

Apache Junction Fire District Governing Board Meeting Agenda

PURSUANT TO A.R.S. 38.431.02

Notice is hereby given to the general public that the Apache Junction Fire District Governing Board will hold a meeting on Wednesday, February 20, 2013. The meeting will be held at the Apache Junction Fire District's administrative office, located at 565 N. Idaho Road, Apache Junction, Arizona. The meeting will be open to the public and will begin at 5:30 p.m. local time.

AGENDA:

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call

The following agenda items are scheduled for discussion at the board meeting. The governing board may or may not decide to take action on any or all items. The order of the agenda items may or may not be taken in the order listed.

1. Review and approval of the board meeting minutes from January 16, 2013 (BOD #2013-02-01)
2. Review and approval of the January 2013 financial reports (BOD #2013-02-02)
3. Recognition of employee performance and/or achievements (BOD #2013-02-03)
4. Call to the Public.
A.R.S. §38-431.01(H) A public body may make an open call to the public during a public meeting, subject to reasonable time, place, and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.
Scheduled: none scheduled
5. Consideration and possible approval of all consent agenda items listed below: (BOD #2013-02-04)
 - a) Purchase of twenty-four Panasonic CF-31 Toughbooks[®] for use as mobile computer terminals in emergency apparatus
 - b) Approval of a service contract with Phoenix NAP for off-site server hosting service
 - c) Approval of additional costs to Pierce Manufacturing for changes to the contract amount for the new platform ladder
6. Review, discussion and possible action regarding the AJFD Governing Board By-Laws (BOD #2013-02-05)
7. Discussion and possible action regarding revision of job descriptions (BOD #2013-02-06)

8. Discussion and possible action regarding the development of the Fiscal Year 2013/2014 Revenue Budget (BOD# 2013-02-07)
9. Discussion, review, and possible adoption of a change to the fee schedule for CPR Classes (BOD #2013-02-08)
10. Discussion and possible action regarding the purchase and installation of an integrated sound & multi-media system for use in the board room (BOD #2013-02-09)
11. Discussion, review, and possible adoption of a contract for property and casualty insurance services (BOD #2013-02-10)
12. Chief's Report (BOD# 2013-02-11)
13. Announcements (BOD# 2013-02-n/a)
14. Adjourn (BOD# 2013-02-12)

NOTICE: The governing board may go into executive session for the purpose of obtaining legal advice from the fire district's attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3).

One or more members of the governing board may attend the meeting telephonically.

Governing board meeting agenda dated and posted (at least 24 hours before the scheduled meeting date and time):
On: February 14, 2013
At: 1800 hours
By: Rachel Krause

Governing Board Meeting – February 20, 2013

Agenda Item: 1

BOD#: 2013-02-01

Agenda Item Title: Review and approval of the board meeting minutes from January 16, 2013

Submitted By: Board Secretary Rachel Krause

Background / Discussion: The board meeting minutes of the previous meeting(s) are provided for Board review, comment, and approval. After approval, minutes are signed by the Board and kept as the official public record.

Recommended Motion: *“Motion to approve the January 16, 2013 board meeting minutes”*

Financial Impact(s)/ Budget Line Item: None

Enclosed: January 16, 2013 board meeting minutes

**Governing Board Meeting Minutes
January 16, 2013**

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE APACHE JUNCTION FIRE DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON WEDNESDAY, JANUARY 16, 2013. THE MEETING WAS HELD AT THE APACHE JUNCTION FIRE DISTRICT'S ADMINISTRATION OFFICE, 565 N. IDAHO ROAD, APACHE JUNCTION, ARIZONA.

THIS MEETING WAS OPEN TO THE GENERAL PUBLIC AND BEGAN AT 5:31 P.M.

- A. Board Chairman Todd House called the meeting to order at 5:31 pm.
- B. Director Charlie Fox led in prayer.
- C. The Pledge of Allegiance was led by Director Barbara Cobb.
- D. Roll Call showed Board Chairman Todd House, Board Clerk Linda Shank, Director Barbara Cobb, Director Jeff Cross, and Director Charlie Fox as present.

Legal Counsel Donna Aversa, Fire Chief Paul Bourgeois, Deputy Chief David Montgomery, Deputy Chief Mike Farber, HR Director Alonzo Strange, and Board Secretary Rachel Krause were also present for the meeting.

- 1. *Review and approval of the December 19, 2012 board meeting minutes (BOD #2013-01-01)*

Motion by Director Cobb to approve the December 19, 2012 board meeting minutes. Seconded by Director Fox. Vote 5 ayes, 0 nays. Motion passed.

- 2. *Review and approval of the December 2012 financial reports (BOD #2013-01-02)*

Motion by Director Fox to approve the December 2012 financial reports. Seconded by Clerk Shank. Vote 5 ayes, 0 nays. Motion passed.

- 3. *Recognition of employee performance and/or achievements (BOD #2013-01-03)*

Chairman House stated that Fire Engineer Chuck Hanson, was receiving his Service Award for 10 years of service. He then read the list of January Service Anniversaries: Training Division Chief Rob Bessee, 12 years; and Fire Engineer John Christensen, 24 years.

Special Recognition:

Training Division Chief Rob Bessee stated that our crews interact with 400-500 patients per month, and some calls are very significant. On November 13, 2012 Station 265 C shift responded to Peralta Trails Elementary School for an unresponsive girl. The crew made good decisions on the care of the patient and went above and beyond helping the family that was present at the scene. Madison had a brain bleed and underwent brain surgery. Chief Bessee commended everyone in the process for helping to save Madison, and presented certificates to the Station 265 C shift crew, including Captain Jack Hafer, Engineer Jose Sepulveda, Firefighter/Medic Steve Gereg, and Firefighter/Medic John Walka; and from Southwest Ambulance Jim Tucci.

4. *Call to the Public.*

Larry Strand: he would like AJFD to come to Dolce Vita and present safety and defibulator training to their senior community. Chief Bourgeois stated that our public education specialist Tina Gerola would contact them to set something up.

5. *Consideration and possible approval of all consent agenda items listed below:
(BOD #2013-01-04)*

a) *Approval of an updated lease agreement with Southwest Ambulance for crew quarters and associated facility space at AJFD Fire Station 264*

Deputy Chief Montgomery stated that this contract had not been updated since 2006. There are some housekeeping changes, makes the facility more sustainable to help keep Southwest Ambulance at our location, and gives AJFD more money toward utility costs.

Motion by Director Cobb to approve the consent agenda items for January 16, 2013. Seconded by Clerk Shank. Vote 5 ayes, 0 nays. Motion passed.

6. *Discussion and possible approval of the Fire District's Financial Statements and Independent Auditor's Report for the fiscal year ending June 30, 2012, as required by Arizona Revised Statutes §48-253, and as submitted by Anthony Lorenzo, CPA (BOD #2013-01-05)*

Chief Bourgeois introduced the auditor, Mr. Anthony Lorenzo to the Board. Mr. Lorenzo stated that his company works for the Board and would be presented with any findings. AJFD's was a clean audit – there were no errors found. Mr. Lorenzo discussed various information contained within both audit summary reports, and told the Board they were welcome to call him directly if they had any questions or concerns. He thanked Marie Pearce and her staff, that they were very helpful. The Board thanked Ms. Pearce for her work.

Motion by Clerk Shank to approve the Fire District's Financial Statements and Independent Auditor's Report for the fiscal year beginning on July 1, 2011 and ending on June 30, 2012, as submitted by Anthony Lorenzo, CPA and to direct staff to submit the auditor's report to Pinal County and Maricopa County as required by Arizona Revised Statutes §48-253. Seconded by Director Fox. Vote 5 ayes, 0 nays. Motion passed.

7. *Discussion and possible action regarding the purchase and installation of an integrated sound and multi-media system for use in the board room (BOD #2013-01-06)*

Chief Bourgeois stated that the public had requested to look into a sound system for the Board Room. Staff has looked at a variety of items, including a multi-media system, which would include a sound system plus other components including projectors, integrated speakers. A PA system would be less expensive, around \$1,000 for enough microphones and the speakers. Chief Bourgeois asked how the Board would like staff to proceed.

There was extensive discussion among the Board and staff. The Board would like to continue using the portable system that was set up for this meeting; have staff obtain quotes for both a sound system/microphone and for a multi-media system that would be able to integrate.

Call to the Public: Judy Novalsky – commended the Board for pursuing this; she has been asking for a sound system for over a year, the public can't hear what is going on in an open meeting. She stated the estimates in the packet are high and would like to see quotes.

8. *Review, discussion and possible action regarding the AJFD Governing Board By-Laws (BOD #2013-01-07)*

Director Cobb went through her suggested additions and deletions. There was some discussion among the Board and Legal Counsel Donna Aversa. Clerk Shank has changes also, and will have them for the next meeting. The Board would like this item on next month's agenda.

9. *Discussion and possible action regarding the approval and adoption of a planning calendar and process for the Fiscal Year 2013/2014 AJFD Revenue and Expenditure Budget (BOD #2013-01-08)*

Chief Bourgeois stated that Senior Leadership has worked out a planning calendar for the necessary steps for the FY2013-14 budget. There was some discussion among the Board regarding set dates. The July 1 meeting date allows Accounting to have balanced the end of the fiscal year, and enables AJFD to meet the payroll that week. Chairman House asked that the Board be advised if anything changes in the calendar.

Motion by Clerk Shank to adopt the Fiscal Year 2013/2014 Budget Planning Calendar as presented, and to schedule the July Governing Board Meeting for Monday, July 1, 2013 at 5:30pm. Seconded by Director Cross. Vote 5 ayes, 0 nays. Motion passed.

10. *Chief's Report (BOD# 2013-01-09)*

Information

AJFD, AJPD, and AJUSD working together to ensure the safety of our children; spoke at the City Council meeting

Regional Tour and Training for the Board is coming up

Station 265 Open House is 2/16

Recruit Academy starts 2/4

Renaissance Festival is 2/9 to 3/31

Lost Dutchman Marathon is 2/17

Technology: iPads are being purchased for the Board

Compromised Staffing Plan: discussed how a four-person constant staffed model is not sustainable this fiscal year, how Senior Staff is addressing

Training:

Captain's Conference 1/3

Arizona Resuscitation Academy 1/18

Senior Leadership Team Summit 1/23

Labor Management Initiative Conference 1/24-25

Platform Truck Training 1/18-23

3rd Annual Pancake Breakfast – Local 2260 and AJFF Ladies Club raised \$2,305 for the Wounded Warrior Project

Station 265 was featured in the December 2012 edition of *Fire Chief* magazine, and won a Notable Mention in the Station Style Design Awards

Notable Calls:

Fire on 12/23/12, B-261 helped arrange for essential items for the resident

Car into a home 1/7/13, C shift crews helped shore up awning/roof that was hit by the car

Thank you letter for B-263 from spouse of a patient

Kachina Kraft Club donated \$300 to AJFD

La Hacienda RV Resort donated \$3,900 to AJFD

11. *Announcements (BOD# 2013-01-na)*

Clerk Shank stated that on February 12, Rural Metro was holding a Celebrate Survival ceremony at 0900. Chief Bessee will forward the invitation to the Board.

12. *Adjourn (BOD# 2013-01-10)*

Motion by Director Fox at 7:12 pm to adjourn the meeting. Seconded by Director Cobb. Vote 5 ayes, 0 nays. Motion passed.

Board Approval:

Todd House, Chairman

Linda Shank, Board Clerk

Barbara Cobb, Director

Jeff Cross, Director

Charlie Fox, Director

Rachel Krause

Governing Board Meeting – February 20, 2013

Agenda Item: 2

BOD#: 2013-02-02

Agenda Item Title: Review and approval of the January 2013 financial reports.

Submitted By: Accountant II Marie Pearce

Background/Discussion: The Fire District’s accounting department staff prepares the monthly financial reports. The monthly financial reports are formatted to mirror the Fire District’s annual budget document, which is adopted by the Board each June for the following fiscal year (July 1 – June 30). The financial reports provide the Board with a monthly recap of expenditures and revenues, along with year-to-date account balance information.

The budgets of general government type funds (for example, the General Fund, Capital Fund, and Special Revenue) are prepared on a cash basis method of accounting. In cash basis accounting, expenditures (including capital outlays) and revenues are recorded in the period they are actually expended or received in cash. If goods and/or services are not received by the closing of books at year-end, any encumbrance lapses.

Recommended Motion: *“Motion to approve the January 2013 financial reports.”*

Financial Impact(s)/ Budget Line Item: None

Enclosed: January 2013 financial reports

**APACHE JUNCTION FIRE DISTRICT
GENERAL FUND
CONSOLIDATED BUDGET vs. ACTUAL YTD EXPENDITURES
PERIOD ENDING JANUARY 31, 2013**

PERIOD ENDING JANUARY 31, 2013	ANNUAL BUDGET	Current Month Actual	Current YTD Actual	Balance	% Left	YTD Actual Annualized as % of Budget
ADMINISTRATIVE SERVICES						
Compensation & Benefits						
Compensation	575,445.10	49,776.76	315,290.67	260,154.43	45.21%	95.0%
Benefits	265,343.94	19,049.66	144,627.82	120,716.12	45.49%	94.5%
Operating Expenditures						
Equipment & Machinery	14,250.00	306.62	19,143.13	(4,893.13)	-34.34%	230.3%
Operating Supplies (Durables)	6,000.00	1,191.61	3,672.14	2,327.86	38.80%	104.9%
Parts & Supplies (Disposables)	28,100.00	2,827.39	17,823.04	10,276.96	36.57%	108.7%
Services:						
Facility	21,600.00	1,154.96	10,217.82	11,382.18	52.70%	81.1%
Operating	13,550.00	780.67	8,064.66	5,485.34	40.48%	102.0%
Professional	326,931.00	15,115.49	212,151.54	114,779.46	35.11%	111.2%
Financial	1,995,828.48	75.12	2,928.68	1,992,899.80	99.85%	0.3%
Training	46,000.00	4,025.83	32,292.78	13,707.22	29.80%	120.3%
ADMINISTRATIVE SERVICES	3,293,048.52	94,304.11	766,212.28	2,526,836.24	76.73%	39.9%
TECHNICAL SERVICES						
Compensation & Benefits						
Compensation	156,307.50	12,733.55	75,486.52	80,820.98	51.71%	83.7%
Benefits	79,993.64	5,584.52	31,706.31	48,287.33	60.36%	68.7%
Operating Expenditures						
Equipment & Machinery	4,500.00	-	198.00	4,302.00	95.60%	7.5%
Operating Supplies (Durables)	125,500.00	10,317.96	68,714.00	56,786.00	45.25%	93.9%
Parts & Supplies (Disposables)	151,438.33	11,157.00	63,245.79	88,192.54	58.24%	71.6%
Services:						
Facility	16,400.00	924.12	7,541.22	8,858.78	54.02%	78.8%
Operating	8,775.00	242.18	1,948.88	6,826.12	77.79%	38.1%
Professional	29,900.00	-	7,563.01	22,336.99	74.71%	43.4%
Training	500.00	-	280.92	219.08	43.82%	96.3%
TECHNICAL SERVICES	573,314.47	40,959.33	256,684.65	316,629.82	55.23%	76.8%
COMMUNICATION SERVICES						
Operating Expenditures						
Equipment & Machinery	-	-	-	-	0	
Operating Supplies (Durables)	-	-	-	-	0	
Parts & Supplies (Disposables)	3,500.00	2,844.64	2,844.64	655.36	18.72%	139.3%
Services:						
Facility	8,500.00	558.76	3,911.32	4,588.68	53.98%	78.9%
Operating	46,250.00	1,249.00	5,176.93	41,073.07	88.81%	19.2%
Professional	200,000.00	14,274.00	87,071.40	112,928.60	56.46%	74.6%
Training	-	-	-	-	0	
COMMUNICATION SERVICES	258,250.00	18,926.40	99,004.29	159,245.71	61.66%	65.7%
EMERGENCY SERVICES						
Compensation & Benefits						
Compensation	6,299,689.51	425,390.70	3,423,236.46	2,876,453.05	45.66%	94.2%
Benefits	2,667,360.30	154,162.31	1,241,730.52	1,425,629.78	53.45%	80.7%
Operating Expenditures						
Equipment & Machinery	47,500.78	6,167.58	6,167.58	41,333.20	87.02%	22.3%
Operating Supplies (Durables)	34,900.00	4,736.03	32,204.50	2,695.50	7.72%	158.2%
Parts & Supplies (Disposables)	176,050.00	15,396.69	70,548.19	105,501.81	59.93%	68.7%
Services:						
Facility	143,650.00	9,033.15	88,182.24	55,467.76	38.61%	105.2%
Operating	81,070.00	6,951.65	38,587.04	42,482.96	52.40%	81.6%
Professional	89,702.00	1,729.29	31,507.96	58,194.04	64.87%	60.2%
Training	24,620.00	162.25	8,241.95	16,378.05	66.52%	57.4%
EMERGENCY SERVICES	9,564,542.59	623,729.65	4,940,406.44	4,624,136.15	48.35%	88.5%
COMMUNITY SERVICES						
Compensation & Benefits						
Compensation	235,964.61	20,333.44	126,761.19	109,203.42	46.28%	93.1%
Benefits	99,414.08	8,575.36	50,286.46	49,127.62	49.42%	87.7%
Operating Expenditures						
Equipment & Machinery	1,500.00	-	873.22	626.78	41.79%	99.8%
Operating Supplies (Durables)	3,250.00	54.94	908.36	2,341.64	72.05%	47.9%
Parts & Supplies (Disposables)	9,400.00	9.40	4,941.89	4,458.11	47.43%	90.1%
Services:						
Operating	9,455.44	354.62	5,937.86	3,517.58	37.20%	107.7%
Professional	16,300.00	(178.00)	2,729.21	13,570.79	83.26%	28.7%
Training	7,000.00	-	2,705.66	4,294.34	61.35%	66.3%
COMMUNITY SERVICES	382,284.13	29,149.76	195,143.85	187,140.28	48.95%	87.5%
GRAND TOTAL OF EXPENDITURES	14,071,439.71	807,069.25	6,257,451.51	7,813,988.20	55.53%	76.2%

APACHE JUNCTION FIRE DISTRICT
Balance Sheet - Governmental Funds
January 31, 2013

	General 100	Capital Projects 200	Bond 300	Special Revenue 400	Debt Retirement Principal 500	Debt Retirement Interest 600	Totals	
ASSETS								
Current Assets								
10100	Fund Cash - General (M & O)	8,407,358.18					8,407,358.18	
10150	Payroll Account	(4,608,796.13)					(4,608,796.13)	
	PCT + Wells Fargo P/R Clearing Account	3,798,562.05					3,798,562.05	
10200	Fund Cash - Capital Projects		3,699,075.57				3,699,075.57	
10500	Fund Cash - Bond		989,743.98				989,743.98	
10400	Fund Cash - Special Revenue			33,388.06			33,388.06	
10500	Fund Cash - Debt Principal				262,840.95		262,840.95	
10600	Fund Cash - Debt Interest					91,123.51	91,123.51	
11000	Petty Cash - Accounting	100.00	-	-	-	-	100.00	
12000	Investments - US Bank	-	-	-	-	-	-	
13000	Accounts Receivable	-	-	-	-	-	-	
15000	Due From other Fund Accounts	-	-	-	-	-	-	
	Total Current Assets	\$ 3,798,662.05	\$ 3,699,075.57	\$ 989,743.98	\$ 33,388.06	\$ 262,840.95	\$ 91,123.51	\$ 8,874,834.12
LIABILITIES AND EQUITY								
Current Liabilities								
21000	Encumbrances (accrued payables)	-	-	-	-	-	-	
21050	Accounts Payable	-	-	-	-	-	-	
21250	Sales Tax Payable	160.90	-	-	-	-	160.90	
21300..21500	Payroll Tax Withholdings	-	-	-	-	-	-	
21600	Industrial Insurance Payable	-	-	-	-	-	-	
21650	Pre-Tax Insurance Withholding	-	-	-	-	-	-	
21665	HSA Fees (due 3rd party)	95.88	-	-	-	-	95.88	
21700	Career F.F. Employee Retirement	-	-	-	-	-	-	
21725	Civilian Employee Retirement	-	-	-	-	-	-	
21800	Pre-Tax 457 Plan	-	-	-	-	-	-	
21850	Deferred Comp. 457(b) Employer Match	-	-	-	-	-	-	
21900	Career F.F. Union Dues	-	-	-	-	-	-	
22000	Superior Court Clerk W/H	-	-	-	-	-	-	
22200	Disability Insurance - Voluntary Long Term	(104.63)	-	-	-	-	(104.63)	
22300	Life Insurance - Voluntary Supplemental	(142.14)	-	-	-	-	(142.14)	
22500	Levied Wages (due 3rd party)	-	-	-	-	-	-	
24000	AFLAC Payable	(8.90)	-	-	-	-	(8.90)	
25000	Due To other Fund Accounts	-	-	-	-	-	-	
29000	Pinal County Treasurer - Line of Credit	-	-	-	-	-	-	
	Total Current Liabilities	1.11	-	-	-	-	1.11	
Equity								
31000	Fund Balance	2,583,978.13	5,974,045.87	987,385.58	33,219.81	3,090.13	35,749.28	9,617,468.80
40000..99999	Current Year Profit / Loss	1,214,682.81	(2,274,970.30)	2,358.40	168.25	259,750.82	55,374.23	(742,635.79)
	Total Liabilities and Equity	\$ 3,798,662.05	\$ 3,699,075.57	\$ 989,743.98	\$ 33,388.06	\$ 262,840.95	\$ 91,123.51	\$ 8,874,834.12

**APACHE JUNCTION FIRE DISTRICT
GENERAL FUND**

**Percentage Comparison by Activity
PERIOD ENDING JANUARY 31, 2013**

	ANNUAL BUDGET	Current Month Actual	Current YTD Actual	Prior YTD Actual	Balance
REVENUES:					
Direct Taxes	9,496,924.47	384,647.18	6,051,863.86	\$ 5,752,083	\$ 3,445,060.61
Other Taxes	258,535.14	6,737.80	136,649.99	\$ 131,821	121,885.15
Charges for Services	557,910.00	15,931.97	164,303.21	\$ 105,864	393,606.79
Community Health Services	6,500.00	517.00	3,235.00	\$ 4,137	3,265.00
Other Income	42,550.00	772.16	10,793.86	\$ 22,874	31,756.14
Intergovernmental Income	-	-	-	\$ -	-
Other Financing Sources (Uses)	1,105,141.96	-	1,105,270.40	\$ (1,719,508)	(128.44)
District Property and Equipment Sales	20,000.00	-	18.00	\$ 805	19,982.00
TOTAL REVENUE	\$ 11,487,561.57	\$ 408,606.11	\$ 7,472,134.32	\$ 4,298,076	\$ 4,015,427.25
EXPENDITURES:					
Administration	1,251,220.04	90,203.16	730,990.82	\$ 536,007	520,229.22
Financial Services	1,995,828.48	75.12	2,928.68	\$ 3,931	1,992,899.80
Training Services	46,000.00	4,025.83	32,292.78	\$ 11,324	13,707.22
Technical Services	573,314.47	40,959.33	256,684.65	\$ 267,937	316,629.82
Communication Services	258,250.00	18,926.40	99,004.29	\$ 117,540	159,245.71
Emergency Services	9,564,542.59	623,729.65	4,940,406.44	\$ 4,234,855	4,624,136.15
Mission Readiness	-	-	-	\$ -	-
Community Services	382,284.13	29,149.76	195,143.85	\$ 156,220	187,140.28
TOTAL EXPENDITURES	\$ 14,071,439.71	\$ 807,069.25	\$ 6,257,451.51	\$ 5,327,815	\$ 7,813,988.20
NET FINANCIAL SOURCES (USES)	\$ (2,583,878.14)	\$ (398,463.14)	\$ 1,214,682.81	\$ (1,029,739)	\$ (3,798,560.95)
Beginning Fund Balance July 1, 2012:					
Unrestricted, unassigned Fund Balance	2,583,878.13				
Total Beginning Fund Balance July 1, 2012.	<u>\$ 2,583,878.13</u>				

