
Bill Pmt -Ch...	06/06/2025	Bill.com	Cultural Sponge, LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,575.00	-25,531.97
Bill Pmt -Ch...	06/06/2025	Bill.com	HingePoint	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		3,625.00	-29,156.97
Bill Pmt -Ch...	06/06/2025	Bill.com	Sedona-Oak Creek Airport...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		2,000.00	-31,156.97
Bill Pmt -Ch...	06/06/2025	Bill.com	Schwisow Enterprises LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		5,500.00	-36,656.97
Bill Pmt -Ch...	06/06/2025	Bill.com	Rescue Source	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		840.00	-37,496.97
Bill Pmt -Ch...	06/06/2025	Bill.com	Fields Custom Concrete a...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		4,866.00	-42,362.97
Bill Pmt -Ch...	06/06/2025	Bill.com	JC's Plumbing LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		150.00	-42,512.97
General Jo...	06/06/2025	2024-260		BILL 06/06/25 Payables Funding	1050 · Chas...	17,347.99		-25,164.98
General Jo...	06/06/2025	2024-261		BILL 06/06/25 Payables Funding	1050 · Chas...	25,164.98		0.00
Bill Pmt -Ch...	06/12/2025	Bill.com	United Fire Equipment	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		33.26	-33.26
Bill Pmt -Ch...	06/12/2025	Bill.com	The Blind Brothers LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		601.35	-634.61
Bill Pmt -Ch...	06/12/2025	Bill.com	PRUDENTIAL OVERALL ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		58.51	-693.12
Bill Pmt -Ch...	06/12/2025	Bill.com	SEDONA ENGRAVING & ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		54.93	-748.05
Bill Pmt -Ch...	06/12/2025	Bill.com	Waste Management	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		214.00	-962.05
Bill Pmt -Ch...	06/12/2025	Bill.com	Jones Verde Valley	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		278.61	-1,240.66
Bill Pmt -Ch...	06/12/2025	Bill.com	MERIT TECHNOLOGY P...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		3,138.52	-4,379.18
Bill Pmt -Ch...	06/12/2025	Bill.com	The Burgess Law Group	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		990.00	-5,369.18
Bill Pmt -Ch...	06/12/2025	Bill.com	The Hvac Company	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		10,968.38	-16,337.56
Bill Pmt -Ch...	06/12/2025	Bill.com	Jones Verde Valley	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		621.12	-16,958.68
Bill Pmt -Ch...	06/12/2025	Bill.com	ESO SOLUTIONS, INC.	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,446.26	-18,404.94
Bill Pmt -Ch...	06/12/2025	Bill.com	First Arriving IO, Inc.	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		12,223.49	-30,628.43
Bill Pmt -Ch...	06/12/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		18.72	-30,647.15
Bill Pmt -Ch...	06/12/2025	Bill.com	American Heart Associati...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		73.85	-30,721.00
Bill Pmt -Ch...	06/12/2025	Bill.com	NORTHERN ARIZONA H...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		3,996.23	-34,717.23
Bill Pmt -Ch...	06/12/2025	Bill.com	RedSky Fire Apparatus LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		489.78	-35,207.01
Bill Pmt -Ch...	06/12/2025	Bill.com	VERIZON WIRELESS 06...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		3,844.70	-39,051.71
Bill Pmt -Ch...	06/12/2025	Bill.com	Kronos SaaShr, Inc	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		35.80	-39,087.51
Bill Pmt -Ch...	06/12/2025	Bill.com	United Fire Equipment	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		146.37	-39,233.88
Bill Pmt -Ch...	06/12/2025	Bill.com	ESO SOLUTIONS, INC.	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,200.67	-40,434.55
Bill Pmt -Ch...	06/12/2025	Bill.com	MERIT TECHNOLOGY P...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,788.92	-42,223.47
Bill Pmt -Ch...	06/12/2025	Bill.com	VILLAGE HARDWARE	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		7.64	-42,231.11
Bill Pmt -Ch...	06/12/2025	Bill.com	ALL-MED EQUIPMENT & ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		30.00	-42,261.11
Bill Pmt -Ch...	06/12/2025	Bill.com	L. N. Curtis and Sons	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		8,381.56	-50,642.67
Bill Pmt -Ch...	06/12/2025	Bill.com	Jones Verde Valley	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		15.36	-50,658.03
Bill Pmt -Ch...	06/12/2025	Bill.com	Kronos SaaShr, Inc	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		58.08	-50,716.11
Bill Pmt -Ch...	06/12/2025	Bill.com	RedSky Fire Apparatus LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,647.82	-52,363.93

Sedona Fire District Monthly Disbursement Report June 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Bill Pmt -Ch...	06/12/2025	Bill.com	Finish Kare Products Inc.	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		80.00	-52,443.93
Bill Pmt -Ch...	06/12/2025	Bill.com	ALL-MED EQUIPMENT & ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		30.00	-52,473.93
Bill Pmt -Ch...	06/12/2025	Bill.com	VILLAGE HARDWARE	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		57.41	-52,531.34
Bill Pmt -Ch...	06/12/2025	Bill.com	Life & Property Safety, LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		527.50	-53,058.84
Bill Pmt -Ch...	06/12/2025	Bill.com	American Heart Associati...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		923.10	-53,981.94
Bill Pmt -Ch...	06/12/2025	Bill.com	Hale's Roofing LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		2,400.00	-56,381.94
Bill Pmt -Ch...	06/12/2025	Bill.com	CITY OF COTTONWOOD.	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		32,135.75	-88,517.69
Bill Pmt -Ch...	06/12/2025	Bill.com	INTERSTATE BATTERIE...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		222.95	-88,740.64
Bill Pmt -Ch...	06/12/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		307.57	-89,048.21
Bill Pmt -Ch...	06/12/2025	Bill.com	United Arizona Firefighter...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		102,176.76	-191,224.97
Bill Pmt -Ch...	06/12/2025	Bill.com	L. N. Curtis and Sons	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		2,607.62	-193,832.59
Bill Pmt -Ch...	06/12/2025	Bill.com	PITNEY BOWES GLOBA...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		156.57	-193,989.16
General Jo...	06/12/2025	2024-256		BILL 06/12/25 Payables Funding	1050 · Chas...	46,356.45		-147,632.71
General Jo...	06/12/2025	2024-257		BILL 06/12/25 Payables Funding	1050 · Chas...	147,632.71		0.00
Bill Pmt -Ch...	06/27/2025	Bill.com	HingePoint	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		7,975.00	-7,975.00
Bill Pmt -Ch...	06/27/2025	Bill.com	XEROX FINANCIAL SER...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		2,090.50	-10,065.50
Bill Pmt -Ch...	06/27/2025	Bill.com	JAMES VINCENT GROU...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		8,050.00	-18,115.50
Bill Pmt -Ch...	06/27/2025	Bill.com	The Hvac Company	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,486.23	-19,601.73
Bill Pmt -Ch...	06/27/2025	Bill.com	L. N. Curtis and Sons	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,096.44	-20,698.17
Bill Pmt -Ch...	06/27/2025	Bill.com	JC's Plumbing LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		850.00	-21,548.17
Bill Pmt -Ch...	06/27/2025	Bill.com	ALL-MED EQUIPMENT & ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		120.00	-21,668.17
Bill Pmt -Ch...	06/27/2025	Bill.com	PRUDENTIAL OVERALL ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		58.51	-21,726.68
Bill Pmt -Ch...	06/27/2025	Bill.com	VILLAGE HARDWARE	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		7.00	-21,733.68
Bill Pmt -Ch...	06/27/2025	Bill.com	Lenovo Inc	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,543.22	-23,276.90
Bill Pmt -Ch...	06/27/2025	Bill.com	RWC INTERNATIONAL	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		285.07	-23,561.97
Bill Pmt -Ch...	06/27/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		402.01	-23,963.98
Bill Pmt -Ch...	06/27/2025	Bill.com	Canyon Painting LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,448.48	-25,412.46
Bill Pmt -Ch...	06/27/2025	Bill.com	Advanced Septic Service ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		735.00	-26,147.46
Bill Pmt -Ch...	06/27/2025	Bill.com	AMS Electric Inc	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		638.01	-26,785.47
Bill Pmt -Ch...	06/27/2025	Bill.com	Lenovo Inc	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		759.34	-27,544.81
Bill Pmt -Ch...	06/27/2025	Bill.com	State 48 Recycling Inc.	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		475.76	-28,020.57
Bill Pmt -Ch...	06/27/2025	Bill.com	ALL-MED EQUIPMENT & ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		19.84	-28,040.41
Bill Pmt -Ch...	06/27/2025	Bill.com	Rhinehart Oil Co., LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		2,289.03	-30,329.44
Bill Pmt -Ch...	06/27/2025	Bill.com	Waste Management	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		753.86	-31,083.30
Bill Pmt -Ch...	06/27/2025	Bill.com	TopNotch Garage Doors b...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,760.00	-32,843.30
Bill Pmt -Ch...	06/27/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		20.85	-32,864.15
Bill Pmt -Ch...	06/27/2025	Bill.com	CDW Government	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		257.95	-33,122.10
Bill Pmt -Ch...	06/27/2025	Bill.com	PRUDENTIAL OVERALL ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		58.51	-33,180.61
Bill Pmt -Ch...	06/27/2025	Bill.com	Corporate Billings, LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		123.35	-33,303.96
Bill Pmt -Ch...	06/27/2025	Bill.com	VILLAGE HARDWARE	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		12.44	-33,316.40
Bill Pmt -Ch...	06/27/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		65.84	-33,382.24
Bill Pmt -Ch...	06/27/2025	Bill.com	SEDONA ENGRAVING & ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		151.92	-33,534.16
Bill Pmt -Ch...	06/27/2025	Bill.com	VILLAGE HARDWARE	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		2.75	-33,536.91
Bill Pmt -Ch...	06/27/2025	Bill.com	The Home Depot	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		2,034.47	-35,571.38
Bill Pmt -Ch...	06/27/2025	Bill.com	Lumen Control - Access Bill	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		4,623.42	-40,194.80
Bill Pmt -Ch...	06/27/2025	Bill.com	SEDONA ENGRAVING & ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		3.30	-40,198.10
Bill Pmt -Ch...	06/27/2025	Bill.com	ZOLL MEDICAL CORPO...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		414.33	-40,612.43
Bill Pmt -Ch...	06/27/2025	Bill.com	Lenovo Inc	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		4,629.66	-45,242.09
Bill Pmt -Ch...	06/27/2025	Bill.com	L. N. Curtis and Sons	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,873.97	-47,116.06

Sedona Fire District Monthly Disbursement Report June 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance	
Bill Pmt -Ch...	06/27/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		223.06	-47,339.12	
Bill Pmt -Ch...	06/27/2025	Bill.com	Littler Mendelson, PC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		982.60	-48,321.72	
Bill Pmt -Ch...	06/27/2025	Bill.com	Ambulance Medical Billing	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		8,903.42	-57,225.14	
Bill Pmt -Ch...	06/27/2025	Bill.com	ZOLL MEDICAL CORPO...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		964.05	-58,189.19	
Bill Pmt -Ch...	06/27/2025	Bill.com	AMS Electric Inc	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,623.31	-59,812.50	
Bill Pmt -Ch...	06/27/2025	Bill.com	A&E Reprographics	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		7,480.24	-67,292.74	
Bill Pmt -Ch...	06/27/2025	Bill.com	L. N. Curtis and Sons	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		392.16	-67,684.90	
Bill Pmt -Ch...	06/27/2025	Bill.com	SEDONA ENGRAVING & ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		311.16	-67,996.06	
Bill Pmt -Ch...	06/27/2025	Bill.com	CKPeruch Enterprises, LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		5,771.81	-73,767.87	
Bill Pmt -Ch...	06/27/2025	Bill.com	John Graves Propane 400...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		868.00	-74,635.87	
Bill Pmt -Ch...	06/27/2025	Bill.com	Rhinehart Oil Co., LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,496.17	-76,132.04	
Bill Pmt -Ch...	06/27/2025	Bill.com	VERIZON WIRELESS.	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		3,074.49	-79,206.53	
Bill Pmt -Ch...	06/27/2025	Bill.com	ZOLL MEDICAL CORPO...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		244.26	-79,450.79	
Bill Pmt -Ch...	06/27/2025	Bill.com	PRUDENTIAL OVERALL ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		58.51	-79,509.30	
Bill Pmt -Ch...	06/27/2025	Bill.com	NAPA AUTO PARTS	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		186.64	-79,695.94	
Bill Pmt -Ch...	06/27/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		28.62	-79,724.56	
Bill Pmt -Ch...	06/27/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		350.96	-80,075.52	
Bill Pmt -Ch...	06/27/2025	Bill.com	Fields Custom Concrete a...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,284.00	-81,359.52	
Bill Pmt -Ch...	06/27/2025	Bill.com	Hale's Roofing LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		2,422.44	-83,781.96	
Bill Pmt -Ch...	06/27/2025	Bill.com	Verizon -#542042609-00001	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		1,092.56	-84,874.52	
Bill Pmt -Ch...	06/27/2025	Bill.com	ALL-MED EQUIPMENT & ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		64.48	-84,939.00	
Bill Pmt -Ch...	06/27/2025	Bill.com	RWC INTERNATIONAL	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		253.96	-85,192.96	
Bill Pmt -Ch...	06/27/2025	Bill.com	Lenovo Inc	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		342.18	-85,535.14	
Bill Pmt -Ch...	06/27/2025	Bill.com	L. N. Curtis and Sons	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		340.70	-85,875.84	
Bill Pmt -Ch...	06/27/2025	Bill.com	HUGHES FIRE EQUIPME...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		284.92	-86,160.76	
Bill Pmt -Ch...	06/27/2025	Bill.com	Rhinehart Oil Co., LLC	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		2,455.72	-88,616.48	
Bill Pmt -Ch...	06/27/2025	Bill.com	VILLAGE HARDWARE	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		9.56	-88,626.04	
Bill Pmt -Ch...	06/27/2025	Bill.com	The Glass Company	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		2,371.00	-90,997.04	
Bill Pmt -Ch...	06/27/2025	Bill.com	ALL-MED EQUIPMENT & ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		49.60	-91,046.64	
Bill Pmt -Ch...	06/27/2025	Bill.com	Advanced Septic Service ...	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		735.00	-91,781.64	
Bill Pmt -Ch...	06/27/2025	Bill.com	AMS Electric Inc	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		2,402.70	-94,184.34	
Bill Pmt -Ch...	06/27/2025	Bill.com	The Hvac Company	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		589.38	-94,773.72	
Bill Pmt -Ch...	06/27/2025	Bill.com	VILLAGE HARDWARE	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		3.82	-94,777.54	
Bill Pmt -Ch...	06/27/2025	Bill.com	United Fire Equipment	https://app01.us.bill.com/BillPay?id=...	2000 · Acco...		103.48	-94,881.02	
General Jo...	06/27/2025	2024-258		BILL 06/27/25 Payables Funding	1050 · Chas...	94,881.02		0.00	
Total 1000 · Bill.com Money Out Clearing							331,383.15	331,383.15	0.00
1010 · Capital Reserves Fund									
Transfer	06/30/2025			Funds Transfer	1070 · Coun...	3500000.00		3,500,000.00	
Deposit	06/30/2025			Interest	4610 · Inter...	34,718.74		3,534,718.74	
Total 1010 · Capital Reserves Fund							3534718.74	0.00	3,534,718.74

Sedona Fire District Monthly Disbursement Report June 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
1050 - Chase - Operating Account								
Bill	06/02/2025	0602025	Sedona Fire District	Weekly Cash Flow	2000 · Acco...	750,000.00		750,000.00
Check	06/02/2025		Arizona Water Company		6010 · Utilities		28.20	749,971.80
Check	06/02/2025		Arizona Water Company		6010 · Utilities		277.80	749,694.00
Check	06/02/2025		Arizona Water Company		6010 · Utilities		27.23	749,666.77
Check	06/02/2025		Arizona Water Company		6010 · Utilities		29.37	749,637.40
Check	06/02/2025		Century Link		6300 · Com...		281.32	749,356.08
Check	06/02/2025		Century Link		6300 · Com...		332.53	749,023.55
Check	06/02/2025		Century Link		6300 · Com...		281.32	748,742.23
Check	06/02/2025		Century Link		6300 · Com...		154.40	748,587.83
Check	06/02/2025		Century Link		6300 · Com...		281.32	748,306.51
Check	06/02/2025		Century Link		6300 · Com...		547.79	747,758.72
Check	06/02/2025		Century Link		6300 · Com...		81.20	747,677.52
Check	06/02/2025		Century Link		6300 · Com...		475.49	747,202.03
Check	06/02/2025	EFT	UniSource Energy		6010 · Utilities		22.06	747,179.97
Deposit	06/02/2025		BCBS		4140 · Insur...	523.35		747,703.32
Deposit	06/02/2025		Credit Bureau		4140 · Insur...	3,752.74		751,456.06
Deposit	06/02/2025		Noridian		4140 · Insur...	7,926.32		759,382.38
Deposit	06/02/2025		OPTUM		4140 · Insur...	596.63		759,979.01
Deposit	06/02/2025			Deposit	4170 · CRR ...	1,940.20		761,919.21
Check	06/03/2025	EFT	Gateway		7070 · Bank...		22.10	761,897.11
Check	06/03/2025	EFT	UniSource Energy		6010 · Utilities		179.20	761,717.91
Deposit	06/03/2025		Credit Bureau		4140 · Insur...	1,665.26		763,383.17
Deposit	06/03/2025		JN US INC		4140 · Insur...	18,750.00		782,133.17
Deposit	06/03/2025		UNITED HEALTH CARE		4140 · Insur...	2,897.80		785,030.97
Deposit	06/03/2025			Deposit	4170 · CRR ...	200.00		785,230.97
Check	06/04/2025		Century Link		6300 · Com...		69.99	785,160.98
Deposit	06/04/2025			Deposit	-SPLIT-	315.54		785,476.52
Deposit	06/04/2025			Deposit	-SPLIT-	20,512.62		805,989.14
Deposit	06/04/2025		BCBS		4140 · Insur...	4,107.04		810,096.18
Deposit	06/04/2025		Credit Bureau		4140 · Insur...	40.61		810,136.79
Deposit	06/04/2025		Noridian		4140 · Insur...	7.87		810,144.66
Deposit	06/04/2025		MUTUAL		4140 · Insur...	133.19		810,277.85
Deposit	06/04/2025		MUTUAL		4140 · Insur...	98.42		810,376.27
Deposit	06/05/2025		36 Treas		4140 · Insur...	2,161.95		812,538.22
Deposit	06/05/2025		AARP		4140 · Insur...	728.59		813,266.81
Deposit	06/05/2025		CENTENE CORP		4140 · Insur...	349.64		813,616.45
Deposit	06/05/2025		Credit Bureau		4140 · Insur...	615.00		814,231.45
Deposit	06/05/2025		National Foundation		4140 · Insur...	655.32		814,886.77
Deposit	06/05/2025		Noridian		4140 · Insur...	635.12		815,521.89
Deposit	06/05/2025		STUDENT RESOURCE		4140 · Insur...	2,230.08		817,751.97
Deposit	06/05/2025		UNITED HEALTH CARE		4140 · Insur...	3,385.53		821,137.50
Deposit	06/05/2025			Deposit	4230 · Misc ...	22.00		821,159.50
General Jo...	06/06/2025	2024-260		BILL 06/06/25 Payables Funding	1000 · Bill.c...		17,347.99	803,811.51
General Jo...	06/06/2025	2024-261		BILL 06/06/25 Payables Funding	1000 · Bill.c...		25,164.98	778,646.53
Check	06/06/2025		Bankcard	Service Charge	7070 · Bank...		484.59	778,161.94
Check	06/06/2025	EFT	Bill.com		7170 · Dues...		414.95	777,746.99
Check	06/06/2025	EFT	Sedona Venture Water Se...		6010 · Utilities		65.66	777,681.33
Deposit	06/06/2025		AETNA		4140 · Insur...	185.68		777,867.01

Sedona Fire District Monthly Disbursement Report June 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Deposit	06/06/2025		BCBS		4140 · Insur...	403.12		778,270.13
Deposit	06/06/2025		UHC		4140 · Insur...	446.06		778,716.19
Deposit	06/06/2025		UNITED HEALTH CARE		4140 · Insur...	548.73		779,264.92
Deposit	06/06/2025		MUTUAL		4140 · Insur...	147.58		779,412.50
Deposit	06/06/2025		MUTUAL		4140 · Insur...	114.13		779,526.63
Deposit	06/06/2025		MUTUAL		4140 · Insur...	143.45		779,670.08
Check	06/09/2025		Arizona Public Service		6010 · Utilities		669.20	779,000.88
Check	06/09/2025		Century Link		6300 · Com...		111.97	778,888.91
Check	06/09/2025		Century Link		6300 · Com...		41.90	778,847.01
Check	06/09/2025		Century Link		6300 · Com...		87.64	778,759.37
Check	06/09/2025		Century Link		6300 · Com...		103.48	778,655.89
Check	06/09/2025		Century Link		6300 · Com...		112.29	778,543.60
Check	06/09/2025		Century Link		6300 · Com...		86.48	778,457.12
Check	06/09/2025		Century Link		6300 · Com...		37.53	778,419.59
Check	06/09/2025		Century Link		6300 · Com...		224.89	778,194.70
Check	06/09/2025		Century Link		6300 · Com...		83.00	778,111.70
Check	06/09/2025		Century Link		6300 · Com...		31.47	778,080.23
Check	06/09/2025		Century Link		6300 · Com...		59.04	778,021.19
Deposit	06/09/2025		BCBS		4140 · Insur...	3,776.88		781,798.07
Deposit	06/09/2025		HDIC		4140 · Insur...	114.68		781,912.75
Deposit	06/09/2025			Deposit	4170 · CRR ...	477.00		782,389.75
Transfer	06/10/2025			Funds Transfer	1060 · Chas...		500,000.00	282,389.75
Deposit	06/10/2025		Credit Bureau		4140 · Insur...	6,858.81		289,248.56
Deposit	06/10/2025		UNITED HEALTH CARE		4140 · Insur...	1,348.08		290,596.64
Deposit	06/10/2025		MUTUAL		4140 · Insur...	246.73		290,843.37
Check	06/11/2025	EFT	UniSource Energy		6010 · Utilities		190.14	290,653.23
Check	06/11/2025	EFT	Arizona Public Service		-SPLIT-		9,309.19	281,344.04
Deposit	06/11/2025		BCBS		4140 · Insur...	1,215.85		282,559.89
Deposit	06/11/2025		Credit Bureau		4140 · Insur...	181.98		282,741.87
Deposit	06/11/2025		UNITED HEALTH CARE		4140 · Insur...	1,126.11		283,867.98
Deposit	06/11/2025			Deposit	4230 · Misc ...	44.00		283,911.98
General Jo...	06/12/2025	2024-256		BILL 06/12/25 Payables Funding	1000 · Bill.c...		46,356.45	237,555.53
General Jo...	06/12/2025	2024-257		BILL 06/12/25 Payables Funding	1000 · Bill.c...		147,632.71	89,922.82
Deposit	06/12/2025		CENTENE CORP		4140 · Insur...	1,944.17		91,866.99
Deposit	06/12/2025		Credit Bureau		4140 · Insur...	3,337.42		95,204.41
Deposit	06/12/2025		UNITED HEALTH CARE		4140 · Insur...	506.79		95,711.20
Deposit	06/12/2025			Deposit	4170 · CRR ...	1,213.19		96,924.39
Bill Pmt -Ch...	06/13/2025	N/A	Wex Bank (new acct)	# 105342695	2000 · Acco...		2,693.96	94,230.43
Bill Pmt -Ch...	06/13/2025		O'REILLY AUTO PARTS	QuickBooks generated zero amount ...	2000 · Acco...	0.00		94,230.43
Check	06/13/2025		Century Link		6300 · Com...		110.18	94,120.25
Check	06/13/2025		Century Link		6300 · Com...		114.95	94,005.30
Deposit	06/13/2025		AARP		4140 · Insur...	114.13		94,119.43
Deposit	06/13/2025		UHC		4140 · Insur...	118.47		94,237.90
Deposit	06/13/2025		UNITED HEALTH CARE		4140 · Insur...	1,056.38		95,294.28
Deposit	06/13/2025			Deposit	4170 · CRR ...	175.00		95,469.28
Check	06/16/2025	EFT	National Bank of Arizona		2003 · Natio...		41,497.70	53,971.58
Check	06/16/2025		Arizona Water Company		6010 · Utilities		123.07	53,848.51
Check	06/16/2025		Arizona Water Company		6010 · Utilities		27.37	53,821.14
Check	06/16/2025		Arizona Water Company		6010 · Utilities		39.97	53,781.17

Sedona Fire District Monthly Disbursement Report June 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Check	06/16/2025		Arizona Water Company		6010 · Utilities		325.10	53,456.07
Check	06/16/2025		Arizona Water Company		6010 · Utilities		27.37	53,428.70
Deposit	06/16/2025		CENTENE CORP		4140 · Insur...	1,540.97		54,969.67
Deposit	06/16/2025		Credit Bureau		4140 · Insur...	51.03		55,020.70
Deposit	06/16/2025		LA CARE HEALTH PLAN		4140 · Insur...	1,667.29		56,687.99
Deposit	06/16/2025		Noridian		4140 · Insur...	620.36		57,308.35
Deposit	06/16/2025		OPTUM		4140 · Insur...	558.78		57,867.13
Deposit	06/16/2025			Deposit	4170 · CRR ...	226.68		58,093.81
Check	06/17/2025	EFT	City of Sedona 005650-002	005650-002	6010 · Utilities		211.27	57,882.54
Check	06/17/2025	EFT	City of Sedona 005650-000	005650-000	6010 · Utilities		46.50	57,836.04
Check	06/17/2025	EFT	City of Sedona 005650-001	005650-001	6010 · Utilities		39.67	57,796.37
Check	06/17/2025	EFT	City of Sedona 005650-003	005650-003	6010 · Utilities		80.91	57,715.46
Deposit	06/17/2025		AETNA		4140 · Insur...	2,056.80		59,772.26
Deposit	06/17/2025		BCBS		4140 · Insur...	2,330.64		62,102.90
Deposit	06/17/2025		Credit Bureau		4140 · Insur...	305.00		62,407.90
Deposit	06/17/2025		HUMANA		4140 · Insur...	909.81		63,317.71
Deposit	06/17/2025		Noridian		4140 · Insur...	745.23		64,062.94
Deposit	06/17/2025		PALMETTO		4140 · Insur...	613.38		64,676.32
Deposit	06/17/2025			Deposit	4170 · CRR ...	381.44		65,057.76
Deposit	06/18/2025		AETNA		4140 · Insur...	414.94		65,472.70
Deposit	06/18/2025		BCBS		4140 · Insur...	3,706.64		69,179.34
Deposit	06/18/2025		CENTENE CORP		4140 · Insur...	4,304.50		73,483.84
Deposit	06/18/2025		Credit Bureau		4140 · Insur...	6,932.75		80,416.59
Deposit	06/18/2025		UHC		4140 · Insur...	290.00		80,706.59
Deposit	06/18/2025			Deposit	4230 · Misc ...	15.00		80,721.59
Check	06/20/2025	EFT	Enterprise FM Trust		-SPLIT-		2,417.35	78,304.24
Deposit	06/20/2025		AARP		4140 · Insur...	759.90		79,064.14
Deposit	06/20/2025		ARIZONA STATE	SMART & SAFE	4111 · Prop ...	122,690.54		201,754.68
Deposit	06/20/2025		BCBS		4140 · Insur...	158.25		201,912.93
Deposit	06/20/2025		BCBS		4140 · Insur...	954.22		202,867.15
Deposit	06/20/2025		Credit Bureau		4140 · Insur...	2,243.60		205,110.75
Deposit	06/20/2025			Deposit	4170 · CRR ...	699.80		205,810.55
Deposit	06/20/2025			Deposit	4170 · CRR ...	342.24		206,152.79
Bill Pmt -Ch...	06/23/2025	N/A	BUTLER-LEAVITT INSUR...	# 177176	2000 · Acco...		3,641.00	202,511.79
Bill Pmt -Ch...	06/23/2025	N/A	BUTLER-LEAVITT INSUR...	# 177177	2000 · Acco...		1,260.00	201,251.79
Transfer	06/23/2025			Funds Transfer	1060 · Chas...		500,000.00	-298,748.21
Check	06/23/2025	EFT	BIG PARK SEWER		6010 · Utilities		290.31	-299,038.52
Check	06/23/2025	EFT	BIG PARK SEWER		6010 · Utilities		22.51	-299,061.03
Check	06/23/2025		Century Link		6300 · Com...		342.96	-299,403.99
Check	06/23/2025	EFT	UniSource Energy		6010 · Utilities		66.05	-299,470.04
Deposit	06/23/2025		AARP		4140 · Insur...	162.02		-299,308.02
Deposit	06/23/2025		CENTENE CORP		4140 · Insur...	313.34		-298,994.68
Deposit	06/23/2025		Credit Bureau		4140 · Insur...	100.00		-298,894.68
Deposit	06/23/2025		Credit Bureau		4140 · Insur...	290.00		-298,604.68
Deposit	06/23/2025		HUMANA		4140 · Insur...	243.53		-298,361.15
Deposit	06/23/2025		HUMANA		4140 · Insur...	890.33		-297,470.82
Deposit	06/23/2025		Noridian		4140 · Insur...	2,671.92		-294,798.90
Bill Pmt -Ch...	06/24/2025	N/A	BUTLER-LEAVITT INSUR...	# 177171	2000 · Acco...		7,764.00	-302,562.90
Bill Pmt -Ch...	06/24/2025	N/A	BUTLER-LEAVITT INSUR...	# 177173	2000 · Acco...		5,299.00	-307,861.90

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Accrual Basis

Sedona Fire District Monthly Disbursement Report June 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Bill Pmt -Ch...	06/24/2025	N/A	BUTLER-LEAVITT INSUR...	# 177175	2000 · Acco...		20,503.78	-328,365.68
Check	06/24/2025	EFT	UniSource Energy		6010 · Utilities		23.03	-328,388.71
Check	06/24/2025	EFT	UniSource Energy		6010 · Utilities		29.66	-328,418.37
Deposit	06/24/2025		BCBS		4140 · Insur...	1,768.49		-326,649.88
Deposit	06/24/2025		Devoted Health		4140 · Insur...	559.56		-326,090.32
Deposit	06/24/2025		HUMANA		4140 · Insur...	728.57		-325,361.75
Deposit	06/24/2025		WPS		4140 · Insur...	290.00		-325,071.75
Check	06/25/2025		Century Link		6300 · Com...		84.94	-325,156.69
Deposit	06/25/2025		AARP		4140 · Insur...	128.81		-325,027.88
Deposit	06/25/2025		BCBS		4140 · Insur...	114.40		-324,913.48
Deposit	06/25/2025		Credit Bureau		4140 · Insur...	1,836.22		-323,077.26
Deposit	06/25/2025		Noridian		4140 · Insur...	1,656.88		-321,420.38
Deposit	06/25/2025		UNITED HEALTH CARE		4140 · Insur...	1,296.77		-320,123.61
Deposit	06/25/2025			Deposit	4230 · Misc ...	15.00		-320,108.61
Bill Pmt -Ch...	06/25/2025	EFT	BUTLER-LEAVITT INSUR...		2000 · Acco...		520.00	-320,628.61
Deposit	06/26/2025		36 Treas		4140 · Insur...	2,582.05		-318,046.56
Deposit	06/26/2025		AETNA		4140 · Insur...	816.97		-317,229.59
Deposit	06/26/2025		BCBS		4140 · Insur...	2,588.54		-314,641.05
Deposit	06/26/2025		CENTENE CORP		4140 · Insur...	6,311.04		-308,330.01
Deposit	06/26/2025		Credit Bureau		4140 · Insur...	2,796.27		-305,533.74
Deposit	06/26/2025		PNC		4140 · Insur...	2,207.51		-303,326.23
Deposit	06/26/2025		UNITED HEALTH CARE		4140 · Insur...	1,052.03		-302,274.20
General Jo...	06/27/2025	2024-258		BILL 06/27/25 Payables Funding	1000 · Bill.c...		94,881.02	-397,155.22
Deposit	06/27/2025		36 Treas		4140 · Insur...	4,760.22		-392,395.00
Deposit	06/27/2025		AARP		4140 · Insur...	179.85		-392,215.15
Deposit	06/27/2025		AETNA		4140 · Insur...	2,500.93		-389,714.22
Deposit	06/27/2025		AHCCCS		4140 · Insur...	3,206.46		-386,507.76
Deposit	06/27/2025		BCBS		4140 · Insur...	2,092.21		-384,415.55
Deposit	06/27/2025		BCBS		4140 · Insur...	114.40		-384,301.15
Deposit	06/27/2025		BCBS		4140 · Insur...	1,561.65		-382,739.50
Deposit	06/27/2025		Credit Bureau		4140 · Insur...	1,179.02		-381,560.48
Deposit	06/27/2025		MARKETPLACE		4140 · Insur...	2,213.86		-379,346.62
Deposit	06/27/2025			Deposit	4170 · CRR ...	85.00		-379,261.62
Deposit	06/30/2025		36 Treas		4140 · Insur...	2,293.33		-376,968.29
Deposit	06/30/2025		Noridian		4140 · Insur...	6,463.89		-370,504.40
Deposit	06/30/2025		MUTUAL		4140 · Insur...	149.83		-370,354.57

Total 1050 · Chase - Operating Account

	1063835.93	1434190.50	-370,354.57
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Sedona Fire District Monthly Disbursement Report June 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
1060 · Chase - Payroll Account								
Check	06/06/2025		PSPRS		2022 · Retir...		118,097.07	-118,097.07
Check	06/06/2025		PSPRS		2022 · Retir...		139.84	-118,236.91
Transfer	06/10/2025			Funds Transfer	1050 · Chas...	500,000.00		381,763.09
General Jo...	06/13/2025	6/6/2025			5010 · Salar...		338,066.25	43,696.84
General Jo...	06/13/2025	6/6/2025			5010 · Salar...		72,082.40	-28,385.56
General Jo...	06/13/2025	6/6/2025			5010 · Salar...		1,428.20	-29,813.76
Check	06/13/2025		Healthequity, Inc.		2018 · HSA ...		4,058.81	-33,872.57
Check	06/13/2025		Retirement RCR		2022 · Retir...		11,453.24	-45,325.81
Check	06/13/2025		Nationwide		2022 · Retir...		3,543.55	-48,869.36
Check	06/13/2025		Nationwide		2022 · Retir...		9,865.01	-58,734.37
Check	06/13/2025		Nationwide		2022 · Retir...		5,305.49	-64,039.86
Check	06/13/2025		Nationwide		2022 · Retir...		14,526.15	-78,566.01
Check	06/13/2025		Nationwide		2022 · Retir...		9,541.57	-88,107.58
Check	06/13/2025		Nationwide		2022 · Retir...		9,240.00	-97,347.58
Check	06/13/2025		Nationwide		2022 · Retir...		3,031.72	-100,379.30
Check	06/13/2025		Nationwide		2022 · Retir...		10,369.73	-110,749.03
Check	06/13/2025		Nationwide		2022 · Retir...		6,035.47	-116,784.50
Check	06/13/2025		Nationwide		2022 · Retir...		5,816.50	-122,601.00
Check	06/16/2025		PSPRS		2022 · Retir...		202,370.14	-324,971.14
Check	06/16/2025		PSPRS		2022 · Retir...		207.42	-325,178.56
Transfer	06/23/2025			Funds Transfer	1050 · Chas...	500,000.00		174,821.44
General Jo...	06/27/2025	6/20/2025			5010 · Salar...		246,000.60	-71,179.16
General Jo...	06/27/2025	6/20/2025			5010 · Salar...		43,770.63	-114,949.79
General Jo...	06/27/2025	6/20/2025			5010 · Salar...		1,428.20	-116,377.99
Check	06/27/2025		AFLAC		5100 · Bene...		2,789.38	-119,167.37
Check	06/27/2025		Healthequity, Inc.		2018 · HSA ...		5,180.66	-124,348.03
Check	06/27/2025		Retirement RCR		2022 · Retir...		12,257.22	-136,605.25
Check	06/27/2025		Nationwide		2022 · Retir...		6,937.87	-143,543.12
Check	06/27/2025		Nationwide		2022 · Retir...		3,212.97	-146,756.09
Check	06/27/2025		Nationwide		2022 · Retir...		5,305.49	-152,061.58
Check	06/27/2025		Nationwide		2022 · Retir...		8,932.87	-160,994.45
Check	06/27/2025		Nationwide		2022 · Retir...		7,813.85	-168,808.30
Check	06/27/2025		Nationwide		2022 · Retir...		7,565.87	-176,374.17
Check	06/27/2025		Nationwide		2022 · Retir...		4,626.81	-181,000.98
Check	06/27/2025		Nationwide		2022 · Retir...		4,478.87	-185,479.85
Check	06/27/2025		Nationwide		2022 · Retir...		2,477.10	-187,956.95
Check	06/27/2025		Nationwide		2022 · Retir...		7,703.85	-195,660.80
Check	06/30/2025		Healthequity, Inc.		2018 · HSA ...		600.00	-196,260.80
Check	06/30/2025		PSPRS		2022 · Retir...		132,936.23	-329,197.03
Check	06/30/2025		PSPRS		2022 · Retir...		139.84	-329,336.87
Total 1060 · Chase - Payroll Account						1000000.00	1329336.87	-329,336.87