**APACHE JUNCTION FIRE DISTRICT
CONSOLIDATED BUDGET vs. ACTUAL YTD
PERIOD ENDING JANUARY 31, 2013**

PERIOD ENDING JANUARY 31, 2013	ANNUAL BUDGET	Current Month Actual	Current YTD Actual	Balance	% Left	
REVENUES						
<u>DIRECT TAXES</u>						
100-10-41000-10	Real & Secured Personal Property Taxes	8,179,875.21	333,808.21	5,264,964.46	2,914,910.75	35.64%
100-10-41050-10	Unsecured Pers. Prop. Taxes	944,340.17	36,375.26	560,418.07	383,922.10	40.66%
100-10-41075-10	Property Tax Corrections / Abatements	(29,000.00)	(1,025.34)	(43,639.50)	14,639.50	-50.48%
100-10-41080-10	Maricopa County Property Taxes	1,709.09	845.33	2,135.93	(426.84)	-24.97%
100-10-41100-10	Fire District Assistance Tax	400,000.00	14,643.72	267,984.90	132,015.10	33.00%
	Total Direct Taxes:	9,496,924.47	384,647.18	6,051,863.86	3,445,060.61	36.28%
<u>Other Taxes:</u>						
100-10-41200-10	SRP Contribution	170,935.14	-	86,116.49	84,818.65	49.62%
100-10-41300-10	Insurance Premium Tax	87,600.00	6,737.80	50,533.50	37,066.50	42.31%
	TOTAL TAX REVENUE	9,755,459.61	391,384.98	6,188,513.85	3,566,945.76	36.56%
<u>CHARGES FOR SERVICES:</u>						
100-10-42000-41	Emergency Medical Service Payments (S/W)	123,600.00	8,187.11	48,570.72	75,029.28	60.70%
100-10-42025-41	EMS Leasing (S/W)	48,335.00	3,445.97	24,121.79	24,213.21	50.09%
100-10-42050-41	Other EMS Payments (S/W)	4,000.00	824.80	3,670.78	329.22	8.23%
100-10-42075-41	EMS Contracts	20,725.00	-	-	20,725.00	100.00%
100-10-42078-40	Fire Contracts	5,000.00	-	-	5,000.00	100.00%
100-10-42200-41	Miscellaneous Contracts	5,500.00	522.49	3,378.01	2,121.99	38.58%
100-10-42300-41	Insurance Payments - 1st Responder Fees	-	-	-	-	0
100-10-42600-15	Copies (Fire Reports, etc.)	250.00	-	89.74	160.26	64.10%
100-10-42700-50	Permits	16,000.00	650.00	6,565.00	9,435.00	58.97%
100-10-43100-40	State Land Fire Payments	309,000.00	-	72,395.12	236,604.88	76.57%
100-10-43200-20	Outside Fleet Maintenance	23,000.00	2,062.32	2,981.54	20,018.46	87.04%
100-10-43300-50	Intergovernmental-Plan Review Fees	2,500.00	239.28	2,530.51	(30.51)	-1.22%
	TOTAL CHARGES FOR SERVICES	557,910.00	15,931.97	164,303.21	393,606.79	70.55%
<u>COMMUNITY HEALTH SERVICES:</u>						
100-10-43500-41	CPR Classes	3,500.00	215.00	1,495.00	2,005.00	57.29%
100-10-43520-41	First Aid Classes	2,500.00	190.00	1,190.00	1,310.00	52.40%
100-10-43540-41	AHA Revenue	500.00	112.00	550.00	(50.00)	-10.00%
100-10-43580-41	Immunization Fees	-	-	-	-	0
	TOTAL COMMUNITY HEALTH SERVICES	6,500.00	517.00	3,235.00	3,265.00	50.23%
<u>OTHER INCOME:</u>						
100-10-45300-15	St. Fund Comp. Dividend	-	-	-	-	0
100-10-45700-10	Investment Earnings	24,000.00	247.32	6,739.84	17,260.16	71.92%
100-10-45800-10	COBRA Reimbursement Income	13,550.00	373.44	3,612.62	9,937.38	73.34%
100-10-45900-10	Other Income	5,000.00	151.40	441.40	4,558.60	91.17%
	TOTAL OTHER INCOME	42,550.00	772.16	10,793.86	31,756.14	74.63%
<u>INTERGOVERNMENTAL:</u>						
100-10-46700-10	Grants - State	-	-	-	-	0
	TOTAL INTERGOVERNMENTAL INCOME	-	-	-	-	0
<u>OTHER FINANCING SOURCES/USES</u>						
100-80-48020-10	Transfer In	1,105,141.96	-	1,105,270.40	(128.44)	-0.01%
100-80-48100-10	Transfer Out	-	-	-	-	0
100-90-49500-10	District Equipment Sales	20,000.00	-	18.00	19,982.00	99.91%
100-90-49550-10	District Property Sales	-	-	-	-	0
	TOTAL OTHER FINANCING SOURCES/USES	1,125,141.96	-	1,105,288.40	19,853.56	1.76%
	TOTAL REVENUE AND OTHER SOURCES:	11,487,561.57	408,606.11	7,472,134.32	4,015,427.25	34.95%

Administrative Services

COMPENSATION AND BENEFITS

Wages:

100-10-50000-10	Fire Chief	148,554.72	17,025.00	87,518.16	61,036.56	41.09%
100-10-50080-10	Personnel Officer / HR Manager	73,265.24	6,035.22	40,065.66	33,199.58	45.31%
100-10-50090-10	Human Resources Generalist - Benefits & Employment	35,939.81	3,678.80	9,958.08	25,981.73	72.29%
100-10-50170-10	Planning and Research Analyst	33,732.62	3,360.51	8,493.14	25,239.48	74.82%
100-10-52090-10	Executive Administrative Assistant	36,930.31	4,088.75	10,340.18	26,590.13	72.00%
100-10-52110-10	Secretary III	36,423.65	-	39,977.64	(3,553.99)	-9.76%
100-10-52180-10	Receptionist	37,757.31	2,854.82	21,180.82	16,576.49	43.90%
100-10-52210-10	Accountant II	66,254.88	4,996.60	37,474.50	28,780.38	43.44%
100-10-52230-10	Account Clerk II	53,052.16	4,000.92	30,286.92	22,765.24	42.91%
100-10-52240-10	Account Clerk I	45,746.70	3,449.98	26,116.32	19,630.38	42.91%
		567,657.40	49,490.60	311,411.42	256,245.98	45.14%
100-10-52510-10	Cell Phone Allowance (Wages)	4,800.00	286.16	1,793.10	3,006.90	62.64%
		572,457.40	49,776.76	313,204.52	259,252.88	45.29%

Overtime Wages:

100-10-52700-10	Staff Overtime	2,443.12	-	2,086.15	356.97	14.61%
100-10-52965-10	COT Special Public Events	544.58	-	-	544.58	100.00%
		2,987.70	-	2,086.15	901.55	30.18%

Employer Benefit Costs:

100-10-53710-10	Pension (PSPRS)	25,039.14	2,859.78	12,950.39	12,088.75	48.28%
100-10-53760-10	Pension (ASRS)	48,199.66	3,635.18	25,296.75	22,902.91	47.52%
100-10-53770-10	Benefit Contributions (457b, AFLAC, HDV)	97,500.00	7,378.00	51,539.00	45,961.00	47.14%
		170,738.80	13,872.96	89,786.14	80,952.66	47.41%

Employer Costs:

100-10-53810-10	Social Security (6.2%)	26,810.86	2,125.23	14,943.53	11,867.33	44.26%
100-10-53830-10	Medicare (1.45%)	8,762.01	745.37	4,770.62	3,991.39	45.55%
100-10-53860-10	Industrial Insurance	4,463.25	-	2,133.00	2,330.25	52.21%
100-10-53890-10	Unemployment	1,500.00	-	-	1,500.00	100.00%
		41,536.12	2,870.60	21,847.15	19,688.97	47.40%

Employer Health Benefit Costs:

100-10-53910-10	Medical Insurance	18,367.56	1,859.40	7,694.69	10,672.87	58.11%
100-10-53920-10	Dental Insurance	838.92	92.92	425.10	413.82	49.33%
100-10-53930-10	Vision Insurance	167.76	7.01	14.22	153.54	91.52%
100-10-53940-10	Employee Assistance Program	832.32	156.06	494.19	338.13	40.63%
100-10-53950-10	Life Insurance	643.20	60.30	381.90	261.30	40.63%
100-10-53960-10	Cancer Insurance (Public Safety Personnel)	75.00	-	50.00	25.00	33.33%
100-10-53970-10	Short Term Disability Insurance	1,344.00	130.41	822.05	521.95	38.84%
		22,268.76	2,306.10	9,882.15	12,386.61	55.62%

Employer Benefit Liability:

100-10-53990-10	Earned Leave Annual Payment Excess	6,953.58	-	-	6,953.58	100.00%
100-10-53992-10	Earned Leave Annual Payment Excess-FICA	535.43	-	-	535.43	100.00%
100-10-53994-10	Earned Leave Ann. Payment Excess-Ind.Ins	8.09	-	-	8.09	100.00%
100-10-53997-10	Earned Leave Separation Program	22,390.12	-	22,207.37	182.75	0.82%
100-10-53998-10	Earned Leave Separation Program - FICA	324.66	-	322.01	2.65	0.82%
100-10-53999-10	Earned Leave Separation Program - Ind. Ins.	588.38	-	583.00	5.38	0.91%
		30,800.26	-	23,112.38	7,687.88	24.96%
	COMPENSATION AND BENEFITS	840,789.04	68,826.42	459,918.49	380,870.55	45.30%

	ANNUAL BUDGET	Current Month Actual	Current YTD Actual	Balance	% Left
OPERATING EXPENDITURES					
<u>Equipment & Machinery:</u>					
100-10-54040-15	Computer Equipment	8,000.00	-	10,395.31	(2,395.31) -29.94%
100-10-54050-15	Computer Software	3,500.00	306.62	3,962.86	(462.86) -13.22%
100-10-54260-25	Office Equipment	1,500.00	-	1,500.00	100.00%
100-10-54280-25	Office Furniture	1,250.00	-	4,784.96	(3,534.96) -282.80%
		14,250.00	306.62	19,143.13	(4,893.13) -34.34%
<u>Durable Operating Supplies:</u>					
100-10-55060-15	Computer Equipment, Parts & Supplies	2,000.00	317.67	1,050.50	949.50 47.48%
100-10-55070-15	Copier Equipment, Parts & Supplies	500.00	-	-	500.00 100.00%
100-10-55420-25	Office Equipment, Parts & Supplies	2,000.00	100.60	667.48	1,332.52 66.63%
100-10-55550-25	Office Furniture, Parts & Supplies	1,500.00	773.34	1,954.16	(454.16) -30.28%
		6,000.00	1,191.61	3,672.14	2,327.86 38.80%
<u>Parts & Supplies:</u>					
100-10-56015-55	Accreditation Supplies	100.00	-	126.55	(26.55) -26.55%
100-10-56100-15	Ceremonial Supplies	500.00	-	49.78	450.22 90.04%
100-10-56340-25	Cleaning Supplies	1,200.00	238.27	484.59	715.41 59.62%
100-10-56400-15	Computer Supplies	4,000.00	-	3,046.27	953.73 23.84%
100-10-56600-25	Facility Maintenance	2,000.00	5.26	632.49	1,367.51 68.38%
100-10-56860-15	Food / Beverages	1,000.00	271.79	1,690.39	(690.39) -69.04%
100-10-57080-10	Meeting Supplies	100.00	-	-	100.00 100.00%
100-10-57100-15	Office Supplies - Administrative Office	7,000.00	794.03	5,174.19	1,825.81 26.08%
100-10-57160-15	Paper Supplies	1,800.00	127.55	905.90	894.10 49.67%
100-10-57200-15	Postage	2,000.00	500.00	1,000.00	1,000.00 50.00%
100-10-57220-15	Postage Meter Supplies	200.00	-	-	200.00 100.00%
100-10-57440-15	Professional Publications / Subscriptions	2,000.00	-	492.00	1,508.00 75.40%
100-10-57620-15	Rewards/Recognition/Flowers Supplies	2,800.00	855.73	2,558.05	241.95 8.64%
100-10-58000-15	Uniforms - Civilian	2,800.00	-	1,366.48	1,433.52 51.20%
100-10-58080-15	Uniforms - Governing Board	250.00	-	-	250.00 100.00%
100-10-58100-40	Uniforms - Public Safety	350.00	34.76	296.35	53.65 15.33%
		28,100.00	2,827.39	17,823.04	10,276.96 36.57%
<u>Facility Services:</u>					
100-10-59020-25	Electricity	9,000.00	533.54	5,913.91	3,086.09 34.29%
100-10-59040-25	Facility Projects	4,500.00	-	239.27	4,260.73 94.68%
100-10-59100-25	Phone Service	5,500.00	418.79	2,927.23	2,572.77 46.78%
100-10-59180-25	Sewer / Septic Service	100.00	-	-	100.00 100.00%
100-10-59200-25	Water	2,500.00	202.63	1,137.41	1,362.59 54.50%
		21,600.00	1,154.96	10,217.82	11,382.18 52.70%
<u>Operating Services:</u>					
100-10-60100-30	Cellular Phones	1,500.00	80.06	898.68	601.32 40.09%
100-10-60180-15	Copier Maintenance Contract	1,000.00	124.00	124.00	876.00 87.60%
100-10-60240-25	Exterminating	600.00	25.00	150.00	450.00 75.00%
100-10-60310-25	Internet	1,800.00	139.95	979.65	820.35 45.58%
100-10-60320-25	Landscape Maintenance Contract	500.00	210.00	570.79	(70.79) -14.16%
100-10-60420-15	Postage Meter Rental	700.00	140.91	422.73	277.27 39.61%
100-10-60440-15	Postal Delivery Services	600.00	60.75	232.30	367.70 61.28%
100-10-60600-25	Security / Fire Alarm / Locks	2,000.00	-	1,085.33	914.67 45.73%
100-10-60620-15	Software Maintenance	4,500.00	-	3,601.18	898.82 19.97%
100-10-60740-25	Water & Ice (Drinking Water)	350.00	-	-	350.00 100.00%
		13,550.00	780.67	8,064.66	5,485.34 40.48%

	ANNUAL BUDGET	Current Month Actual	Current YTD Actual	Balance	% Left
<u>Professional Services:</u>					
100-10-61010-55	-	-	-	-	0
100-10-61012-55	-	-	-	-	0
100-10-61014-55	-	-	-	-	0
100-10-61060-10	1,700.00	222.29	3,187.00	(1,487.00)	-87.47%
100-10-61100-15	1,160.00	286.00	406.00	754.00	65.00%
100-10-61160-15	19,800.00	4,900.00	9,968.24	9,831.76	49.66%
100-10-61170-15	200.00	-	-	200.00	100.00%
100-10-61180-10	1,000.00	-	-	1,000.00	100.00%
100-10-61190-15	2,000.00	-	-	2,000.00	100.00%
100-10-61200-15	18,000.00	-	19,011.71	(1,011.71)	-5.62%
100-10-61260-10	11,800.00	2,000.00	11,100.00	700.00	5.93%
100-10-61280-10	10,000.00	-	-	10,000.00	100.00%
100-10-61520-10	23,671.00	-	21,335.25	2,335.75	9.87%
100-10-61640-15	-	-	-	-	0
100-10-61700-10	39,450.00	-	4,285.35	35,164.65	89.14%
100-10-61740-10	27,950.00	-	27,304.62	645.38	2.31%
100-10-61750-10	10,100.00	-	4,868.00	5,232.00	51.80%
100-10-61860-10	30,000.00	887.40	10,586.63	19,413.37	64.71%
100-10-61880-10	1,000.00	-	-	1,000.00	100.00%
100-10-61920-15	40,000.00	5,964.00	20,704.00	19,296.00	48.24%
100-10-61960-15	80,000.00	-	74,582.05	5,417.95	6.77%
100-10-61965-25	500.00	-	-	500.00	100.00%
100-10-62020-15	3,000.00	595.80	2,123.57	876.43	29.21%
100-10-62060-10	5,500.00	260.00	2,689.12	2,810.88	51.11%
100-10-62250-10	100.00	-	-	100.00	100.00%
100-10-62300-15	-	-	-	-	0
	326,931.00	15,115.49	212,151.54	114,779.46	35.11%
<u>Financial Services:</u>					
100-10-63000-10	2,500.00	75.12	2,742.30	(242.30)	-9.69%
100-10-63100-15	1,700.00	-	150.13	1,549.87	91.17%
100-10-63120-10	67,844.78	-	-	67,844.78	100.00%
100-10-63140-10	1,475.00	-	36.25	1,438.75	97.54%
100-10-63150-10	1,922,308.70	-	-	1,922,308.70	100.00%
	1,995,828.48	75.12	2,928.68	1,992,899.80	99.85%
<u>Training Services:</u>					
100-10-64020-15	12,000.00	550.80	7,229.91	4,770.09	39.75%
100-10-64040-10	3,500.00	855.03	2,976.15	523.85	14.97%
100-10-64060-10	28,000.00	2,620.00	15,676.20	12,323.80	44.01%
100-10-64100-15	800.00	-	774.60	25.40	3.17%
100-10-64460-15	1,700.00	-	5,635.92	(3,935.92)	-231.52%
	46,000.00	4,025.83	32,292.78	13,707.22	29.80%
OPERATING EXPENDITURES	2,452,259.48	25,477.69	306,293.79	2,145,965.69	87.51%
TOTAL ADMINISTRATIVE SERVICES	3,293,048.52	94,304.11	766,212.28	2,526,836.24	76.73%

Technical Services**COMPENSATION AND BENEFITS**Wages:

100-20-52305-10	Fleet Supervisor	35,364.99	4,699.82	7,049.73	28,315.26	80.07%
100-20-52310-10	Fire Apparatus Fleet Mechanic II	25,192.57	-	24,150.05	1,042.52	4.14%
100-20-52320-10	Fire Apparatus Fleet Mechanic I	80,657.86	7,553.12	38,054.60	42,603.26	52.82%
100-20-52330-10	Support Service Technician	-	-	-	0	0
		141,215.42	12,252.94	69,254.38	71,961.04	50.96%
100-20-52340-10	IGA Services (Wages)	9,750.00	397.53	2,828.05	6,921.95	70.99%
100-20-52510-10	Cell Phone Allowance (Wages)	1,080.00	83.08	623.10	456.90	42.31%
		10,830.00	480.61	3,451.15	7,378.85	68.13%

Overtime Wages:

100-20-52700-10	Fleet Service Overtime	4,262.08	-	2,780.99	1,481.09	34.75%
100-20-52710-10	Facility Services Overtime	-	-	-	0	0
		4,262.08	-	2,780.99	1,481.09	34.75%

Employer Benefit Costs:

100-20-53710-10	Pension (PSPRS)	-	-	-	-	0
100-20-53760-10	Pension (ASRS)	18,153.81	1,418.52	8,409.23	9,744.58	53.68%
100-20-53770-10	Benefit Contributions (457b, AFLAC, HDV)	37,128.00	2,856.00	15,232.00	21,896.00	58.97%
		55,281.81	4,274.52	23,641.23	31,640.58	57.24%

Employer Costs:

100-20-53810-10	Soc.Sec. (6.2%)	10,052.01	779.34	4,639.71	5,412.30	53.84%
100-20-53830-10	Medicare - 1.45%	2,431.94	182.26	1,085.05	1,346.89	55.38%
100-20-53860-10	Industrial Insurance	3,838.09	-	1,656.00	2,182.09	56.85%
100-20-53890-10	Unemployment	500.00	-	-	500.00	100.00%
		16,822.04	961.60	7,380.76	9,441.28	56.12%

Employer Health Benefit Costs:

100-20-53910-10	Medical Insurance	-	233.97	234.03	(234.03)	0
100-20-53920-10	Dental Insurance	-	9.36	9.40	(9.40)	0
100-20-53930-10	Vision Insurance	-	2.85	2.79	(2.79)	0
100-20-53940-10	Employee Assistance Program	208.08	43.35	130.05	78.03	37.50%
100-20-53950-10	Life Insurance	160.80	20.10	100.50	60.30	37.50%
100-20-53960-10	Cancer Insurance (Public Safety Personnel)	-	-	-	-	0
100-20-53970-10	Short Term Disability Insurance	342.00	38.77	207.55	134.45	39.31%
		710.88	348.40	684.32	26.56	3.74%

Employer Benefit Liability:

100-20-53990-10	Earned Leave Annual Payment Excess	6,506.89	-	-	6,506.89	100.00%
100-20-53992-10	Earned Leave Annual Payment Excess-FICA	501.03	-	-	501.03	100.00%
100-20-53994-10	Earned Leave Ann. Payment Excess-Ind.Ins	170.99	-	-	170.99	100.00%
100-20-53997-10	Earned Leave Separation Program	-	-	-	0	0
100-20-53998-10	Earned Leave Separation Program - FICA	-	-	-	0	0
100-20-53999-10	Earned Leave Separation Program - Ind. Ins.	-	-	-	0	0
		7,178.91	-	-	7,178.91	100.00%

COMPENSATION AND BENEFITS

	236,301.14	18,318.07	107,192.83	129,108.31	54.64%
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OPERATING EXPENDITURESEquipment & Machinery:

100-20-54040-15	Computer Equipment	-	-	-	-	0
100-20-54050-15	Computer Software	500.00	-	198.00	302.00	60.40%
100-20-54240-20	Mechanical Tools and Equipment	2,000.00	-	-	2,000.00	100.00%
100-20-54280-25	Office Furniture	-	-	-	0	0
100-20-54360-42	Safety Equipment	500.00	-	-	500.00	100.00%
100-20-54400-47	SCBA Air Bottles	-	-	-	0	0
100-20-54420-47	SCBA Air Masks	1,500.00	-	-	1,500.00	100.00%
100-20-54440-47	SCBA Regulator	-	-	-	0	0
		4,500.00	-	198.00	4,302.00	95.60%

Durable Operating Supplies:

100-20-55040-20	Brake System Maintenance	9,000.00	383.51	1,060.35	7,939.65	88.22%
100-20-55340-20	IGA - Parts & Supplies	10,000.00	1,625.71	3,572.16	6,427.84	64.28%
100-20-55341-20	IGA - Parts & Supplies for State Land	7,500.00	-	4,131.39	3,368.61	44.91%
100-20-55400-20	Mechanical Parts & Supplies	1,500.00	89.40	918.23	581.77	38.78%
100-20-55420-25	Office Equipment Parts & Supplies	300.00	-	-	300.00	100.00%
100-20-55470-20	Pump Systems	1,500.00	-	-	1,500.00	100.00%
100-20-55520-47	SCBA Tools & Equipment	700.00	-	-	700.00	100.00%
100-20-55540-47	SCBA Upgrade Kits	5,000.00	-	-	5,000.00	100.00%
100-20-55580-20	Tires	35,000.00	-	13,325.37	21,674.63	61.93%
100-20-55620-20	Vehicle Parts	55,000.00	8,219.34	45,706.50	9,293.50	16.90%
		125,500.00	10,317.96	68,714.00	56,786.00	45.25%

Parts & Supplies:

100-20-56600-25	Facility Maintenance	1,000.00	-	-	1,000.00	100.00%
100-20-56800-20	Fluids (Antifreeze,Brake,Grease,Transm)	9,000.00	-	1,605.65	7,394.35	82.16%
100-20-56880-20	Fuel - Diesel	118,000.00	7,117.18	50,123.49	67,876.51	57.52%
100-20-56900-20	Fuel - Unleaded	10,000.00	420.36	5,114.06	4,885.94	48.86%
100-20-57060-20	Mechanical Parts & Supplies	800.00	73.36	199.78	600.22	75.03%
100-20-57140-20	Engine Oil	5,000.00	-	1,874.40	3,125.60	62.51%
100-20-57440-15	Professional Publications	-	-	-	-	0
100-20-57680-42	Safety Supplies	100.00	-	-	100.00	100.00%
100-20-57740-47	SCBA - Batteries	200.00	-	-	200.00	100.00%
100-20-57760-47	SCBA Parts & Supplies	4,500.00	2,324.22	2,491.69	2,008.31	44.63%
100-20-57880-20	Uniforms Accessories	500.00	-	-	500.00	100.00%
100-20-58000-20	Uniforms - Civilian	1,108.33	456.96	793.10	315.23	28.44%
100-20-58020-20	Uniforms - Class A / New Hires	480.00	613.40	613.40	(133.40)	-27.79%
100-20-58100-40	Uniforms - Public Safety	-	-	-	-	0
100-20-58120-20	Uniforms - Tech. Services	750.00	151.52	430.22	319.78	42.64%
		151,438.33	11,157.00	63,245.79	88,192.54	58.24%

Facility Services:

100-20-59020-25	Electricity	6,000.00	258.29	4,133.22	1,866.78	31.11%
100-20-59040-25	Facility Projects	5,000.00	-	716.02	4,283.98	85.68%
100-20-59060-25	Natural Gas	1,500.00	426.46	783.48	716.52	47.77%
100-20-59100-25	Phone Service	3,000.00	197.80	1,485.03	1,514.97	50.50%
100-20-59180-25	Sewer/Septic	100.00	-	-	100.00	100.00%
100-20-59200-25	Water	800.00	41.57	423.47	376.53	47.07%
		16,400.00	924.12	7,541.22	8,858.78	54.02%

Operating Services:

100-20-60100-30	Cellular Phones	400.00	-	19.46	380.54	95.14%
100-20-60140-20	Compressor Maintenance	3,500.00	-	202.05	3,297.95	94.23%
100-20-60240-25	Exterminating	325.00	25.00	150.00	175.00	53.85%
100-20-60310-25	Internet	900.00	69.95	489.65	410.35	45.59%
100-20-60320-25	Landscape Maintenance	400.00	-	-	400.00	100.00%
100-20-60580-25	Refuse Collection	600.00	47.25	330.75	269.25	44.88%
100-20-60600-25	Security/Alarm/Fire/Fire Ext./Monitoring	750.00	-	258.50	491.50	65.53%
100-20-60700-25	Towel and Linen Supply	1,800.00	99.98	498.47	1,301.53	72.31%
100-20-60740-25	Drinking Water & Ice	100.00	-	-	100.00	100.00%
		8,775.00	242.18	1,948.88	6,826.12	77.79%

Professional Services:

100-20-61080-20	Air Quality Testing	600.00	-	200.00	400.00	66.67%
100-20-61140-20	Body and Paint / Contract	2,000.00	-	-	2,000.00	100.00%
100-20-61420-20	Diesel Engine Repair / Contract	6,000.00	-	-	6,000.00	100.00%
100-20-61460-20	Disposal - Hazardous Waste Disposal	450.00	-	199.48	250.52	55.67%
100-20-61600-20	Front End & Alignment Repair / Contract	800.00	-	-	800.00	100.00%
100-20-61820-20	Ladder Testing & Cert. - Aerial	2,250.00	-	1,555.12	694.88	30.88%
100-20-61830-20	Ladder Testing & Cert. - Ground Ladders	1,500.00	-	889.55	610.45	40.70%
100-20-61965-25	Phone Equipment Maintenance	1,500.00	-	-	1,500.00	100.00%
100-20-62120-20	Repair & Maintenance - Equipment	400.00	-	-	400.00	100.00%
100-20-62140-20	Repair & Maintenance - Fleet	7,000.00	-	1,618.04	5,381.96	76.89%
100-20-62180-47	SCBA - Equipment Calibration	3,000.00	-	2,962.02	37.98	1.27%
100-20-62200-47	SCBA - Hydrostatic Testing	300.00	-	-	300.00	100.00%
100-20-62240-20	Spring and Suspension Repair	3,500.00	-	-	3,500.00	100.00%
100-20-62320-20	Uniform Maintenance - Technical Services	200.00	-	-	200.00	100.00%
100-20-62340-20	Upholstery	400.00	-	138.80	261.20	65.30%
		29,900.00	-	7,563.01	22,336.99	74.71%

Training Services:

100-20-64470-10	Technical Services Training	500.00	-	280.92	219.08	43.82%
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OPERATING EXPENDITURES

337,013.33	22,641.26	149,491.82	187,521.51	55.64%
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TOTAL TECHNICAL SERVICES

573,314.47	40,959.33	256,684.65	316,629.82	55.23%
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Communication Services

OPERATING EXPENDITURES

Parts & Supplies:

100-30-56040-30	Batteries - Electronic	3,000.00	2,844.64	2,844.64	155.36	5.18%
100-30-56060-30	Batteries - Thermal Imaging Camera	250.00	-	-	250.00	100.00%
100-30-56600-25	Facility Maintenance - Comm. Room	250.00	-	-	250.00	100.00%
		3,500.00	2,844.64	2,844.64	655.36	18.72%

Facility Services:

100-30-59040-25	Facility Projects - Comm. Room	1,500.00	-	-	1,500.00	100.00%
100-30-59080-30	Phone / E-911 Comm. Circuits	7,000.00	558.76	3,911.32	3,088.68	44.12%
		8,500.00	558.76	3,911.32	4,588.68	53.98%

Operating Services:

100-30-60020-30	800 MHZ Radio Maintenance	9,000.00	1,249.00	4,030.76	4,969.24	55.21%
100-30-60240-25	Exterminating	250.00	-	-	250.00	100.00%
100-30-60308-25	HVAC System Maintenance/Repairs	500.00	-	1,106.92	(606.92)	-121.38%
100-30-60340-30	MCT Maintenance	1,500.00	-	-	1,500.00	100.00%
100-30-60350-30	Mobile Data Operations	18,000.00	-	-	18,000.00	100.00%
100-30-60360-30	Mobile Dispatch Equip. Maint.	500.00	-	39.25	460.75	92.15%
100-30-60540-30	Radio Equipment Maintenance Contract	10,000.00	-	-	10,000.00	100.00%
100-30-60560-30	Radio Information Systems Maintenance	6,500.00	-	-	6,500.00	100.00%
		46,250.00	1,249.00	5,176.93	41,073.07	88.81%

Professional Services:

100-30-61440-30	Dispatch Services / Mesa FD	200,000.00	14,274.00	87,071.40	112,928.60	56.46%
		200,000.00	14,274.00	87,071.40	112,928.60	56.46%

TOTAL COMMUNICATION SERVICES		258,250.00	18,926.40	99,004.29	159,245.71	61.66%
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Emergency Services**COMPENSATION AND BENEFITS**Wages:

100-40-50040-10	Deputy Chiefs (2)	223,760.96	16,644.92	124,786.92	98,974.04	44.23%
100-40-51005-10	Division Chief -- Training and EMS	94,079.58	7,385.68	53,414.29	40,665.29	43.22%
100-40-51010-10	Battalion Chiefs (3)	300,966.40	22,727.94	170,680.60	130,285.80	43.29%
100-40-51020-10	Field Incident Specialists / BSO Captains (3)	256,668.68	19,102.45	147,183.67	109,485.01	42.66%
100-40-51030-10	Captains (15)	1,265,995.69	89,002.12	634,451.04	631,544.65	49.89%
100-40-51040-10	Engineers (15)	1,044,801.33	79,435.58	591,313.90	453,487.43	43.40%
100-40-51050-10	Firefighters (39)	2,325,946.15	165,103.11	1,292,509.59	1,033,436.56	44.43%
100-40-50120-10	EMS Coordinator (1)	73,134.89	-	15,329.44	57,805.45	79.04%
		5,541,675.68	399,401.80	3,029,669.45	2,555,684.23	46.12%
100-40-52015-10	Light Duty Assignment	-	2,547.95	6,184.21	(6,184.21)	0
100-40-52025-10	OTJI Benefit Plan (ER pays 1/3 of wages)	43,678.00	-	-	43,678.00	100.00%
100-40-52510-10	Cell Phone Allowance (Wages)	6,480.00	498.48	3,738.60	2,741.40	42.31%
100-40-52530-10	Battalion Chief Coverage	5,978.10	-	-	5,978.10	100.00%
		56,136.10	3,046.43	9,922.81	46,213.29	82.32%

Overtime Wages:

100-40-52540-10	FLSA (1/2 rate)	76,305.04	3,580.49	41,421.87	34,883.17	45.72%
100-40-52610-10	OOD Shift Coverage	113,526.72	-	65,389.99	48,136.73	42.40%
100-40-52630-10	OOD State Land	125,484.52	-	72,033.73	53,450.79	42.60%
100-40-52650-10	OOD Miscellaneous O.T.	1,160.62	-	784.16	376.46	32.44%
100-40-52700-10	Staff Overtime	-	-	-	-	0
100-40-52710-10	Staff Overtime - Facility Services	1,420.09	-	-	1,420.09	100.00%
100-40-52740-10	Off Duty Overtime	154,467.82	14,330.49	149,773.89	4,693.93	3.04%
100-40-52784-10	Rescue OT-R264	-	-	-	-	0
100-40-52800-10	EMS Contracts	19,568.74	-	-	19,568.74	100.00%
100-40-52810-10	Equipment Repairs & Maintenance - SCBA Overtime	1,231.84	866.69	1,092.78	139.06	11.29%
100-40-52820-55	Accreditation Overtime	101.09	-	-	101.09	100.00%
100-40-52860-10	Command Staff Meetings Overtime	831.03	-	255.30	575.73	69.28%
100-40-52910-10	COT - EMS Week	283.04	-	-	283.04	100.00%
100-40-52920-10	COT - Immunization Clinic	-	-	-	-	0
100-40-52925-10	COT - Lost Dutchman Days / Rodeo Standby	2,504.87	-	-	2,504.87	100.00%
100-40-52930-10	COT - PAD Program	2,747.81	-	1,354.17	1,393.64	50.72%
100-40-52940-10	COT - Public CPR Instructor	5,871.63	402.09	3,707.51	2,164.12	36.86%
100-40-52950-10	COT - Public Events Standby (EMS)	1,466.88	-	707.56	759.32	51.76%
100-40-52965-10	COT - Special Public Events (Fire Prevention/PubEd)	2,694.96	-	866.95	1,828.01	67.83%
100-40-52970-10	Community Volunteer Program (CVP) Instructor	2,334.12	-	-	2,334.12	100.00%
100-40-52980-10	Labor / Management Meetings	860.41	-	-	860.41	100.00%
100-40-52985-10	Light Duty Coverage	12,155.22	-	-	12,155.22	100.00%
		525,016.45	19,179.76	337,387.91	187,628.54	35.74%

Training Overtime Wages:

100-40-53040-10	Admin. Svc. Training	3,519.86	-	-	3,519.86	100.00%
100-40-53060-10	Capt. Conference	4,042.80	1,196.84	1,196.84	2,845.96	70.40%
100-40-53100-10	Computer / Data Systems Training	261.29	-	-	261.29	100.00%
100-40-53120-41	EMS Committees	2,022.13	-	298.68	1,723.45	85.23%
100-40-53140-41	EMS EMT	2,325.37	-	1,668.97	656.40	28.23%
100-40-53160-41	EMS P-Med CE (X30 Pers.)	22,586.88	-	7,332.88	15,254.00	67.53%
100-40-53180-41	EMS P-Med Instructor	1,239.23	-	-	1,239.23	100.00%
100-40-53200-41	EMS Training/Shift Coverage	3,248.46	-	-	3,248.46	100.00%
100-40-53210-51	Fire Investigation Training	2,041.14	-	2,328.69	(287.55)	-14.09%
100-40-53230-41	Infection Control Training	355.30	-	-	355.30	100.00%
100-40-53240-45	Promotional Testing	26,442.22	217.40	1,138.35	25,303.87	95.69%
100-40-53260-45	Quarterly Multi-Co. / Adaptive Response	31,346.52	-	13,871.97	17,474.55	55.75%
100-40-53290-47	SCBA Technician CE	705.67	-	452.19	253.48	35.92%
100-40-53300-45	Specialty Fire Protection	1,118.34	109.58	467.57	650.77	58.19%
100-40-53320-45	State Fire School	1,968.62	-	962.08	1,006.54	51.13%
100-40-53340-45	Supervisory Academy	2,505.16	-	-	2,505.16	100.00%
100-40-53360-45	Supervisory Specialty	2,129.33	-	2,140.29	(10.96)	-0.51%
100-40-53380-45	Training Officer / Recruit Academy	9,294.25	88.52	798.77	8,495.48	91.41%
100-40-53385-45	Training Officer / Recruit Intern Academy	3,480.10	-	3,452.45	27.65	0.79%
100-40-53420-45	Training Recruits / Recruit Academy	1,076.39	-	-	1,076.39	100.00%
100-40-53440-45	TRT / Adaptive Response	34,015.81	1,708.31	7,453.41	26,562.40	78.09%
100-40-53500-45	TRT Specialty - Instructor	18,685.59	442.06	2,693.15	15,992.44	85.59%
100-40-53550-43	Wildland Training Overtime	1,770.44	-	-	1,770.44	100.00%
		176,180.90	3,762.71	46,256.29	129,924.61	73.75%

Overtime Wages:

100-40-53580-10	Fire Investigation Overtime	680.38	-	-	680.38	100.00%
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	ANNUAL BUDGET	Current Month Actual	Current YTD Actual	Balance	% Left	
<u>Employer Benefit Costs:</u>						
100-40-53710-10	Pension (PSPRS)	887,732.69	63,925.50	480,419.84	407,312.85	45.88%
100-40-53715-10	Pension (PSPRS) Regular OTJI (EE portion 7.65%)	3,341.38	-	-	3,341.38	100.00%
100-40-53720-10	Pension (PSPRS) - Regular Overtime	59,995.65	3,023.24	32,346.17	27,649.48	46.09%
100-40-53730-10	Pension (PSPRS) - Training OT	29,294.02	601.16	7,424.09	21,869.93	74.66%
100-40-53750-10	Pension (PSPRS) - Out-of-District (OOD)	41,991.49	-	21,258.47	20,733.02	49.37%
100-40-53760-10	Pension (ASRS)	-	-	1,707.70	(1,707.70)	0
100-40-53770-10	Benefit Contributions (457b, AFLAC, HDV)	982,860.67	71,400.00	543,315.92	439,544.75	44.72%
		2,005,215.90	138,949.90	1,086,472.19	918,743.71	45.82%
<u>Employer Costs:</u>						
100-40-53810-10	Social Security	666.84	-	1,013.53	(346.69)	-51.99%
100-40-53830-10	Medicare	78,452.41	5,427.77	41,173.53	37,278.88	47.52%
100-40-53840-10	Medicare Overtime	6,231.57	314.22	3,321.85	2,909.72	46.69%
100-40-53850-10	Medicare - OOD	3,709.29	-	1,829.00	1,880.29	50.69%
100-40-53860-10	Industrial Insurance	147,192.80	-	69,034.00	78,158.80	53.10%
100-40-53870-49	Industrial Insurance - Volunteers	-	-	-	-	0
100-40-53875-10	Industrial Insurance - Overtime	6,404.11	-	3,234.00	3,170.11	49.50%
100-40-53880-10	Industrial Insurance - OOD	4,555.40	-	2,426.00	2,129.40	46.74%
100-40-53890-10	Unemployment	1,500.00	1,086.24	4,707.04	(3,207.04)	-213.80%
		248,712.42	6,828.23	126,738.95	121,973.47	49.04%
<u>Employer Health Benefit Costs:</u>						
100-40-53910-10	Medical Insurance	-	5,032.80	3,019.78	(3,019.78)	0
100-40-53920-10	Dental Insurance	-	253.96	63.74	(63.74)	0
100-40-53930-10	Vision Insurance	-	53.43	50.15	(50.15)	0
100-40-53940-10	Employee Assistance Program	8,323.20	1,300.50	4,638.45	3,684.75	44.27%
100-40-53950-10	Life Insurance	6,432.00	502.50	3,584.50	2,847.50	44.27%
100-40-53960-10	Cancer Insurance Fund	5,925.00	-	3,750.00	2,175.00	36.71%
100-40-53965-10	COBRA Insurances	13,500.00	-	4,577.28	8,922.72	66.09%
100-40-53970-10	Short Term Disability Insurance	15,500.00	1,240.99	8,835.48	6,664.52	43.00%
		49,680.20	8,384.18	28,519.38	21,160.82	42.59%
<u>Employer Benefit Liability:</u>						
100-40-53990-10	Earned Leave Annual Payment Excess	349,734.29	-	-	349,734.29	100.00%
100-40-53992-10	Earned Leave Annual Payment Excess-FICA	4,826.91	-	-	4,826.91	100.00%
100-40-53994-10	Earned Leave Ann. Payment Excess-Ind.Ins	9,190.58	-	-	9,190.58	100.00%
100-40-53997-10	Earned Leave Separation Program	-	-	-	-	0
100-40-53998-10	Earned Leave Separation Program - FICA	-	-	-	-	0
100-40-53999-10	Earned Leave Separation Program - Ind. Ins.	-	-	-	-	0
		363,751.78	-	-	363,751.78	100.00%
	COMPENSATION AND BENEFITS	8,967,049.81	579,553.01	4,664,966.98	4,302,082.83	47.98%

OPERATING EXPENDITURESEquipment & Machinery:

100-40-54040-15	Computer Equipment	-	-	-	0
100-40-54050-15	Computer Software	-	-	-	0
100-40-54060-41	Electronic Patient Care Reporting	5,000.00	1,927.54	1,927.54	3,072.46 61.45%
100-40-54080-41	EMS Equipment & Machinery	5,000.00	-	-	5,000.00 100.00%
100-40-54100-41	EMS Training Equipment	1,500.00	-	-	1,500.00 100.00%
100-40-54120-40	Fire Ops. Equipment & Machinery	6,500.00	4,240.04	4,240.04	2,259.96 34.77%
100-40-54140-40	Fire Ops. Hose (various)	8,000.00	-	-	8,000.00 100.00%
100-40-54165-45	Fire Ops. Training Equipment	4,000.00	-	-	4,000.00 100.00%
100-40-54200-46	Haz-Mat Equipment	-	-	-	- 0
100-40-54280-15	Office Furniture	-	-	-	- 0
100-40-54300-44	Physical Fitness Equipment	8,500.00	-	-	8,500.00 100.00%
100-40-54340-48	Rescue / Extrication Equipment	-	-	-	- 0
100-40-54360-42	Safety Equipment	1,500.00	-	-	1,500.00 100.00%
100-40-54460-48	Technical Rescue Equipment	1,500.00	-	-	1,500.00 100.00%
100-40-54520-43	Wildland Brush Training Equipment	500.00	-	-	500.00 100.00%
100-40-54540-43	Wildland Fire Equipment	5,500.78	-	-	5,500.78 100.00%
		47,500.78	6,167.58	6,167.58	41,333.20 87.02%

Durable Operating Supplies:

100-40-55060-15	Computer Equipment, Parts & Supplies	-	-	-	0
100-40-55065-15	Computer Software	-	-	-	0
100-40-55100-41	EMS Parts & Supplies	11,000.00	380.53	5,833.83	5,166.17 46.97%
100-40-55120-41	EMS Training Tools & Supplies	800.00	-	30.12	769.88 96.24%
100-40-55200-40	Fire Ops. Parts & Supplies	3,000.00	-	4,309.52	(1,309.52) -43.65%
100-40-55220-45	Fire Ops. Training Tools & Supplies	2,000.00	-	-	2,000.00 100.00%
100-40-55280-46	Haz-Mat Equipment, Parts & Supplies	1,500.00	-	-	1,500.00 100.00%
100-40-55320-45	IFSTA Manuals	1,200.00	-	632.26	567.74 47.31%
100-40-55360-41	Infection Control Supplies - Safety Ops.	600.00	-	-	600.00 100.00%
100-40-55420-25	Office Equipment, Parts & Supplies	750.00	-	-	750.00 100.00%
100-40-55440-44	Physical Fitness Training Tool & Supplies	400.00	-	60.44	339.56 84.89%
100-40-55480-42	Safety Equipment, Parts & Supplies	1,500.00	-	16.40	1,483.60 98.91%
100-40-55550-25	Station/Office Furniture, Parts & Supplies	8,000.00	4,355.50	21,321.93	(13,321.93) -166.52%
100-40-55560-48	Technical Rescue Parts & Supplies	1,500.00	-	-	1,500.00 100.00%
100-40-55670-49	Volunteer Group Supplies	250.00	-	-	250.00 100.00%
100-40-55675-43	Wildland Brush Training Tools & Supplies	400.00	-	-	400.00 100.00%
100-40-55680-43	Wildland Fire Equipment, Parts & Supplies	2,000.00	-	-	2,000.00 100.00%
		34,900.00	4,736.03	32,204.50	2,695.50 7.72%

Parts & Supplies:

100-40-56130-49	Cert Supplies	250.00	-	-	250.00	100.00%
100-40-56220-41	CHS - ALS Education Supplies	500.00	-	-	500.00	100.00%
100-40-56240-50	CHS - CAPP Car Seat Program Supplies	100.00	-	-	100.00	100.00%
100-40-56320-41	CHS - PAD Supplies	1,500.00	-	858.67	641.33	42.76%
100-40-56360-49	Community Youth / Cadet Team	500.00	-	-	500.00	100.00%
100-40-56420-41	CPR Supplies	3,000.00	615.82	2,964.04	35.96	11.20%
100-40-56440-41	EMS Administrative Supplies	500.00	-	-	500.00	100.00%
100-40-56460-41	EMS Disposables	4,500.00	95.79	630.31	3,869.69	85.99%
100-40-56480-41	EMS Disposables - SW Ambulance	6,600.00	824.80	3,670.78	2,929.22	44.38%
100-40-56520-41	EMS Training Operating Supplies	1,000.00	-	311.99	688.01	68.80%
100-40-56600-25	Facility Maintenance and Supplies	9,000.00	1,138.72	3,186.31	5,813.69	64.60%
100-40-56680-45	Fire Ops. Training Supplies	3,000.00	-	1,962.77	1,037.23	34.57%
100-40-56760-40	Fire Rehab - Perishables	1,000.00	-	134.00	866.00	86.60%
100-40-56780-40	Fire Ops. Parts & Supplies	6,000.00	1,500.81	5,303.71	696.29	11.60%
100-40-56820-40	Foam - Class A	8,000.00	-	-	8,000.00	100.00%
100-40-56840-40	Foam - AFFF, ATC, Acid	1,500.00	-	-	1,500.00	100.00%
100-40-56960-46	Haz-Mat Supplies	1,000.00	-	-	1,000.00	100.00%
100-40-56980-46	Haz-Mat Training Supplies	500.00	-	-	500.00	100.00%
100-40-57000-41	Immunization Clinic Supplies (AJFD)	5,000.00	-	1,263.74	3,736.26	74.73%
100-40-57180-44	Physical Fitness Supplies	100.00	-	-	100.00	100.00%
100-40-57240-42	PPE - New Hire	8,000.00	-	-	8,000.00	100.00%
100-40-57245-42	PPE - Personal Protective Equipment	40,000.00	3,823.62	17,397.26	22,602.74	56.51%
100-40-57580-40	Pump Valves and Accessories	2,000.00	-	-	2,000.00	100.00%
100-40-57600-45	Recruit Academy Supplies	3,000.00	-	-	3,000.00	100.00%
100-40-57605-45	Recruit Intern Academy Supplies	1,000.00	-	300.09	699.91	69.99%
100-40-57680-42	Safety Supplies	2,000.00	89.94	825.29	1,174.71	58.74%
100-40-57700-42	Safety Training Supplies	500.00	-	-	500.00	100.00%
100-40-57780-48	Technical Rescue Equipment - PPE	2,000.00	-	-	2,000.00	100.00%
100-40-57820-48	TRT Supplies	2,000.00	-	-	2,000.00	100.00%
100-40-57840-48	TRT Training Supplies	2,000.00	-	-	2,000.00	100.00%
100-40-58000-15	Uniforms - Civilian	350.00	-	102.44	247.56	70.73%
100-40-58100-40	Uniforms - Public Safety	56,000.00	7,243.05	31,170.95	24,829.05	44.34%
100-40-58150-49	Volunteer Group Parts & Supplies	250.00	-	-	250.00	100.00%
100-40-58160-25	Water Softener Supplies	1,000.00	64.14	430.83	569.17	56.92%
100-40-58180-43	Wildland Brush Training Supplies	400.00	-	-	400.00	100.00%
100-40-58200-43	Wildland Fire Equipment Parts & Supplies	500.00	-	-	500.00	100.00%
100-40-58220-43	Wildland - PPE	1,500.00	-	35.01	1,464.99	97.67%
		176,050.00	15,396.69	70,548.19	105,501.81	59.93%

Facility Services:

100-40-59020-25	Electricity	71,500.00	3,739.81	42,423.92	29,076.08	40.67%
100-40-59040-25	Facility Projects	40,000.00	2,474.82	25,247.21	14,752.79	36.88%
100-40-59060-25	Natural Gas	2,000.00	121.96	783.63	1,216.37	60.82%
100-40-59100-25	Phone Service	13,750.00	951.80	6,519.26	7,230.74	52.59%
100-40-59180-25	Sewer / Septic Service	5,700.00	132.01	2,958.15	2,741.85	48.10%
100-40-59200-25	Water	10,700.00	1,612.75	10,250.07	449.93	4.20%
		143,650.00	9,033.15	88,182.24	55,467.76	38.61%

Operating Services:

100-40-60040-41	Bio-Hazard Waste	2,000.00	182.76	948.72	1,051.28	52.56%
100-40-60100-30	Cellular Phones	3,500.00	-	176.27	3,323.73	94.96%
100-40-60120-25	Cleaning Supplies	15,000.00	164.48	9,899.77	5,100.23	34.00%
100-40-60220-41	EMS Equipment Maintenance	3,000.00	-	1,135.81	1,864.19	62.14%
100-40-60240-25	Exterminating	2,050.00	145.00	845.00	1,205.00	58.78%
100-40-60285-40	Fire Ops. Equipment Maintenance	500.00	-	-	500.00	100.00%
100-40-60300-25	Generator Maintenance	3,000.00	-	-	3,000.00	100.00%
100-40-60306-46	Haz-Mat Equipment Maintenance	500.00	-	-	500.00	100.00%
100-40-60310-25	Internet	4,600.00	437.55	2,600.51	1,999.49	43.47%
100-40-60320-25	Landscape	2,250.00	919.00	1,803.79	446.21	19.83%
100-40-60410-44	Physical Fitness Equipment Maintenance	1,600.00	-	-	1,600.00	100.00%
100-40-60480-45	Printing & Duplicating - Fire/EMS Training	800.00	-	-	800.00	100.00%
100-40-60520-25	Propane (Generator)	9,000.00	2,123.78	2,391.29	6,608.71	73.43%
100-40-60580-25	Refuse	2,700.00	266.34	1,576.83	1,123.17	41.60%
100-40-60600-25	Security / Alarm Systems	6,750.00	376.95	5,580.63	1,169.37	17.32%
100-40-60700-25	Towel & Linen Services	15,820.00	2,084.40	7,192.38	8,627.62	54.54%
100-40-60710-48	TRT Equipment Maintenance	1,500.00	-	-	1,500.00	100.00%
100-40-60740-25	Water & Ice (Drinking)	1,500.00	-	1,468.45	31.55	2.10%
100-40-60760-25	Water & Ice (ICE)	5,000.00	251.39	2,967.59	2,032.41	40.65%
		81,070.00	6,951.65	38,587.04	42,482.96	52.40%