Sedona Fire District Monthly Disbursement Report June 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
1070 · County General Fund								
Bill Pmt -Ch...	06/02/2025	706201962	Sedona Fire District	Weekly Cash Flow	2000 · Acco...		750,000.00	-750,000.00
Bill Pmt -Ch...	06/04/2025	706201963	Arizona Physicians IPA Inc	SAZ2400031191	2000 · Acco...	128.44		-750,128.44
Bill Pmt -Ch...	06/04/2025	706201964	Cascade Detrick	Meal Per Diem for Cascade Advanc...	2000 · Acco...	160.00		-750,288.44
Bill Pmt -Ch...	06/04/2025	706201965	SKAGGS COMPANIES, I...	277771	2000 · Acco...	12,852.07		-763,140.51
Bill Pmt -Ch...	06/11/2025	706201966	Jake Hanna	Meal Per Diem for Swiftwater Tech ...	2000 · Acco...	360.00		-763,500.51
Bill Pmt -Ch...	06/11/2025	706201967	KEONA FREEMAN	Meal Per Diem and Mileage Reimbu...	2000 · Acco...	1,012.80		-764,513.31
Bill Pmt -Ch...	06/11/2025	706201968	KRIS AHERN	Uniform Shirts Reimbursement	2000 · Acco...	107.79		-764,621.10
Bill Pmt -Ch...	06/25/2025	706201969	INDIANA PALMER	Reimbursement for Paramedic Initial...	2000 · Acco...	175.00		-764,796.10
Bill Pmt -Ch...	06/25/2025	706201970	MetLife	Legal & ID Protection	2000 · Acco...	957.80		-765,753.90
Bill Pmt -Ch...	06/25/2025	706201971	Sedona Verde Valley FF ...		2000 · Acco...	2,331.27		-768,085.17
Bill Pmt -Ch...	06/25/2025	706201972	Brian Espiau	Mileage and Meal Per Diem for ESR...	2000 · Acco...	992.40		-769,077.57
Bill Pmt -Ch...	06/25/2025	706201973	Brian Russell	Meal and Mileage Per Diem for AFC...	2000 · Acco...	838.60		-769,916.17
Bill Pmt -Ch...	06/25/2025	706201974	Christi Weigand	Meal and Mileage Per Diem for 2025...	2000 · Acco...	378.80		-770,294.97
Bill Pmt -Ch...	06/25/2025	706201975	Ellyse Deldin	Meal and Mileage Per Diem for AFC...	2000 · Acco...	378.80		-770,673.77
Bill Pmt -Ch...	06/25/2025	706201976	JEREMY VARGAS	Meal Per Diem for AZIAAI Annual Tr...	2000 · Acco...	200.00		-770,873.77
Bill Pmt -Ch...	06/25/2025	706201977	KEONA FREEMAN	Meal Per Diem and Mileage Reimbu...	2000 · Acco...	359.20		-771,232.97
Bill Pmt -Ch...	06/25/2025	706201978	Kirk Riddell	Per Diem for AZIAAI Annual Trainin...	2000 · Acco...	200.00		-771,432.97
Bill Pmt -Ch...	06/25/2025	706201979	MATTHEW SPINELLI		2000 · Acco...	1,333.40		-772,766.37
Bill Pmt -Ch...	06/25/2025	706201980	SCOTT SCHWISOW (rei...	Uniform Reimbursement (Initial Issue)	2000 · Acco...	351.53		-773,117.90
Transfer	06/30/2025			Funds Transfer	1010 · Capit...		3500000.00	-4,273,117.90
General Jo...	06/30/2025	2024-259		to record prop tax for June 2025	-SPLIT-	363,686.80		-3,909,431.10
General Jo...	06/30/2025	2024-260		to record prop tax for Jun 2025	-SPLIT-	78,625.72		-3,830,805.38
Deposit	06/30/2025			Interest	4610 · Inter...	31,333.67		-3,799,471.71
Total 1070 · County General Fund						473,646.19	4273117.90	-3,799,471.71
TOTAL						6403584.01	7368028.42	-964,444.41

Sedona Fire District

Fiscal Year
Begins: Jul-24

Twelve-Month Cash Flow

Sedona Fire District

	Beginning	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Monthly Average	Overview
Cash Summary															
Cash on Hand (beginning of month)	18,698,373	18,698,373	17,322,651	15,601,711	15,612,488	21,066,618	22,446,061	23,751,421	22,976,034	21,762,254	20,920,440	22,045,798	20,046,777	20,187,552	
Cash Available (on hand + receipts, before cash out)	18,698,373	19,222,670	17,788,521	16,608,667	24,274,047	24,227,048	25,342,644	24,918,826	23,803,073	22,532,848	23,928,640	24,831,616	20,868,977	22,362,298	
Cash Position (end of month)	18,698,373	17,322,651	15,601,711	15,612,488	21,066,618	22,446,061	23,751,421	22,976,034	21,762,254	20,920,440	22,045,798	20,046,777	19,082,333	20,219,549	
Cash Receipts															
Tax Levy Revenue		76,086	23,486	283,886	7,912,398	2,855,323	2,405,495	753,143	345,311	470,274	2,688,635	2,407,838	442,313	1,722,016	
Non-Tax Levy Revenue		448,211	442,384	723,070	749,161	305,107	491,088	414,262	481,728	300,320	319,565	377,980	379,888	452,730	
Line of Credit		0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Cash Receipts		524,297	465,870	1,006,956	8,661,559	3,160,430	2,896,583	1,167,405	827,039	770,594	3,008,200	2,785,818	822,201	2,174,746	
Cash Paid Out															
Disbursements		1,900,019	2,186,810	996,179	3,207,429	1,780,987	1,591,223	1,942,792	2,040,819	1,612,408	1,882,842	4,784,839	1,786,644	2,142,749	
Repayment of LOC		0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Cash Paid Out		1,900,019	2,186,810	996,179	3,207,429	1,780,987	1,591,223	1,942,792	2,040,819	1,612,408	1,882,842	4,784,839	1,786,644	2,142,749	
		(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)		



Sedona Fire District
Monthly Financial Report

Monthly Financial Report – July 2025

Attached are the following for your information and review:

1. Balance Sheet as of July 31, 2025.
2. Summary of reconciled cash balances on July 31, 2025.
3. Income Statement of Revenues and Expenditures for July 2025, including budget to actual and year- to-date balances.
4. Graphs for July 2025.
5. Fixed Asset Additions and Disposals Schedule FY25.
6. Monthly Disbursement Report.
7. 12-Month Cash Flow.

Key points:

- Total Revenue for July is \$683,886 which is \$264,856 over budget.
 - Tax Revenue for July is \$107,966 which is \$21,527 over budget.
 - Non-Tax Revenue for July is \$575,920 which is \$243,329 over budget.
 - ND Fire revenue is over budget \$135,176.
 - Insurance Ambulance Billings is over budget by \$57,189.
 - Rental revenue is over budget by \$12,130
- Total Expense for July is \$1,987,669 which is \$430,747 under budget.
 - Personnel Costs are under budget \$297,235, driven by lower than anticipated wages and associated costs.
 - Vehicles & Equipment is under budget \$35,237, driven by lower fuel consumption & EMS supplies than anticipated.
 - Managerial cost is under budget \$70,860, driven by timing of liability insurance payments.

Please contact the Finance Director with any questions or concerns regarding this report.

Sedona Fire District
Balance Sheet
As of July 31, 2025

	Jul 31, 25	Jul 31, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1010 · Capital Reserves Fund	13,122,484.77	4,834,246.58	8,288,238.19
1050 · Chase - Operating Account	1,495,711.20	326,227.79	1,169,483.41
1060 · Chase - Payroll Account	823,680.93	631,848.41	191,832.52
1070 · County General Fund	2,728,507.21	11,530,783.51	-8,802,276.30
Total Checking/Savings	18,170,384.11	17,323,106.29	847,277.82
Accounts Receivable			
1200 · Accounts Receivable*	15,560.57	17.02	15,543.55
1202 · Ambulance Billings Receivable	417,800.61	417,800.61	0.00
1206 · Property Tax - Receivable	274,016.85	274,016.85	0.00
1208 · Grant Receivable	2,947.75	0.00	2,947.75
1270 · Lease Receivables	677,198.00	677,198.00	0.00
Total Accounts Receivable	1,387,523.78	1,369,032.48	18,491.30
Other Current Assets			
1320 · Prepaid Expenses	184,878.92	35,289.49	149,589.43
Total Other Current Assets	184,878.92	35,289.49	149,589.43
Total Current Assets	19,742,786.81	18,727,428.26	1,015,358.55
Fixed Assets			
1400 · Accumulated Depreciation	-16,266,298.67	-16,266,298.67	0.00
1410 · Building and Other Improvements	9,903,756.10	9,419,074.30	484,681.80
1411 · Construction in Progress	15,124.61	10,083.07	5,041.54
1412 · Furniture and Equipment	7,330,333.70	7,253,041.63	77,292.07
1413 · Land	4,284,578.48	2,054,578.48	2,230,000.00
1414 · Vehicles	8,408,970.00	7,722,775.63	686,194.37
1450 · CIP	1,598,474.90	1,598,474.90	0.00
1470 · Right to Use Asset			
1401 · Accum Depreci- Right to Use	-92,998.00	-92,998.00	0.00
1470 · Right to Use Asset - Other	119,624.00	119,624.00	0.00
Total 1470 · Right to Use Asset	26,626.00	26,626.00	0.00
Total Fixed Assets	15,301,565.12	11,818,355.34	3,483,209.78

Sedona Fire District Balance Sheet As of July 31, 2025

	Jul 31, 25	Jul 31, 24	\$ Change
Other Assets			
1500 · Defer Outflows of Rsrcs - ASRS	167,808.00	167,808.00	0.00
1510 · Defer Outflows of Rsrcs - PSPRS	9,027,233.00	9,027,233.00	0.00
1515 · Defer Outflows Rsrcs PSPRS Tr 3	388,283.00	388,283.00	0.00
1520 · Defer Outflows - PSPRS OPEB	120,568.00	120,568.00	0.00
1525 · Defer Outflows PSPRS OPEB Tr 3	5,880.00	5,880.00	0.00
1530 · Defer Outflows - ASRS OPEB	8,439.00	8,439.00	0.00
1540 · Risk Pool Capitalization	231,080.00	231,080.00	0.00
1815 · Net Pension Asset - PSPRS Tr 3	51,105.00	51,105.00	0.00
1825 · Net Pension Asset PSPRS OPEB	11,446.00	11,446.00	0.00
1830 · Net Pension Asset ASRS OPEB	40,926.00	40,926.00	0.00
Total Other Assets	10,052,768.00	10,052,768.00	0.00
TOTAL ASSETS	45,097,119.93	40,598,551.60	4,498,568.33
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	466,925.26	280,277.24	186,648.02
Total Accounts Payable	466,925.26	280,277.24	186,648.02
Credit Cards			
2003 · National Bank of Arizona Credit	45,290.91	49,835.16	-4,544.25
Total Credit Cards	45,290.91	49,835.16	-4,544.25
Other Current Liabilities			
2010 · Accrued Employee Leave	1,699,307.69	1,719,680.90	-20,373.21
2011 · Accrued Payroll	313,580.31	313,580.31	0.00
2014 · Defer Inflows of Rsrcs - ASRS	167,731.00	167,731.00	0.00
2015 · Defer Inflows of Rsrcs - PSPRS	1,397,093.00	1,397,093.00	0.00
2021 · Payroll Liabilities	0.00	-2,337.86	2,337.86
2022 · Retirement Payable	168,747.55	242,299.03	-73,551.48
2049 · Defer Inflows of Rsrcs PSPRS...	9,611.00	9,611.00	0.00
2050 · Defer Inflows OPEB PSPRS	88,115.00	88,115.00	0.00
2051 · Defer Inflows OPEB ASRS	21,151.00	21,151.00	0.00
2054 · Defer Inflows PSPRS OPEB T...	571.00	571.00	0.00
2070 · Defer Inflow related to Leases	638,122.00	638,122.00	0.00
Total Other Current Liabilities	4,504,029.55	4,595,616.38	-91,586.83
Total Current Liabilities	5,016,245.72	4,925,728.78	90,516.94

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08/13/25

Accrual Basis

Sedona Fire District
Balance Sheet
As of July 31, 2025

	<u>Jul 31, 25</u>	<u>Jul 31, 24</u>	<u>\$ Change</u>
Long Term Liabilities			
2052 · Net Pension Liab OPEB PSPRS	208,845.00	208,845.00	0.00
2053 · Net Pension Liab OPEB ASRS	980.00	980.00	0.00
2201 · Net Pension Liability - ASRS	1,197,427.00	1,197,427.00	0.00
2202 · Net Pension Liability - PSPRS	26,875,394.00	26,875,394.00	0.00
2270 · Lease Liability	88,208.00	88,208.00	0.00
Total Long Term Liabilities	<u>28,370,854.00</u>	<u>28,370,854.00</u>	<u>0.00</u>
Total Liabilities	<u>33,387,099.72</u>	<u>33,296,582.78</u>	<u>90,516.94</u>
Equity			
3000 · Opening Balance Equity	5,149,965.20	5,149,965.20	0.00
3010 · Fund Balance	-2,425,262.92	-2,425,262.92	0.00
3200 · Unrestricted Net Assets	10,289,100.73	6,213,970.47	4,075,130.26
Net Income	-1,303,782.80	-1,636,703.93	332,921.13
Total Equity	<u>11,710,020.21</u>	<u>7,301,968.82</u>	<u>4,408,051.39</u>
TOTAL LIABILITIES & EQUITY	<u>45,097,119.93</u>	<u>40,598,551.60</u>	<u>4,498,568.33</u>

Sedona Fire District
Summary of Reconciled Cash Balances
 Period Ending 07/31/2025

	County General Fund	Capital Reserves	Chase Operating Account	Chase Payroll Account
	<u>07-31-2025</u>	<u>07-31-2025</u>	<u>07-31-2025</u>	<u>07-31-2025</u>
Beginning Balance	8,458,562.46	9,588,474.24	539,711.88	445,660.47
Cleared Transactions				
Checks and Payments	(2,421,030.11)	-	(2,129,030.12)	(1,471,979.54)
Deposits and Credits	159,540.33	34,010.53	3,085,897.88	1,550,000.00
Total Cleared Transactions	<u>(2,261,489.78)</u>	<u>34,010.53</u>	<u>956,867.76</u>	<u>78,020.46</u>
Cleared Balance	<u><u>6,197,072.68</u></u>	<u><u>9,622,484.77</u></u>	<u><u>1,496,579.64</u></u>	<u><u>523,680.93</u></u>
Uncleared Transactions				
Checks and Payments	(3,524,789.10)	3,500,000.00	(2,603.08)	-
Deposits and Credits	56,223.63	-	1,734.64	300,000.00
Total Uncleared Transactions	<u>(3,468,565.47)</u>	<u>3,500,000.00</u>	<u>(868.44)</u>	<u>300,000.00</u>
Register Balance as of 07/31/2025	<u><u>2,728,507.21</u></u>	<u><u>13,122,484.77</u></u>	<u><u>1,495,711.20</u></u>	<u><u>823,680.93</u></u>

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08/13/25

Accrual Basis

Sedona Fire District Profit & Loss Budget Performance July 2025

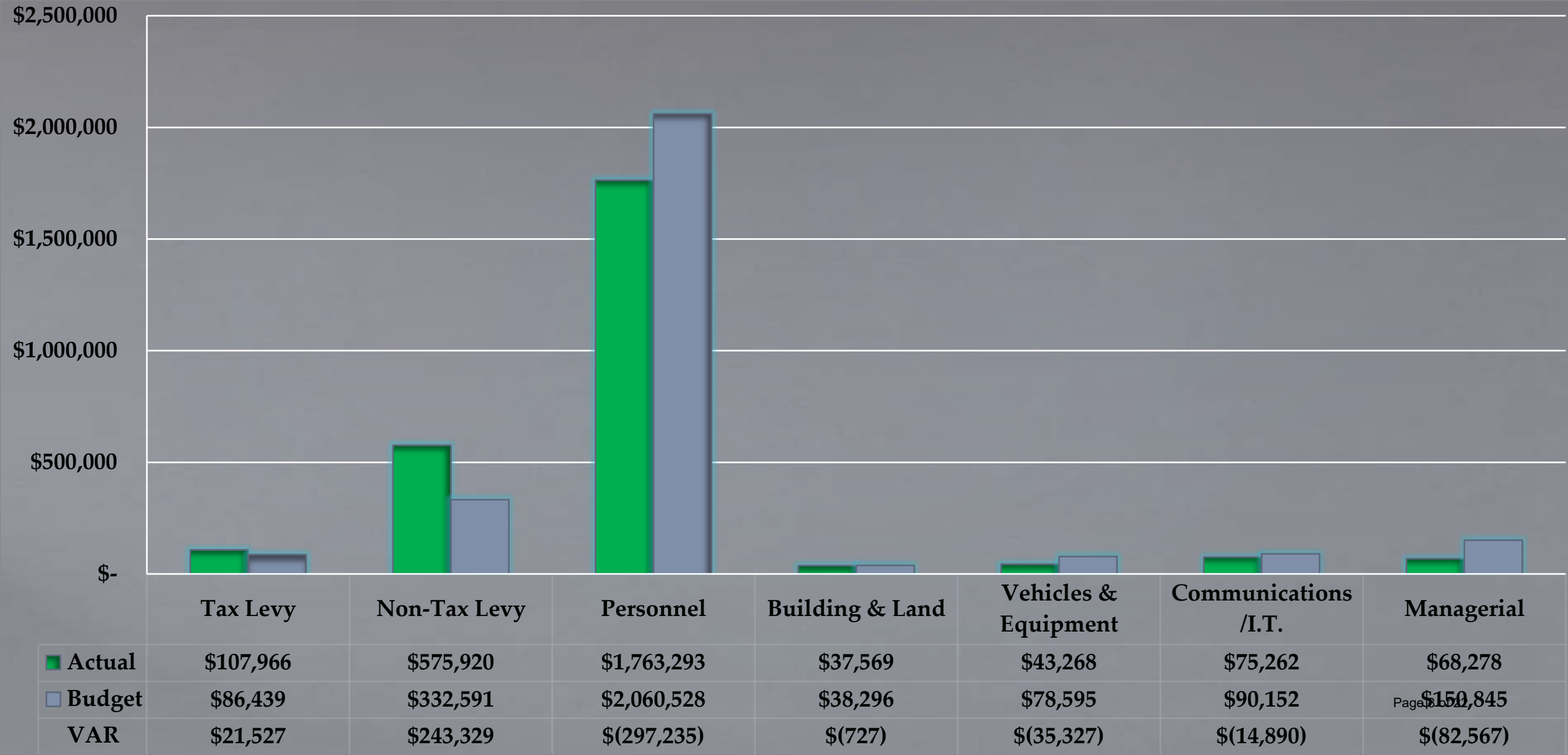
	Jul 25	Budget	\$ Over Budget	Jul 25	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
4001 · Tax Levy Revenue	107,965.79	86,439.00	21,526.79	107,965.79	86,439.00	21,526.79	22,460,244.00
4100 · Non-Tax Levy Revenue	575,920.38	332,591.00	243,329.38	575,920.38	332,591.00	243,329.38	3,591,086.00
Total Income	683,886.17	419,030.00	264,856.17	683,886.17	419,030.00	264,856.17	26,051,330.00
Gross Profit	683,886.17	419,030.00	264,856.17	683,886.17	419,030.00	264,856.17	26,051,330.00
Expense							
5001 · Personnel Cost	1,763,293.14	2,060,528.00	-297,234.86	1,763,293.14	2,060,528.00	-297,234.86	19,925,959.00
6001 · Building & Land	37,568.51	38,296.00	-727.49	37,568.51	38,296.00	-727.49	459,550.00
6101 · Vehicles & Equipment	43,268.00	78,595.00	-35,327.00	43,268.00	78,595.00	-35,327.00	943,109.00
6300 · Communications	75,261.71	90,152.00	-14,890.29	75,261.71	90,152.00	-14,890.29	1,081,804.00
6401 · Meetings, Travel & Tra...	40,324.79	52,032.00	-11,707.21	40,324.79	52,032.00	-11,707.21	551,846.00
7001 · Managerial Cost	27,952.82	98,813.00	-70,860.18	27,952.82	98,813.00	-70,860.18	875,737.00
8001 · Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	1,987,668.97	2,418,416.00	-430,747.03	1,987,668.97	2,418,416.00	-430,747.03	23,838,005.00
Net Ordinary Income	-1,303,782.80	-1,999,386.00	695,603.20	-1,303,782.80	-1,999,386.00	695,603.20	2,213,325.00
Net Income	-1,303,782.80	-1,999,386.00	695,603.20	-1,303,782.80	-1,999,386.00	695,603.20	2,213,325.00

Financial Report

July 2025

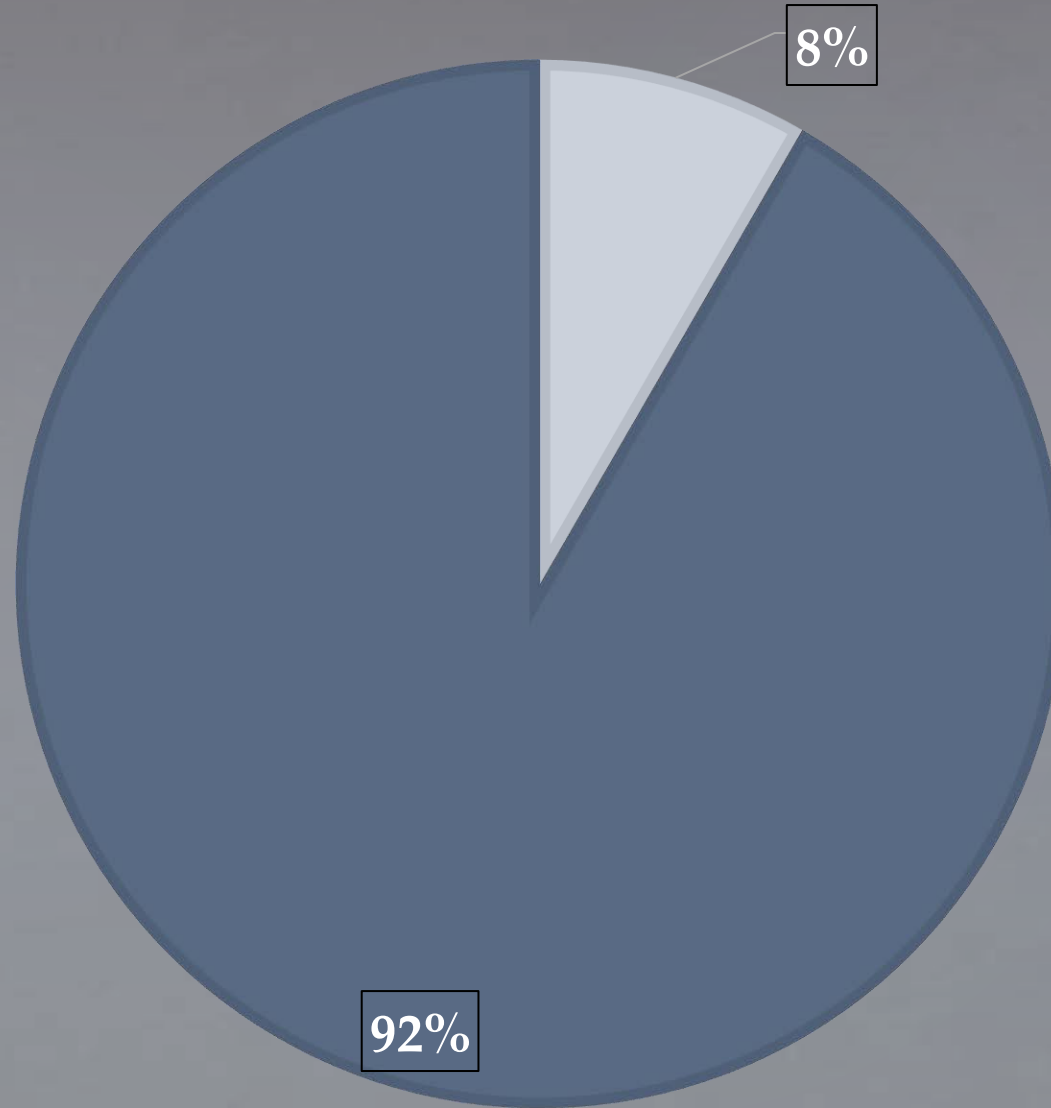


July 2025



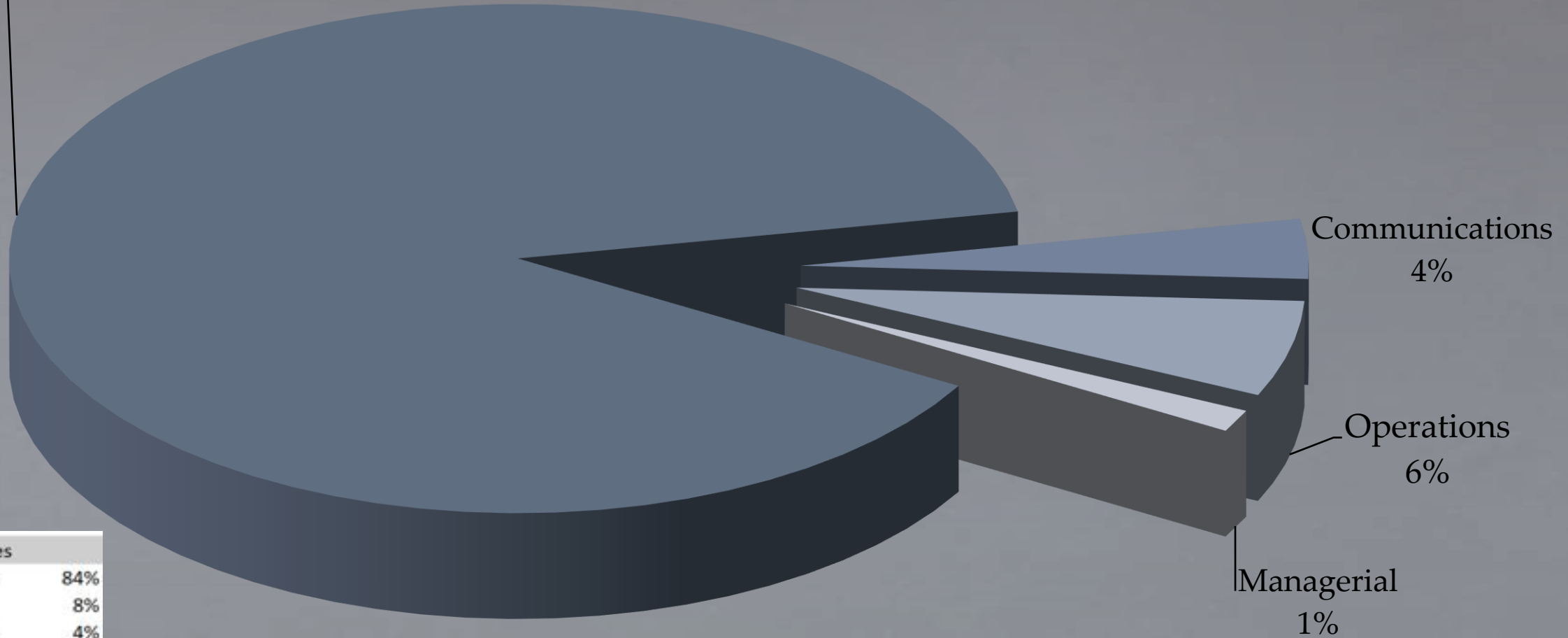
YEAR TO DATE EXPENSES AS PERCENTAGE OF BUDGET

Actual YTD Budget Remaining



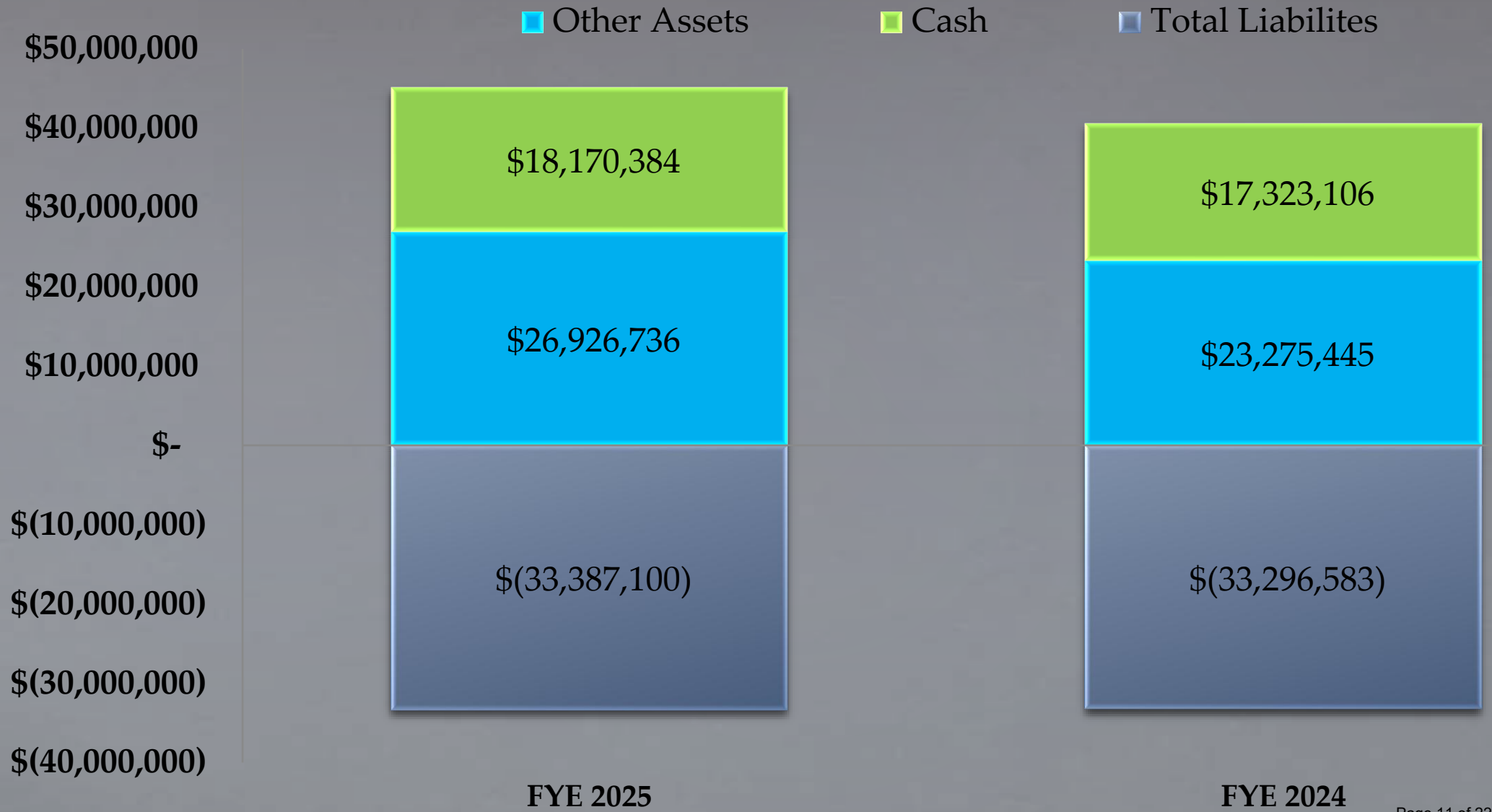
Percentage of Expenses Year to Date

Personnel
89%



Function Expenses	
Salaries & Wages	84%
Operations	8%
Communications	4%
Managerial	4%

Cash Position



Recorded Fixed Asset purchases:

Account Number	Account Name	Amount	Description of Asset
1410	Buildings and Other Improvements	\$57,090.91	Installations of New AC units at Station 1
	TOTAL	\$57,090.91	

Recorded Fixed Asset Disposals:

Account Number	Account Name	Amount	Description of Asset

Sedona Fire District Transaction Detail by Account July 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
1000 - Bill.com Money Out Clearing								
Bill	07/01/2025	004616	Start Moving-On Counseling	PFFA Sedona Fire SMO EAP and Mental ...	2000 · Accounts Payable	60,000.00		60,000.00
Bill Pmt -Check	07/07/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		10.97	59,989.03
Bill Pmt -Check	07/07/2025	Bill.com	VILLAGE HARDWARE	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		386.66	59,602.37
Bill Pmt -Check	07/07/2025	Bill.com	CBRE, INC.	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		29,450.00	30,152.37
Bill Pmt -Check	07/07/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		14.27	30,138.10
Bill Pmt -Check	07/07/2025	Bill.com	American Heart Association, Inc.	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		738.48	29,399.62
Bill Pmt -Check	07/07/2025	Bill.com	NORTHERN ARIZONA HEALTH...	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		2,075.81	27,323.81
Bill Pmt -Check	07/07/2025	Bill.com	Corvis Distributing	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		652.58	26,671.23
Bill Pmt -Check	07/07/2025	Bill.com	Canyon Painting LLC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		32,362.50	-5,691.27
Bill Pmt -Check	07/07/2025	Bill.com	SCM Property Maintenance LLC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		3,550.00	-9,241.27
Bill Pmt -Check	07/07/2025	Bill.com	Start Moving-On Counseling	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		60,000.00	-69,241.27
Bill Pmt -Check	07/07/2025	Bill.com	ZOLL MEDICAL CORPORATION	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		991.28	-70,232.55
Bill Pmt -Check	07/07/2025	Bill.com	Canyon Painting LLC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		967.00	-71,199.55
Bill Pmt -Check	07/07/2025	Bill.com	Bound Tree Medical LLC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		596.45	-71,796.00
Bill Pmt -Check	07/07/2025	Bill.com	JON DAVIS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		2,478.59	-74,274.59
Bill Pmt -Check	07/07/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		19.75	-74,294.34
Bill Pmt -Check	07/07/2025	Bill.com	PRUDENTIAL OVERALL SUPPLY	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		58.51	-74,352.85
Bill Pmt -Check	07/07/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		9.88	-74,362.73
Bill Pmt -Check	07/07/2025	Bill.com	Village of Oakcreek Association	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		330.00	-74,692.73
Bill Pmt -Check	07/07/2025	Bill.com	VILLAGE HARDWARE	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		16.34	-74,709.07
Bill Pmt -Check	07/07/2025	Bill.com	STRYKER SALES CORPORATI...	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		17,933.40	-92,642.47
Bill Pmt -Check	07/07/2025	Bill.com	Tierra Verde Builders	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		4,300.00	-96,942.47
Bill Pmt -Check	07/07/2025	Bill.com	Canyon Painting LLC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		1,850.00	-98,792.47
Bill Pmt -Check	07/07/2025	Bill.com	SEDONA ENGRAVING & AWA...	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		38.83	-98,831.30
Bill Pmt -Check	07/07/2025	Bill.com	VILLAGE HARDWARE	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		8.17	-98,839.47
Bill Pmt -Check	07/07/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		25.89	-98,865.36
General Journal	07/07/2025	2024-261		BILL 07/07/25 Payables Funding	1050 · Chase - Operating...	158,865.36		60,000.00
Bill Pmt -Check	07/08/2025	Bill.com	Start Moving-On Counseling	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		60,000.00	0.00
General Journal	07/08/2025	2024-262		BILL 07/08/25 Payables Funding	1050 · Chase - Operating...	60,000.00		60,000.00
Bill Pmt -Check	07/11/2025	Bill.com	INTERSTATE BATTERIES OF ...	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		160.19	59,839.81
Bill Pmt -Check	07/11/2025	Bill.com	ARIZONA CRISIS TEAM, INC.	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		6,700.00	53,139.81
Bill Pmt -Check	07/11/2025	Bill.com	WCI Consulting	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		2,900.00	50,239.81
Bill Pmt -Check	07/11/2025	Bill.com	Jones Verde Valley	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		441.20	49,798.61
Bill Pmt -Check	07/11/2025	Bill.com	Corporate Billings, LLC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		99.98	49,698.63
Bill Pmt -Check	07/11/2025	Bill.com	Rhinehart Oil Co., LLC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		1,712.79	47,985.84
Bill Pmt -Check	07/11/2025	Bill.com	MCI	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		79.27	47,906.57
Bill Pmt -Check	07/11/2025	Bill.com	JAMES VINCENT GROUP LLC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		10,800.00	37,106.57
Bill Pmt -Check	07/11/2025	Bill.com	Advanced Septic Service Llc	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		735.00	36,371.57
Bill Pmt -Check	07/11/2025	Bill.com	Helios Health AZ	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		915.00	35,456.57
Bill Pmt -Check	07/11/2025	Bill.com	Waste Management	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		214.00	35,242.57
Bill Pmt -Check	07/11/2025	Bill.com	Lenovo Inc	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		570.29	34,672.28
Bill Pmt -Check	07/11/2025	Bill.com	United Arizona Firefighters Healt...	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		114,568.86	-79,896.58
Bill Pmt -Check	07/11/2025	Bill.com	AMS Electric Inc	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		2,937.65	-82,834.23
Bill Pmt -Check	07/11/2025	Bill.com	NAPA AUTO PARTS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		114.16	-82,948.39
Bill Pmt -Check	07/11/2025	Bill.com	Keepers Commercial Cleaning	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		1,248.00	-84,196.39
Bill Pmt -Check	07/11/2025	Bill.com	Cultural Sponge, LLC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		1,155.00	-85,351.39
Bill Pmt -Check	07/11/2025	Bill.com	Jones Verde Valley	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		274.27	-85,625.66
Bill Pmt -Check	07/11/2025	Bill.com	Jones Verde Valley	VOID: https://app01.us.bill.com/BillPay?id...	2000 · Accounts Payable	0.00		-85,625.66