	ANNUAL BUDGET	Current Month Actual	Current YTD Actual	Balance	% Left
Professional Services:					
100-40-61020-41	Administrative Medical Director / Contract	38,150.00	-	19,000.00	19,150.00 50.20%
100-40-61040-41	Admin. Medical Director - Consulting Services	200.00	-	-	200.00 100.00%
100-40-61120-25	Bay Door Maintenance	9,000.00	276.25	2,181.39	6,818.61 75.76%
100-40-61525-41	Electronic Patient Care Maintenance	8,000.00	40.01	40.01	7,959.99 99.50%
100-40-61530-41	EMS Cardiac Monitor Maintenance	5,652.00	1,413.03	4,427.75	1,224.25 21.66%
100-40-61540-41	EMS Form Printing	3,000.00	-	-	3,000.00 100.00%
100-40-61590-40	Fire Ops. Equipment Maintenance	500.00	-	4,973.81	(4,473.81) -894.76%
100-40-61650-15	Infection Control Medical Exam Services	1,000.00	-	885.00	115.00 11.50%
100-40-61660-41	Instructor Services - CE	800.00	-	-	800.00 100.00%
100-40-61730-49	Volunteer Insurance - Fire Cadets / BSA	500.00	-	-	500.00 100.00%
100-40-61965-25	Phone Equipment Maintenance	1,000.00	-	-	1,000.00 100.00%
100-40-61980-42	PPE - Clothing Maintenance	3,500.00	-	-	3,500.00 100.00%
100-40-62000-42	PPE - Decontamination	7,700.00	-	-	7,700.00 100.00%
100-40-62105-41	Records Management System Maintenance	-	-	-	0
100-40-62290-45	Training Software Maintenance	10,700.00	-	-	10,700.00 100.00%
		89,702.00	1,729.29	31,507.96	58,194.04 64.87%
Training Services:					
100-40-64020-15	Administrative Training / Conferences	4,500.00	-	-	4,500.00 100.00%
100-40-64140-41	EMS BLS	1,620.00	-	672.00	948.00 58.52%
100-40-64180-41	EMS General Training	2,500.00	-	-	2,500.00 100.00%
100-40-64300-45	Fire Ops. Training	3,500.00	-	5,965.16	(2,465.16) -70.43%
100-40-64340-46	Hazardous Materials Training	500.00	-	-	500.00 100.00%
100-40-64400-44	Physical Fitness/Wellness Training	500.00	-	-	500.00 100.00%
100-40-64420-45	Recruit Academy	5,000.00	89.61	89.61	4,910.39 98.21%
100-40-64425-45	Recruit Intern Academy	500.00	-	-	500.00 100.00%
100-40-64440-42	Safety & Loss Control Training	2,000.00	72.64	1,515.18	484.82 24.24%
100-40-64500-48	TRT - Special Ops. Training	-	-	-	0
100-40-64560-43	Wildland Brush Training	4,000.00	-	-	4,000.00 100.00%
		24,620.00	162.25	8,241.95	16,378.05 66.52%
	OPERATING EXPENDITURES	597,492.78	44,176.64	275,439.46	322,053.32 53.90%
	TOTAL EMERGENCY SERVICES	9,564,542.59	623,729.65	4,940,406.44	4,624,136.15 48.35%

Community Services / Fire Prevention

COMPENSATION AND BENEFITS

Wages:

100-50-50060-10	Battalion Chief-Fire Marshal	-	-	-	-	0
100-50-50150-10	Fire Captain - Deputy Fire Marshal	88,343.26	6,370.18	47,776.25	40,567.01	45.92%
100-50-50260-10	Fire Inspector/Investigator - Staff	60,623.64	4,663.36	34,865.27	25,758.37	42.49%
100-50-50270-10	Multi-Media Production Specialist	25,509.85	5,049.74	12,939.96	12,569.89	49.27%
100-50-50280-10	GIS Specialist	50,532.18	4,000.92	26,424.88	24,107.30	47.71%
		225,008.93	20,084.20	122,006.36	103,002.57	45.78%
100-50-52500-10	Merit System	-	-	-	-	0
100-50-52510-10	Cell Phone Allowance (Wages)	2,970.00	249.24	1,329.28	1,640.72	55.24%
		2,970.00	249.24	1,329.28	1,640.72	55.24%

Overtime Wages:

100-50-52700-10	Prevention Overtime	1,792.24	-	1,748.10	44.14	2.46%
100-50-52920-10	COT Immunization Clinic	-	-	-	-	0
100-50-52965-10	COT Special Public Events (Fire Prevention/PubEd)	2,068.60	-	1,647.59	421.01	20.35%
100-50-53210-51	Fire Investigation Training OT	1,274.18	-	-	1,274.18	100.00%
100-50-53520-10	Car Seat Events	174.88	-	-	174.88	100.00%
100-50-53580-10	Fire Investigation OT	2,038.69	-	29.86	2,008.83	98.54%
100-50-53660-10	Public Education OT	637.09	-	-	637.09	100.00%
		7,985.68	-	3,425.55	4,560.13	57.10%

Employer Benefit Costs:

100-50-53710-10	Pension (PSPRS)	20,007.31	1,932.56	10,703.01	9,304.30	46.50%
100-50-53760-10	Pension (ASRS)	13,295.17	974.46	6,976.80	6,318.37	47.52%
100-50-53770-10	Benefit Contributions (457b, AFLAC, HDV)	39,933.23	3,808.00	22,848.00	17,085.23	42.78%
		73,235.71	6,715.02	40,527.81	32,707.90	44.66%

Employer Costs:

100-50-53810-10	Social Security	6,878.27	568.91	3,808.53	3,069.74	44.63%
100-50-53830-10	Medicare	3,301.68	303.10	1,813.40	1,488.28	45.08%
100-50-53860-10	Industrial Insurance	4,152.48	-	2,204.00	1,948.48	46.92%
100-50-53890-10	Unemployment	1,500.00	-	-	1,500.00	100.00%
		15,832.43	872.01	7,825.93	8,006.50	50.57%

Employer Health Benefit Costs:

100-50-53910-10	Medical Insurance	-	787.16	1,045.23	(1,045.23)	0
100-50-53920-10	Dental Insurance	-	39.27	68.48	(68.48)	0
100-50-53930-10	Vision Insurance	-	3.77	11.26	(11.26)	0
100-50-53940-10	Employee Assistance Program	312.12	69.36	199.41	112.71	36.11%
100-50-53950-10	Life Insurance	241.20	26.80	154.10	87.10	36.11%
100-50-53960-10	Cancer Insurance Fund (PSPRS)	75.00	-	100.00	(25.00)	-33.33%
100-50-53970-10	Short Term Disability Insurance	555.00	61.97	354.24	200.76	36.17%
		1,183.32	988.33	1,932.72	(749.40)	-63.33%

Employer Benefit Liability:

100-50-53990-10	Earned Leave Annual Payment Excess	8,639.86	-	-	8,639.86	100.00%
100-50-53992-10	Earned Leave Annual Payment Excess-FICA	408.39	-	-	408.39	100.00%
100-50-53994-10	Earned Leave Ann. Payment Excess-Ind.Ins	114.37	-	-	114.37	100.00%
100-50-53997-10	Earned Leave Separation Program	-	-	-	-	0
100-50-53998-10	Earned Leave Separation Program - FICA	-	-	-	-	0
100-50-53999-10	Earned Leave Separation Program - Ind. Ins.	-	-	-	-	0
		9,162.62	-	-	9,162.62	100.00%

COMPENSATION AND BENEFITS	335,378.69	28,908.80	177,047.65	158,331.04	47.21%
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OPERATING EXPENDITURESEquipment & Machinery

100-50-54040-15	Computer Equipment	-	-	-	0
100-50-54050-50	Computer Software	1,000.00	-	873.22	12.68%
100-50-54260-25	Office Equipment	-	-	-	0
100-50-54280-25	Office Furniture	-	-	-	0
100-50-54500-59	Video Equipment	500.00	-	-	100.00%
		1,500.00	-	873.22	41.79%

Durable Operating Supplies:

100-50-55060-15	Computer Equipment Parts & Supplies	-	-	-	0
100-50-55160-50	Fire Code Books and Manuals	1,500.00	-	-	100.00%
100-50-55180-51	Fire Investigation Tools & Equipment	400.00	-	77.76	80.56%
100-50-55260-50	Fire Prevention Tools & Equipment	400.00	-	-	100.00%
100-50-55380-50	Juvenile Firesetter Program Tools & Equipment	-	-	-	0
100-50-55420-25	Office Equipment Parts & Supplies	250.00	-	-	100.00%
100-50-55460-50	Public Education Tools & Equipment	200.00	-	-	100.00%
100-50-55640-59	Video Equipment Parts & Supplies	500.00	54.94	830.60	-66.12%
		3,250.00	54.94	908.36	72.05%

Parts & Supplies

100-50-56620-50	Film & Developing	250.00	-	17.57	232.43	92.97%
100-50-56640-50	Fire Code Publications	500.00	-	-	500.00	100.00%
100-50-56700-50	Fire Prevention - Printed Materials	250.00	-	-	250.00	100.00%
100-50-56740-50	Fire Prevention Supplies	300.00	-	120.61	179.39	59.80%
100-50-56920-52	GIS Printing Supplies	1,500.00	-	-	1,500.00	100.00%
100-50-57040-50	Juvenile Firesetter Program Supplies	-	-	-	-	0
100-50-57460-50	Public Education - Media Publications	150.00	-	-	150.00	100.00%
100-50-57480-50	Public Education - Printed Materials	1,750.00	-	1,741.05	8.95	0.51%
100-50-57560-50	Public Education Supplies	250.00	-	73.06	176.94	70.78%
100-50-57640-50	Safety & Education Promo Materials	2,000.00	-	1,407.51	592.49	29.62%
100-50-58000-15	Uniforms (Civilians)	1,050.00	9.40	587.04	462.96	44.09%
100-50-58100-40	Uniforms (Public Safety)	1,400.00	-	995.05	404.95	28.93%
		9,400.00	9.40	4,941.89	4,458.11	47.43%

Operating Services:

100-50-60150-50	CR - Emergency Event Supplies	600.00	-	-	600.00	100.00%
100-50-60160-52	Computer Software Maintenance	3,500.00	-	3,364.60	135.40	3.87%
100-50-60460-52	Printer Maintenance	1,000.00	-	-	1,000.00	100.00%
100-50-60730-59	Videography Equipment Leasing	4,355.44	354.62	2,573.26	1,782.18	40.92%
		9,455.44	354.62	5,937.86	3,517.58	37.20%

Professional Services:

100-50-61300-50	Community Relations (CR) - General	-	-	-	-	0
100-50-61310-50	CR - Customer Survey Program	-	-	-	-	0
100-50-61320-50	CR - District Advertising	1,000.00	-	270.00	730.00	73.00%
100-50-61330-50	CR - EMS Week	250.00	-	-	250.00	100.00%
100-50-61340-50	CR - Fire Prevention Week	2,000.00	-	1,883.61	116.39	5.82%
100-50-61350-50	CR - Printed Materials - Annual Report	500.00	-	-	500.00	100.00%
100-50-61360-50	CR - Printed Materials - Flyers	500.00	-	-	500.00	100.00%
100-50-61370-50	CR - Printed Materials - General	1,000.00	-	703.75	296.25	29.63%
100-50-61380-50	CR - Water Safety Events	1,000.00	-	49.85	950.15	95.02%
100-50-61580-50	Fire Prevention Printing	250.00	-	-	250.00	100.00%
100-50-61620-52	GIS Printing	500.00	-	-	500.00	100.00%
100-50-62010-52	Pre-Plan Development	8,000.00	-	-	8,000.00	100.00%
100-50-62080-50	Professional Outside Svcs (Plan Review)	1,000.00	(178.00)	(178.00)	1,178.00	117.80%
100-50-62100-50	Public Education Printing	300.00	-	-	300.00	100.00%
		16,300.00	(178.00)	2,729.21	13,570.79	83.26%

Training Services:

100-50-64240-51	Fire Arson / Investigator Training	3,000.00	-	1,867.28	1,132.72	37.76%
100-50-64260-50	Fire Code Training	500.00	-	537.90	(37.90)	-7.58%
100-50-64280-50	Fire Inspector Training	500.00	-	300.48	199.52	39.90%
100-50-64320-52	GIS Training	3,000.00	-	-	3,000.00	100.00%
		7,000.00	-	2,705.66	4,294.34	61.35%
	OPERATING EXPENDITURES	46,905.44	240.96	18,096.20	28,809.24	61.42%

TOTAL COMMUNITY SERVICES	382,284.13	29,149.76	195,143.85	187,140.28	48.95%
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GRAND TOTAL OF EXPENDITURES	14,071,439.71	807,069.25	6,257,451.51	7,813,988.20	55.53%
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NET FINANCIAL SOURCES (USES)	(2,583,878.14)	(398,463.14)	1,214,682.81	(3,798,560.95)	147.01%
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**APACHE JUNCTION FIRE DISTRICT
CAPITAL PROJECTS FUND
CONSOLIDATED BUDGET vs. ACTUAL YTD
PERIOD ENDING JANUARY 31, 2013**

	ANNUAL BUDGET	Current Month Actual	Current YTD Actual	Balance	% Left
REVENUES					
<u>OTHER INCOME</u>					
Interest (Investment) Earnings	31,000.00	212.86	11,196.80	19,803.20	63.88%
Other Income	-	-	-	-	0
Other Income	<u>31,000.00</u>	<u>212.86</u>	<u>11,196.80</u>	<u>19,803.20</u>	<u>63.88%</u>
<u>DONATIONS</u>					
Development Donations	-	-	-	-	0
Total Donations	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0</u>
<u>OTHER FINANCING SOURCES/USES</u>					
Transfer in	-	-	-	-	0
Transfer out	(1,105,141.96)	-	(1,105,141.96)	(0.00)	0.00%
District Equipment Sales	-	-	-	-	0
Total Other Financing Sources/Uses	<u>(1,105,141.96)</u>	<u>-</u>	<u>(1,105,141.96)</u>	<u>(0.00)</u>	<u>0.00%</u>
TOTAL REVENUE	<u>(1,074,141.96)</u>	<u>212.86</u>	<u>(1,093,945.16)</u>	<u>19,803.20</u>	<u>-1.84%</u>
GENERAL EXPENDITURES					
<u>Operating Expenditures</u>					
Financial Reserve	31,000.00	-	-	31,000.00	100.00%
Subtotal Operating Expenditures	<u>31,000.00</u>	<u>-</u>	<u>-</u>	<u>31,000.00</u>	<u>100.00%</u>
<u>CAPITAL OUTLAY</u>					
<u>Capital Projects / Programs</u>					
Land	-	-	-	-	0
Subtotal Capital Projects/Programs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0</u>
<u>Equipment & Machinery</u>					
<u>Apparatus</u>					
Apparatus Drive-Train Refurbish	-	-	-	-	0
Apparatus	1,150,000.00	2,755.13	1,041,482.08	108,517.92	9.44%
Subtotal Equipment and Machinery	<u>1,150,000.00</u>	<u>2,755.13</u>	<u>1,041,482.08</u>	<u>108,517.92</u>	<u>9.44%</u>
<u>COMMUNICATION/COMPUTER/DATA SERVICES</u>					
Communications Microwave Upgrade	15,000.00	-	5,719.91	9,280.09	61.87%
Communications System Software	25,000.00	-	-	25,000.00	100.00%
Mobile Computer Terminals (MCT)	100,000.00	-	-	100,000.00	100.00%
Radio Comm. Equip. - Portables	12,000.00	-	-	12,000.00	100.00%
Traffic Preemption	-	-	-	-	0
Subtotal Communication Services	<u>152,000.00</u>	<u>-</u>	<u>5,719.91</u>	<u>146,280.09</u>	<u>96.24%</u>
<u>Fire Ops. Equipment</u>					
SCBA Packs (w/bottle)	-	-	-	-	0
SCBA Packs Planned Upgrades	-	-	-	-	0
Subtotal Fire Ops. Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0</u>
<u>Medical Equipment</u>					
EMS Capital Assets	-	-	-	-	0
Subtotal Medical Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0</u>
<u>Office Equipment</u>					
Computer Hardware	80,000.00	17,792.86	47,072.38	32,927.62	41.16%
Computer Software	-	-	-	-	0
Computer Software - CAD Interface	35,000.00	-	-	35,000.00	100.00%
Computer Software - Cold Fusion	8,000.00	-	6,994.36	1,005.64	12.57%
Computer Software - Image Trend / EPCR	101,000.00	-	49,750.00	51,250.00	50.74%
Computer Software - KRONOS / Telestaff	37,000.00	-	21,645.74	15,354.26	41.50%
Office Furniture	8,500.00	8,360.67	8,360.67	139.33	1.64%
Station Furnishings	-	-	-	-	0
Subtotal Office Equipment	<u>269,500.00</u>	<u>26,153.53</u>	<u>133,823.15</u>	<u>135,676.85</u>	<u>50.34%</u>
<u>Special Ops. Equipment</u>					
Technical Rescue Equipment	-	-	-	-	0
Subtotal Special Ops. Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0</u>
<u>TRAINING/EDUCATION/DEVELOPMENT</u>					
Fitness Equipment	-	-	-	-	0
SCBA Packs (w/bottle) assigned to Training	-	-	-	-	0
Subtotal Training Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0</u>
GRAND TOTAL OF EXPENDITURES	<u>1,602,500.00</u>	<u>28,908.66</u>	<u>1,181,025.14</u>	<u>421,474.86</u>	<u>26.30%</u>
NET FINANCIAL SOURCES (USES)	<u>(2,676,641.96)</u>	<u>(28,695.80)</u>	<u>(2,274,970.30)</u>	<u>(401,671.66)</u>	
Beginning Budgeted Cash Balance July 1, 2012:					
Unrestricted, committed Cash Budget Balance	2,676,641.96				
Total Beginning Budgeted Cash Balance July 1, 2012	<u>\$ 2,676,641.96</u>				

**APACHE JUNCTION FIRE DISTRICT
BOND PROCEEDS FUND
CONSOLIDATED BUDGET vs. ACTUAL YTD
PERIOD ENDING JANUARY 31, 2013**

	ANNUAL BUDGET	Current Month Actual	Current YTD Actual	Balance	% Left
REVENUES					
<u>OTHER INCOME</u>					
Interest (Investment) Earnings	5,000.00	56.35	2,358.40	2,641.60	52.83%
Total Other Income	5,000.00	56.35	2,358.40	2,641.60	52.83%
TOTAL REVENUE	5,000.00	56.35	2,358.40	2,641.60	52.83%
<u>OTHER FINANCING SOURCES (USES)</u>					
Transfer in	-	-	-	-	0
Total Other Financing Sources/Uses	-	-	-	-	0
TOTAL REVENUE	5,000.00	56.35	2,358.40	2,641.60	52.83%
 GENERAL EXPENDITURES					
<u>Operating Expenditures</u>					
Financial Reserve	5,000.00	-	-	5,000.00	100.00%
Subtotal Operating Expenditures	5,000.00	-	-	5,000.00	100.00%
<u>CAPITAL OUTLAY</u>					
<u>Capital Projects / Programs</u>					
Fire Station #265 - North Gold Canyon	-	-	-	-	0
Fire Training Campus - Site Prep. / Infrastructure	350,000.00	-	-	350,000.00	100.00%
Fire Training Campus - Training Tower Addition	200,000.00	-	-	200,000.00	100.00%
Fire Training Campus - Relocate Live Fire Building	15,000.00	-	-	15,000.00	100.00%
Fire Training Campus - Classroom Building	189,000.00	-	-	189,000.00	100.00%
Fire Training Campus - Training Props.	233,385.58	-	-	233,385.58	100.00%
Subtotal Capital Projects/Programs	987,385.58	-	-	987,385.58	100.00%
GRAND TOTAL OF EXPENDITURES	992,385.58	-	-	992,385.58	100.00%
NET FINANCIAL SOURCES (USES)	(987,385.58)	56.35	2,358.40	(989,743.98)	100.24%

Beginning Fund Balance July 1, 2012:

Restricted Fund Balance 987,385.58

Total Beginning Fund Balance July 1, 2012 \$ 987,385.58

**APACHE JUNCTION FIRE DISTRICT
SPECIAL REVENUE FUND
CONSOLIDATED BUDGET vs. ACTUAL YTD
PERIOD ENDING JANUARY 31, 2013**

	ANNUAL BUDGET	Current Month Actual	Current YTD Actual	Balance	% Left
REVENUES					
<u>MISCELLANEOUS INCOME</u>					
Investment Earnings	120.00	1.75	72.90	47.10	39.25%
Other Income	-	-	-	-	0
Total Miscellaneous Income	120.00	1.75	72.90	47.10	39.25%
<u>Intergovernmental</u>					
Grants - Federal Proposed	-	-	-	-	0
Grants - Federal Fire Prevention Proposed	-	-	-	-	0
Grants - State	-	-	-	-	0
Grants - Other	-	-	-	-	0
Total Intergovernmental Income	-	-	-	-	0
<u>Donation Income</u>					
AED Donations	2,300.00	777.43	3,627.36	(1,327.36)	-57.71%
EMS Cardiac Donations	8,000.00	14.00	584.00	7,416.00	92.70%
EMS Equipment Donations	-	-	-	-	0
Fire Prevention / Public Education	250.00	3,839.79	3,839.79	(3,589.79)	-1435.92%
General Donations	-	-	-	-	0
Juvenile Fire Setter Donations	-	-	-	-	0
Total Donation Income	10,550.00	4,631.22	8,051.15	2,498.85	23.69%
TOTAL REVENUE	10,670.00	4,632.97	8,124.05	2,545.95	23.86%
<u>OTHER FINANCING SOURCES (USES)</u>					
Transfer in	-	-	-	-	0
Transfer out	(128.44)	-	(128.44)	(0.00)	0.00%
Total Other Financing Sources/Uses	(128.44)	-	(128.44)	(0.00)	0.00%
TOTAL REVENUE	10,541.56	4,632.97	7,995.61	2,545.95	24.15%
GENERAL EXPENDITURES					
<u>Operating Expenditures</u>					
Financial Reserve	-	-	-	-	0
Subtotal Operating Expenditures	-	-	-	-	0
<u>COMMUNITY SERVICES DIVISION RESERVES</u>					
AED Donations Reserve	4,423.02	-	-	4,423.02	100.00%
EMS Cardiac Donations Reserve	25,415.35	-	-	25,415.35	100.00%
EMS Equipment Donations Reserve	372.23	-	-	372.23	100.00%
Undesignated Investment Earnings Reserve	120.00	-	-	120.00	100.00%
Subtotal Community Services	30,330.60	-	-	30,330.60	100.00%
<u>COMMUNITY SERVICES DIVISION</u>					
AED Donations	4,948.00	-	3,627.36	1,320.64	26.69%
EMS Cardiac Donations	-	-	-	-	0
Fire Prevention / Public Education Donations	3,605.77	-	-	3,605.77	100.00%
General Donations	52.71	-	-	52.71	100.00%
Juvenile Firesetter Donations	-	-	-	-	0
Subtotal Community Services	8,606.48	-	3,627.36	4,979.12	57.85%
<u>TRAINING/EDUCATION/DEVELOPMENT</u>					
Fire Science Scholarship	4,824.29	2,100.00	4,200.00	624.29	12.94%
Subtotal Training Services	4,824.29	2,100.00	4,200.00	624.29	12.94%
<u>Grants</u>					
<u>Capital Grant Projects / Programs</u>					
Grant - State	-	-	-	-	0
Subtotal Capital Projects/Programs	-	-	-	-	0
GRAND TOTAL OF EXPENDITURES	43,761.37	2,100.00	7,827.36	35,934.01	82.11%
NET FINANCIAL SOURCES (USES)	(33,219.81)	2,532.97	168.25	(33,388.06)	
Beginning Fund Balance July 1, 2012:					
Unrestricted, committed for Fire Science Scholarship	4,824.29				
Unrestricted, assigned for AED Equipment	7,071.02				
Unrestricted, assigned for EMS Cardiac Equipment	17,415.35				
Unrestricted, assigned for EMS Equipment	372.23				
Unrestricted, assigned for Public Education	3,355.77				
Unrestricted, assigned for General Donations	52.71				
Unrestricted, assigned to General Fund	128.44				
Total Beginning Fund Balance July 1, 2012	33,219.81				

**APACHE JUNCTION FIRE DISTRICT
DEBT SERVICE FUND - PRINCIPAL
CONSOLIDATED BUDGET vs. ACTUAL YTD
PERIOD ENDING JANUARY 31, 2013**

	ANNUAL BUDGET	Current Month Actual	Current YTD Actual	Balance	% Left
REVENUES					
<u>DIRECT TAXES</u>					
Real & Secured Property Taxes	352,857.36	14,583.90	231,149.83	121,707.53	34.49%
Unsecured Property Tax	40,736.24	1,580.77	24,502.19	16,234.05	39.85%
SRP Contribution Tax	7,127.08	-	3,824.53	3,302.55	46.34%
			-		
Total Direct Taxes	400,720.68	16,164.67	259,476.55	141,244.13	35.25%
<u>OTHER INCOME</u>					
Interest (Investment) Earnings	1,000.00	13.28	330.92	669.08	66.91%
Total Other Income	1,000.00	13.28	330.92	669.08	66.91%
TOTAL REVENUE	401,720.68	16,177.95	259,807.47	141,913.21	35.33%
<u>OTHER FINANCING SOURCES (USES)</u>					
Transfer in					
Transfer out	-	-	-	-	0
Total Other Financing Sources/Uses	-	-	-	-	0
TOTAL REVENUE	401,720.68	16,177.95	259,807.47	141,913.21	35.33%
	ANNUAL BUDGET	Current Month Actual	Current YTD Actual	Balance	% Left
GENERAL EXPENDITURES					
<u>Operating Expenditures</u>					
Financial Reserve	34,810.82	0.01	56.65	34,754.17	99.84%
Subtotal Operating Expenditures	34,810.82	0.01	56.65	34,754.17	99.84%
<u>GENERAL OBLIGATION BONDS</u>					
Debt service expenditure - principal	725,000.00	-	-	725,000.00	100.00%
Subtotal General Obligation Bonds	725,000.00	-	-	725,000.00	100.00%
GRAND TOTAL OF EXPENDITURES	759,810.82	0.01	56.65	759,754.17	99.99%
NET FINANCIAL SOURCES (USES)	(358,090.14)	16,177.94	259,750.82	(617,840.96)	