Sedona Fire District Transaction Detail by Account July 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Bill Pmt -Check	07/11/2025	Bill.com	United Fire Equipment	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		64.13	-85,689.79
Bill Pmt -Check	07/11/2025	Bill.com	Jones Verde Valley	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		58.65	-85,748.44
Bill Pmt -Check	07/11/2025	Bill.com	ASDD DOCUMENT DESTRUC...	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		210.00	-85,958.44
Bill Pmt -Check	07/11/2025	Bill.com	Corporate Billings, LLC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		99.96	-86,058.40
Bill Pmt -Check	07/11/2025	Bill.com	Jones Verde Valley	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		76.97	-86,135.37
Bill Pmt -Check	07/11/2025	Bill.com	Jones Verde Valley	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		102.72	-86,238.09
Bill Pmt -Check	07/11/2025	Bill.com	Winzer	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		453.23	-86,691.32
Bill Pmt -Check	07/11/2025	Bill.com	ALLSTREAM	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		6,290.39	-92,981.71
General Journal	07/11/2025	2024-263		BILL 07/11/25 Payables Funding	1050 · Chase - Operating...	156,441.51		63,459.80
General Journal	07/21/2025	2024-265		BILL 07/21/25 AR Payments	1050 · Chase - Operating...		60,000.00	3,459.80
Bill Pmt -Check	07/24/2025	Bill.com	Kronos SaaShr, Inc	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		62.15	3,397.65
Bill Pmt -Check	07/24/2025	Bill.com	NAPA AUTO PARTS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		226.28	3,171.37
Bill Pmt -Check	07/24/2025	Bill.com	ALL-MED EQUIPMENT & SERV...	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		62.40	3,108.97
Bill Pmt -Check	07/24/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		67.56	3,041.41
Bill Pmt -Check	07/24/2025	Bill.com	ALL-MED EQUIPMENT & SERV...	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		90.00	2,951.41
Bill Pmt -Check	07/24/2025	Bill.com	American Heart Association, Inc.	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		430.06	2,521.35
Bill Pmt -Check	07/24/2025	Bill.com	JON DAVIS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		1,695.91	825.44
Bill Pmt -Check	07/24/2025	Bill.com	NAPA AUTO PARTS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		567.72	257.72
Bill Pmt -Check	07/24/2025	Bill.com	HUGHES FIRE EQUIPMENT INC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		333.98	-76.26
Bill Pmt -Check	07/24/2025	Bill.com	ALL-MED EQUIPMENT & SERV...	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		48.00	-124.26
Bill Pmt -Check	07/24/2025	Bill.com	VILLAGE HARDWARE	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		1.89	-126.15
Bill Pmt -Check	07/24/2025	Bill.com	Sedona-Oak Creek Airport Autho...	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		2,000.00	-2,126.15
Bill Pmt -Check	07/24/2025	Bill.com	SEDONA BUG BUSTERS, INC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		1,350.00	-3,476.15
Bill Pmt -Check	07/24/2025	Bill.com	HUGHES FIRE EQUIPMENT INC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		1,188.39	-4,664.54
Bill Pmt -Check	07/24/2025	Bill.com	RWC INTERNATIONAL	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		134.91	-4,799.45
Bill Pmt -Check	07/24/2025	Bill.com	ALL-MED EQUIPMENT & SERV...	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		19.20	-4,818.65
Bill Pmt -Check	07/24/2025	Bill.com	City of Mesa	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		7,165.00	-11,983.65
Bill Pmt -Check	07/24/2025	Bill.com	NORTHERN ARIZONA EMS CO...	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		50.00	-12,033.65
Bill Pmt -Check	07/24/2025	Bill.com	The Hvac Company	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		460.00	-12,493.65
Bill Pmt -Check	07/24/2025	Bill.com	VILLAGE HARDWARE	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		4.64	-12,498.29
Bill Pmt -Check	07/24/2025	Bill.com	ZOLL MEDICAL CORPORATION	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		1,064.61	-13,562.90
Bill Pmt -Check	07/24/2025	Bill.com	Ambulance Medical Billing	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		4,473.22	-18,036.12
Bill Pmt -Check	07/24/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		15.37	-18,051.49
Bill Pmt -Check	07/24/2025	Bill.com	PRUDENTIAL OVERALL SUPPLY	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		58.51	-18,110.00
Bill Pmt -Check	07/24/2025	Bill.com	ALL-MED EQUIPMENT & SERV...	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		90.00	-18,200.00
Bill Pmt -Check	07/24/2025	Bill.com	MERIT TECHNOLOGY PARTN...	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		4,111.62	-22,311.62
General Journal	07/24/2025	2024-266		BILL 07/24/25 Payables Funding	1050 · Chase - Operating...	25,771.42		3,459.80
General Journal	07/24/2025	2024-267		BILL 07/24/25 Credit P25071001 - 3267126	1050 · Chase - Operating...		3,459.80	0.00
Bill Pmt -Check	07/25/2025	Bill.com	Verizon -#542042609-00001	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		1,092.56	-1,092.56
Bill Pmt -Check	07/25/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		13.16	-1,105.72
Bill Pmt -Check	07/25/2025	Bill.com	The Hvac Company	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		3,943.40	-5,049.12
Bill Pmt -Check	07/25/2025	Bill.com	Lumen Control - Access Bill	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		4,605.00	-9,654.12
Bill Pmt -Check	07/25/2025	Bill.com	VILLAGE HARDWARE	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		12.11	-9,666.23
Bill Pmt -Check	07/25/2025	Bill.com	HUGHES FIRE EQUIPMENT INC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		92.70	-9,758.93
Bill Pmt -Check	07/25/2025	Bill.com	The Hvac Company	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		15,025.94	-24,784.87
Bill Pmt -Check	07/25/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		5.06	-24,789.93
Bill Pmt -Check	07/25/2025	Bill.com	The Hvac Company	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		14,366.36	-39,156.29
Bill Pmt -Check	07/25/2025	Bill.com	Nextcare Inc.	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		262.00	-39,418.29
Bill Pmt -Check	07/25/2025	Bill.com	Kronos SaaShr, Inc	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		16,981.39	-56,399.68

Sedona Fire District Transaction Detail by Account July 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Bill Pmt -Check	07/25/2025	Bill.com	NAPA AUTO PARTS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		292.09	-56,691.77
Bill Pmt -Check	07/25/2025	Bill.com	The Hvac Company	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		365.00	-57,056.77
Bill Pmt -Check	07/25/2025	Bill.com	O'REILLY AUTO PARTS	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		21.96	-57,078.73
Bill Pmt -Check	07/25/2025	Bill.com	The Hvac Company	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		20,434.10	-77,512.83
Bill Pmt -Check	07/25/2025	Bill.com	The Hvac Company	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		7,264.51	-84,777.34
Bill Pmt -Check	07/25/2025	Bill.com	XEROX FINANCIAL SERVICES	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		1,045.25	-85,822.59
Bill Pmt -Check	07/25/2025	Bill.com	PRUDENTIAL OVERALL SUPPLY	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		58.51	-85,881.10
Bill Pmt -Check	07/25/2025	Bill.com	Rossman Enterprises Inc	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		263.60	-86,144.70
Bill Pmt -Check	07/25/2025	Bill.com	Hale's Roofing LLC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		1,950.00	-88,094.70
Bill Pmt -Check	07/25/2025	Bill.com	HUGHES FIRE EQUIPMENT INC	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		2,221.20	-90,315.90
Bill Pmt -Check	07/25/2025	Bill.com	American Heart Association, Inc.	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		867.28	-91,183.18
Bill Pmt -Check	07/25/2025	Bill.com	RWC INTERNATIONAL	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		951.79	-92,134.97
Bill Pmt -Check	07/25/2025	Bill.com	VILLAGE HARDWARE	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		31.46	-92,166.43
Bill Pmt -Check	07/25/2025	Bill.com	ALL-MED EQUIPMENT & SERV...	https://app01.us.bill.com/BillPay?id=blp01...	2000 · Accounts Payable		60.00	-92,226.43
General Journal	07/25/2025	2024-268		BILL 07/25/25 Payables Funding	1050 · Chase - Operating...	92,226.43		0.00
Total 1000 · Bill.com Money Out Clearing						553,304.72	553,304.72	0.00
1010 · Capital Reserves Fund								
Deposit	07/31/2025			Interest	4610 · Interest Earnings	34,010.53		34,010.53
Total 1010 · Capital Reserves Fund						34,010.53	0.00	34,010.53
1050 · Chase - Operating Account								
Bill	07/01/2025	06.30.20...	Sedona Fire District	Weekly Cash Flow	2000 · Accounts Payable	1200000.00		1200000.00
Check	07/01/2025	EFT	UniSource Energy		6010 · Utilities		22.06	1199977.94
Check	07/01/2025	EFT	UniSource Energy		6010 · Utilities		123.34	1199854.60
Check	07/01/2025		Century Link		6300 · Communications		281.32	1199573.28
Check	07/01/2025		Century Link		6300 · Communications		281.32	1199291.96
Check	07/01/2025		Century Link		6300 · Communications		475.49	1198816.47
Check	07/01/2025		Century Link		6300 · Communications		332.53	1198483.94
Check	07/01/2025		Century Link		6300 · Communications		547.79	1197936.15
Check	07/01/2025		Century Link		6300 · Communications		154.40	1197781.75
Check	07/01/2025		Century Link		6300 · Communications		81.20	1197700.55
Check	07/01/2025		Century Link		6300 · Communications		281.32	1197419.23
Check	07/01/2025		Century Link		6300 · Communications		69.99	1197349.24
Deposit	07/01/2025			Anthem Blue	4140 · Insurance Ambula...	648.43		1197997.67
Deposit	07/01/2025			Credit Bureau	4140 · Insurance Ambula...	2,618.89		1200616.56
Deposit	07/01/2025			Deposit	4140 · Insurance Ambula...	325.80		1200942.36
Deposit	07/01/2025			Deposit	4140 · Insurance Ambula...	278.09		1201220.45
Deposit	07/01/2025			Deposit	4230 · Misc Revenue	42.00		1201262.45
Deposit	07/01/2025			Deposit	4170 · CRR Revenue	175.00		1201437.45
Deposit	07/01/2025			Deposit	4170 · CRR Revenue	125.00		1201562.45
Deposit	07/01/2025			Deposit	4170 · CRR Revenue	200.00		1201762.45
Check	07/02/2025	EFT	Gateway		7070 · Bank and Service ...		22.00	1201740.45
Check	07/02/2025		Bankcard	Service Charge	7070 · Bank and Service ...		219.10	1201521.35
Deposit	07/02/2025			Credit Bureau	4140 · Insurance Ambula...	3,572.86		1205094.21
Deposit	07/02/2025			AARP	4140 · Insurance Ambula...	6,357.39		1211451.60
Deposit	07/02/2025			WPS	4140 · Insurance Ambula...	400.00		1211851.60
Deposit	07/02/2025			United Healthcare	4140 · Insurance Ambula...	462.74		1212314.34

Sedona Fire District Transaction Detail by Account July 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Deposit	07/02/2025			Noridian	4140 · Insurance Ambula...	618.02		1212932.36
Deposit	07/02/2025			Deposit	-SPLIT-	34,827.83		1247760.19
Deposit	07/02/2025			Deposit	-SPLIT-	2,517.89		1250278.08
Deposit	07/02/2025			Deposit	4170 · CRR Revenue	350.00		1250628.08
Check	07/03/2025		Century Link		6300 · Communications		37.53	1250590.55
Check	07/03/2025		Century Link		6300 · Communications		59.04	1250531.51
Check	07/03/2025		Century Link		6300 · Communications		31.47	1250500.04
Check	07/03/2025		Century Link		6300 · Communications		112.29	1250387.75
Check	07/03/2025		Century Link		6300 · Communications		83.00	1250304.75
Check	07/03/2025		Century Link		6300 · Communications		224.89	1250079.86
Check	07/03/2025		Century Link		6300 · Communications		87.64	1249992.22
Check	07/03/2025		Century Link		6300 · Communications		86.48	1249905.74
Check	07/03/2025		Century Link		6300 · Communications		111.97	1249793.77
Check	07/03/2025		Century Link		6300 · Communications		41.90	1249751.87
Check	07/03/2025		Century Link		6300 · Communications		103.48	1249648.39
Deposit	07/03/2025			Humana	4140 · Insurance Ambula...	2,579.29		1252227.68
Deposit	07/03/2025			Devoted Health	4140 · Insurance Ambula...	15,792.74		1268020.42
Deposit	07/03/2025			Optumecare	4140 · Insurance Ambula...	73.59		1268094.01
Deposit	07/03/2025			Devoted Health	4140 · Insurance Ambula...	298.19		1268392.20
Deposit	07/03/2025			Centene	4140 · Insurance Ambula...	907.51		1269299.71
Deposit	07/03/2025			United Healthcare	4140 · Insurance Ambula...	1,026.45		1270326.16
Deposit	07/03/2025			Credit Bureau	4140 · Insurance Ambula...	2,878.18		1273204.34
Deposit	07/03/2025			Deposit	4170 · CRR Revenue	382.40		1273586.74
Deposit	07/03/2025			Deposit	4120 · Collections Ambul...	200.00		1273786.74
General Journal	07/07/2025	2024-261		BILL 07/07/25 Payables Funding	1000 · Bill.com Money O...		158,865.36	1114921.38
Check	07/07/2025	EFT	UniSource Energy		6010 · Utilities		147.15	1114774.23
Deposit	07/07/2025			Credit Bureau	4140 · Insurance Ambula...	114.36		1114888.59
Deposit	07/07/2025			BCBS	4140 · Insurance Ambula...	128.53		1115017.12
Deposit	07/07/2025			Noridian	4140 · Insurance Ambula...	25.00		1115042.12
Bill Pmt -Check	07/08/2025	N/A	Wex Bank (new acct)	# 105932066	2000 · Accounts Payable		3,532.31	1111509.81
General Journal	07/08/2025	2024-262		BILL 07/08/25 Payables Funding	1000 · Bill.com Money O...		60,000.00	1051509.81
Check	07/08/2025	EFT	Sedona Venture Water Sewer C...		6010 · Utilities		65.64	1051444.17
Check	07/08/2025		Arizona Water Company		6010 · Utilities		28.20	1051415.97
Check	07/08/2025		Arizona Water Company		6010 · Utilities		300.94	1051115.03
Check	07/08/2025		Arizona Water Company		6010 · Utilities		29.37	1051085.66
Check	07/08/2025		Arizona Water Company		6010 · Utilities		27.23	1051058.43
Check	07/08/2025	EFT	Bill.com		7170 · Dues/Fees/Subsc...		335.11	1050723.32
Transfer	07/08/2025			Funds Transfer	1060 · Chase - Payroll A...		800,000.00	250,723.32
Deposit	07/08/2025			BCBS	4140 · Insurance Ambula...	2,035.90		252,759.22
Deposit	07/08/2025			Mutual of Omaha	4140 · Insurance Ambula...	2,369.57		255,128.79
Check	07/09/2025	EFT	Arizona Public Service		-SPLIT-		12,003.84	243,124.95
Check	07/09/2025		Arizona Public Service		6010 · Utilities		1,060.63	242,064.32
Deposit	07/09/2025			Mutual of Omaha	4140 · Insurance Ambula...	2,238.71		244,303.03
Deposit	07/09/2025			WPS	4140 · Insurance Ambula...	3,721.66		248,024.69
Deposit	07/09/2025			United Healthcare	4140 · Insurance Ambula...	125.17		248,149.86
Deposit	07/09/2025			UHC	4140 · Insurance Ambula...	338.10		248,487.96
Deposit	07/09/2025			United Healthcare	4140 · Insurance Ambula...	882.91		249,370.87
Deposit	07/09/2025			UHC	4140 · Insurance Ambula...	954.15		250,325.02
Deposit	07/09/2025			Credit Bureau	4140 · Insurance Ambula...	1,028.12		251,353.14

Sedona Fire District Transaction Detail by Account July 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Deposit	07/09/2025			Cigna	4140 · Insurance Ambula...	1,634.93		252,988.07
Deposit	07/09/2025			Aetna	4140 · Insurance Ambula...	1,757.62		254,745.69
Deposit	07/09/2025			36 Treas 310	4140 · Insurance Ambula...	2,030.57		256,776.26
Deposit	07/10/2025			HDIC	4140 · Insurance Ambula...	1,759.57		258,535.83
Deposit	07/10/2025			BCBS	4140 · Insurance Ambula...	1,938.98		260,474.81
Deposit	07/10/2025			Credit Bureau	4140 · Insurance Ambula...	139.85		260,614.66
Deposit	07/10/2025			Deposit	4170 · CRR Revenue	510.32		261,124.98
Deposit	07/10/2025			Deposit	4170 · CRR Revenue	200.00		261,324.98
General Journal	07/11/2025	2024-263		BILL 07/11/25 Payables Funding	1000 · Bill.com Money O...		156,441.51	104,883.47
Check	07/11/2025		Century Link		6300 · Communications		114.95	104,768.52
Check	07/11/2025		Century Link		6300 · Communications		110.18	104,658.34
Deposit	07/11/2025			Mutual of Omaha	4140 · Insurance Ambula...	1,938.68		106,597.02
Deposit	07/11/2025			Mutual of Omaha	4140 · Insurance Ambula...	3,607.18		110,204.20
Deposit	07/11/2025			Noridian	4140 · Insurance Ambula...	152.04		110,356.24
Deposit	07/11/2025			United Healthcare	4140 · Insurance Ambula...	374.68		110,730.92
Check	07/14/2025		National Bank of Arizona		2003 · National Bank of ...		57,053.22	53,677.70
Deposit	07/14/2025			Credit Bureau	4140 · Insurance Ambula...	2,286.46		55,964.16
Deposit	07/14/2025			Optumecare	4140 · Insurance Ambula...	2,654.66		58,618.82
Deposit	07/14/2025			BCBS	4140 · Insurance Ambula...	111.31		58,730.13
Deposit	07/14/2025			Noridian	4140 · Insurance Ambula...	630.13		59,360.26
Deposit	07/14/2025			Deposit	4170 · CRR Revenue	599.30		59,959.56
Deposit	07/14/2025			Deposit	4170 · CRR Revenue	350.00		60,309.56
Deposit	07/14/2025			Deposit	4170 · CRR Revenue	175.00		60,484.56
Deposit	07/14/2025			Deposit	4170 · CRR Revenue	148.62		60,633.18
Bill	07/15/2025	07.15.20...	Sedona Fire District	Weekly Cash Flow	2000 · Accounts Payable	1200000.00		1260633.18
Check	07/15/2025	EFT	City of Sedona 005650-002	005650-002	6010 · Utilities		211.27	1260421.91
Check	07/15/2025	EFT	City of Sedona 005650-000	005650-000	6010 · Utilities		46.50	1260375.41
Check	07/15/2025	EFT	City of Sedona 005650-001	005650-001	6010 · Utilities		39.67	1260335.74
Check	07/15/2025	EFT	City of Sedona 005650-003	005650-003	6010 · Utilities		80.91	1260254.83
Deposit	07/15/2025			Anthem Blue	4140 · Insurance Ambula...	4,350.56		1264605.39
Deposit	07/15/2025			Humana	4140 · Insurance Ambula...	6,831.34		1271436.73
Deposit	07/15/2025			Noridian	4140 · Insurance Ambula...	114.40		1271551.13
Deposit	07/15/2025			36 Treas 310	4140 · Insurance Ambula...	561.95		1272113.08
Deposit	07/15/2025			BCBS	4140 · Insurance Ambula...	1,476.70		1273589.78
Deposit	07/15/2025			Credit Bureau	4140 · Insurance Ambula...	2,067.88		1275657.66
Deposit	07/15/2025			Deposit	4170 · CRR Revenue	175.00		1275832.66
Deposit	07/15/2025			Deposit	4170 · CRR Revenue	175.00		1276007.66
Deposit	07/16/2025			BCBS	4140 · Insurance Ambula...	5,187.63		1281195.29
Deposit	07/16/2025			Centene	4140 · Insurance Ambula...	6,529.65		1287724.94
Deposit	07/16/2025			Centene	4140 · Insurance Ambula...	114.40		1287839.34
Deposit	07/16/2025			BCBS	4140 · Insurance Ambula...	214.88		1288054.22
Deposit	07/16/2025			Devoted Health	4140 · Insurance Ambula...	364.98		1288419.20
Deposit	07/16/2025			BCBS	4140 · Insurance Ambula...	620.39		1289039.59
Deposit	07/16/2025			Humana	4140 · Insurance Ambula...	809.85		1289849.44
Deposit	07/16/2025			Aetna	4140 · Insurance Ambula...	916.77		1290766.21
Deposit	07/16/2025			Aetna	4140 · Insurance Ambula...	1,046.92		1291813.13
Deposit	07/16/2025			Credit Bureau	4140 · Insurance Ambula...	1,335.04		1293148.17
Deposit	07/16/2025			BCBS	4140 · Insurance Ambula...	1,760.41		1294908.58
Deposit	07/16/2025			Noridian	4140 · Insurance Ambula...	1,982.88		1296891.46

Sedona Fire District Transaction Detail by Account July 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Deposit	07/16/2025			36 Treas 310	4140 · Insurance Ambula...	4,098.45		1300989.91
Deposit	07/16/2025			Deposit	4170 · CRR Revenue	322.24		1301312.15
Check	07/17/2025		Arizona Water Company		6010 · Utilities		43.93	1301268.22
Check	07/17/2025		Arizona Water Company		6010 · Utilities		209.19	1301059.03
Check	07/17/2025		Arizona Water Company		6010 · Utilities		27.37	1301031.66
Deposit	07/17/2025			Credit Bureau	4140 · Insurance Ambula...	1,124.53		1302156.19
Deposit	07/17/2025			BCBS	4140 · Insurance Ambula...	2,237.23		1304393.42
Deposit	07/17/2025			BCBS	4140 · Insurance Ambula...	1,379.28		1305772.70
Deposit	07/17/2025			Centene	4140 · Insurance Ambula...	1,977.61		1307750.31
Deposit	07/17/2025			United Healthcare	4140 · Insurance Ambula...	2,277.68		1310027.99
Deposit	07/17/2025			BCBS	4140 · Insurance Ambula...	4,679.51		1314707.50
Check	07/18/2025	EFT	BIG PARK SEWER		6010 · Utilities		22.51	1314684.99
Check	07/18/2025	EFT	BIG PARK SEWER		6010 · Utilities		356.87	1314328.12
Deposit	07/18/2025			BCBS	4140 · Insurance Ambula...	4,646.68		1318974.80
Deposit	07/18/2025			BCBS	4140 · Insurance Ambula...	185.86		1319160.66
Deposit	07/18/2025			Credit Bureau	4140 · Insurance Ambula...	286.99		1319447.65
General Journal	07/21/2025	2024-265		BILL 07/21/25 AR Payments	1000 · Bill.com Money O...	60,000.00		1379447.65
Check	07/21/2025	EFT	Enterprise FM Trust		-SPLIT-		2,417.35	1377030.30
Deposit	07/21/2025			Credit Bureau	4140 · Insurance Ambula...	2,045.17		1379075.47
Deposit	07/21/2025			BCBS	4140 · Insurance Ambula...	96.85		1379172.32
Deposit	07/21/2025			36 Treas 310	4140 · Insurance Ambula...	4,404.61		1383576.93
Check	07/22/2025		Century Link		6300 · Communications		330.88	1383246.05
Deposit	07/22/2025			Credit Bureau	4140 · Insurance Ambula...	2,098.69		1385344.74
Deposit	07/22/2025			Humana	4140 · Insurance Ambula...	200.00		1385544.74
Deposit	07/22/2025			Freedom Life	4140 · Insurance Ambula...	609.26		1386154.00
Deposit	07/22/2025			Humana	4140 · Insurance Ambula...	1,000.00		1387154.00
Deposit	07/22/2025			Noridian	4140 · Insurance Ambula...	1,096.61		1388250.61
Deposit	07/22/2025			BCBS	4140 · Insurance Ambula...	1,098.54		1389349.15
Deposit	07/22/2025			Deposit	-SPLIT-	6,775.08		1396124.23
Deposit	07/22/2025			Deposit	-SPLIT-	115,354.36		1511478.59
Deposit	07/22/2025			Deposit	4170 · CRR Revenue	175.00		1511653.59
Deposit	07/22/2025			Deposit	4170 · CRR Revenue	374.32		1512027.91
Check	07/23/2025		Arizona Water Company		6010 · Utilities		338.45	1511689.46
Check	07/23/2025		Arizona Water Company		6010 · Utilities		27.37	1511662.09
Deposit	07/23/2025			Mutual of Omaha	4140 · Insurance Ambula...	8,109.64		1519771.73
Deposit	07/23/2025			Centene	4140 · Insurance Ambula...	188.08		1519959.81
Deposit	07/23/2025			Credit Bureau	4140 · Insurance Ambula...	510.56		1520470.37
Deposit	07/23/2025			NCSHP	4140 · Insurance Ambula...	1,238.55		1521708.92
Deposit	07/23/2025			Noridian	4140 · Insurance Ambula...	1,411.29		1523120.21
Deposit	07/23/2025			BCBS	4140 · Insurance Ambula...	2,011.39		1525131.60
Deposit	07/23/2025			Deposit	4170 · CRR Revenue	175.00		1525306.60
Deposit	07/23/2025			Deposit	4170 · CRR Revenue	175.00		1525481.60
Deposit	07/23/2025			Deposit	4170 · CRR Revenue	200.00		1525681.60
General Journal	07/24/2025	2024-266		BILL 07/24/25 Payables Funding	1000 · Bill.com Money O...		25,771.42	1499910.18
General Journal	07/24/2025	2024-267		BILL 07/24/25 Credit P25071001 - 3267126	1000 · Bill.com Money O...	3,459.80		1503369.98
Check	07/24/2025		Century Link		6300 · Communications		84.94	1503285.04
Deposit	07/24/2025			AARP	4140 · Insurance Ambula...	118.52		1503403.56
Deposit	07/24/2025			BCBS	4140 · Insurance Ambula...	275.00		1503678.56
Deposit	07/24/2025			Credit Bureau	4140 · Insurance Ambula...	564.63		1504243.19

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Accrual Basis

Sedona Fire District Transaction Detail by Account July 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Deposit	07/24/2025			United Healthcare	4140 · Insurance Ambula...	2,898.65		1507141.84
Deposit	07/24/2025			Centene	4140 · Insurance Ambula...	4,818.98		1511960.82
Deposit	07/24/2025			Deposit	4170 · CRR Revenue	200.00		1512160.82
General Journal	07/25/2025	2024-268		BILL 07/25/25 Payables Funding	1000 · Bill.com Money O...		92,226.43	1419934.39
Check	07/25/2025	EFT	UniSource Energy		6010 · Utilities		60.39	1419874.00
Deposit	07/25/2025			BCBS	4140 · Insurance Ambula...	540.80		1420414.80
Deposit	07/25/2025			UHC	4140 · Insurance Ambula...	1,024.94		1421439.74
Deposit	07/25/2025			Credit Bureau	4140 · Insurance Ambula...	1,514.16		1422953.90
Deposit	07/25/2025			Cigna	4140 · Insurance Ambula...	1,944.54		1424898.44
Deposit	07/25/2025			Noridian	4140 · Insurance Ambula...	5,572.09		1430470.53
Deposit	07/25/2025			Deposit	4170 · CRR Revenue	75.00		1430545.53
Check	07/28/2025	EFT	UniSource Energy		6010 · Utilities		31.34	1430514.19
Check	07/28/2025	EFT	UniSource Energy		6010 · Utilities		22.18	1430492.01
Transfer	07/28/2025			Funds Transfer	1060 · Chase - Payroll A...		750,000.00	680,492.01
Deposit	07/28/2025			Credit Bureau	4140 · Insurance Ambula...	25.28		680,517.29
Deposit	07/28/2025			AHCCCS	4140 · Insurance Ambula...	244.89		680,762.18
Deposit	07/28/2025			Noridian	4140 · Insurance Ambula...	642.73		681,404.91
Deposit	07/28/2025			UHC	4140 · Insurance Ambula...	730.01		682,134.92
Deposit	07/28/2025			National Bank	4140 · Insurance Ambula...	1,774.74		683,909.66
Deposit	07/28/2025			BCBS	4140 · Insurance Ambula...	1,980.85		685,890.51
Deposit	07/28/2025			Cigna	4140 · Insurance Ambula...	2,256.03		688,146.54
Deposit	07/28/2025			Deposit	4170 · CRR Revenue	200.00		688,346.54
Deposit	07/28/2025			Deposit	4170 · CRR Revenue	200.00		688,546.54
Deposit	07/28/2025			Deposit	4170 · CRR Revenue	200.00		688,746.54
Deposit	07/28/2025			Deposit	4170 · CRR Revenue	200.00		688,946.54
Deposit	07/29/2025			UHC	4140 · Insurance Ambula...	136.66		689,083.20
Deposit	07/29/2025			Optumecare	4140 · Insurance Ambula...	344.23		689,427.43
Deposit	07/29/2025			Credit Bureau	4140 · Insurance Ambula...	1,449.38		690,876.81
Deposit	07/29/2025			Humana	4140 · Insurance Ambula...	1,529.45		692,406.26
Deposit	07/29/2025			36 Treas 310	4140 · Insurance Ambula...	3,587.69		695,993.95
Deposit	07/29/2025			Noridian	4140 · Insurance Ambula...	15,184.38		711,178.33
Deposit	07/30/2025			BCBS	4140 · Insurance Ambula...	162.53		711,340.86
Deposit	07/30/2025			BCBS	4140 · Insurance Ambula...	181.98		711,522.84
Deposit	07/30/2025			UHC	4140 · Insurance Ambula...	206.88		711,729.72
Deposit	07/30/2025			Noridian	4140 · Insurance Ambula...	354.14		712,083.86
Deposit	07/30/2025			AARP	4140 · Insurance Ambula...	409.58		712,493.44
Deposit	07/30/2025			Devoted Health	4140 · Insurance Ambula...	519.99		713,013.43
Deposit	07/30/2025			UHC	4140 · Insurance Ambula...	730.01		713,743.44
Deposit	07/30/2025			Devoted Health	4140 · Insurance Ambula...	812.65		714,556.09
Deposit	07/30/2025			Centene	4140 · Insurance Ambula...	894.41		715,450.50
Deposit	07/30/2025			BCBS	4140 · Insurance Ambula...	2,079.23		717,529.73
Deposit	07/30/2025			Credit Bureau	4140 · Insurance Ambula...	2,972.31		720,502.04
Deposit	07/30/2025			Deposit	4170 · CRR Revenue		175.00	720,327.04
Deposit	07/30/2025			Deposit	4170 · CRR Revenue	50.00		720,377.04
Deposit	07/30/2025			Deposit	4170 · CRR Revenue	175.00		720,552.04
Deposit	07/30/2025			Deposit	4170 · CRR Revenue	100.00		720,652.04
Deposit	07/30/2025			Deposit	4170 · CRR Revenue	85.00		720,737.04
Deposit	07/30/2025			Deposit	4170 · CRR Revenue	175.00		720,912.04
Deposit	07/30/2025			Deposit	4170 · CRR Revenue	100.00		721,012.04

Sedona Fire District Transaction Detail by Account July 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Deposit	07/30/2025			Deposit	4170 · CRR Revenue	100.00		721,112.04
Deposit	07/30/2025			Deposit	4170 · CRR Revenue	425.00		721,537.04
Deposit	07/30/2025			Deposit	4170 · CRR Revenue	524.64		722,061.68
Check	07/31/2025		Century Link		6300 · Communications		81.20	721,980.48
Check	07/31/2025		Century Link		6300 · Communications		475.49	721,504.99
Check	07/31/2025		Century Link		6300 · Communications		154.40	721,350.59
Check	07/31/2025		Century Link		6300 · Communications		281.32	721,069.27
Check	07/31/2025		Century Link		6300 · Communications		540.50	720,528.77
Check	07/31/2025		Century Link		6300 · Communications		281.32	720,247.45
Check	07/31/2025		Century Link		6300 · Communications		281.32	719,966.13
Check	07/31/2025		Century Link		6300 · Communications		332.53	719,633.60
Deposit	07/31/2025			AARP	4140 · Insurance Ambula...	127.42		719,761.02
Deposit	07/31/2025			BCBS	4140 · Insurance Ambula...	144.25		719,905.27
Deposit	07/31/2025			BCBS	4140 · Insurance Ambula...	164.91		720,070.18
Deposit	07/31/2025			Mutual of Omaha	4140 · Insurance Ambula...	170.62		720,240.80
Deposit	07/31/2025			Noridian	4140 · Insurance Ambula...	748.85		720,989.65
Deposit	07/31/2025			United Healthcare	4140 · Insurance Ambula...	1,340.00		722,329.65
Deposit	07/31/2025			36 Treas 310	4140 · Insurance Ambula...	2,221.97		724,551.62
Deposit	07/31/2025			Centene	4140 · Insurance Ambula...	5,245.51		729,797.13
Deposit	07/31/2025			Credit Bureau	4140 · Insurance Ambula...	11,051.61		740,848.74
Deposit	07/31/2025			Deposit	-SPLIT-	216,528.34		957,377.08
Deposit	07/31/2025			Deposit	4230 · Misc Revenue	1,316.20		958,693.28
Total 1050 · Chase - Operating Account						3087632.52	2128939.24	958,693.28
1060 · Chase - Payroll Account								
Check	07/03/2025	EFT	Healthequity, Inc.		2018 · HSA Deduction		370,874.62	-370,874.62
Transfer	07/08/2025			Funds Transfer	1050 · Chase - Operating...	800,000.00		429,125.38
General Journal	07/11/2025	2024-277			-SPLIT-		337,278.45	91,846.93
General Journal	07/11/2025	2024-277			1060 · Chase - Payroll A...		73,808.94	18,037.99
General Journal	07/11/2025	2024-277			1060 · Chase - Payroll A...		1,428.20	16,609.79
Check	07/11/2025		Retirement RCR		2022 · Retirement Payable		11,872.56	4,737.23
Check	07/11/2025		Nationwide		2022 · Retirement Payable		18,581.78	-13,844.55
Check	07/11/2025		Nationwide		2022 · Retirement Payable		12,931.88	-26,776.43
Check	07/11/2025		Nationwide		2022 · Retirement Payable		9,901.25	-36,677.68
Check	07/11/2025		Nationwide		2022 · Retirement Payable		9,343.35	-46,021.03
Check	07/11/2025		Nationwide		2022 · Retirement Payable		9,172.02	-55,193.05
Check	07/11/2025		Nationwide		2022 · Retirement Payable		5,305.49	-60,498.54
Check	07/11/2025		Healthequity, Inc.		2018 · HSA Deduction		4,487.03	-64,985.57
Check	07/11/2025		Nationwide		2022 · Retirement Payable		3,593.41	-68,578.98
Check	07/11/2025		Nationwide		2022 · Retirement Payable		3,403.55	-71,982.53
Check	07/22/2025		Nationwide		2022 · Retirement Payable		6,219.64	-78,202.17
Check	07/22/2025		Nationwide		2022 · Retirement Payable		5,941.49	-84,143.66
Check	07/22/2025		Retirement RCR		2022 · Retirement Payable		14,262.68	-98,406.34
Check	07/23/2025		PSPRS		2022 · Retirement Payable		215,633.30	-314,039.64
Check	07/23/2025		PSPRS		2022 · Retirement Payable		175.36	-314,215.00
General Journal	07/25/2025	2024-276			-SPLIT-		246,566.76	-560,781.76
General Journal	07/25/2025	2024-276			1060 · Chase - Payroll A...		45,314.15	-606,095.91
General Journal	07/25/2025	2024-276			1060 · Chase - Payroll A...		1,428.20	-607,524.11