Beginning Fund Balance July 1, 2012:

Restricted Fund Balance 358,090.13

Total Beginning Fund Balance July 1, 2012 \$ 358,090.13

**APACHE JUNCTION FIRE DISTRICT
DEBT SERVICE FUND - INTEREST
CONSOLIDATED BUDGET vs. ACTUAL YTD
PERIOD ENDING JANUARY 31, 2013**

	ANNUAL BUDGET	Current Month Actual	Current YTD Actual	Balance	% Left
REVENUES					
<u>DIRECT TAXES</u>					
Real & Secured Property Taxes	352,857.36	13,968.63	219,083.59	133,773.77	37.91%
Refunded Taxes					
Unsecured Property Tax	40,736.24	1,518.43	23,293.29	17,442.95	42.82%
SRP Contribution Tax	7,127.08	-	3,604.98	3,522.10	49.42%
				-	
Total Direct Taxes	400,720.68	15,487.06	245,981.86	154,738.82	38.62%
<u>OTHER INCOME</u>					
Interest (Investment) Earnings	750.00	14.09	281.02	468.98	62.53%
Total Other Income	750.00	14.09	281.02	468.98	62.53%
TOTAL REVENUE	401,470.68	15,501.15	246,262.88	155,207.80	38.66%
<u>OTHER FINANCING SOURCES (USES)</u>					
Transfer in	-	-	-	-	0
Transfer out	-	-	-	-	0
Total Other Financing Sources/Uses	-	-	-	-	0
TOTAL REVENUE	401,470.68	15,501.15	246,262.88	155,207.80	38.66%
	ANNUAL BUDGET	Current Month Actual	Current YTD Actual	Balance	% Left
GENERAL EXPENDITURES					
<u>Operating Expenditures</u>					
Financial Reserve	55,582.47	-	69.90	55,512.57	99.87%
Subtotal Operating Expenditures	55,582.47	-	69.90	55,512.57	99.87%
<u>GENERAL OBLIGATION BONDS</u>					
Debt service expenditure - interest	580,000.00	-	190,818.75	389,181.25	67.10%
Subtotal General Obligation Bonds	580,000.00	-	190,818.75	389,181.25	67.10%
GRAND TOTAL OF EXPENDITURES	635,582.47	-	190,888.65	444,693.82	69.97%
NET FINANCIAL SOURCES (USES)	(234,111.79)	15,501.15	55,374.23	(289,486.02)	
Beginning Fund Balance July 1, 2011:					
Restricted Fund Balance	\$ 234,111.78				
Restricted Fund Balance - US Bank	\$ -				
Total Beginning Fund Balance July 1, 2011	\$ 234,111.78				

Apache Junction Fire District
Consolidated
Balance Sheet
January 31, 2013

Assets

Current Assets

Fund Cash - General (M&O)	8,407,358.18	
Payroll Account	(4,608,796.13)	
General Fund Cash	3,798,562.05	
Petty Cash - Accounting	100.00	
Fund Cash - Capital Projects	3,699,075.57	
Fund Cash - Bond Proceeds 2006	989,743.98	
Fund Cash - Special Revenue Fund	33,388.06	
Fund Cash - Debt Retirement Principal	262,840.95	
Fund Cash - Debt Retirement Interest	91,123.51	
Investments - US Bank	-	
Accounts Receivable - General Fund	-	
Due From other funds	-	
	<hr/>	
Total Current Assets		\$ 8,874,834.12
		<hr/>
Total Assets		\$ 8,874,834.12
		<hr/> <hr/>

Liabilities and Equity

Current Liabilities

Encumbrances (accrued payables)	-	
Sales Tax Payable - General Fund	160.90	
Sales Tax Payable - Capital Projects Fund	-	
Sales Tax Payable - Special Revenue Fund	-	
HAS Fees due 3rd party	95.88	
Civilian Employee Retirement	-	
Disability Insurance Voluntary Long Term	(104.63)	
Life Insurance - Voluntary Supplemental	(142.14)	
AFLAC	(8.90)	
Due To other funds	-	
Due To other funds	-	
Pinal County Treasurer - Line of Credit	-	
	<hr/>	
Total Current Liabilities		\$ 1.11
		<hr/>
Total Liabilities		\$ 1.11

Equity

Fund Balance - General Fund	2,583,978.13	
Fund Balance - Capital Projects Fund	5,974,045.87	
Fund Balance - Bond Proceeds 2006	987,385.58	
Fund Balance - Special Revenue Fund	33,219.81	
Fund Balance - Debt Retirement Principal	3,090.13	
Fund Balance - Debt Retirement Interest	35,749.28	
Current Year Profit/Loss:		
Combined Fund Accounts Net Income/Loss	(742,635.79)	
	<hr/>	
Total Equity		\$ 8,874,833.01
		<hr/>
Total Liabilities and Equity		\$ 8,874,834.12
		<hr/> <hr/>

**APACHE JUNCTION FIRE DISTRICT
SPECIAL REVENUE FUND
CONSOLIDATED BUDGET vs. ACTUAL YTD
PERIOD ENDING JANUARY 31, 2013**

REVENUES / EXPENDITURES		ANNUAL BUDGET	Current Month Actual	Current YTD Actual	Balance	% Left
Miscellaneous Income						
400-10-45700-10	Investment Earnings	120.00	1.75	72.90	47.10	39.25%
400-10-45900-10	Other Income	-	-	-	-	0
Total Miscellaneous Income		120.00	1.75	72.90	47.10	39.25%
Operating Expenditures						
400-10-63150-10	Financial Reserve	-	-	-	-	0
Subtotal Operating Expenditures		-	-	-	-	0
Other Financing Sources (Uses)						
400-80-48020-10	Transfer in	-	-	-	-	0
400-80-48100-10	Transfer out	(128.44)	-	(128.44)	(0.00)	0.00%
Net Sources & Uses		(8.44)	1.75	(55.54)	47.10	-558.06%
Intergovernmental Grants						
Capital Grant Projects / Programs						
Revenue						
400-10-46140-10	Grants - Federal Proposed	-	-	-	-	0
400-10-46160-10	Grants - Federal Fire Prevention Proposed	-	-	-	-	0
400-10-46700-10	Grants - State	-	-	-	-	0
400-10-46800-10	Grants - Other	-	-	-	-	0
Total Intergovernmental Income		-	-	-	-	0
Expenditure						
400-70-79440-10	Grant - FEMA	-	-	-	-	0
400-70-78700-10	Grant - State	-	-	-	-	0
400-70-79800-10	Grants - Other	-	-	-	-	0
Total Intergovernmental Expenditures		-	-	-	-	0
Net Grant Sources & Uses		-	-	-	-	0
Donation Reserves						
Assigned for:						
400-10-63550-10	AED Donation Reserves	(4,423.02)	-	-	(4,423.02)	100.00%
400-10-63555-10	EMS Cardiac Donation Reserves	(25,415.35)	-	-	(25,415.35)	100.00%
400-10-63560-10	EMS Equipment Donation Reserves	(372.23)	-	-	(372.23)	100.00%
400-10-63570-10	Fire Prevention / Public Education Donation Reserves	-	-	-	-	0
400-10-63590-10	Juvenile Fire Setter Donation Reserves	-	-	-	-	0
400-10-63610-10	Assigned Investment Earnings Reserves	(120.00)	-	-	(120.00)	100.00%
Unassigned for:						
400-10-63630-10	Unassigned Reserves	-	-	-	-	0
Net Donations Sources & Uses		(30,330.60)	-	-	(30,330.60)	100.00%
Donations						
Revenue						
400-10-47020-41	AED Donations	2,300.00	777.43	3,627.36	(1,327.36)	-57.71%
400-10-47100-41	EMS Cardiac Donations	8,000.00	14.00	584.00	7,416.00	92.70%
400-10-47110-41	EMS Equipment Donations	-	-	-	-	0
400-10-47120-50	Fire Prevention / Public Education Donations	250.00	3,839.79	3,839.79	(3,589.79)	-1435.92%
400-10-47200-50	Juvenile Fire Setter Donations	-	-	-	-	0
Expenditure						
400-50-77250-50	AED Donation Expenditures	(4,948.00)	-	(3,627.36)	(1,320.64)	26.69%
400-50-77255-50	EMS Cardiac Donation Expenditures	-	-	-	-	0
400-50-77260-50	EMS Equipment Donation Expenditures (unspecified)	-	-	-	-	0
400-50-77270-50	Fire Prevention / Public Education Expenditures	(3,605.77)	-	-	(3,605.77)	100.00%
400-50-77280-50	General Donations	(52.71)	-	-	(52.71)	100.00%
400-50-77290-50	Juvenile Fire Setter Expenditures	-	-	-	-	0
Net Donations Sources & Uses		1,943.52	4,631.22	4,423.79	(2,480.27)	-127.62%
TRAINING/EDUCATION/DEVELOPMENT						
Revenue						
400-10-47300-10	Fire Science Scholarship Fundraiser Income	-	-	-	-	0
Expenditure						
400-55-77300-10	Fire Science Scholarship expenditures	(4,824.29)	(2,100.00)	(4,200.00)	(624.29)	12.94%
Net Fire Science Scholarship Sources & Uses		(4,824.29)	(2,100.00)	(4,200.00)	(624.29)	12.94%
Grand Total - Net Financial Sources (Uses)		\$ (33,219.81)	\$ 2,532.97	\$ 168.25	\$ (33,388.06)	100.51%
Beginning Fund Balance July 1, 2011:						
				FY 2011/2012 Actual	FY 2012/2013 Estimated Income	Total
	AED Donation Reserves	\$ 27.66	4,393.36			4,421.02
	EMS Cardiac Donation Reserves		9,345.35	8,070.00	8,000.00	25,415.35
	EMS Equipment Donation Reserves		372.23			372.23
	Unrestricted, assigned Investment Earnings Reserve	\$ 31.65	1,797.28	(1,700.49)	(8.44)	120.00
	Unrestricted, committed for Fire Science Scholarship	7,024.29		(2,200.00)		4,824.29
	Unrestricted, assigned for AED Equipment	1,500.00		1,150.00	2,300.00	4,950.00
	Unrestricted, assigned for Fire Prevention / Public Education	3,355.77			250.00	3,605.77
	Unrestricted, assigned for General Donations	52.71				52.71
	Financial Reserve (miscellaneous operating expense)					-
	Fiscal Year 2010-2011 Cash and Activity	11,992.08	15,908.22	5,319.51		
	Beginning Balance	27,900.30	\$ 33,219.81	10,541.56	\$ 43,761.37	

Governing Board Meeting – February 20, 2013

Agenda Item: 3

BOD#: 2013-02-03

Agenda Item Title: Recognition of employee performance and/or achievements

Background/Discussion: This is a recurring monthly item to provide the Board with information concerning superior employee performance and/or achievements.

February Service Awards: *(presented for 5, 10, 15, 20, and 25 year anniversaries)*

None

February Service Anniversaries:

Captain Paul Perkins - 23 years

Firefighter/Medic Carlos Rivera - 13 years

Fleet Supervisor Vaughn Croshaw - 4 years

Planning and Technology Support Administrator Anna Butel - 13 years

Special Recognition: Presented by Division Chief Rob Bessee, cardiac arrest survivor

On January 11th, 2013 the crew of E261-B Shift responded to cardiac arrest call near Ironwood and Southern. A male patient was found in his vehicle and resuscitation efforts were initiated and the patient was transported to AJ Regional Hospital.

E-261 B Shift:

Captain Brian White

Firefighter/Paramedic Mitch McCollough

Firefighter/Paramedic Bill Tavares

Firefighter/Paramedic Lance Frawley

AJPD Officer Justin Griffith

Governing Board Meeting – February 20, 2013

Agenda Item: 4

BOD#: n/a

Agenda Item Title: Call to the Public

A.R.S. §38-431.01(H):

A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body.

At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda.

However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

Background / Discussion: Call to the Public is provided so citizens may address the public body (Governing Board) with matters concerning the Fire District. Arizona public meeting law provides that the public body may discuss, consider, or decide only matters listed on the agenda and other matters related thereto. Since the public body will generally not know what specific matters may be raised at call to the public, they will be unable to act until the matter is placed on a subsequent meeting agenda (at the Board's discretion). The Board may also direct staff to follow up on the issue with the citizen.

Scheduled: None at time of printing

Governing Board Meeting – February 20, 2013

Agenda Item: 5

BOD#: 2013-02-04

Agenda Item Title:

Consideration and possible approval of all consent agenda items listed below:

- a) Purchase of twenty-four Panasonic CF-31 Toughbooks[®] for use as mobile computer terminals in emergency apparatus
- b) Approval of a service contract with Phoenix NAP for off-site server hosting service
- c) Approval of additional costs to Pierce Manufacturing for changes to the contract amount for the new platform ladder

Background/Discussion:

The consent agenda allows the Board to consider contracts, purchases, and other routine administrative matters having authorized funding within the current fiscal year budget as a single decision. Items may be withdrawn from the consent agenda and discussed separately upon request by any member of the Board or staff. Information for each consent agenda item and corresponding supporting document is within the packet.

Recommended Motion: *“Motion to approve the consent agenda items for February 20, 2013.”*

Financial Impact(s): As noted in each item.

Enclosed: As noted in each item.

- a) Purchase of twenty-four Panasonic CF-31 Toughbooks® for use as mobile computer terminals in emergency apparatus

Submitted by: Deputy Chief Dave Montgomery

Background/Discussion:

The foundation of all emergency dispatch for our field personnel is the MCT mounted in their vehicle. This field computer is the most critical component next to the radio system itself, that provides the information needed for our crews to respond to all emergencies as quickly and efficiently as possible.

Our current inventory of MCT's are all out of warranty, with the largest portion (72%) being 7 years-old and subject to full-cost repairs or replacement when repairs cannot be made. Nearly half of our inventory is of a different model that is one generation older, which results in different map update templates being required. A full inventory of the same model will allow us to save time and money when ever map updates or flash-changes are preformed. We are currently operating with no spare MCT's due to equipment failure, as our fleet continues to grow. This purchase will allow us to re-stock a depleted reserve inventory with the best of the current units, as well as allow us to save on expensive repair costs with full warranty coverage for 5-years. This purchase will also allow us to match more closely the larger part of the City of Mesa's inventory of MCT's, which is helpful when a needed repair can stay within our auto-aid partner system and not have to be sent to Panasonic. Also included in this proposed expenditure, is a spare hard-drive to be maintained by Mesa Fire Communications which will allow us to have upgrades prepared without having to take any units out of service to do so. We anticipate and plan to replace our entire inventory of MCT's every 5-7 years based upon past history of equipment life span.

Purchase for these MCT's is included in the adopted amended budget for 2012/2013 as a Capital Purchase item (200-70-72630-30).

Financial Impact: The cost with tax comes to **\$99,077.85**. The purchase is being done off of the Mohave State Contract, which is accepted as part of the Arizona State Purchasing Contract. All components of the AJFD Procurement Policy were adhered to in this process.

Staff Recommendation: Staff recommends approval of this purchase as a planned capital expenditure.

Enclosed: CLH Quote



Quote

CLH International, Inc.

1337 E. University Dr.
 Tempe, AZ 85281
 (480) 829-1582 FAX
 (480) 829-1350
 www.clh.com

Acct. No.	Date	Quote#
2560	1/14/2013	Q008839

Quote To	Ship To
Apache Junction Fire District 565 N. Idaho Rd. Apache Junction AZ 85219 United States	Apache Junction Fire District 565 N. Idaho Rd. Apache Junction AZ 85219 United States

Expires	Sales Rep	Shipping Met...	Terms	Contact Name
2/13/2013	Patti Wade	CLH Free Delivery	Net 30 Days	Anna Butel

Contract	Memo
	CF-31

Item	QTY	MPN	Description	Unit Price	Tax	Amount
NBP03118K	24		Panasonic CF-31 VAAAB1M I3-3110M 2.40G 6GB 320GB 13.1IN-XGA WL NO TPM BT VZN 4G WP7 EB-KB Single Pass	3,480.00	Yes	83,520.00
NBPW0021	24	CF-SVCLTEXT2Y	Panasonic TWO-Year Warranty EXTENSION Laptop YEAR #5 [CF-SVCLTEXT2Y]	318.00		7,632.00
CLH-ITEM	1		Panasonic 320 GB HDD Kit	145.00	Yes	145.00

				Subtotal	91,297.00
				Shipping Cost (CLH Free Delivery)	0.00
				Tax (AZ_TEMPE 9.3%)	7,780.85
				Total	\$99,077.85

Prices are subject to change and are only good for up to 30 days - please contact your sales rep for current pricing.
 Peripherals like printers, scanners, and other components that are attached outside of a computer are covered under the manufacturer warranty. All software, licenses, and special orders are non-returnable - all sales are final. *There is a minimum of a 15% restocking fee for any unopened equipment returned in original packaging with all parts that came with the unit.



Q008839

- b) Approval of a service contract with Phoenix NAP for off-site server hosting service

Background/Discussion: As the Fire District moves to a more data driven environment it is imperative to analyze the needs of this environment. The Fire District has had a long history of having another agency providing our records management system. As we move into 2013, for the first time the District will be solely responsible for our hardware and software programs, data security, integrity of the data, and forecasting. With these items comes great responsibility due to federal and state laws, (i.e. medical records/patient privacy) accreditation standards, and appropriate management of employee records to name a few.

Currently, the servers reside in the southwest corner of the Administration Office. This room was originally built as a “comm room” however; it has been outgrown and does not meet industry standards. Several issues include lack of security, lack of cooling and ventilation, lack of dust collection, and lack of flood and fire protection. Additionally, computer equipment must be free from static, magnetic disturbances, and electrical emanations from transformers and fluorescent lights.

All of these items combined would require an overhaul of the current space. At the very minimum a new 3 ton, 13 seer mini split A/C, electrical unit would need to be installed. The cost of the A/C unit is \$5,300 and could possibly be more depending on the heat load and the equipment in the room.

The \$5,300 is only a drop in the proverbial bucket compared to the other upgrades that are required. Additional items include: security and camera, proper ventilation, dust collection, and removal of carpet. To set this space up as a true server room with the minimum requirements would easily exceed \$15,000. Phoenix NAP is a premier data center and for \$300 per month the Fire District would have a very secure server environment.

Included in the cost is the following:

- Onsite staff monitoring network activity 24/7/365
- Pushing a button, toggling a switch or setting an externally accessible dip-switch
- Rebooting or power cycling of equipment
- Reading off serial numbers on equipment to a customer
- Providing visual verification (remote eyes) to assist customer’s remote troubleshooting efforts
- Relaying status of equipment status indicators or typing simple commands on a pre-installed console
- Plug in a console port for remote management by customer
- Moving or securing a single cable
- Adding, removing, or verifying a demarcation label

Another benefit would be to our IT provider, Prophet Network Incorporated (PNI). PNI is located in Tempe and has a commute to get to Apache Junction. Phoenix NAP is located much closer to PNI’s offices, thus cutting costs for service calls. In addition, using Phoenix NAP would cut out MediaCom for a large percentage of data transfers within our records management system. Phoenix NAP is built for maximum uptime, has redundant internet lines, and backup infrastructure in place. This is particularly important for our field providers who are required to pass electronic patient care reports onto the hospital.

The \$3600 annual cost is the best course of action for the Fire District at this time. This would alleviate some of the major issues the District is facing and provide a stable environment.

Financial Impact: The cost for service during this current fiscal cycle (\$1,851.62) would be absorbed in current IT service areas within the budget, and be a planned expenditure moving forward in future budget cycles.

Staff Recommendation: Staff recommends approval of this service contract. Legal has reviewed and found no substantive issues.

Enclosed: No Enclosures (the lengthy document is available upon request)



2353 W. University Dr.
 Tempe, AZ 85281-7223

Invoice Date: Jan/25/2013
 Invoice Due Date: Jan/25/2013
 Invoice Number: 9283-84897

Invoice

Bill To: APACHE JUNCTION FIRE DISTRICT
 Attn: Dave Montgomery
 565 North Idaho Road
 Apache Junction, AZ 85119
 US

Current Charges	\$	366.52
Taxes	\$	0.00
Account Credits	\$	(366.52)
Total Current Charges	\$	0.00

Account Balance: \$ **0.00**
 as of Jan/25/2013

Notes: This invoice has been sent manually without automatically processing a payment. Please contact us if you wish to arrange an alternate method of payment.

Current Charges

ID#	Service Items	Date Range	Unit Price	Quantity	Discount	Total Due
42795	R01P1111 - PROMO-1/4 CAB Bundle includes U10 locking cabinet, 1PDU, 1x 20A 120V circuit, Primary power only (2.4 kVA), 20mbps Blended Bandwidth (Overages @ \$10/mbps) & 1 Copper Cross Connect (R01P1111) <i>Pro-rated period</i>	Jan/25/2013 - Feb/01/2013	\$ 299.00	1		\$ 67.52
42796	R01P1111 - PROMO-1/4 CAB Bundle includes U10 locking cabinet, 1PDU, 1x 20A 120V circuit, Primary power only (2.4 kVA), 20mbps Blended Bandwidth (Overages @ \$10/mbps) & 1 Copper Cross Connect-Setup Fee (setp)	Jan/25/2013	\$ 299.00	1		\$ 299.00
Current Charges:						\$ 366.52

Account Credits

ID#	Credit Description	Total Credit
15805	ROS - 9283-82388 - Reversal of upfront payment invoice	\$ (366.52)
Account Credits:		\$ (366.52)

Total Current Charges:		\$ 0.00
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Aging Invoice Balance

Current	1-30 Days	30-60 Days	60-90 Days	90-120 Days	120+ Days
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

- c) Approval of additional costs to Pierce Manufacturing for changes to the contract amount for the new platform ladder

Background/Discussion: This item is for review and approval for additional costs associated with the inspections, completion, outfitting and delivery of the new 2013 Pierce Platform Ladder. The following items were primarily affected:

- 2 additional trip charges for AJFD personnel to assist in the pre-build and final inspection processes.
- Added the costs for delivery of the unit to the fire district.
- Added needed shelving or shelf tracks.
- Added critical lighting features that needed to be upgraded upon inspection.
- Added a 110V air conditioning unit for drug box cooling.

In an effort to allow the most comprehensive pre-build and final inspections, staff asked for increased numbers to make the trips to Appleton to complete these important inspections. During pre-build visits and final inspection visits, it was determined that additional shelving, additional emergency lighting features and a specialized A/C compartment for the Drug Box be added. A comprehensive cost-benefit analysis was done in regards Pierce delivering the apparatus, or having 2 employees drive the truck back. Based on all calculated costs and other intangibles such as insurance coverage and loss prior to arrival, it was in the best interest for us to have the truck delivered.

The original costs for purchasing and equipping this platform (\$1,150,000.00) is included in the adopted amended budget for 2012/2013 as a Capital Purchase item (200-70-72630-30).

Financial Impact: The total change costs are **\$10,755.12**. The change costs can be absorbed in to the original amount with no adverse effects with savings realized and anticipated on equipment purchases for this apparatus. There should be no negative financial impact.

Staff Recommendation: Staff recommends approval of these additional costs as part of the planned capital expenditure to purchase and equip this platform ladder truck.

Enclosed: Change Order Form and Invoice from Pierce/Hughes Fire Equipment



CUSTOMER CHANGE ORDER FORM

CUSTOMER: APACHE JUNCTION, AZ - QUANTUM 85' PLATFORM

JOB #: 26032

Item	Date	Description	Option #	Deduct	Add	Info	STF	Entered in Pride
1	9/5/12	ADD 1ea trip for 1ea guy for preconstruction			1,200.00			
3		Add 1ea trip for 1ea guy to final inspection			1,200.00			
4		Add Delivery of unit to Apache Junction, AZ			5,000.00			
5		Credit for furnishing standard Pump in place of all Bronze pump		10,300.00				
6		Jake Brake in place of Tansmission Retarder		4,200.00				
7		Delete 1ea Monitor at Basket		5,500.00				
8		shelving changes			200.00			
9		furnish shelf track on back wall of P4			100.00			
10		Delete slide out trays		1,600.00				
11		Furnish LED lights on rear of basket in place of lights on back of cab			1,700.00			
12		furnish PFP LED Scene lights at rear of truck			2,200.00			
13		furnish additional PSP1 Scene light			2,060.00			
14		Furnish PFP2AC lights on front and under basket			6,700.00			
15		Furnish PS Water level gauges on scide of cab			900.00			
16		Furnish Handwheel on Tank to Pump with 3" Valve and 4" piping			690.00			
17		Add 2ea gollights 1ea side of cab roof			1,050.00			
18		Add 2ea 12V outlets in rear of cab			200.00			
19		Add 3ea 12V outlets in front of cab			300.00			
20		No Rear Inlet to be furnished		550.00				
21		change Cord Reel to Akron ERWC - 1028			800.00			
22		Flush mount siren		120.00				
23		Add 110V Air Conditioner with Shroud			7,800.00			
24								
25								
26								
27								
28								
29								
30								
		CHANGES PER UNIT		22,270.00	32,100.00			

TOTAL COST OF CHANGES MADE TO ORDER PER UNIT **9,830.00**

Sales tax, if applicable, not included in above amount

Changes Authorized by:

Date:



MANUFACTURING Inc.