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08/13/25

Accrual Basis

Sedona Fire District Transaction Detail by Account July 2025

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Check	07/25/2025		Nationwide		2022 · Retirement Payable		8,770.45	-616,294.56
Check	07/25/2025		Nationwide		2022 · Retirement Payable		8,502.91	-624,797.47
Check	07/25/2025		Nationwide		2022 · Retirement Payable		7,679.12	-632,476.59
Check	07/25/2025		Nationwide		2022 · Retirement Payable		7,655.99	-640,132.58
Check	07/25/2025		Nationwide		2022 · Retirement Payable		7,076.97	-647,209.55
Check	07/25/2025		Nationwide		2022 · Retirement Payable		5,305.49	-652,515.04
Check	07/25/2025		Nationwide		2022 · Retirement Payable		4,653.37	-657,168.41
Check	07/25/2025		Healthequity, Inc.		2018 · HSA Deduction		4,487.03	-661,655.44
Check	07/25/2025		Nationwide		2022 · Retirement Payable		4,457.34	-666,112.78
Check	07/25/2025		Nationwide		2022 · Retirement Payable		3,291.15	-669,403.93
Check	07/25/2025		Nationwide		2022 · Retirement Payable		2,575.61	-671,979.54
Transfer	07/28/2025			Funds Transfer	1050 · Chase - Operating...	750,000.00		78,020.46
Bill	07/30/2025	07.30.20...	Sedona Fire District	Weekly Cash Flow	2000 · Accounts Payable	300,000.00		378,020.46
Total 1060 · Chase - Payroll Account						1850000.00	1471979.54	378,020.46
1070 - County General Fund								
Bill Pmt -Check	07/02/2025	7062019...	Sedona Fire District	Weekly Cash Flow	2000 · Accounts Payable		1200000.00	-1200000.00
Bill Pmt -Check	07/02/2025	7062019...	Sean Williams	306	2000 · Accounts Payable		32.46	-1200032.46
Bill Pmt -Check	07/02/2025	7062019...	Sedona Verde Valley FF Associ...		2000 · Accounts Payable		2,353.77	-1202386.23
Bill Pmt -Check	07/02/2025	7062019...	Sedona Verde Valley Firefighter ...	Charity Donations	2000 · Accounts Payable		752.00	-1203138.23
Bill Pmt -Check	07/02/2025	7062019...	Standard Insurance Company	LTD Insurance	2000 · Accounts Payable		4,988.79	-1208127.02
Bill Pmt -Check	07/16/2025	7062019...	JEREMY VARGAS	Mileage Per Diem for AZIAAI Annual Trai...	2000 · Accounts Payable		85.12	-1208212.14
Bill Pmt -Check	07/16/2025	7062019...	Sedona Verde Valley FF Associ...		2000 · Accounts Payable		2,353.77	-1210565.91
Bill Pmt -Check	07/16/2025	7062019...	Sedona Fire District	Weekly Cash Flow	2000 · Accounts Payable		1200000.00	-2410565.91
Bill Pmt -Check	07/23/2025	7062019...	GREGORY J EBERLEIN	WILDLAND REIMBURSEMENT	2000 · Accounts Payable		709.52	-2411275.43
Bill Pmt -Check	07/23/2025	7062019...	Jake Hanna	WILDLAND REIMBURSEMENT	2000 · Accounts Payable		764.69	-2412040.12
Bill Pmt -Check	07/23/2025	7062019...	Jayson Coil	Jayson Coil - Meal Reimbursement	2000 · Accounts Payable		118.25	-2412158.37
Bill Pmt -Check	07/23/2025	7062019...	Jose Diaz	WILDLAND REIMBURSEMENT	2000 · Accounts Payable		948.77	-2413107.14
Bill Pmt -Check	07/23/2025	7062019...	MetLife	Legal & ID Protection	2000 · Accounts Payable		1,139.40	-2414246.54
Bill Pmt -Check	07/23/2025	7062019...	Phillip D Bruglio	Wildland Reimbursement for 2025 ONC S...	2000 · Accounts Payable		673.92	-2414920.46
Bill Pmt -Check	07/23/2025	7062019...	Standard Insurance Company	LTD Insurance	2000 · Accounts Payable		4,774.26	-2419694.72
Bill Pmt -Check	07/23/2025	7062019...	TODD J MIRANDA	Wildland Reimbursement for Bridge Cree...	2000 · Accounts Payable		116.47	-2419811.19
General Journal	07/31/2025	2024-271		to record prop tax for July 2025	-SPLIT-	56,223.63		-2363587.56
General Journal	07/31/2025	2024-272			-SPLIT-	51,742.16		-2311845.40
Deposit	07/31/2025			Interest	4610 · Interest Earnings	29,172.45		-2282672.95
Total 1070 · County General Fund						137,138.24	2419811.19	-2282672.95
TOTAL						5662086.01	6574034.69	-911,948.68

Sedona Fire District

Fiscal Year
Begins: Jul-25

Twelve-Month Cash Flow

Sedona Fire District

	Beginning	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Monthly Average	Overview
Cash Summary															
Cash on Hand (beginning of month)	19,082,333	19,082,333	18,170,384	16,740,433	15,559,722	21,700,349	23,414,723	24,441,572	23,701,953	22,605,176	21,665,233	23,993,239	23,029,181	21,175,358	
Cash Available (on hand + receipts, before cash out)	19,082,333	19,766,219	18,535,949	17,355,238	24,326,056	25,151,592	26,178,441	25,681,991	24,342,045	23,402,103	26,031,934	25,870,363	23,778,553	23,368,373	
Cash Position (end of month)	19,082,333	18,170,384	16,740,433	15,559,722	21,700,349	23,414,723	24,441,572	23,701,953	22,605,176	21,665,233	23,993,239	23,029,181	19,397,595	21,201,630	
Cash Receipts															
Tax Levy Revenue		107,966	32,974	282,214	8,500,410	3,185,319	2,497,794	974,495	374,168	531,003	4,034,110	1,544,533	416,785	1,873,481	
Non-Tax Levy Revenue		575,920	332,591	332,591	265,924	265,924	265,924	265,924	265,924	265,924	332,591	332,591	332,587	319,535	
Line of Credit		0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Cash Receipts		683,886	365,565	614,805	8,766,334	3,451,243	2,763,718	1,240,419	640,092	796,927	4,366,701	1,877,124	749,372	2,193,016	
Cash Paid Out															
Disbursements		1,595,835	1,795,516	1,795,516	2,625,707	1,736,869	1,736,869	1,980,038	1,736,869	1,736,870	2,038,695	2,841,182	4,380,958	2,166,744	
Repayment of LOC		0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Cash Paid Out		1,595,835	1,795,516	1,795,516	2,625,707	1,736,869	1,736,869	1,980,038	1,736,869	1,736,870	2,038,695	2,841,182	4,380,958	2,166,744	
		(Actual)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	



CRR Activity Report

	June	July	This Year
Consultations	2	4	30
Inspections	69	77	497
Firewise Consult/Public	7	1	25
Plan Reviews	33	36	258
Apps Processed	16	31	178
Events/Pub Education	0	2	14
Fire Investigations	1	0	6
Car Seat Installs	0	0	7



Sedona System Counts in IROL	
Sprinkler	755
Fire Alarm	250
Kitchen Hood System	170
Kitchen Hood Cleaning	142
Fire Extinguisher	12
Private Hydrant Inspection	9
Special Suppression System	7
Spray Booth Inspection	4
Gas Detection System	3
Fire Pump	2
Fire Hydrant	2



TRAINING AND DEVELOPMENT/ WELLNESS DIVISION REPORT AUGUST 19TH , 2025



TRAINING AND DEVELOPMENT

- VENOMOUS REPTILE TRAINING COMPLETE
- ANNUAL OSHA / ISO TRAINING ONGOING
- QUARTERLY BLUE CARD TRAINING COMPLETE



TRAINING PLANNED

- STATE FIRE SCHOOL X 6-7 - SEPTEMBER
- BLUE CARD INSTRUCTOR CLASS - SEPTEMBER
- ENGINEER'S ACADEMY - SEPTEMBER
- PROBATIONARY FF 12- MONTH EVALUATIONS
- SEPTEMBER / OCTOBER



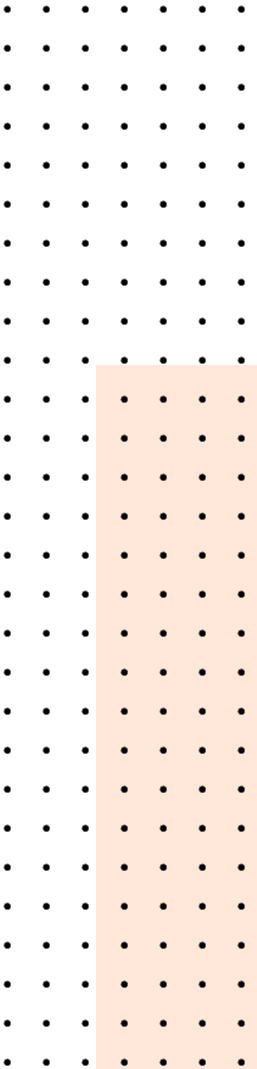
WELLNESS ACTIVITIES

- SOLVE GLOBAL EVALUATIONS COMPLETE X 50+
- WORKING ON COLLABORATING WITH SOLVE GLOBAL MORE FREQUENTLY MOVING FORWARD
- CONTINUE UPGRADING AND REPAIRING EQUIPMENT AS NEEDED

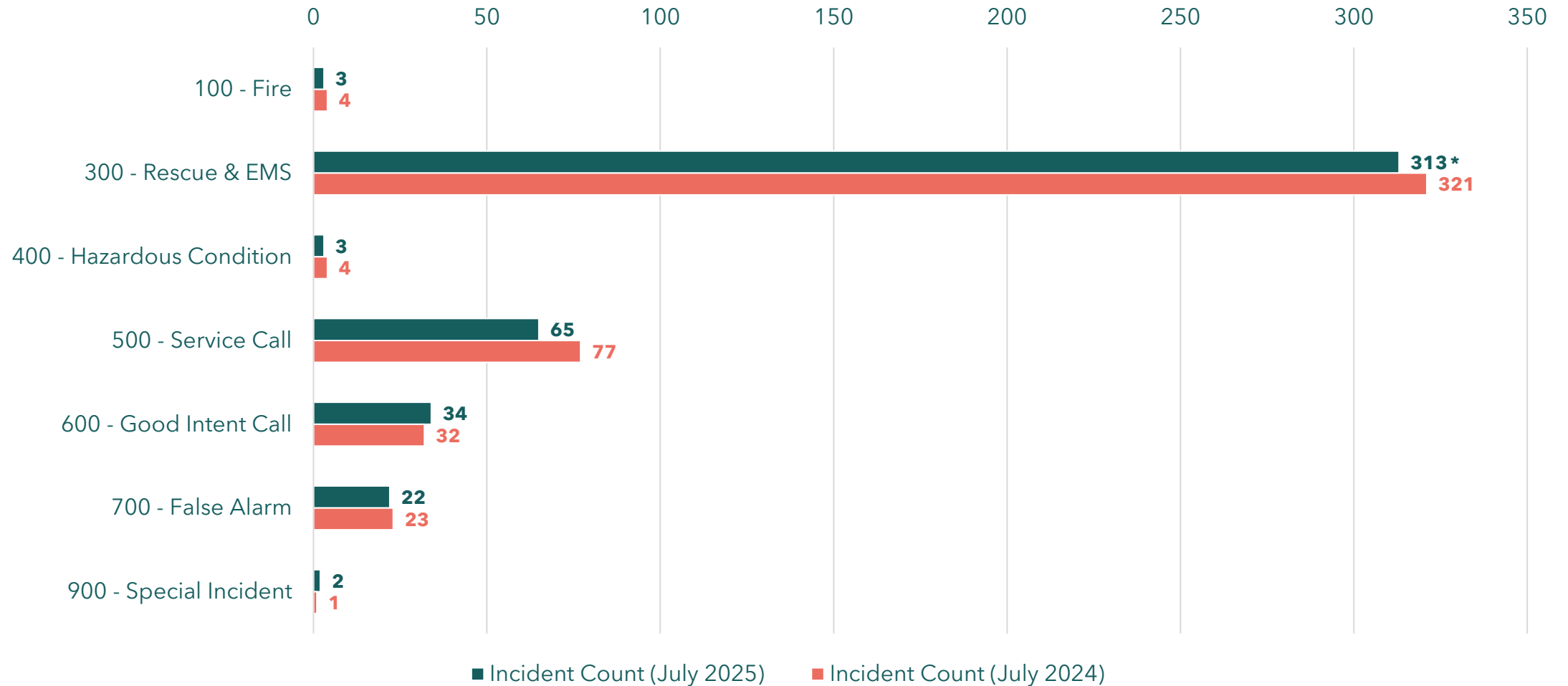
FIRE CHIEF'S REPORT

FIRE CHIEF ED MEZULIS

- July 2025 Review
 - Incident Summary
 - Year-to-Date Comparison
 - Response Times
- Purchase Orders over \$10,000

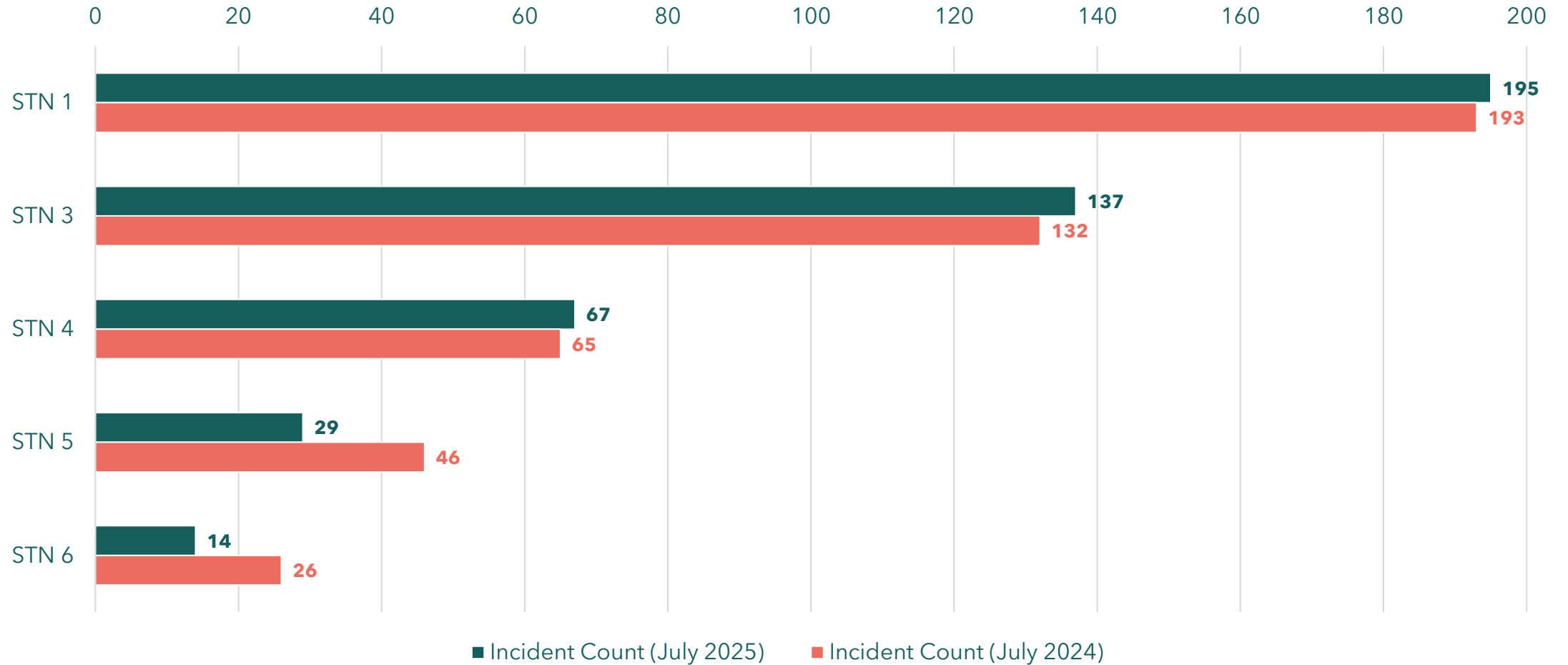


INCIDENTS BY TYPE



*Includes 29 Backcountry Rescues

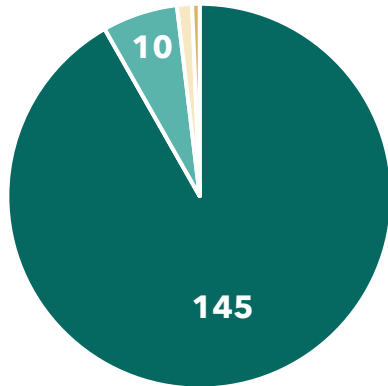
STATION RESPONSES



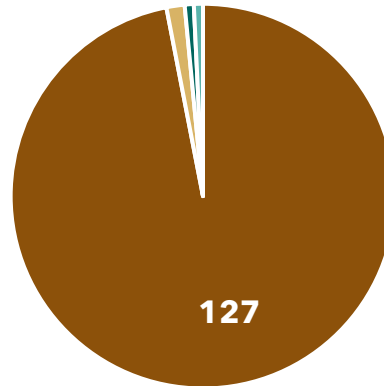
RESPONSE BREAKDOWN

■ STA 1 ■ STA 3 ■ STA 4 ■ STA 5 ■ STA 6

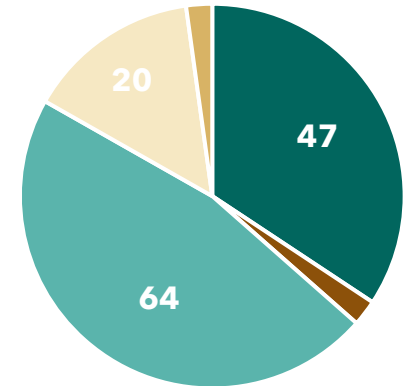
Station 1 Responses



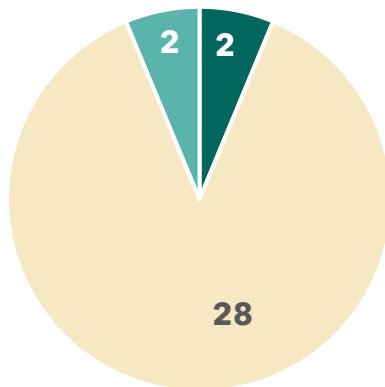
Station 3 Responses



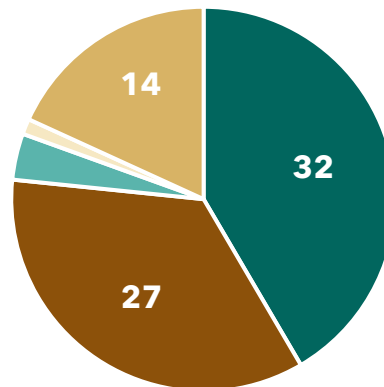
Station 4 Responses



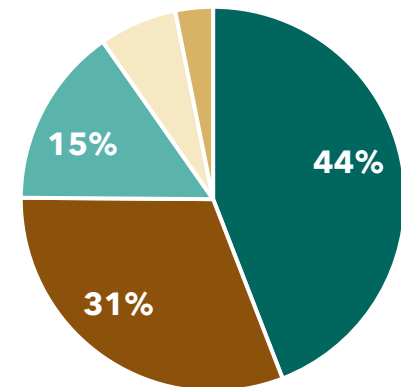
Station 5 Responses



Station 6 Responses



Total Call Volume



RESPONSE TIMES

DISPATCH HANDLING TIME

Median of Dispatch Notified Alarm Handling Time: **00:00:38**
Average of Dispatch Notified Alarm Handling Time: **00:00:43**
90th Percentile Dispatch Notified Alarm Handling Time: **00:01:13**

*June 2024: Median: **00:00:49**
Average: **00:01:00**
90th Percentile: **00:01:47***

TURNOUT TIME

Median Turnout Time: **00:01:34**
Average Turnout Time: **00:01:39**
90th Percentile Turnout Time: **00:02:33**

*June 2024: Median: **00:01:43**
Average: **00:01:48**
90th Percentile: **00:02:39***

TOTAL RESPONSE TIME

Median of Total Response Time: **00:06:19**
Average of Total Response Time: **00:07:11**
90th Percentile Total Response Time: **00:11:26**

*June 2024: Median: **00:06:38**
Average: **00:07:46**
90th Percentile: **00:12:47***

UNIT TRAVEL TIME

Median Unit Travel Time: **00:04:02**
Average Unit Travel Time: **00:05:15**
90th Percentile Unit Travel Time: **00:09:38**

*June 2024: Median: **00:04:13**
Average: **00:06:05**
90th Percentile: **00:11:49***

**Median and 90th Percentile are industry standard measures.*

RESPONSE TIMES

AMBULANCE TOTAL EMS EMERGENT RESPONSE TIME

Median Total Ambulance Response Time: **00:06:11**

Average Total Ambulance Response Time: **00:06:59**

90th Percentile Total Ambulance Response Time: **00:10:58**

*June 2024: Median: **00:06:40***

*Average: **00:07:37***

*90th Percentile: **00:12:39***

TOTAL EMS AMBULANCE ROAD TIME

Median Total Ambulance Road Time: **01:17:21**

Average Total Ambulance Road Time: **01:20:10**

90th Percentile Total Ambulance Road Time: **02:03:22**

*June 2024: Median: **01:22:24***

*Average: **01:23:21***

*90th Percentile: **02:27:55***

Sedona Fire District

Administrative and Support Employee Association (ASEA)

Memorandum of Understanding (MOU)

July 1, 2025 – June 30, 2027



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Administrative and Support Employee Association (ASEA)

July 1, 2025 – June 30, 2027

MEMORANDUM OF UNDERSTANDING

PREAMBLE

STATEMENT OF INTENT

The intent of this document is to recognize the Sedona Fire District's (hereinafter "the District" or "SFD") and employees' desire to dialogue, in good faith, on employment and benefit issues, while at the same time recognizing management and the District Governing Board's fiduciary obligations to its taxpayers. It is the Governing Board who has the ultimate authority in setting policy and making fiscal decisions affecting not only the taxpayers, but the employees of the District. Matters requiring interpretation should be addressed, keeping in mind this purpose whenever possible, and questions should be resolved with a focus on intent. The parties to this Memorandum of Understanding (MOU) understand and appreciate that not every circumstance can be dealt with directly in this document. It is understood and expected that there will be many opportunities where the intent behind this MOU will need to be applied to factual circumstances which were not directly addressed. When situations arise which may call into question, come into direct conflict with, or infringe upon the Governing Board's stated policies, statutory authority, or its obligations to the taxpayers of the District, those questions should be answered in favor of honoring the Governing Board's obligations in that regard, and referred to the Governing Board for consideration and clarification, when necessary.

PURPOSE

This Memorandum of Understanding authorizes the Sedona Fire District, employees, and their representatives, operating within the framework of the law, to reach agreement on matters relating to wages, hours, benefits, and working conditions.

DEFINITIONS

These words, terms, and phrases, when used in this MOU, shall mean the following:

Administrative/Support Personnel: Full-time personnel, non-FLSA exempt employees. This may include operational staff who are assigned to a 40 hour a week position.

Association: Collective group of Administrative and Support Employees (ASEA).

Date of Service: The date the employee is hired as a Sedona Fire District employee, either as a full-time, temporary, seasonal, reserve, or part-time employee.

Days: For purposes of this MOU, “days” shall be considered “calendar” days.

Dispute: A disagreement regarding wages, hours, benefits, and working conditions between representatives of the SFD and representatives of employee organizations during the course of meeting and conferring.

Employee Organizations: “Administrative and Support Employee Association (ASEA) and Sedona-Verde Valley Firefighters Association, Local 3690, Sedona Chapter, or any organization of any kind, or in which employees participate and which exists for the purpose, in whole or in part, of dealing with employers concerning an employee benefit plan, or other matters incidental to employment relationships; or any employees’ beneficiary association organized for the purpose in whole or in part, of establishing such a plan.” (29 USCS § 1002).

Employee Representative: The Sedona Administrative and Support Employee Association or his/her designee(s), Agent, or negotiation specialist, authorized to act on behalf of the employee.

Employer: Sedona Fire District, a political subdivision of the State of Arizona, acting through its Governing Board, or its duly authorized officers and agents working on behalf of SFD.

Employer Representative: The Fire Chief or his/her designee(s), agent, District attorney, and/or negotiation specialist, authorized by the Fire Board to act on behalf of the employer.

Executive Leadership Employee: Leadership Employees involved in formulating, determining, or effectuating SFD policies, and having a significant role in employer-employee relations on behalf of the employer.

Fact-Finding: The resolution procedure conducted by an impartial third party with recommendations for settlement.

Fiscal Year: The budget term adopted by the SFD Governing Board, July 1st through June 30th annually.

Full-time Date of Service: The date an employee is hired or promoted to full-time employment with Sedona Fire District, thereby becoming eligible for the District full-time benefit package.

Full-time Employee: An employee scheduled to work at least 40 hours per week as an Administrative/Support employee, or 212 hours per 28-day work period as an Operational employee. Full-time employees are currently eligible for the District full-time benefit package. For some benefits, full-time may refer to fewer than 40 but at least 30 hours per week.

Grievance: Any dispute concerning the interpretation or application of this MOU.

Grievant: Any eligible unit member adversely affected by an alleged violation of the MOU.

Impasse: The failure of designated representatives of SFD and representatives of an employee organization to achieve agreement in the course of meeting and conferring.

Labor-Management Committee: Two representatives of SFD Administration and the Administrative and Support Employee Association; two representatives of Sedona-Verde Valley Firefighters Association, Local 3690, Sedona Chapter (if applicable); and two representatives of SFD management, as designated by the Fire Chief.

Mediation: The efforts of an impartial third party to assist in reconciling disputes. Topics may include wages, hours, benefits, and working conditions between SFD and employee organizations through interpretation, suggestion, and advice.

Meet and Confer: The performance of the mutual obligation of the SFD through its Governing Board, Fire Chief or his/her designee and representatives of the Association to meet at reasonable times, including meetings in advance of the budget making process; and confer in good faith concerning wages, hours, benefits, and working conditions or any question arising thereunder, and the execution of a written Memorandum of Understanding embodying all agreements reached, but such obligation does not compel either party to agree to a proposal or the making of a concession.

Memorandum of Understanding (MOU): Written agreement arrived at by SFD and the Association, which shall be presented to the SFD Governing Board and to the membership of the Association for appropriate action.

Operational Personnel: That full-time personnel who are typically assigned to work a 53-hour work week and whose primary responsibility is to provide emergency services.

Part-time Employee: An employee normally scheduled to work at least 20 hours but less than a 30-hour workweek, on average. Part-time employees are currently ineligible for most District benefits.

Shift: Employee's regularly scheduled work hours during a 24-hour period.

Strike: The failure by concerted action with others to report for duty, the concerted absence of employees from their positions, the concerted stoppage of work, or concerted abstinence in whole or in part by any group of employees from the full, faithful, and proper performance of the duties of employment with the employer, or the concerted engagement in a work action to induce, influence, or coerce a change in wages, hours, benefits, working conditions, or terms of employment.

Unit Member: Full-time Administrative/Support employees of SFD who have elected to become members of the ASEA; but shall exclude contracted, temporary, seasonal, reserves, or part-time employees.

Article 1 – General Expectations

1.1 Meet and Confer Expectations

It is the expectation that all parties will negotiate in good faith and with the purpose of mutual obligation of SFD through its Fire Chief or designee and the representatives of ASEA. The parties will meet at reasonable times, including in advance of the budget making process; and confer in good faith with respect to wages, hours, benefits, and working conditions or any question arising thereunder. It is also an expectation for the execution of a written Memorandum of Understanding (MOU) embodying all agreements reached, but such obligation does not compel either party to agree to a proposal or the making of a concession. The Meet and Confer process must be completed well in advance of the date set by law for tentative adoption of the annual budget. Meet and Confer includes the duty to submit any agreement reached on these matters to SFD for action pursuant to this MOU. Representatives from ASEA involved in the Meet and Confer process will be allowed to attend during working hours, staffing permitting. Attendance during non-working hours is non-compensable.

1.2 Productivity Discussions

Recognizing the need to provide the highest practical level of emergency and administrative support services to the citizens of the Sedona Fire District, ASEA pledges to continue to work towards increasing the productivity of SFD. In a continuing commitment towards increased productivity, the joint Labor-Management Team shall meet on a regular basis during the term of the MOU to discuss the development of structured productivity programs within the SFD. The distribution of any demonstrated economic savings or other productivity rewarding measures resulting from the implementation of productivity programs shall be a proper subject for the Meet and Confer process, if legally appropriate.

1.3 RBO / Labor-Management Process

1.3.1 Purpose of RBO

The purpose of the Relationships by Objectives (RBO) committee is to enhance service delivery models and address public safety employee-related issues. The RBO process is done through the facilitation and open discussion of mutual concerns and problems which may include implementation of major department programs and/or substantial modifications of existing major programs that will have a significant impact on service delivery or work schedules. Items of concern are then enacted as initiatives to be accomplished over an appropriately established timeframe.

1.3.2 ASEA Labor-Management Correlating Committee

There shall be an ASEA Labor – Management Correlating Committee consisting of the Fire Chief and ASEA group representative who provides direction and overall procedural authority for the entire RBO / Labor-Management process.

1.3.3 Relationships by Objectives (RBO) Process

RBO committees shall meet annually at mutually scheduled times, and at other mutually agreed times as necessary. The RBO committee process consists of members of Labor and Management who have been selected to participate in an area of their interest and expertise. Each initiative mutually identified in the RBO process will consist of a committee established with representatives from labor and management and facilitated by co-chairs. Sub-committees may be further developed to facilitate meetings to achieve goals as set forth in the agreed upon initiatives. Throughout the year, sub-committees will meet regularly to accomplish their RBO initiatives.

1.3.4 Conducting Business

A standing agenda will be developed to maintain order and provide focus for the meeting. The members shall, in advance of a meeting, provide the chairperson(s) with proposed additional agenda items, and the co-chairs will provide the members with the meeting agenda.

1.3.5 Representation at Meetings

- Representatives of ASEA on the Committee shall not lose pay or benefits for meetings mutually scheduled during their duty time.
- The chairperson(s) may establish sub-committees with proper representation from respective groups as necessary.
- The Sub-Committees may suggest recommendations to the Fire Chief for consideration and determination if appropriate.
- Members who are designated by the ASEA Labor-Management Committee as participants at any level of the RBO/Labor Management process through a committee or sub-committee will work with management on the priorities determined through the RBO process. These initiatives pertain to enhancing operational efficiencies, service delivery, and improvements to employee safety and organizational performance.
- Unit Members who are designated by the ASEA Labor-Management Committee as RBO/Labor Management Committee Members will be eligible for compensation. These individuals will work with management on the priorities determined through the RBO process. These initiatives pertain to enhancing operational efficiencies, service delivery, and improvements to employee safety and organizational performance.
- Additional time/hours outside the employee's normal work shift used for

researching, investigating, consulting etc. for the Meet and Confer process are not considered to be hours worked and are not compensable nor should the time incur backfill shift coverage.

- The Meet and Confer process will be utilized for any changes made to policy that will impact the employee's wages, benefits, or working conditions.

1.3.6 Committee Creation

Any RBO committee established under this MOU shall, notwithstanding any provision to the contrary, be discretionary in the judgment of the Chief and the ASEA Representatives. The Governing Board of the Sedona Fire District shall not be obliged or involved in the creation of any committee, establishing membership of any such committee, or dictating to that committee its purpose or goals. No committee shall have an obligation to report back to the Governing Board of the Sedona Fire District.

1.4 General SOPs, SAPs and Employee Handbook Review and Implementation

New Standard Administrative Procedures (SAPs), Standard Operating Procedures (SOPs), SFD Employee Handbook, or major revisions to them by the District will be implemented following a two-week review by administrative managers, battalion chiefs, and two (2) representatives from each employee group, as selected by the employee groups. This group will provide input on appropriate changes or newly designed SAPs, SOPs, and Employee Handbook revisions as draft documents are developed, with the Fire Chief having the exclusive right to establish and maintain department rules and procedures, as described in Section 2.2 of this MOU.

SFD has transitioned to an Employee Handbook for many of its business practices and expectations for its employees. Each employee will be informed how to access the Handbook, sign the required acknowledgements, and understand the expectations outlined in the Employee Handbook.

1.5 Significant SOP, SAP or Employee Handbook Revisions

Any major modification of some or all SOPs, SAPs, and Employee Handbook, which pertain to unit members, will be done in accordance with the same review process outlined in Section 1.4. All additions, deletions, and modifications to policies and procedures, which affect unit members, will be done in collaboration between members of Management and Labor. Any changes that would affect wages, hours, prevailing benefits, and working conditions may require a separate RBO process of its own. In extreme circumstances, policy changes may be delayed until such time it can be discussed during the formal Meet and Confer process.

Article 2 – Labor/Management Rights

2.1 Governing Board Rights

The Governing Board is recognized as the exclusive policy making body of SFD. None of its actions or decisions shall serve as a basis for, or be evidence of, any unfair labor practice or other violation of this Meet and Confer MOU. The SFD Board and its agent are protected as to any policy, legislative or quasi-legislative act, or act by the Board in its quasi-judicial capacity. No action may be taken against the SFD Governing Board, its Board members, or an employer representative while acting under the specific direction of the Governing Board as to the adoption or application of any policy, legislative, or quasi-legislative act, or any act by the Governing Board in its quasi-judicial capacity.

Any such act by the Governing Board shall supersede any conflicting provision of the MOU. The Board may come to an independent conclusion as to the appropriateness of any provision within the MOU, and the Governing Board's decision is final. The SFD Governing Board may terminate the Meet and Confer negotiations or this MOU with notice, under circumstances it deems necessary and appropriate. All financial commitments or obligations of the District shall be subject to annual appropriation by the then sitting Governing Board. If appropriation is not made, this MOU shall lapse.

2.2 Management Rights

It is the right of SFD to determine the purpose of each of its departments, sections, bureaus, and committees; set standards of service to be offered to the public; exercise control and discretion over its organization and operations; direct its employees; take disciplinary action; suspend or relieve its employees from duty because of lack of work or for other legitimate reasons; determine whether goods or services shall be made, purchased, or contracted for; and determine the methods, means, and personnel by which the employer's operations are to be conducted. The Fire Chief shall inform SFD's employees, or authorized representatives of employee organizations, about the direct consequences that decisions on these matters may have on wages, hours, benefits, and working conditions. SFD has the right to take all necessary actions to maintain uninterrupted service to the community.

The Association recognizes that SFD and the Fire Chief retain, whether exercised or not, solely and exclusively, all express and inherent rights and authority pursuant to law with respect to determining the level of and manner in which SFD's activities are conducted, managed, and administered. The Association recognizes the exclusive right of the Fire Chief to establish and maintain departmental rules and procedures for administration of SFD during the term of Resolution #2014-05 and this MOU provided they do not violate any specific express provisions of Resolution #2014-05 and this MOU.

SFD and the Fire Chief have the exclusive right and authority to schedule work and/or overtime work based on operational needs of SFD.

It is understood by the parties that every incidental duty connected with operations enumerated in job descriptions is not always specifically described; nevertheless, it is intended that all such duties shall be performed by Unit members.

The Fire Chief reserves the right to discipline or discharge unit members for cause, pursuant to applicable regulations. SFD reserves the right to lay off personnel.

The Fire Chief shall determine assignments and establish methods and processes by which assignments are performed. Significant changes, for example, to hours, job descriptions, and working conditions, shall be discussed with Association designees.

Except as otherwise specifically provided in Resolution #2014-05 and this MOU, SFD and the Fire Chief retain all rights and authority to which they are entitled by law.