QUALITY FIRE APPARATUS
945640

P.O. BOX 2017
APPLETON, WI
54912

TEL. (920) - 832-3000

DATE
2/6/2013
INVOICE NUMBER
M041283

APACHE JUNCTION FIRE DISTRICT
565 N IDAHO RD
APACHE JUNCTION, AZ 85119

YOUR ORDER NO.		OUR ORDER NO.	TERMS	DELIVERY DATE	VIA
PO 006477		26032	COD		
ITEM	QTY.	DESCRIPTION			TOTAL AMOUNT
		ONE (1) PIERCE™ AERIAL MOUNTED ON A QUANTUM CHASSIS VIN: 4P1CU01D2DA013326 2013			\$ 950,332.00
		CONTRACT AMOUNT BEFORE TAX			950,332.00
		PLUS: APPROVED CHANGES			9,830.00
		PURCHASE PRICE BEFORE TAXES			960,162.00
		PLUS: AZ STATE SALES TAX @ 9.3%			89,295.07
		CONTRACT AMOUNT			\$ 1,049,457.07
		LESS: ADVANCED PAYMENT RECEIVED 7-5-12			(1,038,701.95)
		NET DUE PIERCE			<u>\$ 10,755.12</u>

REMIT PAYMENT TO:
PIERCE MANUFACTURING INC
7751 COLLECTIONS CENTER DRIVE
CHICAGO, IL 60693

ORIGINAL INVOICE

SEE ENCLOSED INSTRUCTIONS
FOR FURTHER INFORMATION

Governing Board Meeting – February 20, 2013

Agenda Item: 6

BOD#: 2013-02-05

Agenda Item Title: Review, discussion and possible action regarding the AJFD Governing Board By-Laws

Requested By: Board Director Barbara Cobb

Background / Discussion:

The Board may decide to amend the By-Laws at any time; they were last amended in 2003. The Board may direct Staff to make specific changes and bring back the document with revision(s) at the next board meeting.

At the December meeting Director Cobb requested three examples of neighboring fire district's governing board's by-laws to be brought to the January meeting to assist in the process of the amendment. Those were emailed to the Governing Board and Board Attorney by HR Director Alonzo Strange. At the January meeting the Board discussed changes/corrections submitted by Director Cobb. Clerk Shank has submitted some revisions, and the Board Secretary has made some corrections. All of these changes are noted in different colors.

Recommended Motion: The Board may just provide direction to staff – no motion would be needed.

Financial Impact(s)/Budget Line Item: none

Enclosed: Revised By-Laws

Purple: Ms. Cobb's changes
Green: Ms. Shank's changes
Red: Suggestions from Rachel

BY-LAWS OF APACHE JUNCTION FIRE DISTRICT

Adopted by the

Governing Board of the Apache Junction Fire District

Dated: xxx

ARTICLE I

General

1. Purpose: These By-Laws set forth the general rules and guidelines of conduct for the Apache Junction Fire District **Governing** Board.
2. Conflict with Applicable Law: In the event of any conflict in the laws governing the conduct of the Fire District, then such conflict shall be resolved by applying the regulating authority in the following order of priority: (a.) Arizona Revised Statutes Annotated; (b.) the By-Laws for the Apache Junction Fire District; ~~and~~ (c.) the Standing Rules of the Board; **and (d.) Robert's Rules of Order.**
3. Reference to Applicable Law: Any reference made in the By-Laws to controlling or applicable law, rules or regulations shall include all pertinent amendments thereto.
4. Definitions: The following definitions shall apply to these By-Laws:
 - a. "Board" shall mean the governing body of the Apache Junction Fire District.
 - b. "District" shall refer to the Apache Junction Fire District.
 - c. "Standing Rule" shall mean the rules and regulations adopted by the Board from time to time as they are needed in the form of resolutions establishing guidelines for a Fire District meeting which have been adopted by a majority vote of the Board with or without previous notice. **Standing Rule may be amended by a majority vote of the Board.**

ARTICLE II

The Board

1. Members: There shall be five members of the Board.
2. Qualifications: A member of the Board must be a resident of the Apache Junction Fire District at the time of his or her election, and must remain so during his or her incumbency. ~~Employees of the Apache Junction Fire District shall not be members of the Fire District Board and conversely, a member of the Fire District Board shall not be an employee of the Fire District (A.R.S. 48-805.B.1).~~ A member may not be an employee of the Fire District or related to an AJFD employee.
3. Election: Members of the Board will be elected in accordance with the laws of the State of Arizona.
4. Term: Board members are elected for a term of four years. ~~Each member shall be installed at the first meeting following his or her election.~~ Each member shall be installed at the December meeting following his or her election. Each newly elected member shall be installed and shall take the oath of office following the date that the results of balloting are canvassed by the County Board of Supervisors. The term of each member shall begin on the first day of the month following that member's election.
5. Duties and Responsibilities: The members of the Board are vested with the authority for managing the affairs of the Apache Junction Fire District pursuant to the laws of the State of Arizona governing the management of fire districts.
6. Authority of the Board: The authority of the Board is governed by the laws of the State of Arizona.
7. Compensation: The Board shall serve without compensation ~~and will only be reimbursed for any actual and reasonable expenses incurred on behalf of the Fire District.~~ but may be reimbursed for any expenses incurred on behalf of the Fire District.
8. Vacancies: In the event that there is a vacancy ~~in~~ on the Board caused by the death, resignation, or any other reason, of a Board member, then this vacancy may be filled by an individual selected by a majority of the remaining Board members in a manner determined by the remaining Board members. An individual selected by the Board shall serve until the expiration of the term of the Board member whose position he or she replaced.
9. ~~Role of the Fire Board: The Board shall act through a majority of a quorum by action taken at public meetings.~~
 - ~~a. The Board shall be responsible for setting the District's budget and setting the District's policy.~~
 - b. ~~The Board shall not engage in fire district operations and defers these duties to the Fire Chief to carry out in furtherance of the District's policies.~~
 - ~~c. The Board shall instruct the Fire Chief to notify the Board regarding events that develop between Board meetings. The Board shall instruct the Fire Chief as to the manner of notification and the timing of notification. For example, for incidents that involve the arrest,~~

~~termination, suspension or demotion of an employee, the Fire Chief shall provide written notice to the Board within a time that is reasonable under the circumstances.~~

- ~~10. Role of Individual Board Members: Board members individually have not authority to act on behalf of the District and individual Board members have no more power or authority than any other resident of the District. Board members shall use their best efforts to be sure they make decisions based on the best information available and shall use their best efforts to be sure each of the Board members has the same information available upon which decisions in the best interest of the District are made.~~
- ~~11. Disclosure: Within a reasonable time following election or appointment, each Board member shall disclose any conflicts of interest or potential conflicts of interest that each Board member has or may have regarding the District. The Board shall update its Disclosure each December.~~
- ~~12. << This Section Needs Reworking per Meet & Confer Rules >> Board Members Interaction with Employees/Chain of Command: Any Board member approached by an employee regarding an operations issue shall refer the employee to their supervisor or the fire Chief.~~
 - ~~a. Any Board member approached by an employee regarding a personal or personnel matter involving the District shall refer the employee to the employee's direct supervisor, or other officer as may be set forth in the Personnel Policy Guidelines.~~
 - ~~b. Any Board member approached by an employee regarding a fire district matter may place an item on the agenda of a duly noticed Board meeting for discussion and consideration by the Fire Board or may request the employee address the Board at a call to the public at a duly scheduled Board meeting.~~
 - ~~c. All board members shall take precautions to remove themselves from discussion or otherwise separate themselves from communications with employees or other individuals regarding matters which may go before the Board.~~
 - ~~d. Each Board member shall communicate, during a public meeting, all information relevant to the District that the Board member obtained from sources apart from the Board meetings and correspondence addressed to all Board members.~~

ARTICLE III

Officers

1. Officers: The ~~Apache Junction Fire District~~ Board shall be administered by a Chairperson and a Clerk.
2. Qualifications: All officers must be members of the Board.
3. Election: All officers must be nominated by at least one Board member and must be elected by a majority vote of the Board.
4. Term: All officers shall serve for a term of two years. Officers may be reelected at the end of any term. The term of office shall be calculated from the date of the first meeting held in December of each year.
5. The Chairperson: The Chairperson is responsible for ensuring that the business of the public meetings is transacted in a proper order and is reasonably expedited. The Chairperson must ensure that all members observe appropriate procedure and that order and decorum are observed at the meetings.
6. The Clerk: ~~The Clerk must have available at every meeting of the District the Minutes of the previous meeting and all other Minutes that have not been approved, the By-Laws of the District and all other rules pertaining to the District, a list of all the committees and the order of business or list of business to come before the meeting.~~ The Clerk is the official custodian of all the records of the District. ~~The Clerk must insure that all committees have such documents as they require for the performance of their duties.~~ The Clerk, in the event of the Chairperson's absence or inability to act, shall have all the authority of the Chairperson.
7. Removal of Officers: An officer may be removed **for valid and just cause** in the following manner: at least two (2) members must propose the removal of any one officer. In order for an officer to be successfully removed from office, at least three members of the Board must vote for such removal.
8. Death or Resignation of Officers: An officer may resign at any time by giving the Board written notice of his or her resignation. Upon the death of an officer, the office shall be deemed to be vacant as of the date of death.
9. Vacancies: In the event that an office of the ~~Apache Junction Fire District~~ Board becomes vacant, the Board shall elect a replacement at the next meeting after the occurrence of the vacancy to fill the vacant position or as soon thereafter as practical under the circumstances. The newly elected officer shall then serve until the expiration of the term of the officer whom he or she replaced.

ARTICLE IV

Board Committees

1. Formation: ~~A committee may be formed by the Board in the following way.~~ Any member of the Board ~~who is~~ present at a meeting may propose the establishment of a committee. A motion to establish a committee must be approved by a majority vote of the Board. A committee may be appointed for one of the following purposes or any other purpose deemed reasonable by the Board:
 - a. To consider and recommend suitable action on a resolution, action or other matter referred to;
 - b. To investigate a certain issue and report facts with its opinions thereon;
 - c. To execute an order of the District; or
 - d. To represent or act for the District in a certain matter.
2. Term: The committee may serve for a reasonable term, as designated by the Board, and, should the committee fail to make its recommendations or file its report within the designated term, then the Board may extend such term or discharge the committee, as it sees fit.
3. Membership Qualifications: Any individual residing within or without the District may be appointed as a committee member. Nominations for membership to the committee may be made by the Board or made by appointment from the Chairperson. In the event that nomination is made from the Board, then the member may only qualify if he or she receives a majority vote of those Board members present at the meeting. No more than two (2) members of the Board may be appointed as committee members.
4. Authority of the Committee: A committee is authorized to perform only such acts as are within the reasonable scope of the objective of the committee. Expenses incurred by the committee must receive prior approval of the Board and must be reasonable in scope.
5. Records of Committee Action: The committee is required to keep minutes of its meetings.
6. Reports to the Board: The committee shall present its written report or recommendations to the Board at a public meeting designated by the Board.
7. Discharge: The committee is discharged at the time of making its report or recommendations to the Board, unless:
 - a. The committee is requested by the Board to review the report or recommendations and make modifications;
 - b. The decision of the Board is to discharge the committee prior to the making of the report; or
 - c. The committee is a standing committee.
8. Structure: The Chairperson of the Board will appoint a Chairperson of the committee. The Chairperson is the member who reports to the ~~District Board~~. The committee may also select a secretary.

9. Committees Formed by Fire Chief: From time to time, the Board may direct the Fire Chief to form a committee to study any issue and report to the Board. Any such committee may be formed and shall conduct its business under the direction of the Fire Chief or his designee and shall not be governed by these By-Laws.

ARTICLE V

Meetings

1. Notice: Notice must be given by:
 - a. ~~posting a notice of the meeting in the places designated by the District in statements filed pursuant to A.R.S. §38-431.02 with the Arizona Secretary of State and the Clerk of the Pinal County Board of Supervisors, and~~ conspicuously posting a statement on the AJFD website stating where all public notices of the meetings will be posted, including the physical and electronic locations per A.R.S. 38-431.02(A)3a, and
 - b. giving such additional public notice as the Board determines to be reasonable and practical. The notice shall include an agenda of the matters to be discussed or decided at the meetings.
2. Quorum: Three (3) members of the Board shall constitute a quorum. Board members must be present in person or in the manner authorized in ~~Article V~~ Section 12 below ~~this Article V~~ during the meeting. Should the Board membership present at the meeting fall below the required number for a quorum, then the meeting may be reconvened at a designated later time or date when a quorum is present.
3. Agenda: The agenda must be available at least twenty-four (24) hours in advance of the meeting, unless (a.) an actual emergency exists, or (b.) a meeting has been recessed and resumed as provided in ~~Article V~~ Section 8 ~~of this Article V~~. Except for an emergency situation, only matters listed on the agenda and other matters related thereto may be discussed, considered or decided at the meeting.
4. Regular Meetings: ~~The regular meeting of the Apache Junction Fire District is to be held on the first Wednesday of each month.~~ Regular public meetings shall be held monthly on such a day and such time as the Board may from time to time determine.
5. Special Meetings:
 - a. The Chairperson may call a special meeting at any time, by giving the notice required by the law and providing an agenda for the special meeting, as required by Arizona law.
 - b. At the written request of two Board Members, the Chairperson shall call a Special Meeting by giving the notice required by law and providing an agenda for the special meeting as required by Arizona law. In the event the Chairperson fails to call a Special Meeting, at the written request of two board members, the Clerk shall call the Special Meeting.
6. Ratification of a Prior Act: The notice requirement for ratification of a prior act taken in violation of Arizona law is seventy-two (72) hours. Ratification must take place within thirty (30) days after

the discovery of the violation or after such discovery should have been made by the exercise of reasonable diligence.

7. Emergency Meetings: In the case of an actual emergency, less than 24 hours notice of a meeting may be given and the notice that is actually given shall be appropriate to the circumstances generating the emergency; however, there are three (3) requirements which must be met which are as follows:
 - a. An announcement must be made at the meeting of the reasons necessitating the emergency meeting;
 - b. A statement must be made in the minutes of the meeting setting forth the reasons for the emergency meeting; and
 - c. Within 24 hours after the meeting, a public notice must be posted declaring that an emergency session has been held and setting forth the information required under paragraph 3.
8. Meeting Recessed: Less than twenty-four (24) hours notice may be given when a properly noticed meeting is recessed to a later date. Prior to the recessing, notice must be publicly given as to the time and place of the resumption of the meeting or the method by which notice shall be publicly given. This notice must also comply with the agenda requirements respecting matters to be addressed when resumed.
9. Order of Business: The order of business at ~~any~~ the AJFD Board public meeting is generally as follows; however, the order of business may be changed by the Chairperson:
 - a. **Invocation**
 - b. Call to order and Pledge of Allegiance.
 - c. Roll call and a determination that a quorum exists.
 - d. The review of the minutes of the previous meeting and their approval, modifications or amendment. **The written Minutes record any and all official acts of the District taken by the Board. If any conflict exists between the Minutes and any other record of a meeting of the District, then the Minutes, as approved by the Board, shall prevail**
 - e. Financial Reports.
 - f. **Recognition and Special Awards**
 - g. A call to the public for comments about the Apache Junction Fire District (subject to any time limitation).
 - h. Consent agenda items.
 - i. Old business/New business items/**Future Agenda Items**
 - j. Announcements.
 - k. Adjournment.

10. << Move to 9d >> Minutes: The written Minutes record any and all official acts of the District taken by the Board. If any conflict exists between the Minutes and any other record of a meeting of the District, then the Minutes, as approved by the Board, shall prevail.
11. The Approval, Ratification and Amendments to the Minutes: The ~~Board Meeting Minutes of a meeting of the District~~ shall be approved, amended or modified at the next regular or special meeting or as soon thereafter as is reasonable. Upon review and approval of the Minutes ~~of a previous meeting~~, those minutes shall be signed by the Clerk. After the Minutes have been approved, amended or modified ~~at the next regular meeting~~, subsequent amendments or modifications may only be made in accordance with the following requirements:
 - a. An amendment or modification of grammatical, typographical, or other non-substantive error in the Minutes may be proposed at any time; and
 - b. A substantive amendment or modification to the Minutes may be proposed, discussed, and adopted only at a regularly scheduled public meeting. A substantive amendment or modification to the Minutes may only be voted if a majority of the Board members who originally approved the Minutes are present and can vote on the subsequent amendment or modification as Board members.
12. Conduct of the Meeting: The Chairperson will preside at all regular, special or emergency meetings. In the event that the Chairperson is not present, then the Clerk will preside. In the absence of both the Chairperson and Clerk, the board member with the most seniority will preside. The meeting shall also be conducted pursuant to the following requirements:
 - a. Voting will be done by voice vote or a show of hands in a manner sufficient to give the Chairperson notice of each member's vote. In the event that a roll call count is requested by any Board member, then the Chairperson shall require a roll call vote.
 - b. The public shall have access to all meetings except for Executive Session.
 - c. The Board may arrange for participation by telephone or video conference for a Board member otherwise unable to attend. In the event that a telephone or video conference is made available, then the following procedure must be followed:
 - 1) the notice or the agenda should state that one or more members of the board will participate by such method to the extent this information is available at the time of posting the agenda;
 - 2) facilities must be set up in order to permit ~~to observe~~ **observation of** telephone or video communications by those in attendance at the meeting;
 - 3) there should be a clear identification of all members participating by such method; and
 - 4) the Minutes of the meeting should identify members participating ~~my~~ **by** telephonic or video communications and should describe the procedures followed.
 - d. The Consent Agenda is intended to streamline the purchase of items or services which are included in the District's budget. Any Board member may request that an item be removed from the Consent Agenda and considered separately. If such a request is made, the Chairperson may alter the order of business to consider the separate item either before or after the remainder, if any, of the Consent Agenda.

ARTICLE VI

Executive Sessions

1. Requirements: Upon, and only upon, a public majority vote of sufficient members to constitute a quorum, an Executive Session may be held only for the purposes specified by Arizona law per A.R.S. 38-431.03(A)
2. Procedures: Before the Board goes into Executive Session, a majority of the members constituting a quorum must vote at a public meeting to hold such an Executive Session. The vote may permit the holding of an Executive Session during or immediately following the public meeting or at some later date whether specified or to be scheduled. **No action is taken in an Executive Session.**
3. Notice: If an Executive Session is to be held, notice shall be given to the general public stating the specific provision of law authorizing the Executive Session.
4. Agenda: The agenda for an Executive Session shall include only a general description of the matters to be considered and shall not contain information that would defeat the purpose of the Executive Session.
5. Confidentiality: The Chairperson, or other person conducting the Executive Session in the absence of the Chairperson, shall advise all persons present of the confidential nature of executive sessions.
6. Limitation on Conduct in Executive Session: **The Board may not take an informal or preliminary vote or a final vote or make a final decision in the Executive Session; such action must be taken at a public meeting convened for that purpose. At the public meeting after the Executive Session, sufficient information must be given to the public to apprise the public of the basic subject matter of the action to be taken.**

ARTICLE VII

Maintenance of Records

1. The Responsibility of the Clerk: It is the responsibility of the Clerk to be familiar with the maintenance of all the records of the District and to oversee that such records are in current order.
2. Written Minutes: Minutes must be taken of all public meetings and executive sessions. Either written minutes in draft form or a recording of public meetings must be available for public inspection within three (3) working days after a meeting. **No Recording shall be made of any executive session and** access to executive session minutes is restricted pursuant to A.R.S. 38-431.03(B). The following information must be in the Minutes:
 - a. The date, time, and place of the meeting.
 - b. The members of the Board recorded as either absent or present.
 - c. A general description of the matters discussed or considered, even where no formal action or vote is taken with respect to those matters.
 - d. An accurate description of all legal actions proposed, discussed or taken and the names of persons who proposed and seconded each motion. The Minutes must also reflect how the body voted and **the numerical breakdown of the vote how each member voted.**

- e. The name of each member of the public making a statement or presenting material to the Board and a specific reference to the action to which the statement or presentation relates.
 - f. A full description of the nature of any emergency matter, specifically including, but not limited to, the circumstances necessitating the emergency.
 - g. In the event that a prior act in violation of the Open Meeting Laws of the State of Arizona is ratified, a copy of the disclosure statement is required for such ratification.
3. Maintenance of Records: A record of all notices, including a copy of each notice posted and information regarding the date, time, and place of posting, must be kept in accordance with the District's record maintenance policy, [per Arizona State Library, Archives and Public Records retention schedule](#).
 4. Executive Sessions: The Minutes of an Executive Session must be maintained as confidential documents subject to Arizona law.
 - a. [The date, time, and place of the meeting.](#)
 - b. [The members of the Board recorded as either absent or present.](#)
 - c. [A general description of the matters discussed or considered, even where no formal action or vote is taken with respect to those matters.](#)
 5. Committees: The committees shall present their reports and/or recommendations at a public meeting and the Minutes of such public meeting must reflect the substance of the report and/or recommendation. The Minutes should also reflect the names of the committee members supporting the report or recommendation and the names of those committee members not in support of the report or recommendation.
 6. Policy Decisions: [All resolutions dealing with the policy of the District shall be set forth clearly in the Minutes by being separately identified by the title "Policy Decision." Such policy decisions shall also be recorded separately from the Minutes in a book containing all current policies of the District. << Clarify >> All resolutions dealing with AJFD Personnel Policy shall be clearly identified in the minutes, including Policy number and any and all changes to the text, and such changes shall be noted in the Personnel Policy Manual on the District's website.](#)
 7. Agendas: The agendas for all meetings shall be preserved with the written Minutes for each meeting and must be maintained indefinitely. [per Arizona State Library, Archives and Public Records retention schedule](#).

ARTICLE VIII

Finances

1. Annual Report to Pinal County: The Board shall submit an annual report to Pinal County pursuant to the requirements of the law of Arizona, as amended from time to time.
2. Annual Budget: The Board shall prepare an annual budget containing detailed estimated expenditures for each fiscal year. The budget must clearly show the salaries payable to the employees of the District, including the Fire Chief. Notice of the budget must be given as required by the law of Arizona and must be adopted by the Board pursuant to those laws. Copies of the budget must be available to members of the public upon written request. Beginning in Fiscal Year 2013-2014, a complete copy of the adopted budget shall be posted in a prominent location on the District's official website per A.R.S. 48-807.G.
3. Annual estimate: No later than ~~July 10th~~ August 1 of each year, the Chairperson must submit to the Board of Supervisors of Pinal County an estimate, certified by items, of the amount of money required for the equipment and maintenance of the District for the ensuing year, less the amount due from the county Fire District Assistance Tax. The annual estimate must in all other ways comply with the requirements of the laws of the State of Arizona.
4. Authorized Expenditures: The Board is authorized to make expenditures as is permitted by the Arizona laws, as amended from time to time. The Board may, by resolution of a majority of the members constituting a quorum, adopt a purchasing policy which may, among other things, include specific authority for officers, appointees, or employees of the District to make expenditures and have signature authority pursuant to the purchasing policy. Purchasing policy may be amended from time to time by a majority vote of the members constituting a quorum

ARTICLE IX

Execution of Documents

1. General: All documents, instruments or any written material whatsoever binding upon the District shall be executed by the Chairperson of the Board for the District, or in the Chairperson's absence, by the Clerk, provided, however, that the Board may authorize other Board members, officers, employees, or appointees of the District to execute documents, instruments, or other written material on behalf of the District.
2. Finance Documents: All documents, instruments, and any written material whatsoever which evidence money owed by, or money owed to, the District should be executed by a minimum of two (2) Board members. Notwithstanding the foregoing, the Board may authorize officers, appointees, or employees to sign checks pursuant to a purchasing policy adopted under Article VIII, Section 4.

ARTICLE IX

Execution of Documents

1. Adoption: The Board has previously adopted the 1997 Uniform Fire Code in accordance with Arizona statutes. The District must keep three (3) copies of the code, including amendments and revisions, on file for public inspection.
2. Amendments or Revisions: Amendments or revisions to the code may be adopted after hearing. The proposed revisions and/or amendments shall be posted in three (3) public places and published in a newspaper of general circulation in the District thirty (30) days prior to a public hearing to adopt the amendments and/or revisions.
3. Fire Protection Standards: The Board must assist the State Fire Marshal in the enforcement of fire protection standards within the Fire District.
4. NFPA and other Standards: The Board may adopt, amend, or revise such professional standards as it deems appropriate for administration of the District services, including but not limited to the National Fire Protection Association (NFPA) Codes and standards.