SFD shall have the authority to reorganize at its sole discretion and shall first discuss such reorganizations with the Association.

The Association recognizes SFD has statutory and legal rights and obligations in contracting matters relating to SFD operations, and those rights and obligations will supersede any conflicting provision of the MOU.

Any and all rights concerning the management, organization, and direction of SFD and its personnel, including those set forth in Resolution #2014-05 and this MOU shall be exclusively the right of SFD and the Fire Chief, unless otherwise provided by the express terms of Resolution #2014-05 and this MOU, as permitted by law. Therefore, the Association pledges cooperation in this matter to increase SFD efficiency and effectiveness.

In the event of an unforeseen financial dilemma that has the potential for impacting the current MOU, the Fire Chief and employee association representatives will work together towards a mutually acceptable agreement in the best interest of the District.

Enumeration of the above rights is illustrative only and not to be construed as all-inclusive.

2.3 Association Rights

There can only be one official and exclusive employee organization for each employee group (i.e., Firefighters Union, Administration/Support Association) for purposes of meeting and conferring. Nothing in this MOU shall prohibit any unit member from exercising any rights the unit member may have to meet with the Fire Chief, consistent with personnel rules and regulations or any Fire Chief directive.

The Association shall have the right to monthly dues deductions, if approved by the unit members of the organization. If dues are going to be collected, a formal labor union

organization may need to be formed.

Association representatives shall be released from duty with full pay to provide employee representation in a grievance hearing or disciplinary meetings with a unit member, if release from duty does not significantly impact the District's ability to conduct operations.

Enumeration of the above rights is illustrative only and not to be construed as all-inclusive.

2.4 Unit Members' Rights

Unit members have the right to be represented by the Association at any meeting which could or will result in disciplinary action being taken against that member. The unit member will have one and one-half (1.5) hours to obtain Association representation from the time of notification of meeting or an Association representative will be contacted with at least one and one-half (1.5) hours' notice to be present at the meeting with the unit member. Unit members may have representation by an on-duty Association representative, if that representative's attendance does not impact the current operational readiness of the District.

Unit members shall have the right to join and participate in an employee organization, or to refrain from joining or participating. A unit member shall not hold any elective or appointive office in any employee organization until such employee has successfully completed the probationary period following their initial employment.

Unit members are protected by the approved MOU, as well as SFD policies and procedures. The Governing Board affirms its policy that in matters not expressly covered by an approved MOU, decision-making authority shall rest with the Fire Chief unless otherwise provided by SFD policies and procedures or this MOU, upon subsequent interpretation by the Fire Chief or Governing Board, or applies only to the benefits and grievance portions of the policy.

Unit members shall have the right to be represented by Association in the determination of wages, hours, benefits, and working conditions, and to be represented in any perceived discrepancy of the MOU.

Resolution #2014-05 does not prevent unit members from discussing his or her concern about the inconsistent application of an approved MOU in matters of wages, hours, benefits, and working conditions, in person or by legal counsel, with the employer, as long as if the intent of this MOU and Resolution #2014-05 is not violated.

The Association shall not represent executive and management-level employees, i.e., Fire Chief, operations chief, battalion chief, division managers, nor shall such management employees take an active role in the policy making activities of the Association, nor shall such management employees participate directly or indirectly in the Meet and Confer process except as representatives of SFD.

Enumeration of the above rights is illustrative only and not to be construed as all-inclusive. Unit members have the right to participate or engage in activities on behalf of the Association, and the right to refrain from such activity. Unit members shall be free from any interference, restraint, or coercion by any employee, supervisor, or manager for or against the Association. Violations may necessitate disciplinary action based on current SFD policies and procedures.

Article 3 – Labor/Management Grievance & Arbitration Provision

3.1 General Provisions

- Every effort will be made by the parties to settle grievances at the lowest possible level.
- Until the final disposition of a grievance, the grievant shall comply with the directions of his/her immediate supervisor.
- No party to a grievance shall take any reprisals against the other party to the grievance because the party participated in an orderly manner in the grievance procedure.
- The time deadlines set forth in the grievance procedure above shall be measured in calendar days.
- Failure of the grievant to adhere to the time deadlines shall mean the grievance is withdrawn. The grievant and Fire Chief may extend any time deadlines by mutual agreement.
- Every effort will be made to schedule meetings for the processing of grievances at times which will not interfere with the regular workday of the participants. If any grievance meetings or hearings must be scheduled during duty hours, any unit member required by either party to participate as a witness or grievant shall be released from regular duties without loss of pay for a reasonable amount of time. Overtime is not provided for off-duty time except for witnesses required to testify by the Fire Chief.
- The Fire Chief and Association may agree to consolidate grievances at any level.

3.2 Grievance Procedure

3.2.1 Request for Informal Resolution

When a unit member has a problem or complaint regarding terms or rights set forth in the MOU, he/she shall first try to resolve the matter through discussion with the immediate supervisor within thirty (30) calendar days following the occurrence or knowledge of the event on which the grievance is based. Unit members waive the right to advance a grievance if not raised within such thirty (30) day period. The immediate supervisor shall respond within ten (10) days to the grievant. Any decision rendered shall be consistent with the authority to do so.

3.2.2 Level I Formal Grievance

If the unit member is not satisfied with the outcome of informal resolution, the unit member may initiate a formal grievance and submit it to the ASEA representative. Such formal grievances must be initiated in writing within ten (10) days of decision of the immediate supervisor in the informal resolution process. The Association shall respond to the grievant in writing within ten (10) days of receiving the formal grievance. If the Association intends to file a Level II grievance, they have ten (10) days after written notification accepting the grievance to file an official grievance (Level II).

Elements of a Formal Grievance

The written grievance shall include:

- A description of the specific grounds of the grievance including names, dates, and places necessary for a complete understanding of the grievance.
- Identify the level of grievance being submitted.
- A specific explanation of how the grievant has been affected.
- The section of the MOU that is alleged to have been violated.
- A list of reasons why the immediate supervisor's proposed resolution of the problem is unacceptable.
- A list of specific actions requested by the grievant of the District, which will remedy the grievance.
- The signature of the grievant.

If the Association does not feel there has been a breach of the MOU, the unit member and/or members have the right to pursue their concerns without support or recognition by ASEA.

Unit members who proceed with any grievance or complaint without ASEA representation may be subject to any policies that apply and may be accountable for their own actions.

3.2.3 Level II Grievance

If the Association or unit member grievant is not in agreement with the decision rendered by the immediate supervisor, the Association or unit member grievant shall have the right to file a formal written appeal to the Fire Chief within ten (10) days after the date a written decision is determined as outlined in the Level 1 process. The grievance shall include the elements listed in Section 3.2.2.1, and a description of why the grievant and the Association believe the decision at the previous level(s) was not justified. The Fire Chief shall consider the grievance and submit a written response within ten (10) days of receipt of the grievance.

If there is a belief that further resolution is needed, either Labor or Management can suggest going to Level III Mediation. If the Association is not satisfied with the written response by the Fire Chief, the Association has ten (10) days to request Level III mediation for further resolution of the grievance.

3.2.4 Level III Mediation

ASEA and SFD shall attempt to agree to a mediator. If no agreement can be reached, they shall request the State Conciliation Service supply a panel of five (5) names of persons experienced in hearing grievances involving public employees. Each party shall alternately strike a name until only one (1) remains. The remaining panel member shall be the mediator.

- If either the fire district or ASEA so requests, the mediator shall hear the merits of any issue raised regarding the mediation potential of the grievance first. No hearing on the merits of the grievance will be conducted until the issue of mediation potential has been decided.
- The mediator shall, as soon as possible, hear evidence and render a decision on the issue(s). If the parties cannot agree upon a submission agreement, the mediator shall determine the issues by referring to the written grievance and answers thereto at each step. A certified court reporter shall record the entire mediation hearing unless the parties mutually agree otherwise.
- The jurisdiction and authority of the mediator so selected and the opinions the mediator expresses will be confined exclusively to the interpretation of the express provision(s) of the MOU. The mediator shall be without power or authority to make any decision that requires SFD to do an act prohibited by law.
- After a hearing and both parties had an opportunity to make written arguments, the mediator shall submit written findings and decisions, which are presented to the Governing Board for approval.
- Fees and expenses of the mediator and court reporter shall be shared equally by SFD and the unit member.
- Neither party shall be responsible for the expense of witnesses called by the other. If both parties agree to skip Level III Mediation and go directly to the Governing Board to present the proposed grievance, they may do so.

The time requirements set forth in the grievance procedure above may be extended where management determines appropriate or necessary based on scheduling conflicts or conflicting responsibilities.

3.2.5 Level IV Governing Board Hearing

If either party is not satisfied with the Level III Mediation decision (unless mediation waived) and feels it is necessary to bring the matter to the Governing Board, they may do so.

The Governing Board shall include an agenda item at its next practical regular scheduled Board Meeting or at a special meeting to hear both sides' concerns (including the mediator's findings if applicable). The decision of the Governing Board shall be final. In the event a Governing Board meeting is scheduled for more than thirty (30) days from such time, they shall call a special board meeting unless mutually agreed upon by all parties to have a board meeting/hearing in greater than 30 days. In either case, the hearing must be heard within 60 days of bringing it to the Governing Board. Such submission shall be made to the attention of the Board Chair.

The Governing Board's decision shall be final and binding. This grievance procedure is the final remedy to resolve disputes as described herein.

Article 4 – Prohibited Practices

While everyone is expected to work together for a common interest of providing Safe, Friendly, and Dedicated service, there are certain expectations from all parties who work together and are part of this Memorandum of Understanding.

4.1 Prohibited Employer Practices

The employer is prohibited from:

- Interference with unit member rights under this MOU.
- Domination of employee organizations.
- Discrimination against unit members for membership in the Association or for engaging in concerted activities permitted by this MOU or applicable law.
- Retaliation against unit members for invoking their rights under this MOU.
- Refusing to meet and confer with the Association, provided it shall not be a violation of this sub-section for the employer to refuse to meet and confer, about economic items after the date set by law for tentative adoption of the annual budget.
- Conducting a lockout unless required to protect and preserve the public peace, health, or safety of the SFD and its residents, or required by the SFD to enforce any violation of Resolution #2014-05, any MOU, or any applicable laws.
- Engaging in disputes between the Employee Group's leadership and its respective members on internal matters unless requested in writing and agreed to by both parties.

4.2 Prohibited Association Practices

The Association is prohibited from:

- Soliciting members, dues, and other internal employee organization business during duty hours and interfering with the work process. This shall not be construed to prevent those working a shift at a fire station from discussing employee organization business other than soliciting members or dues, if these discussions do not interfere with regular district activities. Association Members will have the right for up to 1 hour during orientation process of newly hired eligible unit members for introduction to ASEA and membership solicitation.
- Restraining or coercing unit members in the exercise of their rights under Resolution #2014-05 and this MOU.
- Causing the employer to unlawfully discriminate against any unit member.
- Refusing to Meet and Confer with employer.
- Threatening, coercing, or restraining any person with the object of forcing employer to recognize an Association, forcing any person to stop doing business with employer, forcing employer to meet and confer with Association member not authorized as a meet and confer agent, or forcing employer to assign work to a particular employee organization, trade, or Causing employer to pay for services not performed.
- Discussing negotiation matters with members of the SFD Governing Board from the time the Association submits their proposals and extending up to the presentation of the Fact-Finding Committee's report to the Governing Board, as provided for in Section 4 of Resolution #2014-05.
- The expression of any views, arguments, or opinions, or the dissemination thereof, whether in written, printed, graphic, or visual form if such expression contains threat of reprisal or force of promise of benefit. Such expression shall not constitute or be evidence of any violation of any provisions of Resolution #2014-05 or this MOU if it contains no actual or perceived threat.
- Withholding, interrupting, or discontinuing the rendering of fire protection and emergency medical services to the community. The Association and their members covered by Resolution #2014-05 and this MOU recognize that to do so would endanger the health, safety, and welfare of SFD citizens, and so shall not cause same under any circumstances or conditions.
- Supporting, approving, or encouraging any strike, walkout, work stoppage, or other prohibited action. The Association shall disavow any strike, walkout, work stoppage, or other prohibited action and shall notify in writing all of its officers and representatives of their obligation and responsibility for maintaining compliance with these sections, including their responsibility to remain at work during any interruption that may be caused/initiated by others. Copies of such notification shall be delivered to the office of the Fire Chief. In addition, the Association shall order,

both orally and in writing, all its members participating in a work stoppage to immediately return to work and cease the walkout/ stoppage. Copies of the written order shall be delivered to the office of the Fire Chief. If unit members do not return to work, they shall be suspended from the Association. Any employee who participates in a work stoppage may be eligible for disciplinary action up to an including termination.

- Coercing an employee to join the Association.
- Interfering with the employer's interaction with any employee who is not a unit member.
- Retaliating against any unit member for bringing to the attention of the employer any complaints or concerns that unit member has.

4.2.1 Penalty for Prohibited Practices

Penalties or sanctions SFD may assess against unit members who violate this MOU shall include, but not be limited to:

- Discipline up to and including termination of employment.
- Loss of all compensation and benefits, including seniority, during the period of prohibited activity.
- Should the Association during the term of this MOU, and until such time that it is expressly and legally rescinded, breach its obligations under this MOU, it is agreed all penalties set forth herein shall be imposed on the Association, in addition to other legal and administrative remedies available to the SFD that it may elect to pursue.
- Nothing contained herein shall preclude the SFD from obtaining judicial restraint or from seeking damages from the Association in the event of a violation of Resolution #2014-05 or this MOU.
- Nothing herein shall prohibit the Association from determining and maintaining its own rules for obtaining or retaining membership rights in said organization so long as said rules do not bear upon any rights to employment with the employer.
- Written claims of violations of this section shall be adjudicated by a Fact-Finding Committee, utilizing the same process as described regarding Meet and Confer in Resolution #2014-05.

Article 5 – Compensation/Wages

5.1 Hours

Unit members assigned to Administrative and Support Services shall continue to average forty (40) hours per week. Regularly assigned shifts may be up to ten (10) hours in duration, unless agreed upon in writing by the Association.

5.2 Calculating Hours Worked

Hours worked are defined as all hours members are on the schedule – on duty, vacation leave, sick leave, etc. and factored into determining members' hours worked and any related FLSA pay benefits such as overtime.

5.3 Overtime Calculations

5.3.1 Full-time Overtime Calculations

Hours worked that total over forty (40) hours per seven (7) day work period.

5.3.2 Wildland Fires Overtime Calculations

Support personnel ordered to respond to a wildland fire incident will be compensated as outlined in the general provisions of the Cooperative Fire Rate Agreement. These employees will be paid at their regular hourly wage for the shift(s) they are assigned to the incident, and they will be paid at 1.5 times their regular hourly wage for all other hours worked on the incident – to include approved travel time to and from incident.

Employee compensation will be based on the hours shown on the crew time report (CTR) that are approved by the Arizona Division of Forestry and Fire Management (DFFM) for payment. Normally, only hours approved by DFFM will be paid. Actual shift times will be the typical hours scheduled based on position and function within the Association and will be used for the purposes of calculating the appropriate compensable rate (regular versus overtime). SFD Personnel do not receive hazard pay or other special incentive pay. Salaried employees will be compensated for all hours at their straight time rate (annual salary divided by 2080).

In both cases, "Rest and Recuperation" will only be compensated if it fits the criteria outlined in the current National Wildfire Coordinating Group Incident Business Management Handbook and is reimbursable by DFFM.

When issues caused by extended travel times when returning from an assignment create a potential safety concern, consideration should be given to allowing additional time off to mitigate fatigue. IF, after appropriate fatigue mitigation actions that ensure adherence to the 2:1 work/rest ratio has occurred prior to demobilization, AND the travel distance and duration of travel contribute to a situation where SFD personnel may not be adequately rested, AND the length of assignment does not allow for compensable R&R, AND the personnel are scheduled to work on return to SFD, the Battalion/Division Chief on duty may allow affected personnel to be placed off duty for a maximum of 8 hours to mitigate the fatigue. In this instance, the time off will not be charged to the incident or the individual's leave balances.

5.4 Administration of Wages/Compensation

Effective the first pay period of the new fiscal year, the approved SFD Wage Scale shall be the pay plan for unit members and shall remain as such until June 30, 2027, subject to non-appropriation provisions of Section 2.1. The scale includes a one-time 2.5% increase in base pay to all represented employees which will henceforth be tied to the annual Supplemental Security Income (SSI) provided by the U.S. Social Security Administration. Consideration of a Cost of Living Adjustment (COLA) for each upcoming fiscal year is subject to the discretion of the Governing Board during each fiscal year's budget approval process. The applicable FY2026 wage scale will be added to the MOU as an addendum. Employees may refer to Attachment B – Pay Scales for FY 2026.

5.5 Breaks and Meal Periods

SFD follows current U.S. Department of Labor guidance on meal periods:

Federal law does not require lunch or coffee breaks. However, when employers do offer short breaks (usually lasting about 5 to 20 minutes), federal law considers the breaks as compensable work hours that would be included in the sum of hours worked during the workweek and considered in determining if overtime was worked. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer's rules, and any extension of the break will be punished.

Meal periods (typically lasting at least 30 minutes), serve a different purpose than coffee or snack breaks and, thus, are not work time and are not compensable.

5.6 Out of Rank Compensation

5.6.1 Temporary Assignment

When a unit member will be assigned a temporary or special detail assignment to a position of higher rank that will exceed 30 days, they are eligible for an increase in pay. The unit member will be given a 5% increase in their hourly wage which is designed to be commensurate with the responsibilities and expectations of the temporary assignment.

5.7 Call Back Compensation

Any off-duty personnel responding to a request for call back who reports to the incident or the station will be awarded a minimum of 2 hours of pay, after which the employee will be paid accordingly. This calculation will start at the time the call was initiated and will accumulate until the employee is released. All personnel must be reflected in Telestaff in order to be compensated.

5.8 Holiday Compensation

SFD recognizes eleven Federal or State holidays for purpose of holiday compensation. Holiday hours are considered hours worked as outlined in the Employee Handbook. ASEA employees are compensated with Holiday Pay based on the Federal or State observed holiday if it falls on a regularly scheduled workday. Hours paid will be based on hours regularly scheduled (example: if the observed holiday falls on a Friday and the employee's normal work week schedule is 4 hours that day, only 4 hours of holiday pay will be paid; if the employee does not normally work on Fridays, there will be no pay). If there is a conflict between an observed holiday and an actual holiday, the 40-hour employee will not be compensated for work on both days. Holidays that fall on the employee's regular day off (ex. Friday, Saturday, or Sunday) will not be eligible for holiday pay.

Below are the eleven recognized holidays:

4th of July (Independence Day), Christmas Eve, Christmas Day, New Year's Day, Thanksgiving, Memorial Day, Labor Day, Presidents' Day, Martin Luther King Jr. Day, Veterans Day, and Columbus Day.

Due to a varying number of observed holidays falling on Fridays, a non-workday for Administrative/Support staff, effective July 1, 2021, one "Floating Holiday" will be granted to each Administrative/Support staff member to be used within the fiscal year at the employee's discretion upon the approval of their supervisor. The "Floating Holiday" will take the place of one 10-hour work day, has no cash-in value, and will not carry over to the following year.

5.8.1 Calculating Holiday Compensation for Hours Worked on a Holiday

- All overtime hours worked on an observed holiday shall be paid at time and a half. This is comprised of straight time (1x) plus overtime (.5x).
- Administrative staff will be paid holiday pay as outlined in Section 5.8 in addition to any overtime hours worked on an observed holiday.
- Compensated Time Off - If an employee opts to use the time in a Comp Time manner, the appropriate number of hours worked, multiplied by the appropriate rate, will be formulated into the number of hours of straight time and put into the comp time leave bank consistent with the policy.

Holiday Pay Compensation

- Holiday pay will be paid on the pay date following the holiday.
- Overtime will be paid on the pay date following the pay period that overtime was earned.

5.9 Compensatory Time

40 hour non-exempt members will be eligible to accumulate up to 20 hours of comp time in lieu of overtime. Each hour worked accumulates at a rate of 1.5 hours for each hour worked. The hours must be used within 60 days of earning the time and prior to any increase in wages otherwise of accumulating the comp time hours. If not, hours will be paid at the straight time rate. Any overtime or comp time worked requires supervisor approval before the hours are worked.

5.10 Pension Plans

Unit members will participate in either the Public Safety Retirement System (PSPRS) or Arizona State Retirement System (ASRS) based on their eligibility as stated in the Arizona Revised Statutes. Participation is mandatory by all eligible employees and there is no opt out provision unless an employee is deemed ineligible by the statutes. Employee and Employer contributions to either pension plan are statutorily set and each will pay their respective percentages as required.

5.11 Post-Employment Health Plan (PEHP)

The Post-Employment Health Plan (PEHP) will follow rules and regulations of the Internal Revenue Service (IRS) and participation is mandatory for all eligible unit members. All groups are subject to IRS approval for existence and may be altered to maintain IRS compliance if applicable. This benefit is designed to assist unit members post-employment with SFD with eligible health care expenses. The PEHP defers employee and employer contributions, tax-free, for use after employment or at any age set by the bargaining unit, and the District to assist with healthcare costs. Covered reimbursements may include insurance premiums, eyeglasses, dental care, or any included items listed in IRS Publication 502. All contributions are based on the IRS calendar year.

The District is required to match 2% of the unit member's bi-weekly earnings. Each eligible unit member will contribute a minimum of 2% of their bi-weekly earnings via payroll deduction. Additional information can be found in the Employee Handbook.

Because of the IRS rules required to be eligible, the following is a list membership groups based on their rank or eligibility. In each case, there is a set amount contributed based on the respective group. This flat amount will be deposited into what the IRS considers a 105 plan and any amounts above that will be deposited into the 106 plan. The plan document will outline the contributions based upon each classification.

Eligible employees of SFD that are not represented in either MOU (3690 or ASEA) will be placed in the appropriate existing group as outlined in the Employee Handbook and PEHP Plan Document. The employee will be placed in a group based on most comparable PEHP rank/group for their current position and pay scale.

ADMINISTRATION GROUPS

Generalist/Specialist

The administration group will be based off of the Step 2 Receptionist wage according to the most current SFD wage scale. All employees in this group are required to contribute 2% of their earnings with a matching 2% by SFD. A set dollar amount per pay period will be deposited into the 105 plan. All remaining contributions above this amount will be deposited into the 106 plan.

Technicians

The technician group will be based off of the Step 2 Maintenance Technician wage according to the most current SFD wage scale. All employees in this group are required to contribute 2% of their earnings with a matching 2% by SFD. A set dollar amount per pay period will be deposited into the 105 plan. All remaining contributions above this amount will be deposited into the 106 plan.

Command Staff

The command staff group will be based off of the Step 1 Telecommunications Manager wage according to the most current SFD wage scale. All employees in this group are required to contribute 2% of their earnings with a matching 2% by SFD. A set dollar amount per pay period will be deposited into the 105 plan. All remaining contributions above this amount will be deposited into the 106 plan.

OPTIONAL GROUPS:

Employees may participate in one of the optional groups in lieu of their normally assigned groups. The employee must elect to participate in an optional group during the PEHP Open Enrollment period in order to properly process their PEHP contribution before the first paycheck in January. Open enrollment will start around mid-November and end mid-December. In the case of choosing the Retirement Group, all determinations about the negotiable percentages/amounts will be done on or before the 2nd Thursday in December. When an employee wishes to change their PEHP group election, HR must be notified in writing no later than December 15th. If no notice is provided, the employee will remain in the group they were in the previous year or in the proper group based on the employee's position within the organization.

Tenured

Employees with 5 years of SFD service may elect to be part of the Tenured group. Tenured employees will contribute 3% of their earnings into PEHP. A flat dollar amount will be deposited into the 105 plan. The flat amount is 3% of the lowest paid member's bi-weekly base salary. The remainder of the employee's contribution above the flat dollar amount will be deposited into the 106 plan.

Sunset

Employees with 17 years of credited PSPRS or SFD years of service and/or over the age of 50 before January 1 of the plan year may elect to be part of the Sunset group in lieu of their normally assigned group. Sunset employees will contribute 11% of their earnings into PEHP. A flat dollar amount will be deposited into the 105 plan. The flat amount is 11% of the lowest paid member's bi-weekly base salary. The remainder of the employee's contribution above the flat dollar amount will be deposited into the 106 plan.

Retirement

Any employee eligible for PEHP is eligible to participate in this group. Employees will contribute 6% of their earnings into PEHP. A flat dollar amount will be deposited into the 105 plan. The flat amount is 6% of the lowest paid member's bi-weekly base salary. The remainder of the employee's contribution above the flat dollar amount will be deposited into the 106 plan. The employer will contribute 2% of the employee's earnings into the 106 plan. Annually, the group can collectively determine (by consensus) a percentage or amount of the Sick Leave and/or Vacation Leave payout to be contributed upon separation of service. If a consensus cannot be made, the Fire Chief will make the final decision on what the reasonable compromise is for the group. Each individual will then determine if participation in the retirement group is appropriate based on final terms of the group. Participation in this group does not make it mandatory to retire during the calendar year in which you choose to enroll; however, it requires you to abide by the terms of the group as applicable to participants in this group.

Loyalty Medical Waiver

Annually, employees who have waived the district's health insurance and have 5 years of employment, per SFD vacation guidelines for years of full-time service, as of July 1st are eligible to receive the Loyalty Medical Waiver contribution into the PEHP 105 Universal plan. This contribution is in lieu of the annual HSA/HRA loyalty contribution made by SFD, since the employee is not eligible to participate in either plan per IRS regulations. Members do not need to enroll into this group but are automatically eligible due to their waiving the district's health insurance and meeting the required years of service. A flat one-time annual contribution will be made using the tiers below.

- 5 through 9 years: \$250
- 10 through 14 years: \$500
- 15 through 19 years: \$750
- 20+ years: \$1,000

Article 6 – Benefits

6.1 Sick Leave Accrual

Unit members are provided with a Sick Leave benefit for the purpose of caring for themselves or their family when they are sick or injured. Sick Leave must be utilized in accordance with the Employee Handbook which is in compliance with the Arizona Fair Wages and Healthy Families Act and all other applicable regulations. Unit members who work a 40-hour week will accrue Sick Leave at a rate of 4.88 hours per pay period (i.e., 126.88 hours annually), capped at 520 hours accrued.

6.1.1 Probationary Employees Sick Leave Accrual

On date of hire, all Full-time Probationary employees will be credited one year of accruals to their Sick Leave bank, or 126.88 hours for 40-hour unit members. During the one-year probationary period, the unit members will NOT accrue sick leave. Upon completion of the 365th day of employment, unit members will begin to accrue sick leave in accordance with the accrual rates outlined in MOU section 1406.1 and other policies related to sick leave accrual, usage and any related payouts upon separation of service.

6.1.2 Annual Sick Leave Accrual- Conversion to Vacation Leave

Employees who reach the Sick Leave (SL) Cap will not accrue SL hours until their balance is below the 520-hour cap. At the end of each fiscal year, payroll/benefits will calculate the actual number of SL hours accrued. Hours that were not accrued because the unit member was at the SL cap will be converted at a 0.1667 rate for up to 20 hours of Vacation Leave (VL). The unit member's VL bank will be credited the respective VL hours on the first pay period in July. Any SL to VL conversion cannot exceed the current VL cap.

6.1.3 End of Employment Sick Leave Buy-Out

Vesting Schedule for SFD Years of Full-time Service upon separation:

- 0 through 4 years:** Employees will receive no pay for accrued Sick Leave.
- 5 through 9 years:** 50% of accrued Sick Leave hours up to 453 hours will be paid.
- 10 through 14 years:** 75% of accrued Sick Leave hours up to 453 hours will be paid.
- 15+ years:** 100% of accrued Sick Leave hours up to 453 hours will be paid.

Employees who are terminated with cause shall forfeit accrued Sick Leave hours in accordance with District policies.

6.1.4 End of Employment Sick Leave Split Payment

Unit members separating from the District must provide official written notification of their intention to participate in the Sick Leave Split Payment of up to half of their Sick Leave accrual balance using the "SFD Retirement Split Payout Request

Form” by April 1 of the preceding fiscal year. This option assists SFD in preparation for budgeting and staffing needs and may benefit the employee by spreading the Sick Leave payment income across two (2) calendar years, while occurring within the same fiscal year. Members are NOT required to participate in this program and are able to retire at any time they are eligible or decide to regardless of the date of termination of service with the District; however, all of the provisions outlined must be met to be eligible to participate in this program. All funds paid are eligible to be allocated in any deposit form or vehicle SFD allows at the direction of the unit member and as allowed by the IRS.

The SFD Retirement Split Payment Request Form must include the unit member’s official date of retirement and the percentage of Sick Leave hours requested in the first payout which cannot exceed 50 percent of the unit member’s accrual bank. A new cap will be established using the remaining balance created by the 1st payout. The employees will continue to accrue time as outlined in the MOU during their time of employment up to the new cap.

The first installment of the Sick Leave Split Payment will be in the last pay period the unit member is employed or the last payroll in December whichever occurs first. If the retirement date occurs between July 1 and December 31, the remaining balance will be paid to the unit member on the first pay date in January. Unit members who retire between January 1 and June 30 will be paid in accordance with the last date of employment up to and including the last payroll in June.

Penalty for non-retirement after the first installment payout shall prohibit the unit member’s eligibility for the Sick Leave Split Payment program for the remainder of their employment with SFD.

6.2 Vacation Leave Accrual

Full-time employees are provided with paid Vacation Leave to be used at the discretion of the unit member.

6.2.1 Vacation Leave Accrual Rates for SFD Years of Full-time Service

Administrative/Support Services Employees Bi-Weekly Accrual (40-hour/week employees)

Employment year 0 -2: 5.57 each bi-weekly pay period

Employment year 3-5: 6.41 each bi-weekly pay period

Employment year 6-8: 7.38 each bi-weekly pay period

Employment year 9-11: 8.49 each bi-weekly pay period

Employment year 12-19: 9.76 each bi-weekly pay period

Employment year 20+: 11.23 each bi-weekly pay period

Maximum VL cap for 40-hour Administrative and Support Services staff is 360 hours

6.3 Guidelines for Vacation Leave

- Employees must use 25% of their annual accrual of vacation hours per calendar year, calculated by rounding down to the closest multiple of 10 hours, depending on the employee's normal shift or workday.
- Failure to use the required percentage of vacation leave by December 31 annually will result in the loss of the balance of the unused hours.
- In the first six (6) months of employment, employees are not eligible to take Vacation Leave unless the request is approved by the Fire Chief. New employees have eighteen (18) months from the date of hire or until the following December, whichever is longer, before the 25% mandatory Vacation Leave usage requirement will apply.

Utilization of Vacation Leave for Administration and Support Services Employees:

- A bidding process (if necessary for a division or employee group) for Vacation Leave for the following calendar year will be opened no later than December 1st of the previous year or as agreed upon by the Supervisor of that division or employee group.
- Bidding will be based on seniority and District needs.
- On January 1st of each year, after bidding closes and all Vacation Leave shifts are awarded, subsequent vacation requests will be considered on a case-by-case basis according to the current Shift Staffing procedure.
- Continuity of business and related needs will be considered when the appropriate supervisor approves or denies vacation requests.
- Unit members are required to be below the applicable VL cap by July 1st of each year or any accrued hours above the cap will be forfeited by the employee.
- Terminated employees are entitled to receive all accrued Vacation Leave paid at their current hourly rate.

6.3.1 End of Employment Vacation Leave Split Payment

Unit members separating from the District must provide official written notification of their intention to participate in the Vacation Leave Split Payment of up to half of their Vacation Leave accrual balance using the "SFD Retirement Split Payout Request Form" by April 1 of the preceding fiscal year. This option assists SFD in preparation for budgeting and staffing needs and may benefit the employee by spreading the Vacation Leave payment income across two (2) calendar years, while occurring within the same fiscal year. Members are NOT required to participate in this program and are able to retire at any time they are eligible or decide to regardless of the date of termination of service with the District; however, all of the provisions outlined must be met to be eligible to participate in this program. All funds paid are eligible to be allocated in any deposit form or vehicle

SFD allows at the direction of the unit member and as allowed by the IRS.

The SFD Retirement Split Payment Request Form must include the unit member's official date of retirement and the percentage of Vacation Leave hours requested in the first payout which cannot exceed 50 percent of the unit member's accrual bank. A new cap will be established using the remaining balance created by the 1st payout. The employee will continue to accrue time as outlined in the MOU during their time of employment up to the new cap.

The first installment of the Vacation Leave Split Payment will be in the last pay period the unit member is employed or the last payroll in December whichever occurs first. If the retirement date occurs between July 1 and December 31, the remaining balance will be paid to the unit member on the first pay date in January. Unit members who retire between January 1 and June 30 will be paid in accordance with the last date of employment up to and including the last payroll in June.

Penalty for non-retirement after the first installment payout shall prohibit the unit member's eligibility for the Vacation Leave Split Payment program for the remainder of their employment with SFD.

6.4 Military Leave and Military Leaves of Absence

SFD complies with state and federal statutes for military related leaves. When members are called for military leave, they must submit a copy the orders to their manager/BC and HR. HR will ensure that the proper leave designation is documented within the district's time and attendance system and that the Fire Chief (or designee) is given proper notification. The current practice is outlined in the Employee Handbook.

SFD prohibits discrimination against employees on the basis of military duty, affiliation, or status and requires reinstatement of an employee following military leave to the same position or a position of like seniority, status, and pay, as required by federal and state laws.

6.4.1 Paid Military Leave

SFD employees required to attend military training duty or to attend camps, maneuvers, formations, or drills shall be entitled to paid Military Leave from their respective duties without loss of employment, position, or benefits as required by law.

6.4.2 Military Leave of Absence for Active Duty

SFD employees called to any active duty status will be entitled to an Active Duty Military Leave of Absence from employment with differential pay without loss of time, position, or seniority as required by law.

6.5 Bereavement Leave

Bereavement leave will be granted following the death of an immediate family member to include spouse, father, father-in-law, mother, mother-in-law, step-parent, brother, brother-in-law, step-brother, sister, sister-in-law, step-sister, child, step-child, son-in-law, daughter-in-law, grandparent, grandchild, significant other who lives within the household, dependent adult or child for whom the employee is the legal guardian, or for unique extenuating circumstances, at the Fire Chief's (or designee's) discretion, where the deceased was significantly involved in the raising of the employee. Funeral Leave may be granted for all other family members not identified above or in situations involving the death of a friend, neighbor, or other significant relationship through special request granted by the Fire Chief (or designee).

Up to 24 hours of Paid Bereavement Leave will be available per instance to each employee. If additional bereavement time is requested, employees may take an additional 24 hours to be deducted from the employee's Sick Leave accrual. Bereavement Leave is granted through Fire Chief approval and will be considered hours worked.

6.6 Funeral Leave

Funeral Leave may be granted for all other family members not identified in section 6.5 of the MOU or in situations involving the death of a friend, neighbor, or other significant relationship through special request granted by the Fire Chief. Up to 24 hours will be granted to the unit member to be deducted from unit member's Sick Leave accrual. All other leave requested for this purpose must be within policy - vacation leave, sick leave, or trade. Funeral Leave will be considered hours worked.

6.7 Parental Leave

The SFD has established a Policy to provide full-time employees with paid parental leave during significant family-related life events. This Policy applies to all full-time employees who have completed at least twelve months of continuous employment. For further information, refer to Attachment H.

- **Eligibility:** Full-time employees with at least 12 months of continuous employment.
- **Leave Entitlement:** 96 hours of paid parental leave per qualifying event. If both parents are full-time employees, each is eligible for 96 hours.
- **Qualifying Events:** Birth of a child, adoption, placement of a child through foster care (limited to one occurrence per calendar year), stillbirth, or live birth.
- **Usage Guidelines:** Leave can be used in 12-hour increments and must be used within one year of the qualifying event. Parental leave is separate from other leave entitlements such as FMLA, sick leave, and vacation time **and** will run concurrently with the qualifying FMLA event.

Additional Provisions: Unused parental leave is not payable upon retirement, resignation, or termination. Leave hours are non-transferable and must be used within one year from the qualifying event. Recognizing that the duties of a unit member may be dangerous and potentially physically demanding, with conditions that may be concerning for the employee, SFD provides pregnant personnel with the opportunity to receive temporary reassignment to non-hazardous duty. SFD complies with all requirements set forth in the Pregnancy Discrimination Act (PDA) and will provide reasonable accommodations for pregnant employees. If a unit member requires an accommodation due to pregnancy, the employee should advise Human Resources of their need for accommodation. For further information, see the Employee Handbook.