ARTICLE XI

Pension Board

1. Participation in the Public Safety Personnel Retirement System (PSPRS) and Pension Fund: The Board shall have the authority to direct the District to participate in and conform to the state standards for the PSPRS. Nothing in this Article shall be construed in a manner contrary to PSPRS standards or requirements. **The Local Pension Board shall be organized under, and follow procedures as set forth under A.R.S. 38, Chapter 5, Article 4: Public Safety Personnel Retirement System.**
2. Appointment of Trustees: The Board, at its regular meeting to be held each December, shall appoint the Clerk of the Board to the Apache Junction Fire District Pension Board. Other appointments shall conform to State PSPRS standards **and shall include the Fire Chief and a person who is not a Board Member or District Firefighter.** per A.R.S. 38-847.A.3.

Items 3 & 4 are just two sections of the PSPRS rules – don't necessarily need to be in By-laws

- ~~3. Increase in number of Members: In the event the number of members of the Pension Board is increased to seven by operation of law, the District, at its own expense, shall call for the election of additional trustees to be elected to the Board. Only firefighters employed by the District shall be eligible to vote in this election. Each firefighter shall be entitled to one (1) vote for this election. The firefighters receiving the four highest accumulative votes shall be declared to be the new members of the Board of Trustees. Of these four, the two firefighters receiving the two highest accumulative votes shall be deemed to be elected for four year terms; the two firefighters receiving the two lowest accumulative votes shall be deemed to be elected for two year terms. Bi-annually, thereafter, two firefighters shall be similarly elected to terms of four years.~~

~~4. Vacancies on the Board of Trustees: If a vacancy occurs for a Pension Board Member who is appointed by the District, the District shall appoint, within sixty (60) days of the date of the vacancy. The person so appointed shall meet the qualifications required of the trustee when he was appointed who created the vacancy. Only firefighters employed by the District shall be eligible to vote in this election. After the appointment, or election, the District shall notify the Board of Trustees of the new trustee and when the new trustee's term expires.~~

ARTICLE XII

Construction

1. Construction of By-Laws: These By-Laws shall at all times be construed in a manner consistent with Arizona law and any applicable statutes, regulation, ordinances, or standards.
2. Enforcement: These By-Laws may be enforced by an action with the Pinal County Superior Court upon a vote of majority of a quorum of the Board, << conflict of interest >>

ARTICLE XIII

Amendment

1. ~~Amendment of By-Laws: These By-Laws may be amended at a duly notice meeting.~~ Amendments to these By-Laws may be proposed in writing at any regular or special public meeting of the Board. Such proposed amendments shall be acted upon at the next regular public meeting of the Board or at a special public meeting called for that purpose, and shall be adopted by an affirmative vote of a majority of the Board members present. Notice of intention to present amendment to these By-Laws for adoption shall be contained in the notice of the meeting. All By-Laws adopted shall conform to Arizona State Law. Any By-Law not in such conformity shall be invalid and State Law shall replace the same.
2. Elected Positions: No Board Members may hold any other county elected positions. Board members may only hold one elected position at a time.

Adopted by the Apache Junction Fire District Board at a public meeting on xxxx.

IN WITNESS WHEREOF, the Clerk of the Apache Junction Fire District Board has hereunto set his or her hand this ____ day of _____, 20.

Clerk of the Apache Junction Fire District

STATE OF ARIZONA)
)ss
COUNTY OF PINAL)

This instrument was acknowledged before me this ____ day of _____, 2003 by _____, Clerk of the Apache Junction Fire District.

Notary Public My commission expires:

Governing Board Meeting – February 20, 2013

Agenda Item: 7

BOD#: 2013-02-06

Agenda Item Title: Discussion, consideration, and possible action to approve two revised job descriptions.

Submitted By: HR Director Alonzo Strange

Background / Discussion: Human Resources current job analysis project of all AJFD positions is to determine if actual job duties are aligned with current job descriptions. The intent is to rewrite job descriptions to reflect actual duties and then benchmark those job descriptions with the market data. Market data includes Arizona fire districts and other government organization throughout the Valley and the State.

This set of job descriptions include revised job titles and duties that were created by the Senior Leadership Team at their February 7, 2013 Summit. The changes better reflect the span of control and service delivery needed to position the organization for current and future development.

- a. Deputy Chief - Technology and Community Services**
- b. Finance Manager**

Human Resources Policy 103.04 Classification – New Positions, requires that the classification plan be amended and approved by the Board. Further, Section 103.07 provides that individuals “assigned” to positions by the Fire Chief *may* also be paid temporary incentive pay, approved by the Board.

These positions are being established as follows, “This is a new position. It is an innovative position which includes a minimum six months check point to evaluate its success and to benchmark annual market studies as to the viability of its impact on overall organizational performance. This job description may also be revised to reflect actual duties commensurate with the benchmark annual market studies and internal organizational needs assessment.”

When complete market studies have been analyzed, the Human Resources Director will recommend to the Fire Chief, for Board approval, an updated classification plan in accordance with Personnel Policy 103.01 et seq.

Staff Recommendation: It is recommended that the Governing Board approve the above listed positions to be included in the AJFD Classification Plan as specified and that the Classification Plan be amended accordingly.

Recommended Motion: *“Motion to approve the new job descriptions for Deputy Chief- Technology and Community Services and for Finance Manager and amend the AJFD Classification Plan accordingly.”*

Financial Impact: None for the Deputy Chief position and up to \$50,000 for the remainder of FY 2013 that would be funded from line items 100-10-61260 and 100-10-61261 , and 100-10-960-15.

Enclosures:

Job Descriptions

**Deputy Chief – Technology and Community Services
Finance Manager**

Apache Junction Fire District

Job Description

Job Title:	Deputy Chief – Technology and Community Services		
Department:	Administration	FLSA Class:	Exempt
Salary Range:	TBD		

Job Summary:

Under general direction of the Fire Chief and as a member of the Senior Leadership Team, has primary responsibility for the management of the AJFD technology and community services to include formulating policies and procedures. The Deputy Chief has extensive latitude for decision-making, planning, and implementing strategies and action plans within the assigned area as well as planning, developing policy, and resolving challenges and issues within the Fire District as a whole. The Deputy Chief is responsible for fiscal management, including planning/analysis and budget development and administration.

Work in this position requires a wide breadth of executive level managerial knowledge, skills and abilities. The Deputy Chief receives general supervision from the Fire Chief who reviews and evaluates work performance through conferences, reports, and overall results achieved. This is an executive exempt position that is scheduled to typically work hours far in excess of the standard 40-hour work week and may be required to perform fire suppression duties in emergency District-wide situations.

This is a revised position. It is an innovation position which includes a minimum six month check point to evaluate its success and to benchmark annual market studies as to the viability of its impact on overall organizational performance. This job description may also be revised to reflect actual duties commensurate with the benchmark market studies and internal organizational needs assessment.

This position has District-wide responsibility and incorporates all requirements for HIPAA and other confidential treatment of job information

Essential Duties and Responsibilities:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

PIO/Multi-media Production

- The Deputy Chief – Technology and Community Services serves as the District’s Public Information Officer (PIO). As the primary contact for the Apache Junction Fire District, the PIO provides information and responds to inquiries made by the news media and the community regarding emergency incidents and incidents of interest. The PIO is on call for significant events that may generate increased community or media attention.
- The PIO works on a weekly basis creating and issuing email communications for media and community distribution and more formal Community and Media Releases as well as Community Disaster needed. The PIO provides content for several local newspapers and publications, responds to requests for information from federal and state entities and various Valley, County, City and local organizations regarding fires and emergency medical services and community education events. The PIO fields a variety of inquiries from community members, groups, authors, reporters, screenwriters and producers of television programs. The PIO completes special internal communication projects for the Fire Chief and members of other divisions and writes/maintains content for the AJFD website. The PIO is trained and is held accountable for compliance with the Public Records Act and related laws.
- The PIO provides direction to the Multi-media Production Specialist who plans, facilitates and produces a variety of complex studio and field-based multi-media productions consisting of video, still photography and audio media. for the AJFD website, social media sites and cablecasts on municipal access channels; and for District training, communication, and public information purposes.

Public Education/Volunteer Program (Red Shirt, CERT, etc.)

- Oversee the development and dissemination of robust public education programs for fire prevention and activities for fire prevention methods and control through prevention programs
- **Technology/GIS**
The Deputy Chief Technology and Community Services is responsible for planning and directing the District’s technology activities to include the purchase, installation and on-going maintenance of hardware/software and peripheral equipment and user training and help desk services to assure a robust day to day application of the District’s technology goals and objectives..

- This activity also includes the planning and expansion of the Geographic Information System (GIS) to ensure complete data attribution of parcels, utilities, and addresses on developed maps, to create, update and maintain maps of fire hydrants, addresses, right-of-ways, street centerlines, emergency response zones, and various other drawings needed to provide responsive and rapid deployment of District resources to both emergency and non-emergency situations.

Planning and Analysis

- The Deputy Chief provides direction to the planning and technology support team who are responsible for performing work of a complex nature in assisting the Chief or other members of the senior leadership team with planning, research and analysis of assigned business projects to include creation and dissemination of comprehensive reports to regarding the overall development and execution of organizational programs and strategic initiatives. This includes quantitative and/or qualitative analysis and evaluation of the cost effectiveness, and regulatory conformance of long and short range plans, proposals, special projects, and ongoing programs.

Contracts Administration

- The Deputy Chief also negotiates, maintains and administers purchase contracts, Inter-governmental agreements, service contracts, etc. and reviews and revises contract terms and conditions as requested by the Governing Board/Fire Chief.

Fund Development

- Responsible for writing proposals for both unrestricted operating revenue and restricted projects and for preparing and submitting timely and accurate reports and presentations for all existing grant funded projects. Present such projects to the Fire Board as assigned by the Fire Chief.
- Create, maintain and act as custodian of various management tools such as, but not limited to, procurement process, management databases, donor organizations and other fundraising sources.

Code Enforcement/Fire Investigations

- Provides oversight and work direction to employees engaged in conducting technical inspections of buildings, facilities, grounds, and processes determining conformance with all applicable fire prevention codes, regulations and national standards.

General Management

- Evaluate operational service delivery and propose modification to meet the needs of the District, including the ability to conduct research and provide

recommendations in written and/or oral methods on a wide variety of issues that affect the District.

- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Establish and maintain effective working relationships with staff, Fire District governing board, other fire departments and personnel, other agencies, and the general public.
- Provide effective personnel management and leadership for all subordinates reporting directly and indirectly through effective management techniques. Monitor compliance with policy and effective utilization of assigned human resources. Build an effective leadership team with direct reports.
- As a member of the labor/management team, build and maintain a responsive, positive and effective relationship with labor leadership.
- Represent the District at a variety of external meetings, functions and events. Participate as a contributing member in various local, state and regional groups with the operational issues facing the District. May represent the District by active participation and membership in civic and community organizations.
- Develop, or assists in the development and implementation of policies and procedures governing employees in all aspects of the District's activities.
- Participate in the development and the administration of the annual budget. Develop and administer the budget and expenditures of the departments under their supervision. Work closely with the Fire Chief and financial staff to ensure the long term financial viability of the District in meeting the vision and mission of the District.
- Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice. Must be able to meet this requirement without substantial delay by taking appropriate steps for individual and family preparedness. May receive assignments well outside of job description or normal chain of command during major emergencies, disasters and some emergency exercises.

Office/Administrative

- Supervise assigned staff engaged in various technical and community services programs, budget development and administration activities.
- Attend meetings, conferences and seminars. Obtain and incorporate into District programs "Best Practices" from other fire service, government and private industry organizations.
- Maintain high standards of confidentiality regarding employee, Board and District management information.

- Participate in professional development sessions or seminars. Work on special projects as assigned.

Knowledge, Skills and Qualifications:

- Comprehensive and practical knowledge and experience in all facets of the Public information field with use of analytical judgment and decision making abilities appropriate to the work environment of the organization.
- Working knowledge of community services, fire prevention and investigations, technical and GIS administration policies and practices.
- Knowledge of state and federal employment laws and guidelines and statutory duties of the District.
- Knowledge of AJFD operations, organizations, procedures and policies.
- Knowledge of computers and other office machines and customary office software and hardware systems.
- Knowledge of budget and financial control procedures.
- Knowledge of principles of effective communication including public speaking, and report writing.
- Knowledge of principles collective bargaining and related federal, state and local labor/employment laws and Memorandums of Understanding.
- Ability to perform normal duty assignments, projects, and daily work with a high degree of independent judgment and discretion under general direction and manage projects under pressure.
- Ability to read and interpret legal documents, general business correspondence, memorandums and reports at a college level.
- Ability to write general and technical correspondence, memorandums, letters, and reports at a level that is comprehensible and reflects college level written communication skills.
- Ability to communicate effectively and explain policies and procedures
- Ability to perform general math calculations, as well as the math necessary to conduct payroll calculations, estimate budgets, and calculate test scores and ranking.
- Strong computer skills in Office Suite including: Word, Excel, Power Point, Access, Outlook and the Inter-net.; strong computer skills in various human resources, payroll and accounting systems.
- Working knowledge of fire investigations and code enforcement practices.
- Working knowledge of general office management practices.
- Strong interpersonal and communication skills, applicable in individual and/or group settings.
- Work effectively in a team environment where it is necessary to establish and maintain positive working relationships with elected officials, staff, employees, regulatory agencies, and the public.
- Skill in meeting deadlines handling diverse schedules and prioritizing work.
- Skill in analyzing and evaluating administrative needs, identifying problems, and developing feasible solutions.
- Skill in providing effective customer service.

- Skill in maintaining confidentiality and handling discrete and sensitive issues.

Education, Experience, Certifications and Licenses Required:

- BA from an accredited college or university (Fire Science or related field), MA desired or a combination of equivalent education and experience in the Fire service or related certification in fire officer or in progress is desired.
- Strong technology skills in the use and understanding of various software programs Microsoft Office, Excel, Access, and payroll/accounting software.
- Excellent communication skills and demonstrated ability to interface and work well with all levels of management and staff, while maintaining confidentiality.
- Minimum four (4) – six (6) years senior level management experience required.

Desired Attributes

- Ability to multi-task and prioritize projects.
- Strong organizational skills and detail oriented.
- High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities
- Superior interpersonal abilities; ability to get along with diverse personalities, tactful, mature, flexible
- Participative management style-advocate of team concept
- Ability to establish credibility and be decisive-but be able to recognize and support the organization's mission, goals and object

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. The noise level in the work environment is usually quiet and, at all times is within safe OSHA standards.

Communication

- Communicates clearly and effectively, both verbally and in writing, with co-workers, supervisors, and fire service personnel.
- Must be able to comprehend, follow, and clearly convey instructions to others.
- Must be computer proficient and be able to work on a computer for up to 40 hours per week.

Physical Activities

- Must be able to handle or manipulate objects, tools, and operate controls.
- Must be able to reach for stacked products, store and retrieve file boxes on high shelves.
- Must be able to push, pull, lift and/or carry as much as 10 lbs.
- Must be licensed and have the ability and skill to drive a vehicle.

I have read and understand the duties and responsibilities for my position as a Deputy Chief – Technology and Community Services.

Signed Name: _____ Date: _____

Printed Name: _____

DRAFT

**Apache Junction Fire District
Job Description**

Job Title: Finance Manager

Department: Administration

**FLSA Exempt
Class:**

Salary Range: 43 (\$60,533 - \$81,1200)

Job Summary:

Under general direction of the Fire Chief and reporting to the Human Resources Director, serves as an adjunct member of the Senior Leadership Team. Perform accounting work of considerable difficulty in all areas (including financial statements, notes to the financial statements, budget schedules, and statistical schedules) of the compilation of the Comprehensive Annual Financial Report (CAFR); perform other work as required or assigned.

Manage and review the District financial records, monitor and reports on the District's financial condition and administers the District's debt issuances keeps abreast of legislative activities that will impact the District; prepares reports and makes recommendations to both staff and the Governing Board. Provide guidance on financial software implementation. Oversee project groups, outside consultants, financial advisors, and assigned staff.

This is a Journey level exempt position, assigned to perform the more complex, diverse, and sensitive duties concerning the District's financial activities. The incumbent may train, monitor, and/or supervise assigned subordinate employees.. Because the incumbent work is diverse, advanced, and highly specialized in nature, considerable independent judgment and discretion must be exercised in performing the essential job functions. Work often requires development of recommendations and independent actions consistent with policies, general directives, and broad regulations. The decisions/recommendations made affect the application of policies, procedures, and guidelines, and the selection of appropriate resources for use in accomplishing assigned work.

This is a new position. It is an innovation position which includes a minimum six month check point to evaluate its success and to benchmark annual market studies as to the viability of its impact on overall organizational performance. This job description may

also be revised to reflect actual duties commensurate with the benchmark annual market studies and internal organizational needs assessment.

Essential Duties and Responsibilities:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Budget Preparation/Administration

- Responsible for general accounting duties including fixed assets, investments, other real estate owned, processing of facilities related funding requests. ■ Review and maintains general ledger.
- Assist the senior leadership team in the annual budget preparation and recommended budget amendments.
- Provide on-going support for budget administration; track accounts payable and accounts receivable to determine trends for the fiscal year.
- Checks budget codes for expenditures to determine if proper accounts have been charged.
- Develop and recommend financial and purchasing policies and procedures to ensure compliance with local, state, and federal accounting regulations.
- Answer expenditure and revenue questions from staff, the governing board and the public.

Financial Planning and Reporting

- Prepare financial reports and other recurring reports for the Fire Chief, senior leadership team and the Governing Board to include financial statements, cash flow and revenue analysis, division reconciliations, monthly, quarterly and annual closing
- Provide detailed analysis of market data and County regulations/provisions to provide multi-year forecast for revenues and expenditures.
- Assist the Fleet and Facilities Manager with administration of vehicle, facilities and property inventory, costing and tracking of expenditures.
- Prepare year end closing and coordinates the preparation of the annual financial statements.

Systems Management and Reconciliations

- Review and approve certain recurring transactions.

- Provide quality control and ensure integrity of database for weekly/monthly detail and interface tables.
- Work closely with the technology team to keep abreast of innovative technologies that will streamline work processes.
- Act as system administrator for the Accounting and HRIS modules and ancillary software modules.
- Designs, implements, monitors and evaluates management information systems.

Debt Management/Revenue Collections/Investments

- Monitor and record the expenditure and collection of public funds by establishing the accounting systems and developing policies and procedures in accordance with GAAP and GASB standards in compliance with the Administrative Policy Manual.
- Determine funds available for investment.
- Administer bonds, capital and special revenue funds.
- Oversee Arizona State Wild land billing procedure.
- Serve as Fixed Assets Property Controller.
- Handle Treasury Management.
- Create and publish financial reports of receipts and disbursements.
- Create and maintain listing and amortization of, and funding for, capital reserves replacement program and fixed assets.
- Collect data and prepare fiscal accounting for grants.
- Prepare documents to justify rates and fees.

Audit/Compliance

- Supervise internal audits and participates in external audits.
- Coordinate annual financial audit.
- Recommend storage, retention, and destruction policies and procedures for financial records in accordance with Arizona Revised Statutes and Federal Law.
- Assures that state and national standard accounting procedures are followed.

General

- Attend District meetings and work sessions.
- Instruct employees on accounting and bookkeeping problems and the interpretation and applications of rules, regulations, and accounting principles.
- Read and interpret contents of intergovernmental agreements and contracts.
- Ability to have a flexible work schedule and occasionally work evenings/weekends based on the District's needs.
- Supervise, train and evaluate assigned subordinate staff.
- Perform other duties as assigned.

. Knowledge, Skills and Qualifications:

- Working knowledge of standard government accounting practices, policies and procedures.

- Knowledge of state and federal employment laws and guidelines and statutory duties of the District.
- Knowledge of AJFD operations, organizations, procedures and policies.
- Knowledge of computers and other office machines and customary office software and hardware systems.
- Knowledge of budget and financial control procedures.
- Knowledge of principles of effective communication including public speaking, and report writing.
- Ability to perform normal duty assignments, projects, and daily work with a high degree of independent judgment and discretion under general direction and manage projects under pressure.
- Ability to read and interpret legal documents, general business correspondence, memorandums and reports at a college level.
- Ability to write general and technical and financial correspondence, memorandums, letters, and reports at a level that is comprehensible and reflects college level written communication skills.
- Ability to communicate effectively and explain policies and procedures.
- Ability to perform specialized math calculations, as well as the math necessary to conduct payroll calculations, create/estimate budgets and financial reports.
- Strong computer skills in Office Suite including: Word, Excel, Power Point, Access, Outlook and the Internet; strong computer skills in various accounting payroll and human resources systems.
- Working knowledge of general office management practices.
- Strong interpersonal and communication skills, applicable in individual and/or group settings.
- Work effectively in a team environment where it is necessary to establish and maintain positive working relationships with elected officials, staff, employees, regulatory agencies, and the public.
- Skill in meeting deadlines handling diverse schedules and prioritizing work.
- Skill in analyzing and evaluating administrative needs, identifying problems, and developing feasible solutions.
- Skill in providing effective customer service.
- Skill in maintaining confidentiality and handling discrete and sensitive issues.

Education, Experience, Certifications and Licenses Required:

- Bachelors in Accounting, Finance or a related field. Minimum five (5) years of experience in accounting, auditing, budgeting or closely related field. Prior governmental experience in preparing Comprehensive Annual Financial Reports (CAFR) is highly desirable. Consideration will be given for Certified Public Accountant Certificate (CPA) and/or Certified Governmental Financial Manager (CGFM). Additional relevant experience may be substituted for the aforementioned education.
- Strong technology skills in the use and understanding of various software programs Microsoft Office, Excel, Access, and payroll/accounting/HR software.
- Excellent communication skills and demonstrated ability to interface and work well with all levels of management and staff, while maintaining confidentiality.

Desired Attributes

- Ability to multi-task and prioritize projects.
- Strong organizational skills and detail oriented.
- High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities.
- Superior interpersonal abilities; ability to get along with diverse personalities, tactful, mature, and flexible.
- Participative management style-advocate of team concept.
- Ability to establish credibility and be decisive-but be able to recognize and support the organization's mission, goals and objects.

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. The noise level in the work environment is usually quiet and, at all times, is within safe OSHA standards.

Communication

- Communicates clearly and effectively, both verbally and in writing, with co-workers, supervisors, and fire service personnel.
- Must be able to comprehend, follow, and clearly convey instructions to others.
- Must be computer proficient and be able to work on a computer for up to 40 hours per week.

Physical Activities

- Must be able to handle or manipulate objects, tools, and operate controls.
- Must be able to reach for stacked products, store and retrieve file boxes on high shelves.
- Must be able to push, pull, lift and/or carry as much as 10 lbs.
- Must be licensed and have the ability and skill to drive a vehicle.

This job specification should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel.

I have read and understand the duties and responsibilities for my position as a Finance Manager.

Signed Name: _____

Date: _____

Printed Name: _____

Governing Board Meeting – February 20, 2013

Agenda Item: 8

BOD#: 2013-01-07

Agenda Item Title: Discussion and possible action regarding the development of the Fiscal Year 2013/2014 Revenue Budget

Background/Discussion: This item is the second step for the governing board in planning and developing the fiscal year 2013/14 budget. The board adopted the planning calendar at the January meeting.

At this meeting, Staff will be sharing several important structural elements of the budget development process. Senior Leadership Team will present key components of the proposed AJFD Strategic Initiatives at the Board Workshop on February 22.

During the budget process the Board may be asked to consider financially supporting some specific areas of the plan that may have major implication on the success of the direction of the organization.

Review of Tax Abstracts and Preliminary Revenue Report

The preliminary Revenue Budget for FY 2013/14 is enclosed for reference and review. The FY 2013/14 Tax Abstracts, as received from Pinal County, are also enclosed and will be discussed at the meeting.

For the fiscal year beginning July 1, 2013 the AJFD Net Assessed Valuation (NAV), for all District properties in Pinal County decreased by 5.986%. The 2013/14 projected Pinal County Net Assessed Valuation is \$336,393,023; the FY 2012/13 NAV was \$357,812,368. This is a decrease of \$21,419,345 from the FY 2012/13 Pinal County NAV. The total combined NAV projected for FY 2013/14 is \$336,842,559 (includes Maricopa County properties).

If the Board chose to maintain the same tax revenue FY 2012/13 budget, the tax rate would increase to approximately \$2.95 per hundred Pinal County NAV (before adding in the bond). Staff will present more information and scenarios at the meeting. Please note that the change in estimated beginning cash must also be considered in reviewing total budgetary needs.

The decrease NAV of 5.986% was not close to the decrease of 3% that staff expected to receive this year. Below is a hypothetical house with related fire protection costs over the past years and various examples of rate changes for FY 2013/14.

Tax Impact and Expected Cost of a Sample Residence with Declining Value

Fiscal Year	Declining Value / Change from Previous Year	Tax Rate (Per \$100 Secondary Assessed Value with Bond)	Cost to Property Owner
FY 2008/09	\$250,000 / --	\$2.00	\$500 per year
FY 2009/10	\$244,257 / (2.297%)	\$2.00	\$489 per year
FY 2010/11	\$204,066 / (16.45%)	\$2.35	\$479 per year
FY 2011/12	\$157,927 / (22.659%)	\$2.56	\$405 per year
FY 2012/13	\$149,439 / (5.375%)	\$2.77	\$414 per year
FY 2013/14	\$140,411 / (5.986%)	\$2.95	\$414 per year

Establish Funding Priorities

Another important component of this initial planning phase is establishing funding priorities for the upcoming year. The Budget Policy Resolution adopted by the Board in January 2010 will assist staff in early budget preparation and submittals

As the Board directs Staff in the development of the budget, Staff will provide budget costs for the specific programs or items so the financial impact on the item(s) under consideration may be evaluated. The Board may also have new programs they would like Staff to evaluate as the FY 2013/14 budget is developed.