6.8 Jury Duty Leave/ Legal Appearance Compensation

SFD will compensate full-time, part-time, or reserve Administrative/Support Services employees at their regular base pay for ordered jury duty during their regular work hours to a maximum of eight (8) scheduled working days in any one (1) calendar year. Employee absence due to other mandated court appearances are addressed in the guidelines below.

6.8.1 Guidelines for SFD Related Court Appearances or Depositions

- If subpoenaed to appear in court on official district business, employees must notify their supervisor immediately; the District may contact legal representation to determine if legal assistance should be provided to the employee.
- If subpoenaed or requested to appear in court for District-related official business, the employee will be compensated for those hours accordingly as hours worked.
- While appearing in court or depositions for SFD related matters, unit members shall wear appropriate SFD attire.
- District vehicles, appropriately scheduled through the employee's immediate supervisor, may be used for travel to and from district-related court appearances.
- Fees received by the employee from the court intended to cover personal expenses, such as for mileage, hotel, or food, may be kept by the employee; however, any court appearance fees received as payment for appearances during scheduled work hours shall be submitted to the District.

6.8.2 Guidelines for Jury/Witness (Non-Duty Related) Duty Leave

- Personnel are required to notify their immediate supervisor upon receipt of a jury duty summons if the jury duty will impact the employee's work hours.
- Administrative/Support personnel summoned to jury duty/court appearance during their regular work hours shall receive their regular pay for up to a

maximum of eight (8) working days in any one (1) calendar year. Extenuating circumstances will be considered by the Fire Chief on a case-by-case basis.

- Scheduled work hours during jury duty will be considered as hours worked and paid accordingly.
- Employees shall not be required or requested to use Vacation or Sick Leave for time spent responding to a summons for jury duty, participating in the jury selection process, or actually serving on the jury per the requirements of ARS § 21-236.
- An SFD employee shall not lose seniority or precedence while absent from employment due to serving as a member of a grand or trial jury.
- SFD shall not refuse to permit an employee to serve as a juror. SFD shall not dismiss or in any way penalize an employee because he/she serves as a grand or trial juror.
- All employees shall return to work immediately upon release of jury duty, if it occurs during regularly scheduled work hours; if that is not feasible, prior arrangements must be made with the employee's supervisor. The employee may be responsible for their time off if they do not return to work as scheduled.
- Fees received by the employee from the court intended to cover personal expenses, such as for mileage, hotel, or food, may be kept by the employee; however, any court appearance or jury duty fees received as payment for appearances during scheduled work hours shall be submitted to SFD.

6.8.3 Non-SFD Court Appearance

If subpoenaed to appear in court for a case unrelated to official District business, the employee will be on unpaid leave unless the employee makes arrangements to cover work hours through trades or available Vacation Leave.

An employee who has been the victim of a crime shall be entitled to the benefits under the Victim's Rights Law regarding trials and hearings related to the case.

6.9 Professional Development

Upon successful completion of the probationary period, an employee will be eligible for tuition assistance as outlined in the Employee Handbook for relevant post-secondary education at accredited universities and colleges for degrees related to District needs. SFD values personal and professional development and formal education plays a significant role in the unit member's advancement as career development and succession planning have a strong educational requirement.

To remain within budget limitations, the Professional Development Committee will determine acceptance to the program based on the education plan of the unit member,

the applicable tier of the requested coursework, and the expected impact to future budget years in order to fund all enrolled members to degree completion. Unit members must submit a formal request for funding to be reviewed by the Professional Development Committee and submitted for final approval by the Fire Chief prior to enrolling to be eligible for tuition reimbursement.

6.9.1 Guidelines for Post-Secondary Education Assistance

Tier 1 and Tier 2 Coursework/Degree

- Tier 1 coursework/degree will be considered classes needed for a degree that is required in the next promotion/rank for which the unit member is eligible. A higher priority will be placed on funding these requests.
- Tier 2 coursework/degree will be considered on a limited basis for people who are working towards the degree required for two promotions ahead. Consideration will be given based on funding availability and needs for succession planning for Sedona Fire District.

Funding for Tier 1 and Tier 2 Coursework/Degree

It is the intention of SFD to fund the unit members approved for professional development annually. This funding will be subject to approval by the Governing Board in the annual budget process and is not guaranteed.

Reimbursement for Tier 1 and Tier 2 Coursework/Degree

SFD encourages employees to seek out the educational institution that will best work for their learning style and schedule. In order to establish the amount of funding SFD will consider, SFD has established the following to determine the baseline for funding credit hours. The annual credit hour baseline amount will be determined and included in the MOU (or addendum in off years as needed) as described below.

- **Associate's degree** - SFD will accept the credit hour cost of Yavapai or Coconino Community college and pay up to 75% of the per credit hour for the unit member. If a unit member is enrolled in an institution that is less than Yavapai or Coconino, the unit member will receive 75% of the actual cost per credit hour they incurred upon successful completion of a class.
- **Bachelor's Degree** - SFD will average the cost of a credit hour for the 3 state schools- U of A, ASU, and NAU to develop a baseline per credit hour. SFD will provide tuition reimbursement up to 75% of the actual accrued or of the average established, whichever is less, upon successful completion of a class.
- **Master's Degree** - SFD will average the cost of a credit hour for the 3 state schools- U of A, ASU, and NAU to develop a baseline per credit hour. SFD will provide tuition reimbursement up to 75% of the actual accrued or of the

average established, whichever is less, upon successful completion of a class.

- **Doctoral Degree** - It is not the intention of SFD to pay for the costs of a PhD program. If an employee believes this degree would benefit SFD, a written request submitted to the Fire Chief will be forwarded to the Governing Board for consideration. If approval is granted, the same process and formula for reimbursement will apply unless another arrangement is made between the employee and the Governing Board.

Professional Development reimbursement policy is predicated on the costs of attending classes in an on-line format. If coursework is not offered online, an individual determination will be made for the credit hour allowance using the methodology of average of State School tuition rates.

If the unit member attends an institution with a credit hour cost less than the baseline established above, the percentage covered will be based on actual cost incurred. If the unit member attends an institution with a higher credit hour cost, the reimbursement will be based on percentage of the baseline credit hour established above.

No reimbursement for grades less than a "C" or for withdrawn/ incomplete courses.

SFD will only reimburse up to 12 hours per semester or 24 credit hours per fiscal year, taken at the discretion of the member or according to the educational plan of the chosen institution. Interest in accelerated or block programs must be declared to the Committee and will be approved based on budget availability.

In an effort to manage the availability of personnel/resources as well as create a sustainable budget, SFD has established the following guidelines for maximum unit members in a degree track at a given time. The Professional Development Committee will work to prioritize enrollment if the request for classes exceeds the budgeted amount.

- 2 people in a Master's Degree program
- 5 people in a Bachelor's Degree program
- 10 people in an Associate's Degree program

Books and Fees

- SFD will reimburse required books and fees at a rate of 75% of actual cost. No other items/supplies will be reimbursed, including but not limited to computers, calculators, or classroom supplies not covered in fees. SFD shall not be responsible for mileage or providing transportation.

Unit members must pay all education related costs up front and seek

reimbursement from SFD once class is completed. All reimbursement requests for education must be submitted by June 1 of that fiscal year to be eligible for reimbursement. Late submittals and requests without proper receipts will not be considered for payment.

6.9.2 Education Payback Schedule

Upon graduation, SFD will have incurred specific expenses (tuition and books/fees) to help a unit member achieve their educational goal. For fiscal responsibility and to ensure the investment benefits the District, the following prorated payback schedule will be required if the unit member leaves employment prior to 5 years of service post-completion of compensated coursework towards an approved degree:

Less than 1 year:	90% repayment
1 - 2 years:	70% repayment
2 - 3 years:	60% repayment
3 - 4 years:	50% repayment
4 - 5 years:	25% repayment

- The Governing Board has the authority to forgive any prorated tuition repayment, considered on a case-by-case basis, which may include, but is not limited to, an unplanned medical retirement or similar circumstance. A unit member or the Fire Chief would need to petition the Governing Board for consideration.

6.9.3 Educational Leave

The District allows employees who participate in the Post-Secondary Education Assistance Program to utilize accrued sick or vacation leave hours as Education Leave for approved educational opportunities pursuant to the following:

6.9.3.1 Education Leave for Employees:

Unit members may use up to 72 hours from Sick or Vacation Leave at a one-to-one rate.

6.9.3.2 Guidelines for Educational Leave:

- Education Leave will be calculated on a fiscal year basis.
- Education Leave may be used for approved post-secondary education, training, seminars, and conferences.
- Education Leave, employees must be pre-approved by their immediate supervisor and the division head to receive final approval as staffing allows.

6.10 Deferred Compensation Plans

457 Plan: The Sedona Fire District has made available an optional 457 Employee Deferred Compensation plan for all full-time employees through payroll deduction. The purpose of the plan is to encourage employees to save on a pre-tax basis and to build a financial reserve for retirement. For more information, please contact the plan administrator through Human Resources.

457 Roth Plan: The Sedona Fire District has made available an optional 457 Roth Employee Deferred Compensation plan for all full-time employees through payroll deduction. The purpose of the plan is to encourage employees to save on a post-tax basis and to build a financial reserve for retirement. For more information, please contact the plan administrator through Human Resources.

6.11 Health Insurance

The SFD and the ASEA mutually commit to participation in the Professional Fire Fighters of Arizona (PFFA) Health Care Trust as the exclusive health insurance provider for all eligible unit members during the full term of this Memorandum of Understanding.

Both parties recognize the PFFA Health Care Trust as a labor-managed solution that supports cost transparency, continuity of care, and the long-term health and financial stability of the membership.

No mid-cycle withdrawal, replacement, or alteration of health insurance coverage shall occur during the life of this agreement unless expressly approved in writing by both the District and the ASEA.

Reference current benefit plan in SFD Employee Benefit Guide.

HSA/HRA Annual Wellness Contribution

SFD will contribute \$250 for each employee and spouse (if applicable) enrolled under the District's HDHP health plan when they complete their annual physical. The approved physical form must be submitted to HR. Once HR receives the approved paperwork, this health and wellness incentive (\$250) will be funded at the processing of the next payroll.

All eligible annual physicals must be completed between July 1st and June 1st. Completed forms must be received by HR no later than June 15th of each year in order to be eligible for the wellness contribution. Members and spouses not enrolled in the District's HDHP medical plan are ineligible for the \$250.

HDHP 5000 HSA/HRA Contributions

The amount SFD will contribute towards HSA/HRA for employees enrolled in the HDHP 5000 plan will be calculated each year based upon actual costs savings

between the SFD sponsored plan HDHP 3200 and the HDHP 5000 plan costs. This could result in an increase or decrease in the annual HSA/HRA contribution.

6.11.2 Out of Pocket Policy Limits

Refer to plan details to determine the in network and out-of-network maximum out of pocket for the various healthcare plans SFD offers.

All healthcare plans provide preventative services at no cost to employee or their healthcare fund. These expenses will not apply to their deductible or coinsurance. These services may include routine physicals, immunizations, PSA checks, pap smears, colonoscopies, and mammograms. These are programs the healthcare providers include as part of the healthcare program and are NOT negotiated by SFD.

6.11.3 HSA / HRA Longevity Program

SFD will increase the employer's HSA and HRA contribution from the current annual amount to the following based on the employee's years of full-time service tiered chart. This is a flat, once a year increase and does not compound annually. The actual calculation on years of service will be calculated as of July 1 of that year as a one-time service award disbursement into your HRA/HSA as allowed by law. The annual contribution cannot exceed the amount allowed by IRS regulations.

Employees who do not have an HSA/HRA through SFD will have Longevity Program funds submitted to their PEHP (see section 1406.14.4).

0 through 4 years: \$0
5 through 9 years: \$250
10 through 14 years: \$500
15 through 19 years: \$750
20+ years: \$1,000

6.11.4 Employee Option to Opt-Out of Healthcare Coverage

Employees may choose to opt out of the District provided Group Healthcare coverage. An employee will provide a signed affidavit acknowledging they have been provided coverage options by SFD or provide proof of coverage that meets the required healthcare laws and are in compliance with any other legal requirements to be able to deny SFD Group coverage.

All employees who do not participate in SFD sponsored healthcare insurance and are eligible for the Longevity Program will have their contribution placed into PEHP as outlined in the PEHP Loyalty Medical Waiver group. SFD will not offer any financial incentive for an employee to opt out or decline coverage.

6.11.5 Retiree Healthcare Benefits

SFD allows for eligible retirees to elect immediately following retirement into the Retiree Healthcare Plan. This plan will cover the retiree up to the last day of the month in which the retiree becomes eligible for Medicare coverage.

To be eligible as a retiree under this plan, the member must be a former employee of Sedona Fire District who is eligible to participate in a public sector retirement system within the state of Arizona, is less than age 65, and not entitled to Medicare.

New retirees may choose either COBRA or the Retiree Healthcare Benefit plan for themselves and their eligible dependents no later than 60 days after their retirement date. The retiree elect may elect COBRA first and exhaust it and then immediately enroll in the Retiree Health Plan afterwards.

All health, dental, and vision premiums for this program will be 100% funded by the retiree. Retirees must maintain continuous coverage in one of the three benefit options (health, dental, or vision) throughout their retirement to remain in the benefit plan. While SFD has the intent to maintain retiree health benefits, it may not be an option in the future if a change in carriers or rules of the current carrier prohibit future coverage. SFD is not obligated to provide these benefits if unavailable or if it will create a cost impact to SFD. Once the retiree misses the eligibility and enrollment period, they will no longer be eligible to participate in any retiree health benefit plans. Timely retiree insurance premium payment must be made by the retiree; failure to do so will result in termination from the retiree benefit plan.

6.12 Dental Insurance

Unit members are eligible to participate in the SFD sponsored dental plan. The unit member is covered 100% by SFD for the cost of the premium. Eligible spouses and dependent coverage is available at the expense of the unit member and will be deducted from the member's pay bi-weekly.

6.13 Vision Insurance

Unit members are eligible to participate in the SFD sponsored vision plan. Unit member, eligible spouse, and dependent coverage is available at the expense of the unit member and will be deducted from member's pay bi-weekly.

6.14 Workers' Compensation

All SFD employees are insured and provided benefits under the Workers' Compensation Act in the event of work-related injury or illness. Effective August 2, 2012, Arizona Revised Statute §38-961 provides that Public Safety employees are also covered under the Public Safety Supplemental Benefits Plan. See the Employee Handbook for further details.

6.14.1 Guidelines for Workers' Compensation

Workers' Compensation provides three types of benefits:

- *Compensation:* When an employee is unable to work due to a disability arising out of employment, the employee is eligible for payments of 66 2/3% of weekly pay up to a monthly maximum as set forth by the Arizona Industrial Commission. Payment begins after a seven-calendar day waiting period. (Note: In determining the date payment begins, the day of the actual injury is not counted in the wait period). If the Workers' Compensation claim is denied, any and all time off will be charged to the employee's leave bank.
- *Medical Payments:* Payments for medical attention including hospitalization, doctor's fees, etc. necessitated because of work-related injury or illness are paid in accordance with State Law.
- *Awards:* If partial or permanent disability results from accident or illness arising out of employment, a further award may be made by insurance carrier in accordance with State Law.

6.15 Long Term Disability Insurance

A long-term disability plan for a qualified illness or accident may be provided for full-time employees under certain eligibility requirements. This plan begins after the employee is disabled for 90 days and pays 60% of an employee's eligible income up to a maximum monthly benefit of \$5,000 for a specified period of time.

6.16 Life Insurance

Sedona Fire District covers all full-time employees for \$50,000 of Life and \$50,000 of Accidental Death and Dismemberment (AD&D) insurance. Additional life insurance coverage is available for purchase at the unit member's expense.

6.17 Employee Assistance Program (EAP)

SFD will continue to provide an Employee Assistance Program (EAP) for unit members and their families, at no cost to unit members.

- The Sedona Fire District recognizes that a wide range of problems – such as marital or family distress, legal concerns, financial matters, and alcohol and substance abuse – not directly associated with an individual's job function can nonetheless be detrimental to an employee's performance on the job. Consequently, SFD provides at no cost to employees an Employee Assistance Program for referrals to local treatment sources.
- By law, all Employee visits to the EAP are completely confidential.
- Participation in EAP does not excuse employees from complying with normal Sedona Fire District policies or from meeting normal job requirements during or after receiving

EAP assistance, will participation in EAP prevent the Sedona Fire District from taking disciplinary action against an employee for performance problems that occur before or after the employee's seeking assistance through the EAP.

- Plan details are provided to all new employees during orientation or contact information may be obtained from Human Resources.

6.18 Uniform, Clothing and Equipment Allowance

Where applicable, unit members are expected to be prepared for any type of emergency response. To assure their safety and comfort, SFD provides a reimbursable uniform and incidental allowance each year for items employees may want or need in order to complete the tasks to which they are assigned or to report to work.

6.18.1 Annual Uniform Allowance

Unit members are allocated \$275.00 annually to be used for uniform allowance, except for Facilities, Fleet and Telecom personnel who are allowed \$300.00. Funds will be placed into a bulk purchasing agreement account (if applicable) that will be deducted from the unit member's account. Funds that are used outside of the bulk purchase agreement require a receipt for reimbursement within SFD financial guidelines. This account is funded on July 1 annually.

6.18.2 Annual Incidental Expenses Allowance

Unit members are allocated \$150.00 annually to be used for incidental expenses, except for Facilities, Fleet and Telecom personnel who are allowed \$500.00. Incidental expenses require receipts for reimbursement within SFD financial guidelines. This account is funded annually in November.

6.18.3 Initial Hire Uniform Allotment

On initial hire, some unit members (including Facilities, Fleet and Telecom personnel) will be provided with a set number of uniforms and job-related items needed to effectively start their new position. This list can be found in the Employee Handbook. Any employee who receives an initial allotment of uniforms will not be eligible for any uniform allowance or incidental funding until the next fiscal year cycle starts. The employee will receive the same allowances and incidental reimbursements as all employees in their respective group receive the next fiscal year, with no proration, regardless of when they start. Unit members with no uniform requirement will be provided the annual uniform and incidental allowances upon hire.

6.18.4 Cell Phone Reimbursement

Unit members who are eligible for a cell phone reimbursement are compensated as outlined in the Employee Handbook.

6.19 Non-Discrimination Testing for Benefit Program

All applicable benefits subject to successfully passing Affordable Care Act required testing will be completed annually in January. If any programs provided to our employee groups are found to not comply, action will need to be taken to meet federal regulations. This will be completed on a case-by-case basis in partnership with the respective labor groups.

6.22 Physical Fitness

SFD supports the health, wellness, and fitness of all employees and allows compensable time to use the workout equipment provided on-site. Administrative Support employees may use these workout facilities for up to three hours of compensable fitness time per week, as their job duties allow, and with supervisor discretion. Employees must use Telestaff to log PT time when using this benefit to ensure proper documentation and payroll processing. Time spent at off-site facilities or outside of the members' normal approved work schedule for physical fitness is non-compensable.

Administrative Support staff may request reimbursement for the actual cost of a monthly gym membership up to \$50.00. Membership costs more than \$50.00, non-SFD employee membership costs, enrollment fees, and other gym membership add-ons or services are not eligible for reimbursement. To receive the gym membership reimbursement, the employee must submit a request form and a paid receipt detailing the following:

- the month of membership coverage,
- the covered member's name, and,
- the employee membership cost.

This reimbursement will be processed through payroll as a taxable fringe benefit and will be considered as income per IRS regulations. Only gym memberships for the current fiscal year will be considered for reimbursement. Reimbursement requests must be received by payroll no later than June 15th of the current fiscal year. Reimbursement requests received after June 15th or missing valid receipts will be denied.

Article 7 – Prevailing Benefits

Existing benefits including the rights, privileges, and working conditions not listed in this MOU shall remain in full force and effect unless changed by formal meet and confer in good faith process.

The parties recognize there are existing ordinances, resolutions, policies, and rules and regulations as contained in the SAP, SOP, and Strategic Plan Manuals relating to benefits and other terms and conditions of employment and the same are not affected by this MOU except as contained herein.

Article 8 – Effective Date

This MOU shall become effective when adopted by the Governing Board and shall remain in effect from July 1, 2025. If no MOU is agreed to for the time frame following June 30, 2027, all aspects of this MOU shall continue to apply until a new MOU is agreed to and in place.

If any provision of this MOU or the application of such provision to any person or circumstance shall be held to be invalid, the remainder of this MOU or the application of such provisions to persons or circumstances other than those as to which it is held invalid shall not be affected thereby.

Article 9 – Saving Clause

If any Article or Section of this Memorandum should be held invalid by law or by a final judgment of any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal, the remainder of this MOU shall not be affected thereby.

It is recognized by the parties that the provisions of the Fair Labor Standards Act are currently applicable to certain of the wage and premium pay provisions of this MOU, and that this MOU shall be administered in compliance with the FLSA for so long as the Act is applicable.

Nothing contained in the Memorandum shall preclude the parties from following the requirements of the Americans with Disabilities Act.

Article 10 – Attachments/Addendums

10.1 Revisions and Amendments

When changes to policies or portions of this MOU occur, the unit member's representatives and Fire Chief may amend the MOU to reflect the current practices or procedures. Creating a process whereby all parties are aware of the change and are in accord with the changes. The intent is to keep the document current for Labor and Management to all be working in harmony with the MOU and SFD's practices.

Ideally, the MOU will be worked through with proposed changes as outlined in Resolution #2014-05 and an MOU will be proposed to the Governing Board for approval. It is a general expectation that the benefits and provisions described in the MOU will remain current through the terms agreed upon in the MOU. Compliance with the law and other contractual obligations may not make that feasible and those conflicts will take precedence over the MOU, as appropriate.

As to all benefits described in this MOU, that description is only intended to describe what is currently provided to employees who are otherwise qualified to receive those benefits. Nothing herein shall be construed as an assurance a particular employee will qualify for

the benefits described or that those benefits will continue in the same form as they currently exist. In the middle of an agreed upon MOU term, the District and Management reserve the right to modify all such benefits, from time to time following appropriate procedure described herein and with notice to the Union and employees. Anytime a change to the MOU is proposed by any party to the MOU, it requires the proposed change to be vetted through the Meet and Confer Representative(s). This will allow all parties to understand the need for the revision to the MOU and see if there are other alternatives that will meet the same end goal being proposed. Nothing herein shall prevent SFD, through its designated representatives, from negotiating the type and extent of said benefits during the meet and confer process described herein, or the SFD Governing Board from changing or eliminating a benefit described in this MOU, if the Governing Board determines such action necessary to meet the Governing Board's fiduciary or legislative or quasi-legislative duties

If the change warrants Governing Board action based on its nature, a re-signing of the MOU may be required and can be requested by either party.

10.2 Termination

In addition to the Governing Board's ability to terminate this agreement as set forth above, if this agreement is determined to be the contract for purposes of ARS 38-511, then the Governing Board may cause this agreement to be terminated consistent with the provision thereof.

10.3 Attachments

Attachment A: Resolution #2014-05

Attachment B: Pay Scales

Attachment C: RBO Flow Chart and Process

**MEMORANDUM OF UNDERSTANDING
SFD Governing Board and ASEA
Fiscal Year 2026**

RESOLVED and ADOPTED this ____ day of _____, 2025.

Ed Mezulis, Fire Chief, Sedona Fire District

Kris Ahern, ASEA Representative

Helen McNeal, Chairperson, SFD Board

ATTEST:

Corrie Cooperman, Clerk, SFD Board

APPROVED AS TO FORM:

William R. Whittington, Attorney

Sedona Fire District

**IAFF Local 3690
Sedona Chapter**

MEMORANDUM OF UNDERSTANDING

July 1, 2025 – June 30, 2027



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IAFF Local 3690 Sedona Chapter Fiscal Years 2025-27

MEMORANDUM OF UNDERSTANDING

PREAMBLE

STATEMENT OF INTENT

This document intends to recognize the Sedona Fire District 's (hereinafter "the District" or "SFD") and employees' desire to dialogue, in good faith, on employment and benefits issues, while at the same time recognizing management and the District Governing Board's fiduciary obligations to its taxpayers. It is the Governing Board who has the ultimate authority in setting policy and making fiscal decisions affecting not only the taxpayers but the employees of the District. Matters requiring interpretation should be resolved with a focus on intent. The parties to this Memorandum of Understanding (MOU) understand and appreciate that not every circumstance can be dealt with directly in this document. It is understood and expected that there will be many opportunities where the intent behind this MOU will need to be applied to factual circumstances that were not directly addressed. When situations arise which may call into question, come into direct conflict with, or infringe upon the Governing Board's stated policies, statutory authority, or its obligations to the taxpayers of the District, those questions should be answered in favor of honoring the Governing Board's obligations in that regard, and referred to the Governing Board for consideration and clarification, when necessary.

PURPOSE

This MOU authorizes SFD, employees, and their representatives, operating within the framework of the law, to reach agreement on matters relating to wages, hours, benefits, and working conditions.

DEFINITIONS

These words, terms, and phrases, when used in this MOU, shall mean the following:

Administrative/Support Personnel: Full-time, non-FLSA exempt employees. This may include operational staff who are assigned to a 40-hour a week position.

Days: For purposes of this MOU, “days” shall be considered “calendar” days.

Dispute: A disagreement regarding wages, hours, benefits, and working conditions between representatives of the SFD and representatives of employee organizations during the course of meeting and conferring.

Employee Organizations: “Sedona-Verde Valley Firefighters Association, Local 3690, Sedona Chapter, “or any organization of any kind, or in which employees participate and which exists for the purpose, in whole or in part, of dealing with employers concerning an employee benefit plan, or other matters incidental to employment relationships; or any employees’ beneficiary association organized for the purpose in whole or in part, of establishing such a plan.” (29 USCS § 1002).

Employee Representative: The Sedona-Verde Valley Firefighters Association, Local 3690 Sedona Chapter, or his/her designee(s), Agent, or negotiation specialist, authorized to act on behalf of the employee.

Employer: SFD, a political subdivision of the State of Arizona, acting through its Governing Board, or its duly authorized officers and agents working on behalf of SFD.

Employer Representative: The Fire Chief or his/her designee(s), agent, District attorney, or negotiation specialist, authorized by the Fire Board to act on behalf of the employer.

Executive Leadership Employee: Employees involved in formulating, determining, or effectuating SFD policies and having a significant role in employer-employee relations on behalf of the employer.

Fact-Finding: This is the resolution Procedure conducted by an impartial third party with recommendations for settlement.

Fiscal Year: The budget term adopted by the SFD Governing Board, July 1st through June 30th annually.

Full-time Date of Service: The date an employee is hired or promoted to full-time employment with SFD, thereby becoming eligible for the District full-time benefit package.

Full-time Employee: An employee scheduled to work at least 40 hours per week as an Administrative/Support employee, or 212 hours per 28-day work period as an Operational employee. Full-time employees are currently eligible for the District full-time benefit package. For some benefits, full-time may refer to fewer than 40 but at least 30 hours per week.

Grievance: Any dispute concerning the interpretation or application of this MOU.

Grievant: Any eligible unit member adversely affected by an alleged violation of the MOU.

Impasse: This is the failure of designated representatives of SFD and representatives of an employee organization to achieve agreement in the course of meeting and conferring.

Labor-Management Committee: Two representatives of the Sedona-Verde Valley Firefighter's Association, Local 3690, Sedona Chapter; two representatives of the SFD Administration and Administrative and Support Employee Association (if applicable); and two representatives of SFD management, as designated by the Fire Chief.

Mediation: The efforts of an impartial third party to assist in reconciling disputes. Topics may include wages, hours, benefits, and working conditions between SFD and employee organizations through interpretation, suggestion, and advice.

Meet and Confer: The performance of the mutual obligation of the SFD through its Governing Board, Fire Chief or his/her designee and representatives of the Union to meet at reasonable times, including meetings in advance of the budget-making process; and confer in good faith concerning wages, hours, benefits, and working conditions or any question arising thereunder, and the execution of a written Memorandum of Understanding embodying all agreements reached, but such obligation does not compel either party to agree to a proposal or the making of a concession.

Memorandum of Understanding (MOU): Written agreement arrived at by SFD and the Union, which shall be presented to the SFD Governing Board and to the membership of the Union for appropriate action.

Operational Personnel: Full-time personnel who are typically assigned to work a 53 hour work week and whose primary responsibility is to provide emergency services.

Part-time Employee: An employee normally scheduled to work at least 20 hours, but less than a 30-hour workweek, on average. Part-time employees are currently ineligible for most District benefits.

Shift: A 24-hour period that begins at 0730 and ends at 0730 the following day.

Strike: The failure by concerted action with others to report for duty, the concerted absence of employees from their positions, the concerted stoppage of work, or concerted abstinence in whole or in part by any group of employees from the full, faithful, and proper performance of the duties of employment with the employer, or the concerted engagement in a work action to induce, influence, or coerce a change in wages, hours, benefits, working conditions, or terms of employment.

Tour: Two (2) consecutive shifts totaling a 48-hour period.

Union: Local 3690 Sedona Firefighters Association Sedona Chapter (hereinafter "IAFF" or

“Local 3690”).

Unit Member: Full-time operational employees of SFD or CRR who have elected to become members of the IAFF; but shall exclude contracted, temporary, seasonal, reserves, or part-time employees.

Article 1 – General Expectations

1.1 Meet and Confer Expectations

It is the expectation that all parties will negotiate in good faith and with the purpose of mutual obligation of SFD through its Fire Chief or designee and the representatives of Local 3690. The parties will meet at reasonable times, including in advance of the budget-making process, and confer in good faith concerning wages, hours, benefits, and working conditions or any question arising thereunder. It is also an expectation for the execution of a written Memorandum of Understanding (MOU) embodying all agreements reached. Still, such obligation does not compel either party to agree to a proposal or the making of a concession. The Meet and Confer process must be completed well in advance of the date set by law for tentative adoption of the annual budget. Meet and Confer includes the duty to submit any agreement reached on these matters to SFD for action according to this MOU. Representatives from the Local 3690 involved in the Meet and Confer process will be allowed to attend on duty, staffing permitting. Off-duty attendance is non-compensable.

1.2 Productivity Discussions

Recognizing the need to provide the highest practical level of fire protection and emergency medical service to the citizens of the SFD, the Sedona-Verde Valley Firefighters Association, Local 3690, Sedona Chapter, pledges to continue to work towards increasing the productivity of SFD. In a continuing commitment towards increased productivity, the joint Labor-Management Team shall meet regularly during the term of the MOU to discuss the development of structured productivity programs within the SFD.

The distribution of any demonstrated economic savings or other productivity rewarding measures resulting from the implementation of productivity programs shall be a proper subject for the Meet and Confer process, if legally appropriate.

1.3 RBO / Labor-Management Process

1.3.1 Purpose of RBO

The purpose of the Relationships by Objectives (RBO) Committee is to enhance service delivery models and address public safety employee-related issues. The RBO process is done through the facilitation and open discussion of mutual concerns and problems, which may include the implementation of major department programs or substantial modifications of existing major programs that will have a significant impact on service delivery or work schedules. Items of concern are then enacted as initiatives to be accomplished over an appropriately established timeframe.

1.3.2 Fire Labor-Management Correlating Committee

There shall be a Fire Labor-Management Correlating Committee consisting of the Fire Chief

and Sedona Chapter Vice-President, which provides direction and overall procedural authority for the entire RBO / Labor-Management process.

1.3.3 Relationships By Objectives (RBO) Process

RBO Committees shall meet annually at mutually scheduled times, and at other mutually agreed upon times as necessary. The RBO Committee process consists of members of Labor and Management and personnel who have been selected to participate based on interest and expertise. Each initiative mutually identified in the RBO process will consist of a committee established with representatives from labor and management and facilitated by co-chairs. Sub-committees may be further developed to facilitate meetings to achieve goals as set forth in the agreed-upon initiatives. Throughout the year, committees and sub-committees will meet regularly to accomplish their RBO initiatives.

1.3.4 Conducting Business

A standing agenda will be developed to maintain order and provide a focus for the meeting. The members shall, in advance of a meeting, provide the chairperson(s) with proposed additional agenda items, and the co-chairs will provide the members with the meeting agenda.

1.3.5 Representation at Meetings

- Representatives of the Union on the Committee shall not lose pay or benefits for meetings mutually scheduled during their duty time.
- Chairpersons may establish sub-committees with proper representation from respective groups as necessary.
- The Sub-Committees may suggest recommendations to the Fire Chief for consideration and determination if appropriate.
- Members who are designated by the Fire Labor-Management Committee as participants at any level of the RBO/Labor Management process, through a committee or sub-committee, will work with management on the priorities determined through the RBO process. These initiatives pertain to enhancing operational efficiencies, service delivery, and improvements to employee safety and organizational performance.
- Unit Members who are designated by the Fire Labor-Management Committee as RBO/Labor-Management Committee Members will be eligible for compensation. These individuals will work with management on the priorities determined through the RBO process. These initiatives pertain to enhancing operational efficiencies, service delivery, and improvements to employee safety and organizational performance.
- Additional time/hours outside the employee's normal work shift used for researching, investigating, consulting, etc. for the Meet and Confer process are not considered to be hours worked and are not compensable, nor should the time incur backfill shift coverage.
- The Meet and Confer process will be utilized for any changes made to the Policy that will impact the employee's wages, benefits, or working conditions.

1.3.6 Committee Creation

Any RBO committee established under this MOU shall, notwithstanding any provision to the contrary, be discretionary in the judgment of the Chief and the Sedona Chapter Vice President. The Governing Board of the SFD shall not be obliged or involved in the creation of any committee, establishing the membership of any such committee, or dictating to that committee its purpose or goals. No such committee shall have an obligation to report back to the Governing Board of the SFD.

1.4 SOPs, SAPs and Employee Handbook Review and Implementation

New Standard Administrative Procedures (SAPs), Standard Operating Procedures (SOPs), SFD Employee Handbook, or major revisions to them by the District will be implemented following a two-week review by administrative managers, battalion chiefs, and two (2) representatives from each employee group, as selected by employee groups. This group will provide input on appropriate changes or newly designed SAPs, SOPs, and Employee Handbook revisions as draft documents are developed, with the Fire Chief having the exclusive right to establish and maintain department rules and Procedures, as described in Section 2.2 of this MOU.

SFD has transitioned to an Employee Handbook for many of its business practices and expectations for employees. Each employee will be informed on how to access the Handbook, sign the required acknowledgments, and understand the expectations outlined in the Employee Handbook.

1.5 Significant SOP, SAP, or Employee Handbook Revisions

Any major modification of some or all SOPs, SAPs, and Employee Handbook, which pertain to unit members, will be done in accordance with the same review process outlined in Section 1.4. All additions, deletions, and modifications to policies and Procedures, which affect unit members, will be done in collaboration between members of Management and Labor. Any changes that would affect wages, hours, prevailing benefits, and working conditions may require a separate RBO process of its own. In extreme circumstances, Policy changes may be delayed until such time it can be discussed during the formal meet and confer process.

Article 2 – Labor/Management Rights

2.1 Governing Board Rights

The Governing Board is recognized as the exclusive Policy-making body of SFD. None of its actions or decisions shall serve as a basis for, or be evidence of, any unfair labor act or other violation of this Meet and Confer MOU. The SFD Board and its agent are protected as to any Policy, legislative or quasi-legislative act, or act by the Board in its quasi-judicial capacity.

No action may be taken against the SFD Governing Board, its Board members, or an employer representative while acting under the specific direction of the Governing Board as to the

adoption or application of any Policy, legislative, or quasi-legislative act, or any act by the Governing Board in its quasi-judicial capacity. Any such act by the Governing Board shall supersede any conflicting provision of the MOU. The Board may come to an independent conclusion as to the appropriateness of any provision within the MOU, and the Governing Board's decision is final. The SFD Governing Board may terminate the Meet and Confer negotiations or this MOU with notice, under the circumstances it deems necessary and appropriate. All financial commitments or obligations of the District shall be subject to annual appropriation by the then sitting Governing Board. In the event that appropriation is not made, this MOU shall lapse.

2.2. Management Rights

It is the right of SFD to determine the purpose of each of its departments, sections, bureaus, and committees; set standards of service to be offered to the public; exercise control and discretion over its organization and operations; direct its employees; take disciplinary action; suspend or relieve its employees from duty because of lack of work or for other legitimate reasons; determine whether goods or services shall be made, purchased, or contracted for; and determine the methods, means, and personnel by which the employer's operations are to be conducted. The Fire Chief shall inform SFD's employees, or authorized representatives of employee organizations, about the direct consequences that decisions on these matters may have on wages, hours, benefits, and working conditions. SFD has the right to take all necessary actions to maintain uninterrupted service to the community.

The Union recognizes that SFD and the Fire Chief retain, whether exercised or not, solely and exclusively, all express and inherent rights and authority pursuant to law with respect to determining the level of and manner in which SFD's activities are conducted, managed, and administered. The Union recognizes the exclusive right of the Fire Chief to establish and maintain departmental rules and Procedures for the administration of SFD during the term of Resolution #2014-05, and this MOU provided they do not violate any specific express provisions of Resolution #2014-05 and this MOU.

SFD and the Fire Chief have the exclusive right and authority to schedule work and/or overtime work based on the operational needs of SFD.

It is understood by the parties that every incidental duty connected with operations enumerated in job descriptions is not always specifically described; nevertheless, it is intended that all such duties shall be performed by Unit members.

The Fire Chief reserves the right to discipline or discharge unit members for cause, pursuant to applicable regulations. SFD reserves the right to lay off personnel.

The Fire Chief shall determine assignments and establish methods and processes by which assignments are performed. Significant changes, for example, to hours, job descriptions, and working conditions, shall be discussed with union designees.

Except as otherwise specifically provided in Resolution #2014-05 and this MOU, SFD and the Fire Chief retain all rights and authority to which they are entitled by law.

SFD shall have the authority to reorganize, at its sole discretion, and shall first discuss such reorganizations with the Union.

The Union recognizes SFD has statutory and legal rights and obligations in contracting for matters relating to SFD operations, and those rights and obligations will supersede any conflicting provision of the MOU.

Any and all rights concerning the management, organization, and direction of SFD and its personnel, including those set forth in Resolution #2014-05 and this MOU, shall be exclusively the right of SFD and the Fire Chief unless otherwise provided by the express terms of Resolution #2014-05 and this MOU, as permitted by law. Therefore, the Union pledges cooperation in this matter to increase SFD efficiency and effectiveness.

In the event of an unforeseen financial dilemma that has the potential for impacting the current MOU, the Fire Chief, and employee association representatives will work together towards a mutually acceptable agreement in the best interest of the District.

Enumeration of the above rights is illustrative only and not to be construed as all-inclusive.

2.3 Union Rights

There can only be one official and exclusive employee organization for each employee group (i.e., Firefighters Union, Administration/Support Association) for purposes of meeting and conferring. Nothing in this MOU shall prohibit any unit member, not within an employee group represented by a designated employee organization from exercising any rights the unit member may have to meet with the Fire Chief consistent with personnel rules and regulations or any Fire Chief directive.

The Union shall have the right to monthly dues deductions if approved by the unit members of the organization.

Union representatives shall be released from duty to provide employee representation in a grievance hearing or disciplinary meeting with a unit member if release from duty does not significantly impact the District's ability to conduct operations.

Enumeration of the above rights is illustrative only and not to be construed as all-inclusive.

2.4 Unit Members' Rights

Unit members have the right to be represented by the Union at any meeting which could or will result in disciplinary action being taken against that member. The unit member will have one and one-half (1½) hours to obtain Union representation from the time of notification of meeting or a Union representative will be contacted with at least one and one-half (1½) hours' notice to be present at the meeting with the unit member. Unit members may have representation by an on-duty Union representative if that representative's attendance does not impact the current

operational readiness of the District.

Unit members shall have the right to join and participate in an employee organization, or to refrain from joining or participating. A unit member shall not hold any elective or appointive office in any employee organization until such an employee has successfully completed the probationary period following their initial employment.

Unit members are protected by the approved MOU, as well as SFD policies and Procedures. The Governing Board affirms its Policy that in matters not expressly covered by an approved MOU, decision-making authority shall rest with the Fire Chief unless otherwise provided by SFD policies and Procedures or this MOU, upon subsequent interpretation by the Fire Chief or Governing Board, or applies only to the benefits and grievance portions of the Policy.

Unit members shall have the right to be represented by the Union in the determination of wages, hours, benefits, and working conditions, and to be represented in any perceived discrepancy of the MOU.

Resolution #2014-05 does not prevent unit members from discussing his or her concern about the inconsistent application of an approved MOU in matters of wages, hours, benefits, and working conditions, in person or by legal counsel, with the employer, as long as the intent of this MOU and Resolution #2014-05 is not violated.

The Union shall have periodic membership dues deducted and collected by the employer from the salaries of those unit members who present signed cards, in a form satisfactory to the employer, authorizing the deduction of such dues. Such authorization cards may be presented to the employer in person, by mail, or through a representative. Dues shall be transmitted to the Union on a monthly basis. Dues deductions may be revoked by the unit member upon written notice of such revocation to SFD and the Union.

The Union shall not represent executive and management-level employees, i.e., Fire Chief, assistant chief, operations chief, battalion chief, division chief, division managers, nor shall such management employees take an active role in the Policymaking activities of the Union, nor shall such management employees participate directly or indirectly in the Meet and Confer process except as representatives of SFD.

Enumeration of the above rights is illustrative only and not to be construed as all-inclusive.

Unit members have the right to participate or engage in activities on behalf of the Union, and the right to refrain from such activity. Unit members shall be free from any interference, restraint, or coercion by any employee, supervisor, or manager for or against the Union. Violations may necessitate disciplinary action based on current SFD policies and Procedures.

Article 3 – Labor / Management Grievance & Arbitration

Provision

3.1 General Provisions

- Every effort will be made by the parties to settle grievances at the lowest possible level.
- Until the final disposition of a grievance, the grievant shall comply with the directions of his/her immediate supervisor.
- No party to a grievance shall take any reprisals against the other party to the grievance because the party participated in an orderly manner in the Grievance Procedure.
- The time deadlines set forth in the Grievance Procedure below shall be measured in calendar days.
- Failure of the grievant to adhere to the time deadlines shall mean the grievance is withdrawn. The grievant and Fire Chief may extend any time deadlines by mutual agreement.
- Every effort will be made to schedule meetings for the processing of grievances at times, which will not interfere with the regular workday of the participants. If any grievance meetings or hearings must be scheduled during duty hours, any unit member required by either party to participate as a witness or grievant shall be released from regular duties without loss of pay for a reasonable amount of time. Overtime is not provided for off-duty time except for witnesses required to testify by the Fire Chief.
- The Fire Chief and Union may agree to consolidate grievances at any level.

3.2 Grievance Procedure

3.2.1 Request for Informal Resolution

When a unit member has a problem or complaint regarding terms or rights set forth in this MOU, he/she shall first try to resolve the matter through discussion with the immediate supervisor within thirty (30) calendar days following the occurrence or knowledge of the event on which the grievance is based. Unit members waive the right to advance a grievance if not raised within such thirty (30) day period. The immediate supervisor shall respond within ten (10) days to the grievant. Any decision rendered shall be consistent with the authority to do so.

3.2.2 Level I Formal Grievance

If the unit member is not satisfied with the outcome of informal resolution, the unit member may initiate a formal grievance and submit it to the Sedona Chapter President and / or designee. Such formal grievances must be initiated in writing within ten (10) days of the decision of the immediate supervisor in the informal resolution process. The Union shall respond to the grievant in writing within ten (10) days of receiving the formal grievance. If the Union intends to file a Level II grievance, they have ten (10) days after written notification accepting the grievance to file an official grievance (Level II).

3.2.2.1 Elements of a Formal Grievance

The written grievance shall include:

- A description of the specific grounds of the grievance, including names, dates, and places necessary for a complete understanding of the grievance.
- Identify the level of the grievance being submitted.
- A specific explanation of how the grievant has been affected.
- The section of the MOU that is alleged to have been violated.
- A list of reasons why the immediate supervisor's proposed resolution of the problem is unacceptable.
- A list of specific actions requested by the grievant of the District, which will remedy the grievance.
- The signature of the grievant.

If the Union does not feel there has been a breach of the MOU, the unit member and/or members have the right to pursue their concerns without support or recognition by the Union.

Unit members who proceed with any grievance or complaint without Union representation may be subject to any policies that apply and may be accountable for their own actions.

3.2.3 Level II Grievance

If the Union or unit member grievant is not in agreement with the decision rendered by the immediate supervisor, the Union or unit member grievant shall have the right to file a formal written appeal to the Fire Chief within ten (10) days after the date a written decision is determined as outlined in the Level I process. The grievance shall include the elements listed in Section 3.2.2.1 and a description of why the grievant and Union believe the decision at the previous level(s) was not justified. The Fire Chief shall consider the grievance and submit a written response within ten (10) days of receipt of the grievance.

If there is a belief that further resolution is needed, either Labor or Management can suggest going to Level III Mediation. If the Union is not satisfied with the written response by the Fire Chief, the Union has ten (10) days to request Level III mediation for further resolution of the grievance.

3.2.4 Level III Mediation

The Union and SFD shall attempt to agree to a mediator. If no agreement can be reached, they shall request the State Conciliation Service supply a panel of five (5) names of persons experienced in hearing grievances involving public employees. Each party shall alternately strike a name until only one (1) remains. The remaining panel member shall be the mediator.

- If either the fire district or the Union so requests, the mediator shall hear the merits of any issue raised regarding the mediation potential of the grievance first. No hearing on the merits

- of the grievance will be conducted until the issue of mediation potential has been decided.
- The mediator shall, as soon as reasonably possible, hear evidence and render a decision on the issue(s). If the parties cannot agree upon a submission agreement, the mediator shall determine the issues by referring to the written grievance and the answers thereto at each step. A certified court reporter shall record the entire mediation hearing unless the parties mutually agree otherwise.
 - The jurisdiction and authority of the mediator so selected and the opinions the mediator expresses will be confined exclusively to the interpretation of the express provision(s) of the MOU. The mediator shall be without power or authority to make any decision that requires SFD to do any act prohibited by law.
 - After a hearing and when both parties have had an opportunity to make written arguments, the mediator shall submit written findings and decisions, which are presented to the Governing Board for approval.
 - Fees and expenses of the mediator and court reporter shall be shared equally by SFD and the Union.
 - Neither party shall be responsible for the expense of witnesses called by the other.

If both parties agree to skip Level III Mediation and go directly to the Governing Board to present the proposed grievance, they may do so.

The time requirements set forth in the Grievance Procedure above may be extended where management determines appropriate or necessary based on scheduling conflicts or conflicting responsibilities.

3.2.5 Level IV Governing Board Hearing

If either party is not satisfied with the Level III Mediation decision (unless mediation waived) and feels it is necessary to bring the matter to the Governing Board, they may do so.

The Governing Board shall include an agenda item at its next practical regular scheduled Board Meeting or at a special meeting to hear both sides' concerns (including the mediator's findings if applicable). The decision of the Governing Board shall be final. In the event a Governing Board meeting is scheduled for more than thirty (30) days from such time, they shall call a special Board meeting unless mutually agreed upon by all parties to have a Board meeting/hearing in greater than 30 days. In either case, the hearing must be heard within 60 days of submitting it to the Governing Board. Such submission shall be made to the attention of the Board Chair.

The Governing Board's decision shall be final and binding. This grievance Procedure is the final remedy to resolve disputes, as described herein.

Article 4 – Prohibited Practices

While everyone is expected to work together for the common interest of providing Safe, Friendly, and Dedicated service, there are certain expectations from all parties who work together and are part of this Memorandum of Understanding.

4.1 Prohibited Employer Practices

The employer is prohibited from:

- Interference with unit member rights under this MOU.
- Domination of employee organizations.
- Discrimination against unit members for membership in the Union or for engaging in concerted activities permitted by this MOU or applicable law.
- Retaliation against unit members for invoking their rights under this MOU.
- Refusing to meet and confer with the Union, provided it shall not be a violation of this subsection for the employer to refuse to meet and confer about economic items after the date set by law for tentative adoption of the annual budget.
- Conducting a lockout unless required to protect and preserve the public peace, health, or safety of the SFD and its residents, or required by the SFD to enforce any violation of Resolution #2014-05, any MOU, or any applicable laws.
- Engaging in disputes between the Employee Group's leadership and its respective members on internal matters, unless requested in writing and agreed to by both parties.

4.2 Prohibited Union Practices

The Union is prohibited from:

- Soliciting members, dues, and other internal employee organization business during duty hours and interfering with the work process. This shall not be construed to prevent those working a shift at a fire station from discussing employee organization business, other than soliciting members or dues, if these discussions do not interfere with regular District activities. Union members will have the right for up to one (1) hour during the orientation process of newly hired eligible unit members for the purpose of introduction to 3690 and membership solicitation.
- Restraining or coercing unit members in the exercise of their rights under Resolution #2014-05 and this MOU.
- Causing the employer to unlawfully discriminate against any unit member.
- Refusing to Meet and Confer with the employer.
- Threatening, coercing or restraining any person with the object of forcing employer to recognize a union, forcing any person to stop doing business with employer, forcing employer to meet and confer with the Union member not authorized as a meet and confer agent, or forcing employer to assign work to a particular employee organization, trade, or craft.
- Causing an employer to pay for services not performed.
- Discussing negotiation matters with members of the SFD Governing Board from the time the Union submits their proposals, and extending up to the presentation of the Fact-Finding Committee's report to the Governing Board, as provided in Section 4 of Resolution #2014-05.
- The expression of any views, arguments, or opinions, or the dissemination thereof, whether in written, printed, graphic, or visual form, if such expression contains threat of reprisal or force or promise of benefit. Such expression shall not constitute or be evidence of any violation of any provisions of Resolution #2014-05 or this MOU if it contains no actual or perceived threat.
- Withholding, interrupting, or discontinuing the rendering of fire protection and emergency

medical services to the community. The Union and their members covered by Resolution #2014-05 and this MOU recognize that to do so would endanger the health, safety, and welfare of SFD citizens, and so shall not cause same under any circumstances.

- Supporting, approving, or encouraging any strike, walkout/work stoppage, or other prohibited action. The Union shall disavow any strike, walkout/work stoppage or other prohibited action, and shall notify in writing all of its officers and representatives of their obligation and responsibility for maintaining compliance with these sections, including their responsibility to remain at work during any interruption that may be caused/initiated by others. Copies of such notification shall be delivered to the office of the Fire Chief. In addition, the Union shall order, both orally and in writing, all its members participating in a work stoppage to immediately return to work and cease the walkout/stoppage. Copies of the written order shall be delivered to the office of the Fire Chief. If unit members do not return to work, they shall be suspended from the Association. Any employee who participates in a work stoppage may be eligible for disciplinary action up to and including termination.
- Coercing an employee to join the Union.
- Interfering with the employer's interaction with any employee who is not a unit member.
- Retaliating against any unit member for bringing to the attention of the employer any complaints or concerns the unit member has.

4.2.1 Penalty for Prohibited Practices

- Penalties or sanctions SFD may assess against unit members who violate this MOU shall include, but not be limited to:
 - Discipline up to and including termination of employment.
 - Loss of all compensation and benefits, including seniority, during the period of prohibited activity.
- Should the Union during the term of this MOU and until such time that it is expressly and legally rescinded, breach its obligations under this MOU, it is agreed all penalties set forth herein shall be imposed on the Union, in addition to other legal and administrative remedies available to the SFD that it may elect to pursue.
- Nothing contained herein shall preclude the SFD from obtaining judicial restraint or from seeking damages from the Union in the event of a violation of Resolution #2014-05 or this MOU.
- Nothing herein shall prohibit the Union from determining and maintaining its own rules for obtaining or retaining membership rights in the said organization so long as said rules do not bear upon any rights to employment with the employer.
- Written claims of violations of this section shall be adjudicated by a Fact-Finding Committee, utilizing the same process as described regarding Meet and Confer in Resolution #2014-05.

Article 5 – Compensation / Wages

5.1 Hours

Unit members assigned to Operations shall continue to average fifty-three (53) hours per week. Tours shall be forty-eight (48) hours in duration unless agreed upon in writing by the Union. Tours will consist of two (2) shifts, which are twenty-four (24) hours each. Unit members

assigned to shift will work a 48/96 schedule. Unit members that may be assigned a position that works a 40-hour workweek will follow typical administrative hours.

5.2 Calculating Hours Worked

Hours worked are defined as all hours that you are on the schedule – on duty, vacation leave, sick leave, etc. and are factored into determining an employee's hours worked and any related FLSA pay benefits such as overtime.

5.3 Overtime Calculations

5.3.1 Full-time Overtime Calculations

All overtime hours will be calculated in accordance with FLSA regulations. Shift personnel who work hours that total over 212 hours per 28 day work period will be classified as overtime. 40-hour employees will be compensated in overtime for hours worked over 40 in a workweek.

5.3.2 Rank for Rank Staffing

SFD and the Local agree to maintain *Rank for Rank* staffing to ensure operational consistency, accountability, and leadership at all times. When a permanent member of the suppression staff is on leave, vacancy, or reassignment, efforts will be made to backfill that position with a qualified member of equal rank. In the event a member of equal rank is not available, the position may be filled with an acting member who meets the minimum qualifications and has been formally designated by SFD. The intent of Rank for Rank staffing is to preserve the chain of command, maintain span of control, and uphold the operational integrity of the organization.

5.3.3 Wildland Fires Overtime Calculations

Operational personnel ordered to respond to a wildland fire incident will be compensated as outlined in the general provisions of the Cooperative Fire Rate Agreement. These employees will be paid at their regular hourly wage for the shift(s) they are assigned to the incident, and they will be paid at 1.5 times their regular hourly wage for all other hours worked on the incident – to include approved travel time to and from the incident.

Employee compensation will be based on the hours shown on the crew time report (CTR) that are approved by the Arizona Division of Forestry and Fire Management (DFFM) for payment. Normally, only hours approved by DFFM will be paid. Actual shift times (0730-0730) will be used for the purposes of calculating the appropriate compensable rate (regular versus overtime). SFD personnel do not receive hazard pay or other special incentive pay. Salaried employees will be compensated for all hours at their straight time rate (annual salary divided by 2080).

Personnel acting in the capacity of Engine Boss will be authorized an addition of 2 hours per non-scheduled work day while on assignment to complete all crew related responsibilities and administrative duties.

In both cases, “Rest and Recuperation” will only be compensated if it fits the criteria outlined in the current National Wildfire Coordinating Group Incident Business Management Handbook and is reimbursable by DFFM.

When issues caused by extended travel times when returning from assignment create a potential safety concern, consideration should be given to allowing additional time off to mitigate fatigue. If, after appropriate fatigue mitigation actions that ensure adherence to the 2:1 work/rest ratio has occurred prior to demobilization AND the travel distance and duration of travel contribute to a situation where SFD personnel may not be adequately rested, AND the length of assignment does not allow for compensable R&R AND the personnel are scheduled to work on return to SFD the Battalion Chief on duty may allow affected personnel to be placed off duty for a maximum of 8 hours to mitigate the fatigue. In this instance, the time off will not be charged to the incident or the individual’s leave balances.

5.4 Administration of Wages/Compensation

Effective the first pay period of the new fiscal year, the Board approved SFD Wage Scale shall be the pay plan for unit members and shall remain as such until June 30, 2026, subject to non-appropriation provisions of Section 2.1. The scale includes: a one-time 2.5% increase in base pay to all represented employees. Consideration of a COLA for FY 2026 is subject to the discretion of the Governing Board in the FY2027 budget approval. Management agrees to complete a wage study for Fiscal Year 2026 wage comparisons. The applicable FY2026 wage scale will be added to the MOU as an addendum.

Employees may refer to **Attachment B - Pay Scales for FY 2026**.

5.5 Paramedic Compensation

Unit members approved to provide paramedic level care will receive paramedic incentive pay of \$4.00 an hour for firefighters, captains, and engineers. Paramedic incentive pay is not considered subject to COLA or CPI adjustments and will be dealt with as an individual stipend. The additional hourly compensation will be paid to the employee once they properly file their State certification and associated documents with the training division upon successful completion of the hospital required mentorship program. This is required by the Fire District Medical Director in order to be authorized to work under his/her license as a paramedic. The member’s base hourly wage will vary depending on the classification of the employee and the related job expectation/performance requirements. Paramedic differential is not intended to cover CEP state certification maintenance educational requirements or SFD-mandated EMS educational requirements.

- Time spent in class during regularly scheduled duty hours will be covered as training hours.
- For locally held training that begins at or before 0800 on a shift day or an off-going shift morning, drive time will be covered as training hours.
- Hours spent in class will be compensated. Meal breaks are not considered compensable hours.
- Travel time will not be compensated.

SFD will cover the cost of CEP and EMT refresher courses. Every effort should be made to find a course that is local to the Sedona area. When a course is offered in-house at SFD, the expectation is that EMTs/CEPs will attend these courses.

5.6 Out of Rank Compensation

5.6.1 Temporary Assignment

When a unit member is appointed to a temporary or special detail assignment at a position of higher rank that will exceed 30 days, they are eligible for an increase in pay. The unit member will be given a 5% increase in their hourly wage, which is designed to compensate them for the additional responsibilities and expectations of the temporary assignment.

5.6.2 Eligible to Act Out of Rank

Employees who are eligible to act out of rank will be paid an hourly wage increase to reflect their increased responsibilities. Eligibility for the out of rank status will be based on the billeted Policy and can be removed if the employee is not performing up to expectations or when a spot is no longer available. When an employee is eligible for more than one move-up position, they will be compensated for the higher of the positions.

There will be 15 billeted positions for move-up Engineer, 15 billeted positions for move-up Captain, and 6 billeted positions for move-up Battalion Chief.

Firefighter to Engineer: \$0.10 per hour

Firefighter/Engineer to Captain: \$0.15 per hour

Captain to Battalion Chief: \$.0.25 per hour

5.6.3 Technical Rescue Specialty Pay

Effective July 1, 2025, a stipend of \$1.00 per hour shall be provided to each of the TRT members as compensation for participation in specialty team activities. To receive the specialty pay, the members must be in good standing as determined by the Instructor Cadre and Special Operations Battalion Chief based on Attachment G TRT Specialty Pay.

5.7 Call Back Compensation

Any off-duty personnel responding to a request for a call back who reports to the incident or the station will receive a minimum of 2 hours of pay after which the employee will be paid accordingly. This calculation will start at the time the call was initiated and will accumulate until the employee is released. All personnel must be reflected in Telestaff in order to be compensated.

5.8 Holiday Compensation

SFD recognizes eleven Federal or State holidays for the purpose of holiday compensation. Holiday hours are considered hours worked as outlined in Employee Handbook Section 3.9. Operational employees are compensated with Holiday Pay based on the actual holiday worked for the 4th of July, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day and on the observed holiday for Memorial Day, Labor Day, Presidents' Day, Martin Luther King Jr. Day, Veterans Day, and Columbus Day. Unit members who work 40 hours a week or those who are on modified duty assignment are compensated with Holiday Pay based on the Federal or State observed holiday schedule should it fall on a regularly scheduled workday. Hours paid will be based on hours worked for Operational employees. Unit members who work 40 hours a week or those who are on a modified duty assignment will be compensated for the hours they are regularly scheduled to work. (For example: if the observed holiday falls on a Friday and the employee's normal work week schedule is 4 hours that day, only 4 hours of holiday pay will be paid; if the employee does not normally work on Fridays, there will be no pay). If there is a conflict between an observed holiday and an actual holiday, the 40-hour employee will not be compensated for work on both days. Holidays that fall on the employee's regular day off (ex. Friday, Saturday, or Sunday) will not be eligible for holiday pay.

Recognized holidays:

- 4th of July, Christmas Eve, Christmas Day, New Year's Day, Thanksgiving, Memorial Day, Labor Day, Presidents' Day, Martin Luther King Jr. Day, Veterans Day, and Columbus Day.

5.8.1 Calculating Holiday Compensation for Hours Worked on a Holiday

Operational employees who work on a recognized holiday shall receive an additional half time pay for actual hours worked during the holiday for up to a total of 24 hours. Holiday pay is calculated from the start of the assigned shift (0730 – 0730).

5.8.1.1 Personnel Working on a Non-District Assignment Working on a Holiday

Holiday hours worked while on a federal or state wildfire will be included with the employee's Non-District pay on the next pay date after fire billing paperwork is received and processed.

Employees assigned to a wildland incident will be paid holiday pay in the following manner:

- If the Holiday falls on a regular shift, they will receive the same holiday pay as they would if they worked their shift in the district.
- If the Holiday falls on a day other than their regular shift day, they will be paid for those hours worked/recorded and approved on the applicable CTR or OF-288.

5.8.1.2 Shift Coverage for Non-District Shift Coverage

- Employees working shift coverage for another employee who is assigned to a non district fire will be paid the SFD holiday pay for hours worked, compensated at half time for each hour worked on the holiday.

- All overtime worked on an actual holiday will be paid at an aggregate double time. This is calculated by holiday pay being paid at a half time plus the overtime rate of 1.5 times pay to equal double-time pay rate.
- Holiday pay will be paid on the pay date following the holiday.
- Overtime will be paid in the appropriate OT payroll cycle.

5.9 Flex Day/Comp Time Option

A Flex Day or Comp time may be utilized based on the work scheduled assignment.

5.9.1 Flex Time

When Operational personnel work their required shifts in a 28-day cycle (in cycles that include an eligible Flex day) they are able to work the "10th" day for overtime or they may elect to take a day off.

5.9.2 Comp Time

Unit members assigned to administrative/support functions will be eligible to work and accumulate up to 20 hours of comp time in lieu of overtime. Each hour worked accumulates at a rate of 1.5 hours for each hour worked. The hours must be used within 60 days and prior to any increase in wages of accumulating the comp time hours. If not, hours not used will be paid at a straight rate.

5.10 Pension Plans

Unit members will participate in either the Public Safety Retirement System (PSPRS) or Arizona State Retirement System (ASRS) based on their eligibility as stated in the Arizona Revised Statutes. Participation is mandatory for all eligible employees, and there is no opt-out provision unless an employee is deemed ineligible by the statutes. Employee and employer contributions to either pension plan are statutorily set, and each will pay their respective percentages as required.

5.11 Shift Trades

An employee who is scheduled to work may elect to arrange coverage with another employee who is not scheduled to work as outlined in the Employee Handbook.

The FLSA and the implementing regulations provide that public agency employees may agree to substitute for each other and that the pay of both the substituting and substituted employee is unaffected. Sedona Fire Policy and practice is intended to align with Section 7(p)(3) of the FLSA. There is no provision in section 7(p)(3) or its implementing regulations that could be construed to require one individual to "repay" the other individual who agrees to a work substitution arrangement. This is a matter left for the parties to resolve, although SFD will track

these in Telestaff as a convenience. The substituted employee shall be accountable for any tardiness or failure to report.

Shift trades must not affect the operational effectiveness of the District – for example, coverage at Rank for Rank and Cert. for Cert. Operational readiness and maintaining response capabilities are the primary responsibilities.

For purposes of scheduling, a full forty-eight (48) hour tour will be separated into two twenty-four (24) hour blocks of coverage.

5.12 Post-Employment Health Plan (PEHP)

The Post-Employment Health Plan (PEHP) will follow the rules and regulations of the Internal Revenue Service (IRS), and participation is mandatory for all eligible unit members. All groups are subject to IRS approval for existence and may be altered to maintain IRS compliance if applicable. This benefit is designed to assist unit members post-employment with SFD with eligible health care expenses. The PEHP defers employee and employer contributions, tax-free, for use after employment or at any age set by the bargaining unit and the District to assist with healthcare costs. Covered reimbursements may include insurance premiums, eyeglasses, dental care, or any included items listed in IRS Publication 502. All contributions are based on the IRS calendar year.

The District is required to match 2% of the unit member's bi-weekly earnings. Each eligible unit member will contribute a minimum of 2% of their bi-weekly earnings via payroll deduction. Additional information can be found in the Employee Handbook.

Because of the IRS rules required to be eligible, the following is a list of membership groups based on their rank or eligibility. In each case, there is a set amount contributed based on the respective group. This flat amount will be deposited into what the IRS considers a 105 plan and any amounts above that will be deposited into the 106 plan. The plan document will outline the contributions based on each classification.

Eligible employees of SFD that are not represented in either MOU (3690 or ASEA) will be placed in the appropriate existing group as outlined in the Employee Handbook and PEHP Plan Document. The employee will be placed in a group based on the most comparable PEHP rank/group for their current position and pay scale.

5.12.1 Operational Groups

Firefighter

The Firefighter group will be based on the Step 1 Engineer wage according to the most current SFD wage scale. All employees in this group are required to contribute 2% of their earning with a matching 2% by SFD. A set dollar amount per pay period will be deposited into the 105 plan. All remaining contributions above this amount will be deposited into the 106 plan.

Engineer

The Engineer group will be based on the Step 1 Engineer wage according to the most current SFD wage scale. All employees in this group are required to contribute 2% of their earning with a matching 2% by SFD. A set dollar amount per pay period will be deposited into the 105 plan. All remaining contributions above this amount will be deposited into the 106 plan.

Captain

The Captain group will be based on Step 1 Captain wage according to the most current SFD wage scale. All employees in this group are required to contribute 2% of their earning with a matching 2% by SFD. A set dollar amount per pay period will be deposited into the 105 plan. All remaining contributions above this amount will be deposited into the 106 plan.

Chief Officer

The Chief Officer group will be based on Step 1, Battalion Chief Officer wage, according to the most current SFD wage scale. All employees in this group are required to contribute 2% of their earning with a matching 2% by SFD. A set dollar amount per pay period will be deposited into the 105 plan. All remaining contributions above this amount will be deposited into the 106 plan.

5.12.3 Optional Groups

Employees may participate in one of the optional groups in lieu of their normally assigned groups. The employee must elect to participate in an optional group during the PEHP Open Enrollment period in order to properly process their PEHP contribution before the first paycheck in January. Open enrollment will start around mid-November and end mid-December. In the case of choosing the Retirement Group, all determinations about the negotiable percentages/amounts will be done on or before the 2ND Thursday in December. When an employee wishes to change their PEHP group election, HR must be notified in writing no later than December 15th. If no notice is provided, the employee will remain in the group they were in the previous year or in the proper group based on the employee's position within the organization.

Tenured

Employees with five years of SFD service may elect to be part of the Tenured group. Tenured employees will contribute 3% of their earnings into PEHP. A flat dollar amount will be deposited into the 105 plan. The flat amount is 3% of the lowest-paid member's bi-weekly base salary. The remainder of the employee's contribution above the flat dollar amount will be deposited into the 106 plan. The employer will contribute 2% of the employee's earning into the 106 plan.

Sunset

Employees with 17 years of credited PSPRS or SFD years of service and/or over the age of 50 before January 1 of the plan year may elect to be part of the Sunset group in lieu of their

normally assigned group. Sunset employees will contribute 11% of their earnings into PEHP. A flat dollar amount will be deposited into the 105 plan. The flat amount is 11% of the lowest-paid member's bi-weekly base salary. The remainder of the employee's contribution above the flat dollar amount will be deposited into the 106 plan. The employer will contribute 2% of the employee's earning into the 106 plan.

Retirement

Any employee eligible for PEHP is eligible to participate in this group. Employees will contribute 6% of their earnings into PEHP. A flat dollar amount will be deposited into the 105 plan. The flat amount is 6% of the lowest-paid member's bi-weekly base salary. The remainder of the employee's contribution above the flat dollar amount will be deposited into the 106 plan. The employer will contribute 2% of the employee's earning into the 106 plan. Annually, the group can collectively determine (by consensus) a percentage or amount of the Sick Leave and/or Vacation Leave payout to be contributed upon separation of service. If a consensus cannot be made, the Fire Chief will make the final decision on what the reasonable compromise is for the group. Each individual will then determine if participation in the retirement group is appropriate based on the final terms of the group. Participation in this group does not make it mandatory to retire during the calendar year in which you choose to enroll; however, it requires you to abide by the terms of the group as applicable to participants in this group.

Article 6 – Benefits

6.1 Sick Leave Accrual

Unit members are provided with a Sick Leave benefit for the purpose of caring for themselves or their family when they are sick or injured. Sick Leave must be utilized in accordance with the Employee Handbook which is in compliance with the Arizona Fair Wages and Healthy Families Act and all other applicable regulations. Unit members who work a 53-hour week will accrue Sick Leave at a rate of 168 hours per year (6.46 hours per pay period) capped at 768 hours accrued.

6.1.1 Probationary Employees Sick Leave Accrual

On the date of hire, all Operational full time Probationary employees will be credited with one year of accruals to their Sick Leave bank –168 hours. During the one-year probationary period, the unit members will NOT accrue sick leave. Upon completion of the 365th day of employment, the unit member will begin to accrue sick leave in accordance with the accrual rates outlined in MOU Section 1406.1 and other policies related to sick leave accrual, usage, and any related payouts upon separation of service.

6.1.2 Annual Sick Leave Accrual - Conversion to Vacation Leave

Employees who reach the Sick Leave (SL) Cap will not accrue SL hours until their balance is below the 768 (520) hour cap. At the end of each fiscal year, payroll/benefits will calculate the

actual number of hours of SL hours accrued. Hours that were not accrued because the unit member was at the SL cap will be converted at a 0.1667 rate for up to 24 hours of Vacation Leave (VL). The unit member's VL bank will be credited with the respective VL hours on the first pay period in July. Any SL to VL conversion cannot exceed the current VL cap.

6.1.3 End of Employment Sick Leave Buy-Out

Vesting Schedule for SFD Years of Full Time Service upon separation of service:

- **0 through 4 years:** Employees will receive no pay for accrued Sick Leave.
- **5 through 9 years:** 50% of accrued Sick Leave hours up to 600 hours will be paid.
- **10 through 14 years:** 75% of accrued Sick Leave hours up to 600 hours will be paid.
- **15+ years:** 100% of accrued Sick Leave hours up to 600 hours will be paid.

Employees who are terminated for cause or for gross misconduct shall forfeit accrued Sick Leave hours in accordance with District policies.

6.1.4 End of Employment Sick Leave Split Payment

Unit members separating from the District must provide official written notification of their intention to participate in the Sick Leave Split Payment of up to half of their Sick Leave accrual balance using the "SFD Retirement Split Payout Request Form" by April 1 of the preceding fiscal year. This option assists SFD in preparation for budgeting and staffing needs, and may benefit the employee by spreading the Sick Leave payment income across two (2) calendar years, while occurring within the same fiscal year. Members are NOT required to participate in this program and are able to retire at any time they are eligible or decide to regardless of the date of termination of service with the District; however, all of the provisions outlined must be met to be eligible to participate in this program. All funds paid are eligible to be allocated in any deposit form or vehicle SFD allows at the direction of the unit member and as allowed by the IRS.

The SFD Retirement Split Payment Request Form must include the unit member's official date of retirement and the percentage of Sick Leave hours requested in the first payout, which cannot exceed 50 percent of the unit member's accrual bank. A new cap will be established using the remaining balance created by the 1st payout. The employee will continue to accrue time as outlined in the MOU during their time of employment but only up to the new cap.

The first installment of the Sick Leave Split Payment will be in the last pay period the unit member is employed or the last payroll in December, whichever occurs first. If the retirement date occurs between July 1 and Dec. 31, the remaining balance will be paid to the unit member on the first pay date in January. Unit members who retire between January 1 and June 30 will be paid in accordance with the last date of employment up to and including the last payroll in June.

Penalty for non-retirement after the first installment shall prohibit the unit member's eligibility for the Sick Leave Split Payment program for the remainder of their employment with SFD.

6.2 Vacation Leave Accrual

Full-time employees are provided with paid Vacation Leave (VL) to be used at the discretion of the unit member.

6.2.1 Vacation Leave Accrual Rates for SFD Years of Full Time Service

Operational Employees Bi-Weekly Accrual (53 hour/week employees)

Employment year 0-2: 7.39 each bi-weekly pay period

Employment year 3-5: 8.50 each bi-weekly pay period

Employment year 6-8: 9.78 each bi-weekly pay period

Employment year 9-11: 11.25 each bi-weekly pay period

Employment year 12-19: 12.94 each bi-weekly pay period

Employment year 20+: 14.76 each bi-weekly pay period

Maximum VL Caps for Operational 53 hour staff is 480 hours

6.3 Guidelines for Vacation Leave

- Employees must use 25% of their annual accrual of vacation hours per the calendar year calculated by rounding down to the closest multiple of 12 hours for Ops or 10 hours for Admin/Support, depending on the employee's normal shift or workday.
- Failure to use the required percentage of vacation leave by December 31 annually will result in the loss of the balance of the unused hours.
- In the first six (6) months of SFD employment, employees are not eligible to take Vacation Leave unless the request is approved by the Fire Chief. New employees have eighteen (18) months from the date of hire or until the following December, whichever is longer, before the 25% mandatory Vacation Leave usage requirement will apply.

Utilization of Vacation Leave for Operational Employees:

- A bidding process for Vacation Leave for the following calendar year will be opened no later than December 1st of the previous year or as agreed upon by the Battalion Chief.
- Bidding will be based on seniority and District needs.
- On January 1st of each year, after bidding closes and all Vacation Leave shifts are awarded, subsequent vacation requests will be considered on a case-by-case basis according to the current Shift Staffing Procedure.
- Four (4) Vacation Leaves will be available per shift. On Thanksgiving, Christmas Eve, and Christmas Day, up to six (6) Vacation Leaves will be allowed provided coverage is secured.
- Unit members who are assigned to modified duty will continue to accrue at the 53-hour rate; however, when any accrual time is used, it will be subject to a conversion factor that multiplies each hour used by 1.325.

Utilization of Vacation Leave for Administration and Support Services Employees:

- A bidding process (if necessary for a division or employee group) for Vacation Leave for the

following calendar year will be opened no later than December 1st of the previous year or as agreed upon by the Supervisor of that division or employee group.

- Bidding will be based on seniority and District needs.
- On January 1st of each year, after bidding closes and all Vacation Leave shifts are awarded, subsequent vacation requests will be considered on a case-by-case basis according to the current Staffing Procedure.
- Continuity of business and related needs will be considered when the appropriate supervisor approves or denies vacation requests.

Unit members are required to be below the applicable VL cap by July 1st of each year or any accrued hours above the cap will be forfeited by the employee.

Terminated employees are entitled to receive all accrued Vacation Leave hours paid at their current hourly rate.

6.3.1 End of Employment Vacation Leave Split Payment

Unit members separating from the District must provide official written notification of their intention to participate in the Vacation Leave Split Payment of up to half of their Vacation Leave accrual balance using the “SFD Retirement Split Payout Request Form” by April 1 of the preceding fiscal year. This option assists SFD in preparation for budgeting and staffing needs, and may benefit the employee by spreading the Vacation Leave payment income across two (2) calendar years, while occurring within the same fiscal year. Members are NOT required to participate in this program and are able to retire at any time they are eligible or decide to regardless of the date of termination of service with the District. However, all of the provisions outlined must be met to be eligible to participate in this program. All funds paid are eligible to be allocated in any deposit form or vehicle SFD allows at the direction of the unit member and as allowed by the IRS.

The SFD Retirement Split Payment Request Form must include the unit member’s official date of retirement and the percentage of Vacation Leave hours requested for payout in the first payout, which cannot exceed 50 percent of the unit member’s accrual bank. A new cap will be established using the remaining balance created by the 1st payout of hours. Employees will continue to accrue time as outlined in the MOU during their time of employment but only up to the new cap.

The first installment of the Vacation Leave Split Payment will be in the last pay period the unit member is employed or the last payroll in December, whichever occurs first. If the retirement date occurs between July 1 and Dec. 31, the remaining balance will be paid to the unit member on the first pay date in January. Unit members who retire between January 1 and June 30 will be paid in accordance with the last date of employment up to and including the last payroll in June.

Penalty for non-retirement after the first installment shall prohibit the unit member’s eligibility for the Vacation Leave Split Payment program for the remainder of their employment with SFD.

6.4 Military Leave and Military Leaves of Absence

SFD complies with state and federal statutes for military-related leaves. When members are called for military leave, they must submit a copy of the orders to their manager/BC and HR. HR will ensure that the proper leave designation is documented within the District's time and attendance system and that the Fire Chief (or designee) is given proper notification. The current practice is outlined in the Employee Handbook.

SFD prohibits discrimination against employees on the basis of military duty, affiliation, or status and requires reinstatement of an employee following military leave to the same position or a position of like seniority, status, and pay, as required by federal and state laws.

6.4.1 Paid Military Leave

SFD employees required to attend military training duty or to attend camps, maneuvers, formations, or drills shall be entitled to paid Military Leave from their respective duties without loss of employment, position, or benefits as required by law.

6.4.2 Military Leave of Absence for Active Duty

SFD employees called to any active duty status will be entitled to an Active Duty Military Leave of Absence from employment with differential pay without loss of time, position, or seniority as required by law.

6.5 Bereavement Leave

Bereavement leave will be granted following the death of an immediate family member to include spouse, father, father-in-law, mother, mother-in-law, step-parent, brother, brother-in-law, step-brother, sister, sister-in-law, step-sister, child, step-child, son-in-law, daughter-in-law, grandparent, grandchild, significant other who lives within the household, dependent adult or child for whom the employee is the legal guardian, or for unique extenuating circumstances, at the Fire Chief's (or designee's) discretion, where the deceased was significantly involved in the raising of the employee. Funeral Leave may be granted for all other family members not identified above or in situations involving the death of a friend, neighbor, or other significant relationship through special request granted by the Fire Chief (or designee).

Up to 24 hours of Paid Bereavement Leave will be available per instance to each employee. If additional bereavement time is requested, employees may take an additional 24 hours to be deducted from the employee's Sick Leave accrual. Bereavement Leave is granted through Fire Chief approval and will be considered hours worked.

6.6 Funeral Leave

Funeral Leave may be granted for all other family members not identified in section 6.5 of the MOU or in situations involving the death of a friend, neighbor, or other significant relationship through special request granted by the Fire Chief. A maximum of twenty-four (24) hours will be granted to the unit member to be deducted from unit members Sick Leave Accrual. All other

leave requested for this purpose must be within Policy- vacation leave, sick leave, or trade. Funeral Leave will be considered hours worked.

6.7 Pregnancy Leave / Temporary Reassignment

Recognizing that the duties of a firefighter can be dangerous and physically demanding, with periodic exposure to smoke and hazardous materials, SFD provides pregnant firefighters with the opportunity to receive temporary reassignment to non-hazardous duty. SFD complies with all requirements set forth in the Pregnancy Discrimination Act (PDA) and will provide reasonable accommodations for all pregnant employees. If a unit member requires an accommodation due to their pregnancy, the employee should advise Human Resources of their need for accommodation. For further information see the Employee Handbook.

6.8 Parental Leave Policy for Operational Employees:

The SFD has established a Policy to provide full-time employees with paid parental leave during significant family-related life events. This Policy applies to all full-time employees who have completed at least twelve months of continuous employment. For further information, refer to Attachment H.

- **Eligibility:** Full-time employees with at least 12 months of continuous employment.
- **Leave Entitlement:** 96 hours of paid parental leave per qualifying event. If both parents are full-time employees, each is eligible for 96 hours.
- **Qualifying Events:** Birth of a child, adoption, placement of a child through foster care (limited to one occurrence per calendar year), stillbirth, or live birth.
- **Usage Guidelines:** Leave can be used in 12-hour increments and must be used within one year of the qualifying event. Parental leave is separate from other leave entitlements such as FMLA, sick leave, and vacation time **and** runs concurrently with the qualifying FMLA event.
- **Additional Provisions:** Unused parental leave is not payable upon retirement, resignation, or termination. Leave hours are non-transferable and must be used within one year from the qualifying event.

6.9 Jury Duty Leave/Legal Appearance Compensation

SFD will compensate full-time or part-time employees at their regular base pay for ordered jury duty during their regular work hours as follows- Administrative/Support Services employees up to a maximum of eight (8) scheduled days and Operational Employees up to a maximum of six (6) scheduled working days in any one (1) calendar year. Employee absence due to other mandated court appearances are addressed in the guidelines below.

6.9.1 Guidelines for SFD-Related Court Appearances or Depositions

- If subpoenaed to appear in court on the official District business, employees must notify their supervisor immediately; the District may contact legal representation to determine if legal assistance should be provided to the employee.

- If subpoenaed or requested to appear in court for District-related official business, the employee will be compensated for those hours accordingly as hours worked.
- While appearing in court or depositions for SFD related matters, unit members shall wear appropriate SFD attire.
- District vehicles, appropriately scheduled through the employee's immediate supervisor, may be used for travel to and from district-related court appearances.
- Fees received by the employee from the court intended to cover personal expenses, such as for mileage, hotel, or food, may be kept by the employee; however, any court appearance fees received as payment for appearances during scheduled work hours shall be submitted to the District.

6.9.2 Guidelines for Jury/Witness (Non-Duty Related) Duty Leave

- Personnel are required to notify their immediate supervisor upon receipt of a jury duty summons if the jury duty impacts the employee's work hours.
- Operational employees summoned to jury duty/court appearance during their regular work hours shall receive their regular pay for up to a maximum of six (6) working days in any one calendar year. Extenuating circumstances will be considered by the Fire Chief on a case-by-case basis.
- Administrative/Support personnel summoned to jury duty/court appearance during their regular work hours shall receive their regular pay for up to a maximum of eight (8) working days in any one (1) calendar year. Extenuating circumstances will be considered by the Fire Chief on a case-by-case basis.
- Scheduled work hours during jury duty will be considered as hours worked and paid accordingly.
- Employees shall not be required or requested to use Vacation or Sick Leave for time spent responding to a summons for jury duty, participating in the jury selection process, or actually serving on the jury per the requirements of ARS §21-236.
- An SFD employee shall not lose seniority or precedence while absent from employment due to serving as a member of a grand or trial jury.
- SFD shall not refuse to permit an employee to serve as a juror. SFD shall not dismiss or, in any way, penalize an employee because he serves as a grand or trial juror.
- All employees shall return to work immediately upon release of jury duty if it occurs during regularly scheduled work hours; if that is not feasible, prior arrangements must be made with the employee's supervisor. The employee may be responsible for their time off if they do not return to work as scheduled.
- Fees received by the employee from the court intended to cover personal expenses, such as for mileage, hotel, or food, may be kept by the employee; however, any court appearance or jury duty fees received as payment for appearances during scheduled work hours shall be submitted to SFD.

6.9.3 Non-SFD Court Appearance

If subpoenaed to appear in court for a case unrelated to the official District business, the employee will be on unpaid leave unless the employee makes arrangements to cover work hours through trades or available Vacation Leave.

An employee who has been the victim of a crime shall be entitled to the benefits under the Victim's Rights Law and Arizona Paid Sick Leave Law regarding trials and hearings related to the case.

6.10 Professional Development

Upon successful completion of the probationary period, an employee will be eligible for tuition assistance as outlined in the Employee Handbook for relevant post-secondary education at accredited universities and colleges for degrees related to District needs. SFD values personal development and formal education plays a significant role in the unit member's advancement as career development and succession planning have a strong educational requirement.

To remain within budget limitations, the Professional Development Committee will determine acceptance to the program based on the education plan of the unit member, the applicable tier of the requested coursework, and the expected impact to future budget years in order to fund all enrolled members to degree completion. Unit members must submit a formal request for funding to be reviewed and by the Professional Development Committee and submitted for final approval by the Fire Chief prior to enrolling to be eligible for tuition reimbursement.

6.10.1 Guidelines for Post-Secondary Education Assistance

Tier 1 and Tier 2 Coursework/Degree

- Tier 1 coursework/degree will be considered classes needed for a degree that is required in the next promotion/rank for which the unit member is eligible. A higher priority will be placed on funding these requests.
- Tier 2 coursework/degree will be considered on a limited basis for people who are working towards the degree required for two promotions ahead. Consideration will be given based on funding availability and needs for succession planning for SFD.

Funding for Tier 1 and Tier 2 Coursework/Degree

- It is the intention of SFD to fund the unit members approved for professional development annually. This funding will be subject to approval by the Governing Board in the annual budget process and is not guaranteed.

Reimbursement for Tier 1 and Tier 2 Coursework/Degree

- SFD encourages employees to seek out the educational institution that will best work for their learning style and schedule. In order to establish the amount of funding SFD will consider, SFD has established the following to determine the baseline for funding credit hours. The annual credit hour baseline amount will be determined and included in the MOU (or addendum in off years as needed) as described below.

Associate's Degree - SFD will accept the credit hour cost of Yavapai or Coconino Community college and pay up to 75% of the per credit hour for the unit member. If a unit member is enrolled

in an institution that is less than Yavapai or Coconino, the unit member will receive 75% of the actual cost per credit hour they incurred upon successful completion of a class.

Bachelor's Degree - SFD will average the cost of a credit hour for the 3 state schools- U of A, ASU, and NAU to develop a baseline per credit hour. SFD will provide tuition reimbursement up to 75% of the actual accrued or of the average established, whichever is less, upon successful completion of a class.

Master's Degree - SFD will average the cost of a credit hour for the 3 state schools- U of A, ASU, and NAU to develop a baseline per credit hour. SFD will provide tuition reimbursement up to 75% of the actual accrued or of the average established, whichever is less, upon successful completion of a class.

Doctoral Degree - It is not the intention of SFD to pay for the costs of a PhD program. If an employee believes this degree would benefit SFD, a written request submitted to the Fire Chief will be forwarded to the Governing Board for consideration. If approval is granted, the same process and formula for reimbursement will apply unless another arrangement is made between the employee and the Governing Board.

- Professional Development reimbursement Policy is predicated on the costs of attending classes in an on-line format. If your coursework is not offered on-line, an individual determination will be made for the credit hour allowance using the methodology of average of State School tuition rates.
- If the unit member attends an institution with a credit hour cost less than the baseline established above, the percentage covered will be based on actual cost incurred. If the unit member attends an institution with a higher credit hour cost, the reimbursement will be based on percentage of the baseline credit hour established above.
- No reimbursement for grades less than a “C” or for withdrawn/incomplete courses.
- SFD will only reimburse up to 12 hours per semester, or 24 credit hours per fiscal year, taken at the discretion of the member or according to the educational plan of the chosen institution. Interest in accelerated or block programs must be declared to the Committee and will be approved based on budget availability.
- In an effort to manage the availability of personnel/resources as well as create a sustainable budget, SFD has established the following guidelines for maximum unit members in a degree track at a given time. The Professional Development Committee will work to prioritize enrollment if the request for classes exceeds the budgeted amount.
 - 10 people in an Associate's Degree program
 - 5 people in a Bachelor's Degree program
 - 2 people in a Master's Degree program

Books and Fees

- SFD will reimburse required books and fees at a rate of 75% of actual cost. No other items/supplies will be reimbursed, including but not limited to computers, calculators, or classroom supplies not covered in fees. SFD shall not be responsible for mileage or providing transportation.
- Unit members must pay all education related costs up front and seek reimbursement from SFD once class is completed. All reimbursement requests for education must be submitted by June 1 of that fiscal year to be eligible for reimbursement. Late submittals and requests without proper receipts will not be considered for payment.

6.10.2 Education Payback Schedule

Upon graduation, SFD will have incurred specific expenses (tuition and books/fees) to help a unit member achieve their educational goal. For fiscal responsibility and to ensure the investment benefits the District, the following prorated payback schedule will be required if the unit member leaves employment prior to 5 years of services post-completion of compensated coursework towards an approved degree:

Less than 1 year:	90% repayment
1 - 2 years:	70% repayment
2 - 3 years:	60% repayment
3 - 4 years:	50% repayment
4 - 5 years:	25% repayment

The Governing Board has the authority to forgive any prorated tuition repayment considered on a case-by-case basis which may include, but is not limited to, an unplanned medical retirement or similar circumstance. A unit member or the Fire Chief would need to petition the Governing Board for consideration.

6.10.3 Education Leave

The District allows employees who participate in the Post-Secondary Education Assistance Program to utilize accrued sick or vacation leave hours as Education Leave for approved educational opportunities pursuant to the following:

6.10.3.1 Educational Leave for Employees:

Unit members may use up to 72 hours from Sick or Vacation Leave at a one-to-one rate once they are past the initial probationary period.

6.10.3.2 Guidelines for Educational Leave:

- Education Leave will be calculated on a fiscal year basis.

- Education Leave may be used for approved post-secondary education, training, seminars, and conferences.
- To use Education Leave, employees must be pre-approved by their immediate supervisor and the division head or up to Battalion Chief for operational employees, to receive final approval as staffing allows.

6.11 SFD Leadership Training

Purpose:

This Memorandum of Understanding (MOU) establishes a mutual agreement between the SFD and the Sedona-Verde Valley Firefighters Association, Local 3690, regarding participation in leadership training opportunities, state level appointments that strengthen labor-management collaboration and enhance organizational effectiveness.

Agreement:

The SFD agrees to support the professional development of Local 3690 by permitting elected members of the Local—or the Local President’s designee—to attend leadership training for local, state business and meetings hosted or sponsored by the following organizations:

International Association of Fire Fighters (IAFF)

Professional Fire Fighters of Arizona (PFFA)

Sedona -Verde Valley Firefighters Association (SVVFFA)

Participation in these leadership development opportunities shall meet the following criteria:

1. **Relevance:** The training shall enhance leadership skills, promote collaborative labor-management practices, and support the mission and operational goals of both the District and the Local.
2. **Approval:** Attendance must be submitted in advance and receive written approval from the Fire Chief or their designee. Approval shall be at the discretion of the Fire Chief.
3. **District Coverage:** Approved training time will be recorded as District-approved training hours and members will be on-duty and compensated accordingly, consistent with existing staffing policies and operational needs.
4. **Scope:** This agreement pertains only to time coverage. Any associated costs such as registration fees, travel, or lodging shall be the responsibility of the Local unless otherwise agreed upon in writing.
5. **Knowledge Sharing:** Upon request, members attending training may provide a brief written summary or presentation to District leadership or peers to share key takeaways that benefit the organization.

This MOU reflects the shared commitment of the District and Local 3690 to develop competent, informed, and effective leadership, ultimately benefiting the workforce and the community served.

6.11.1 SFD Association Release Time Bank

The SFD will establish an Association Release Time Bank, which will be funded through voluntary Unit Member donations on a bi-annual basis or as needed. The intent is for the Association Release Time Bank to be a direct benefit to the Local 3690 membership when handling a grievance Procedure, participating in Labor-Management Meetings, representation of a unit member in a discipline matter, or other business not deemed as leadership training. attending business meetings, Association training, or any other labor-management process.

The SFD agrees to support the professional development of Local 3690 by permitting elected members of the Local—or the Local President’s designee—to attend leadership training opportunities hosted or sponsored by the following organizations:

- International Association of Fire Fighters (IAFF)
- Professional Fire Fighters of Arizona (PFFA)
- Sedona-Verde Valley Firefighters Association (SVVFFA)

This agreement pertains only to time coverage. Any associated costs such as registration fees, travel, or lodging shall be the responsibility of the Local unless otherwise agreed upon in writing.

6.11.2 Eligibility for Utilization

Use of this bank is limited to duly elected officers of the Sedona Verde Valley Firefighters Association Local 3690 including the President, Executive Vice President, Secretary/Treasurer, Chapter Vice President, and Trustees; elected or appointed officials in the Professional Firefighters of Arizona ; members of the Sedona Verde Valley Honor Guard; or for specific committees assigned for the good of 3690 not otherwise covered by other time off provisions. Its sole use is to attend approved business in accordance with this section.

6.11.3 Association Release Time Use

Association Release Bank hours are allotted to conduct Sedona Verde Valley Firefighters Association business, Professional Firefighters of Arizona Association business, and Sedona Verde Valley Firefighters Honor Guard business and require approval from the Local 3690 Chapter VP. All leave hours will be handled in accordance with the current SFD Vacation Leave Policy as it relates to time off and staffing mandates. If an employee is on Association Release Time and the Association Release Time bank does not have sufficient hours, the individual who is taking time off will be required to use their personal leave accruals for any outstanding hours.

6.11.4 Donation Procedure

Only Vacation Leave may be donated to the Association Release Time Bank. Donation of vacation time will be conducted twice a year or on an as needed basis – during the last pay periods of December and June by completing Attachment D – Association Release Time Election Form. Members may donate a minimum of one pay period’s accrual of vacation time or more.

Donating members must maintain a minimum of 24 hours in their personal vacation account at the time of donation. A statement of the 3690 Association Release Time balance will be issued from the District to the Sedona Chapter VP and Battalion Chiefs to assist in the accounting and use of Release Time. If the Association Release Time Bank Hours fall below the threshold of one- hundred hours at any time in the fiscal year, a request can be made to the Fire Chief for another payroll deduction request.

All time donated to the Association Release Time Bank will be considered final and removed from the employee's bank upon submission of Attachment D and will not be available to the donating unit member for use during employment or for payout upon separation.

6.12 Deferred Compensation Plans

457 Plan

The SFD has made available an optional 457 Employee Deferred Compensation plan to all full-time employees through payroll deduction. The purpose of the plan is to encourage employees to save on a pre-tax basis and to build a financial reserve for retirement. For more information, please contact the plan administrator through Human Resources.

457 Roth Plan

The SFD has made available an optional 457 Roth Employee Deferred Compensation plan to all full-time employees through payroll deduction. The purpose of the plan is to encourage employees to save on a post-tax basis and to build a financial reserve for retirement. For more information, please contact the plan administrator through Human Resources.

AZ Public Safety 401(a) Plan

In an effort to encourage employees to better prepare for retirement, SFD has enacted a PSPRS 401(a) deferred retirement plan. This plan allows active members of PSPRS the option of deferring a percentage of their gross income on a pre-tax basis, thus saving for their future retirement needs.

To be eligible, employees must meet the following requirements:

- Must be employed by SFD for 4 years.
- Must be willing to contribute a minimum of 1% (gross) of employee funds. This is a non-matching 401(a). No contributions will be matched by SFD.

- Once an employee enters the fund, it is irrevocable at any time during their employment with SFD.
- If a new employee arrives with years of PSPRS service, the new employee may request the Fire Chief reduce the 4-year employment requirement to start 401(a) contributions sooner.
 - New employees' 2-year window begins at the start of their 5th year with SFD. If employees choose not to enroll during this 2-year window, they will forfeit the opportunity to participate in the plan. For more information, please contact the plan administrator through Human Resources.

401a Drop Match Contribution Program

Effective October 1, 2023, SFD will contribute matching deferred comp funds into participating DROP employees' PSPRS 401a plan. The district will match up to 6% of the gross bi-weekly earnings. To participate in this program, employees must meet the following criteria:

- Active PSPRS DROP status and
- Active Nationwide 401a or 457 or 457 Roth account for member matching contributions and
- Must be willing to make bi-weekly contributions of 1% to 6% of gross bi-weekly earnings into the district sponsored 401a, 457, or 457 Roth plans.
 - Participation in the 401a DROP Match program is voluntary and irrevocable along with the member's enrollment in the district sponsored 401a and/or 457 plan. Once the member elects their DROP Match percentage, the percentage amount may not be canceled or modified for the remainder of their employment with SFD. Member participation will terminate upon separation from service with SFD and exiting the PSPRS DROP program.
 - Members who choose to participate in this program must complete the SFD 401a DROP Match Program Acknowledgement Statement and Enrollment form prior to enrollment.

6.13 Health Insurance

6.13.1 Healthcare

The SFD and the Sedona-Verde Valley Firefighters Association Local 3690 mutually commit to participation in the Professional Fire Fighters of Arizona (PFFA) Health Care Trust as the exclusive health insurance provider for all eligible unit members during the full term of this Memorandum of Understanding.

Both parties recognize the PFFA Health Care Trust as a labor-managed solution that supports cost transparency, continuity of care, and the long-term health and financial stability of the membership.

No mid-cycle withdrawal, replacement, or alteration of health insurance coverage shall occur during the life of this agreement unless expressly approved in writing by both the District and

the Local 3690.

Reference current benefit plan in SFD Employee Benefit Guide.

HDHP 5000 HSA/HRA Contributions

The amount SFD will contribute towards HSA/HRA for employees enrolled in the HDHP 5000 plan will be calculated each year based upon actual costs savings between the SFD sponsored plan HDHP 3200 and the HDHP 5000 plan costs. This could result in an increase or decrease in the annual HSA/HRA contribution.

6.13.2 Out of Pocket Policy Limits

Refer to plan details to determine the in-network and out of network maximum out of pocket for the various healthcare plans SFD offers.

All healthcare plans provide preventative services at no cost to the employee or their healthcare fund. These expenses will not apply to their deductible or coinsurance. These services may include routine physicals, immunizations, PSA checks, pap smears, colonoscopies, and mammograms. These are programs the healthcare providers include as part of the healthcare program and are NOT negotiated by SFD.

6.13.3 HSA / HRA Longevity Program

SFD will increase the employer's HSA and HRA contribution from the current annual amount to the following based on the employee's years of full-time service tiered chart. This is an annual increase and does not compound. The actual calculation on years of service will be calculated as of July 1 of that year as a one-time service award disbursement into your HRA/HSA as allowed by law. The annual contribution cannot exceed the amount allowed by IRS regulations.

Employees who are not enrolled a district sponsored HDHP plan with an HSA/HRA will have Longevity Program funds submitted to their PEHP (see section 1406.12.4).

0 through 4 years:	\$0
5 through 9 years:	\$250
10 through 14 years:	\$500
15 through 19 years:	\$750
20+ years:	\$1,000

6.13.4 Employee Option to Opt-Out of Healthcare Coverage

Employees may choose to opt-out of the District provided Group Healthcare coverage. An employee will provide a signed affidavit acknowledging they have been provided coverage options by SFD or provide proof of coverage that meets the required healthcare laws and are in compliance with any other legal requirements to be able to deny SFD Group coverage. All employees who do not participate in SFD sponsored healthcare insurance and are eligible

for the Longevity Program will have their contribution placed into PEHP as outlined in the PEHP Loyalty Medical Waiver group. SFD will not offer any financial incentive for an employee to opt-out or decline coverage.

6.13.5 Retiree Healthcare Benefits

SFD allows for eligible retirees to elect immediately following retirement into the Retiree Healthcare Plan. This plan will cover the retiree up to the last day of the month in which the retiree becomes eligible for Medicare coverage.

To be eligible as a retiree under this plan, the member must be a former employee of SFD who is eligible to participate in a public sector retirement system within the State of Arizona, is less than age 65, and not entitled to Medicare.

New retirees must choose either COBRA or the Retiree Healthcare Benefit plan for themselves and their eligible dependents no later than 60 days after their retirement date. The retiree elect may elect COBRA first and exhaust it and then immediately enroll in the Retiree Health Plan afterwards.

All health, dental, and vision premiums for this program will be 100% funded by the retiree. Retirees must maintain continuous coverage in one of the three benefit options (health, dental or vision) throughout their retirement to remain in the benefit plan. While SFD has the intent to maintain retiree health benefits, it may not be an option in the future if a change in carriers or rules of the current carrier to prohibit future coverage. SFD is not obligated to provide these benefits if unavailable or if it will create a cost impact to SFD. Once the retiree misses the eligibility and enrollment period, they will no longer be eligible to participate in any retiree health benefit plans. Timely retiree insurance premium payment must be made by the retiree; failure to do so will result in termination from the retiree benefit plan.

6.14 Annual Physicals

Unit members will receive an annual physical to maintain current physical conditioning free of charge as outlined in the IFC IFFA Wellness Fitness Initiative, including the availability of Peer Fitness training and all guidelines contained within, per NFPA Standards for Health and Wellness, #1581 / 82.

HSA/HRA Annual Wellness Contribution

SFD will contribute \$250 for each employee and spouse (if applicable) enrolled under the District's HDHP health plan when they complete their annual physical. The approved physical form must be submitted to HR. Once HR receives the approved paperwork, this health and wellness incentive (\$250) will be funded at the processing of the next payroll.

All eligible annual physicals must be completed between July 1st and June 1st. Completed forms must be received by HR no later than June 15th of each year in order to be eligible for the wellness contribution. Members and spouses not enrolled in the District's HDHP medical plan are ineligible for the \$250.

Operational unit members enrolled in a district sponsored HDHP medical plan will receive the Annual Wellness Contribution in January of every year, as this coincides with their scheduled annual NFPA district paid physical.

6.15 Dental Insurance

Unit members are eligible to participate in the SFD sponsored dental plan. The unit member is covered 100% by SFD for the cost of the premium. Eligible spouses and dependent coverage is available at the expense of the unit member and will be deducted from the member's pay bi-monthly.

6.16 Vision Insurance

Unit members are eligible to participate in the SFD sponsored vision plan. Unit member, eligible spouse, and dependent coverage is available at the expense of the unit member and will be deducted from member's pay bi-monthly.

6.17 Workers' Compensation

All SFD employees are insured and provided benefits under the Workers' Compensation Act in the event of work-related injury or illness. Effective August 2, 2012, Arizona Revised Statute §38-961 provides that Public Safety employees are also covered under the Public Safety Supplemental Benefits Plan. See Employee Handbook Section 1405.7 for further details.

Both groups have decided to create a committee to define the language necessary to outline the program to be in compliance with the law for eligible employees. The intent is to create a process that will be able to address an extended injury at approximately 5 months to determine the length of an injury. If likely to extend beyond the 6 months, create a dialogue with the necessary healthcare providers to get a prognosis and a recommendation to the Governing Board. This committee is to include one member of labor, one member of management, and a Board Member. This Policy will comply with the law. If the law sunsets, the agency will follow the Policy that is in place for the other SFD employees.

6.17.1 Guidelines for Workers Compensation

Workers Compensation provides three types of benefits:

- *Compensation.* When an employee is unable to work due to a disability arising out of employment, the employee is eligible for payments of 66 2/3% of weekly pay up to a monthly maximum as set forth by the Arizona Industrial Commission. Payment begins after a seven-calendar day waiting period. (Note: In determining the date payment begins, the day of the actual injury is not counted in the waiting period.) If the Workers Compensation claim is denied, any and all time off will be charged to the employee's leave bank.
- *Medical Payments.* Payments for medical attention, including hospitalization, doctor's fees, etc. which are necessitated because of work-related injury or illness are paid in accordance with State Law.

- *Awards.* If partial or permanent disability results from accident or illness arising out of employment, a further award may be made by the insurance carrier in accordance with State Law.

6.18 Long Term Disability Insurance

A long-term disability plan for a qualified illness or accident may be provided for full-time employees under certain eligibility requirements. This plan begins after the employee is disabled for 90 days and pays 60% of an employee's income up to a maximum monthly benefit of \$5000 for a specified period of time.

6.19 Life Insurance

SFD covers all full-time employees for \$50,000 of Life and \$50,000 of Accidental Death and Dismemberment (AD&D) insurance. Additional life insurance coverage is available for purchase at the unit member expense.

6.20 Employee Assistance Program (EAP)

SFD will continue to provide an Employee Assistance Program (EAP) for unit members and their families, at no cost to unit members.

- The SFD recognizes that a wide range of problems – such as marital or family distress, legal concerns, financial matters, and alcohol and substance abuse – not directly associated with an individual's job function can nonetheless be detrimental to an employee's performance on the job. Consequently, SFD provides at no cost to employees an Employee Assistance Program (EAP) for referrals to local treatment sources.
- Employee visits to the EAP are completely confidential by Federal law.
- Participation in our EAP does not excuse employees from complying with normal SFD policies or from meeting normal job requirements during or after receiving EAP assistance. Nor will participation in our EAP prevent the SFD from taking disciplinary action against an employee for performance problems that occur before or after the employee's seeking assistance through the EAP.
- EAP plan details are provided to all new employees during orientation or contact information may be obtained from Human Resources.

6.21 Uniform, Clothing and Equipment Allowance

To ensure operational effectiveness and uniformity, SFD provides an annual uniform allowance. This funding is intended to aid the employee in purchasing required and approved uniform items. Employees are expected to maintain the PAR levels of uniform items identified in the Policy.

6.21.1 Annual Uniform Allowance

Unit members are provided an \$800.00 Uniform allowance annually. The allowance will be

placed into the unit member's individual account as part of the bulk purchasing agreement. This account is funded every July 1st.

6.21.2 Annual Incidental Expenses Allowance

All Items necessary to complete an individual's uniform, such as footwear, may not be available through the bulk purchasing agreement outlined in 1406.2 of the Employee Handbook. Unit members will have the opportunity once annually to withdraw up to \$300.00 of their remaining annual uniform allowance. Those wishing to withdraw funds will notify payroll between October 1st and October 15th of the amount, up to \$300 that they wish to withdraw for incidentals. The requested funds will be paid on the first pay period in November as taxable income.

6.21.3 Initial Hire Uniform Allotment

Unit members who are initially hired will be provided a set number of uniform and job-related items needed to start their new career effectively. This list can be found in the Employee Handbook. Any employee who receives an initial allotment of uniforms will not be eligible for any uniform allowance or incidental funding until the next fiscal year. The employee will receive the same allowances and incidental reimbursements as all employees do the next fiscal year with no proration regardless of when they start.

6.21.4 Cell Phone Reimbursement

Unit members who are eligible for a cell phone reimbursement are compensated as outlined in the Employee Handbook.

6.22 Non-Discrimination Testing for Benefit Program

All applicable benefits subject to successfully passing the Affordable Care Act required testing will be completed annually in January. If any programs provided to our employee groups are noncompliant, action will need to be taken to meet federal regulations. This will be completed on a case-by-case basis in partnership with the respective labor groups.

Article 7 – Station Bidding

When determining which station and positions are in need of being filled, Management will identify where openings have been created and authorize the filling of those positions in a manner consistent with the station bidding Policy 1415.1 Appendix H – Operational Station/Shift Staffing.

Article 8 – Prevailing Benefits

Existing benefits, including the rights, privileges, and working conditions not listed in this MOU shall remain in full force and effect unless changed in good faith by a formal meet and confer process.

The parties recognize there are existing ordinances, resolutions, policies, and rules and regulations as contained in the SAP, SOP, and Strategic Plan Manuals relating to benefits and other terms and conditions of employment, and the same are not affected by this MOU except as contained herein.

Article 9 – Effective Date

This MOU shall become effective when adopted by the Governing Board and shall remain in effect from July 1, 2025, through June 30, 2027. If no MOU is agreed to for the time frame following June 30, 2027, all aspects of this MOU shall continue to apply until a new MOU is agreed to and in place.

If any provision of this MOU or the application of such provision to any person or circumstance shall be held to be invalid, the remainder of this MOU or the application of such provisions to persons or circumstances other than those as to which it is held invalid shall not be affected thereby.

Article 10 – Saving Clause

If any Article or Section of this Memorandum should be held invalid by operation of law or by a final judgment of any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal, the remainder of this Memorandum shall not be affected thereby.

It is recognized by the parties that the provisions of the Fair Labor Standards Act are currently applicable to certain of the wage and premium pay provisions of this MOU, and that this MOU shall be administered in compliance with the FLSA for so long as the Act is applicable. Nothing contained in the Memorandum shall preclude the parties from following the requirements of the Americans with Disabilities Act.

Article 11 – Attachments / Addendums

11.1 Revisions, Amendments and Procedure

When changes to policies or portions of this MOU occur, the unit member's Executive Board and the Fire Chief may amend the contract to reflect the current practices or Procedures,

creating a process whereby all parties are aware of the change and are in accord with the changes. The intent is to keep the document current for Labor and Management to all be working in harmony with the MOU and SFD's practices.

The MOU will be worked through with proposed changes as outlined in Resolution #2014-05 and then proposed to the Governing Board for approval. It is a general expectation that the benefits and provisions described in the MOU will remain current through the terms.

As to all benefits described in this MOU, that description is only intended to describe what is currently provided to employees who are otherwise qualified to receive those benefits. Nothing herein shall be construed as an assurance a particular employee will qualify for the benefits described or that those benefits will continue in the same form as they currently exist. In the middle of an agreed-upon MOU term, the District and Management reserve the right to modify all such benefits, from time to time following appropriate Procedure described herein and with notice to the Union and employees. Anytime a change to the MOU is proposed by any party to the MOU, it requires the proposed change to be vetted through the Meet and Confer Representative(s). This will allow all parties to understand the need for the revision to the MOU and see if there are other alternatives that will meet the same end goal being proposed. Nothing herein shall prevent SFD, through its designated representatives, from negotiating the type and extent of said benefits during the meet and confer process described herein, or the SFD Governing Board from changing or eliminating a benefit described in this MOU, if the Governing Board determines such action necessary to meet the Governing Board's fiduciary or legislative or quasi-legislative duties.

If the change warrants Governing Board action, a re-signing of the MOU may be required and can be requested by either party.

11.2 Termination

In addition to the Governing Board's ability to terminate this agreement as set forth above, if this agreement is determined to be the contract for purposes of ARS 38-511, then the Governing Board may cause this agreement to be terminated consistent with the provision thereof.

11.3 Attachments

- Attachment A: Resolution #2014-05
- Attachment B: Pay Scale FY2022
- Attachment C: RBO Flow Chart and Process
- Attachment D: Association Release Time Donation Form
- Attachment E: TRT Specialty Pay
- Attachment F: Parental Leave

MEMORANDUM OF UNDERSTANDING
SFD Governing Board and IAFF Local 3690 Sedona Chapter
Fiscal Years 2025 -2027

RESOLVED and ADOPTED this ___ day of ____, 2025

Edward Mezulis, Fire Chief, SFD

Jarrett Tarver, Vice-President
IAFF L-3690, Sedona Chapter

Helen McNeal, Chairman, SFD Board

ATTEST:

_____, Clerk, SFD Board

APPROVED AS TO FORM:

William R. Whittington, Attorney

The members of the Pine Flats Prop
Owners association thank you for
providing the 40-yard dumpster
during spring clean up. We encourage
all our members to rake and bag
waste and fire hazardous material
collection into the dumpster. We
your help in keeping our comm.
Fire safe.