Items for Consideration for FY 2013/14

Personnel – open positions, retirements, new positions

- Staff Support person for the Annex

Vehicles (funds committed to apparatus, \$330,000)

- Consider the replacement of BC truck and staff vehicles

Property and Facilities (funds committed to property and facilities, TBD)

- Need to purchase/acquire training center property
- Need to continue to look at property for Station 266 (north part of District)

Technology

- Software and hardware additions and upgrades \$50,000
- Survivability Initiative (AED's, PAD Program, Community education)
- Accounting/Payroll/Timekeeping/HRIS software installation, training, and support \$250,000

Enclosed: Tax Abstracts and Preliminary Revenue Budget

FULL CASH VALUE (SECONDARY)

- VALUES FOR ALL PROPERTIES COMBINED

TAX YEAR: 2013

Tax Authority	Nomenclature	Parcel Count	Total Full Cash Value	Total Assessed Value	Exempt Amount	Net Assessed Value
11642	APACHE JUNCTION FD	39769	\$3,200,847,317	\$370,555,680	\$34,162,657	\$336,393,023
	Improvements	23705	\$1,906,823,196	\$212,826,920	\$17,610,624	\$195,216,296
	Land	27101	\$944,194,568	\$112,121,931	\$6,849,011	\$105,272,920
	Personal Property / Mobile Home	12237	\$235,679,375	\$23,621,402	\$52,401	\$23,569,001
	Personal Property / Other	479	\$114,150,178	\$21,985,427	\$9,650,621	\$12,334,806

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ABSTRACT BY TAX AUTHORITY AND LEGAL CLASS FOR THE COUNTY OF PINAL

Page 1

AS OF: All

FCV

FULL CASH VALUE (SECONDARY)

- VALUES FOR ALL PROPERTIES COMBINED

TAX YEAR: 2013

Tax Authority	Nomenclature	Legal Class	Parcel Count	Total Full Cash Value	Total Assessed Value	Exempt Amount	Net Assessed Value
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AS OF: All

FCV

FULL CASH VALUE (SECONDARY)

- VALUES FOR ALL PROPERTIES COMBINED

TAX YEAR: 2013

Tax Authority	Nomenclature	Legal Class	Parcel Count	Total Full Cash Value	Total Assessed Value	Exempt Amount	Net Assessed Value
11642	APACHE JUNCTION FD		40139	\$3,200,847,317	\$370,555,680	\$34,162,657	\$336,393,023
		0103	16	\$2,767,857	\$539,732	\$539,732	\$0
		0103P	16	\$52,635,536	\$10,263,930	\$9,093,474	\$1,170,456
		0106	6	\$5,726,010	\$1,116,573	\$0	\$1,116,573
		0106P	6	\$21,500,179	\$4,192,535	\$0	\$4,192,535
		0108	7	\$15,645,379	\$3,050,850	\$0	\$3,050,850
		0109	5	\$2,122,413	\$413,871	\$0	\$413,871
		0109P	4	\$154,934	\$30,212	\$15,684	\$14,528
		0110	7	\$3,308,259	\$645,110	\$0	\$645,110
		0111	27	\$3,105,517	\$605,577	\$0	\$605,577
		0111P	27	\$15,134,041	\$2,951,139	\$26,104	\$2,925,035
		0112	444	\$191,872,611	\$37,415,182	\$791,029	\$36,624,153
		0113P	357	\$22,083,895	\$4,306,371	\$515,359	\$3,791,012
		02P	17	\$458,531	\$73,364	\$31,794	\$41,570
		02R	3654	\$306,355,171	\$49,016,861	\$22,464,283	\$26,552,578
		02RD	5	\$2,205,873	\$352,940	\$0	\$352,940
		03	19142	\$1,875,595,214	\$187,560,603	\$662,984	\$186,897,619
		03P	9868	\$191,855,460	\$19,186,067	\$20,607	\$19,165,460
		0401	1447	\$125,765,999	\$12,576,643	\$1,607	\$12,575,036
		0401P	1814	\$36,128,551	\$3,612,969	\$0	\$3,612,969
		0402	2485	\$303,142,671	\$30,314,430	\$0	\$30,314,430
		0402P	716	\$8,744,838	\$874,525	\$0	\$874,525
		0403	3	\$1,158,010	\$115,801	\$0	\$115,801
		0403P	12	\$107,690	\$77,705	\$0	\$77,705
		0405	4	\$12,228,280	\$1,222,828	\$0	\$1,222,828
		0405P	10	\$297,581	\$29,759	\$0	\$29,759
		0406P	1	\$2,036	\$204	\$0	\$204
		0407	1	\$500	\$50	\$0	\$50
		0407P	1	\$8,740	\$874	\$0	\$874
		0408	36	\$18,000	\$1,800	\$0	\$1,800
		09P	1	\$717,541	\$7,175	\$0	\$7,175

Apache Junction Fire District
 Percentage Increase or Decrease in Net Assessed Values

Description	Class	Ratio	2012	Change in		2013	Change in	
			NAV Abstract 02/10/2012	NAV	Percentage Increase Decrease	NAV Abstract 02/10/2013	NAV	Percentage Increase Decrease
CV-Gas & Electric Utility (R)	1.03	20%	-			-		
CV-Gas & Electric Utility (P)	1.03P		1,226,661	(122,019)	-9.047%	1,170,456	(56,205)	-4.582%
CV-Water, Sewer & Wastewater Utility (R)	1.06		1,211,472	39,669	3.385%	1,116,573	(94,899)	-7.833%
CV-Water, Sewer & Wastewater Utility (P)	1.06P		4,374,977	170,079	4.045%	4,192,535	(182,442)	-4.170%
Shopping Centers (R&P)	1.08		2,478,400	2,211,980	830.260%	3,050,850	572,450	23.098%
Golf Courses (R)	1.09		453,155	8,151	1.832%	413,871	(39,284)	-8.669%
Golf Courses (P)	1.09P					14,528	14,528	
Manufactu/Fabricat. Comm. Prop (R&P)	1.10		714,124	-	0	645,110	(69,014)	-9.664%
CV-Telecommunications (R)	1.11		291,818	24,478	9.156%	605,577	313,759	107.519%
CV-Telecommunications (P)	1.11P		3,639,021	(389,258)	-9.663%	2,925,035	(713,986)	-19.620%
Secured Personal Comm. Property (P)	1.12		38,180,299	(3,155,945)	-7.635%	36,624,153	(1,556,146)	-4.076%
Unsecured Commercial Property (R)	1.13							
Unsecured Commercial Property (P)	1.13P		4,229,147	(1,379,975)	-24.602%	3,791,012	(438,135)	-10.360%
subtotal R & P			56,799,074	(2,592,840)	-4.366%	54,549,700	(2,249,374)	-3.960%
Secured - Vacant/Agric	02.R	16%	31,631,606	(8,961,657)	-22.077%	26,552,578	(5,079,028)	-16.057%
Secured - Vacant/Agric Golf Courses (R&P)	02.R.D	16%	13,838	(5)	-0.036%	352,940	339,102	2450.513%
Unsecured - Pers. Prop. - Vacant/Agric	02.P.D	16%	46,426	(28,708)	-38.209%	41,570	(4,856)	-10.460%
subtotal R & P			31,691,870	(8,990,370)	-22.099%	26,947,088	(4,744,782)	-14.972%
Owner	3	10%	210,884,405	(9,585,552)	-4.348%	186,897,619	(23,986,786)	-11.374%
	3.P		22,606,179	(1,689,188)	-6.953%	19,165,460	(3,440,719)	-15.220%
subtotal R & P			233,490,584			206,063,079		
Rental								
Non-primary/Bank Owned Residential	4.01		854,470			12,575,036		
Residential R & P rental/leased property	4.02		32,543,663			30,314,430		
Child Care facilities - Title 36,Capter 7.1	4.03		58,339			115,801		
Residential Licenced care/nursing care institutions	4.05		1,454,856			1,222,828		
Agricultural rental as condition of employment	4.07		50			50		
Common areas that are pursuant to Chapter 13, article 9	4.08		1,750			1,800		
subtotal Rental Real			34,913,128			44,229,945	9,316,817	26.686%
Rental Unsecured Property	4.P							
04.01P			30,271			3,612,969		
Residential R & P rental property	04.02P		829,309			874,525		
Child Care facilities - Title 36,Capter 7.1	04.03P		12,102			77,705		
Residential Licenced care/nursing care institutions	04.05P		26,165			29,759		
Transient lodget 8 room or less residential property	04.06P		204			204		
Agricultural rental as condition of employment	04.07P		890			874		
Common areas that are pursuant to Chapter 13, article 9	04.08P		11,596					
subtotal Rental Personal			910,537	(41,055)	-4.314%	4,596,036	3,685,499	404.761%
Rental - subtotal R & P	4	10%	35,823,665	3,492,121	10.801%	48,825,981	13,002,316	36.295%
Apache Creek Golf Club on St. Land reverts back to State @ end of lease	9	1%	7,175	(5,904)	-45.141%	7,175	-	0
Net Assessed Values	TOTALS		357,812,368	(20,323,375)	-5.375%	336,393,023	(21,419,345)	-5.986%
LEVY			2.7700%			2.9500%		
			\$ 9,911,403	231,128	2.388%	\$ 9,923,594	12,192	0.123%
Increase (decrease) in Lev			\$ 231,127.57			\$ 12,191.58		

(R&P) = Real and Personal Property

2013 FIRE DISTRICT LEVY LIMIT WORKSHEET

MARICOPA & PINAL COUNTIES - APACHE JUNCTION FIRE DISTRICT
--

ADJUSTMENTS FOR ANNEXED PROPERTY	MARICOPA	PINAL	COMBINED
	2012	2012	2012
A.1. Net Assessed Value of Property Annexed for TY 2013	\$303,296	\$0	\$303,296
A.2. A.1. divided by 100	\$3,033	\$0	\$3,033
A.3. Prior Year Actual Tax Rate (excluding debt service tax rate)	\$2.5500	\$2.5500	\$2.5500
A.4. Adjustment for Annexed Property (A.2. multiplied by A.3.)	\$7,734	\$0	\$7,734
MAXIMUM ALLOWABLE LEVY LIMIT			2013
B.1. Prior Year Maximum Allowable Levy Limit (B.4 from prior year)			\$15,076,289
B.2. Line B.1. multiplied by 1.08			\$16,282,392
B.3. Plus amount attributable to annexed property (Line A.4.)			\$7,734
B.4. MAXIMUM ALLOWABLE LEVY LIMIT (Line B.2. + B.3.)			\$16,290,126
CURRENT YEAR NET ASSESSED VALUES			2013
	2013	2013	2013
C.1. Centrally Assessed Property	\$0	\$10,010,176	\$10,010,176
C.2. Locally Assessed Real Property	\$293,411	\$298,767,066	\$299,060,477
C.3. Locally Assessed Personal Property	\$156,125	\$27,615,781	\$27,771,906
C.4. Total Net Assessed Values (C.1. through C.3.)	\$449,536	\$336,393,023	\$336,842,559
C.5. C.4. divided by 100	\$4,496	\$3,363,930	\$3,368,426
CURRENT YEAR TAX RATE / LEVY LIMIT CALCULATION			2013
	2013	2013	2013
D.1. Current Year Net Assessed Values / 100 (Line C.5.)			\$3,368,426
D.2. Maximum Allowable Levy Limit (Line B.4.)			\$16,290,126
D.3. Tax Rate (D.2. divided by D.1.; rounded to 4 decimals)			\$4.8361
D.4. Maximum Tax Rate (lesser of D.3. or \$3.25)			\$3.2500
D.5. Current Year Allowable Tax Rate [†]	\$3.2500	\$3.2500	\$3.2500
D.6. Current Year Allowable Levy Limit (D.5. multiplied by D.1.)	\$14,612	\$10,932,773	\$10,947,385
D.7. Prior Year Excess Collections			
D.8. Prior Year Excess Levy			
D.9. Current Year Allowable Levy Limit (D.6. - D.7. - D.8.)	\$14,612	\$10,932,773	\$10,947,385

[†] Adjusted D.5. to avoid a levy that exceeds the maximum allowable levy limit (Line B.4.)

Revenue Statement

Fund	Division	Account #	Manager	Account Description	2010/2011 Actual	2011/2012 Actual	2012/2013 Actual	2012/2013 Original Approved	2012/2013 Amended Adopted	2013/2014 Tentative
Beginning Fund Balance:					07/01/2010	07/01/2011	07/01/2012	07/01/2012	07/01/2012	07/01/2013
Unassigned fund balance					5,131,812	4,567,033		2,583,878.13	2,583,878.13	2,631,218.38
TOTAL BEGINNING FUND BALANCE					5,131,812	4,567,033		2,583,878.13	2,583,878.13	2,631,218.38
TAX REVENUE:										
100	10	41000	10	Real & Secured Personal Property Taxes	9,973,548	8,336,818		8,179,875.21	8,179,875.21	7,662,475.01
100	10	41050	10	Unsecured Personal Property Taxes	644,137	659,111		944,340.17	944,340.17	915,547.08
100	10	41075	10	Property Tax Corrections Abatements	(4,608)	(28,529)		(10,000.00)	(29,000.00)	(50,000.00)
100	10	41080	10	Maricopa County Property Taxes	2,856	2,727		1,709.09	1,709.09	11,463.17
100	10	41100	10	Fire District Assistance Tax	300,000	300,000		400,000.00	400,000.00	400,000.00
Total Direct Taxes:					10,915,933	9,270,127		9,515,924.47	9,496,924.47	8,939,485.25
Other Taxes:										
100	10	41200	10	SRP Contribution	143,169	155,607		170,935.14	170,935.14	170,935.14
100	10	41300	10	Insurance Premium Tax	108,973	93,629		87,600.00	87,600.00	87,600.00
TOTAL TAX REVENUE					11,168,075	9,519,363		9,774,459.61	9,755,459.61	9,198,020.40
CHARGES FOR SERVICES:										
100	10	42000	41	Emergency Medical Service Payments (S/W)	77,774	104,182		123,600.00	123,600.00	115,000.00
100	10	42025	41	EMS Leasing (S/W)	50,517	42,855		48,335.00	48,335.00	41,208.00
100	10	42050	41	Other EMS Payments (S/W)	5,452	3,540		4,000.00	4,000.00	4,100.00
100	10	42075	41	EMS Contracts	17,500	20,725		20,725.00	20,725.00	22,083.00
100	10	42078	40	Fire Contracts	10,000	5,000		5,000.00	5,000.00	5,000.00
100	10	42200	41	Miscellaneous Contracts	5,144	5,626		5,500.00	5,500.00	6,000.00
100	10	42300	41	Insurance Payments-1st Responder Fees						
100	10	42600	15	Copies (Fire Reports, etc.)	242	344		250.00	250.00	350.00
100	10	42700	50	Permits	16,175	15,085		16,000.00	16,000.00	16,000.00
100	10	43100	40	State Land Fire Payments	36,752	221,592		309,000.00	309,000.00	309,000.00
100	10	43200	20	Outside Fleet Maintenance	19,744	34,297		23,000.00	23,000.00	20,000.00
100	10	43300	50	Intergovernmental-Plan Review Fees	2,344	2,127		2,500.00	2,500.00	3,300.00
TOTAL CHARGES FOR SERVICES:					241,844	455,174		557,910.00	557,910.00	542,041.00
COMMUNITY HEALTH SERVICES:										
100	10	43500	41	CPR Classes	3,240	3,679		3,500.00	3,500.00	9,000.00
100	10	43520	41	First Aid Classes	2,030	2,525		2,500.00	2,500.00	6,000.00
100	10	43540	41	AHA Revenue	154	833		500.00	500.00	2,500.00
100	10	43580	41	Immunization Fees						
TOTAL COMMUNITY HEALTH SERVICES					5,424	7,037		6,500.00	6,500.00	17,500.00
OTHER INCOME:										
100	10	45300	15	State Compensation Fund Dividend	380					
100	10	45700	10	Investment Earnings	33,403	19,710		24,000.00	24,000.00	20,000.00
100	10	45800	10	COBRA Reimbursement Income	7,711	16,892		13,550.00	13,550.00	16,000.00
100	10	45900	10	Other Income	9,218	2,799		5,000.00	5,000.00	5,000.00
TOTAL OTHER INCOME					50,712	39,202		42,550.00	42,550.00	41,000.00
Subtotal					\$ 11,465,854.67	\$ 10,020,775.83	\$	\$ 10,381,419.61	\$ 10,362,419.61	\$ 9,798,561.40
OTHER FINANCING SOURCES (USES):										
100	80	48020	10	Transfer In		1,829		814,441.96	1,105,141.96	?
100	80	48100	10	Transfer Out	(505,300)	(548,325)				
100	80	48100	10	Transfer Out	(1,857,812)	(1,173,012)				
100	80	48100	10	Transfer Out		(16,000)				
100	90	49500	10	District Equipment Sales		70,787		1,000.00	20,000.00	?
100	90	49550	10	District Property Sales						
TOTAL OTHER FINANCING SOURCES:					(2,363,112)	(1,664,721)		815,441.96	1,125,141.96	
TOTAL REVENUE AND OTHER SOURCES (USES):					14,234,555	12,923,088		13,780,739.71	14,071,439.70	12,429,779.78

Assessed Value Forecast	Estimated 2013 NAV Pinal County	Estimated 2013 NAV Salt River Project	Estimated 2013 NAV Maricopa County
Secured, local only			
Secured Personal Property			
Centrally Assessed			
TOTAL SECURED	300,489,216	300,489,216	6,703,339.00
Tax Rate	0.0255		293,411
	7,662,475		
UNSECURED COMBINED	35,903,807	35,903,807	156,125
Tax Rate	0.0255		
	915,547	336,393,023	6,703,339.00
		0.0255	0.0255
	8,578,022	8,578,022.09	170,935.14
		336,393,023	449,536
		0.0001	0.025500
		33,639	11,463
01/100 = 0001			

Capital Projects Fund

Revenue Statement

Fund	Division	Account #	Manager	Account Description	2010/2011 Actual	2011/2012 Actual	2011/2012 Actual	2012/2013 Original Approved	2012/2013 Amended Approved	2013/2014 Tentative
Beginning Fund Balance					07/01/10	07/01/11	07/01/12	07/01/12	07/01/12	07/01/13
Committed fund balance						6,079,163	0	2,676,641.96	2,676,641.96	3,316,900.71
Unassigned fund balance					20			-	-	-
TOTAL BEGINNING FUND BALANCE					20	6,079,163	0	2,676,641.96	2,676,641.96	3,316,900.71
OTHER INCOME:										
200	10	45700	10	Investment Earnings	2,490	28,617	0	31,000.00	31,000.00	20,000.00
200	10	45900	10	Other Income						
TOTAL OTHER INCOME					2,490	28,617	0	31,000.00	31,000.00	20,000.00
DONATIONS:										
200	10	47050	10	Development Donation		3,150	-	-	-	-
TOTAL DONATIONS						3,150	-	-	-	-
OTHER FINANCING SOURCES (USES):										
200	80	48020	10	Transfer In	505,300	1,721,337	-	-	-	-
200	80	48100	10	Transfer Out	-	-	-	(814,441.96)	(1,105,141.96)	-
200	90	49500	10	District Equipment Sales	-	10,025	-	-	-	-
200	90	49550	10	District Property Sales	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES					505,300	1,731,362	0	(814,441.96)	(1,105,141.96)	-
TOTAL REVENUE AND OTHER SOURCES (USES):					507,810	7,842,292	0	1,893,200.00	1,602,500.00	3,336,900.71

Revenue Statement

Fund	Division	Account #	Manager	Account Description	2010/2011 Actual	2011/2012 Actual	2012/2013 Actual	2012/2013 Original Approved	2012/2013 Amended Approved	2013/2014 Tentative
Beginning Fund Balance					07/01/10	07/01/11	07/01/12	07/01/12	07/01/12	07/01/13
Restricted Fund Balance					3,143,565.83	3,144,501.47		987,385.58	987,385.58	992,000.00
TOTAL BEGINNING FUND BALANCE					3,143,565.83	3,144,501.47	0.00	987,385.58	987,385.58	992,000.00
OTHER INCOME:										
300	10	45700	10	Investment Earnings	25,554.54	12,541.12		5,000.00	5,000.00	5,000.00
TOTAL OTHER INCOME					25,554.54	12,541.12	0.00	5,000.00	5,000.00	5,000.00
OTHER FINANCING SOURCES (USES):										
300	80	48020	10	Transfer In	-	-	-	-	-	-
300	80	48100	10	Transfer Out	-	-	-	-	-	-
300	85	49100	10	Debt Issuance	-	-	-	-	-	-
300	85	49150	10	Bond Premium	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES					-	-	-	-	-	-
TOTAL REVENUE AND OTHER SOURCES (USES):					3,169,120	3,157,043	0	992,385.58	992,385.58	997,000.00

Special Revenue Fund

Revenue Statement

Fund	Division	Account #	Manager	Account Description	2010/2011 Actual	2011/2012 Actual	2012/2013 Actual	2012/2013 Original Approved	2012/2013 Amended Approved	2013/2014 Tentative
Beginning Fund Balance					07/01/10	07/01/11	07/01/12	07/01/12	07/01/12	07/01/13
Committed fund balance					7,024	7,024		4,824.29	4,824.29	624.29
Assigned fund balance					12,915	20,876		28,395.52	28,395.52	41,566.52
TOTAL BEGINNING FUND BALANCE					19,939	27,900	0	33,219.81	33,219.81	42,190.81
OTHER INCOME:										
400	10	45700	10	Investment Earnings	207	128		120.00	120.00	120.00
400	10	45900	10	Other Income				-	-	-
Intergovernmental:										
400	10	46120	10	Grants - Federal Grant 2004				-	-	-
400	10	46140	10	Grants - Federal Proposed				-	-	-
400	10	46160	10	Grants - Federal Fire Prevention Proposed				-	-	-
400	10	46700	10	Grants - State	14,258					
400	10	46750	10	Grant Hosting - Participant's share						
400	10	46800	10	Grants - Other						
TOTAL OTHER INCOME					14,465	128	0	120.00	120.00	120.00
DONATIONS:										
400	10	47020	41	AED Donations	3,572	3,353		2,300.00	2,300.00	2,650.00
400	10	47100	41	EMS Cardiac Donations	6,650	8,070		8,000.00	8,000.00	8,000.00
400	10	47110	41	EMS Equipment Donations				-	-	-
400	10	47120	50	Fire Prevention / Public Education	405			250.00	250.00	4,590.00
400	10	47130	10	General Donations	900			-	-	-
400	10	47200	50	Juvenile Fire Setter Donations				-	-	-
400	10	47300	10	Fund-raiser - General (Scholarship)				-	-	-
TOTAL DONATIONS					11,527	11,423	0	10,550.00	10,550.00	15,240.00
OTHER FINANCING SOURCES (USES):										
400	80	48020	10	Transfer In						
400	80	48100	10	Transfer Out		(1,828.93)		(128.44)	(128.44)	(125.00)
TOTAL OTHER FINANCING SOURCES						(1,828.93)		(128.44)	(128.44)	(125.00)
TOTAL REVENUE AND OTHER SOURCES (USES):					45,931	37,623	0	43,761.37	43,761.37	57,425.81

Debt Retirement Principal Fund

Revenue Statement

Fund	Division	Account #	Manager	Account Description	2010/2011 Actual	2011/2012 Actual	2012/2013 Actual	2012/2013 Original Approved	2012/2013 Amended Approved	2013/2014 Tentative
<u>Beginning Fund Balance</u>					07/01/10	07/01/11	07/01/12	07/01/12	07/01/12	07/01/13
Restricted fund balance					359,459	12,358		358,090.13	358,090.13	412,295.39
TOTAL BEGINNING FUND BALANCE					359,459	12,358	0	358,090.13	358,090.13	412,295.39
<u>TAX REVENUE:</u>										
500	10	41000	10	Real & Secured Personal Property Taxes	297,889	298,956		352,857.36	352,857.36	330,538.14
500	10	41050	10	Unsecured Pers. Prop. Taxes	19,238	23,745		40,736.24	40,736.24	39,494.19
500	10	41200	10	SRP Contribution	4,289	6,317		7,127.08	7,127.08	7,127.08
TOTAL TAX REVENUE					321,416	329,018	0	400,720.68	400,720.68	377,159.41
<u>OTHER INCOME:</u>										
500	10	45700	10	Investment Earnings	1,487	798		1,000.00	1,000.00	1,000.00
TOTAL OTHER INCOME					1,487	798	0	1,000.00	1,000.00	1,000.00
<u>OTHER FINANCING SOURCES (USES):</u>										
500	80	48020	10	Transfer In	0	16,000		-	-	-
500	80	48100	10	Transfer Out	0	0	0	-	-	-
TOTAL OTHER FINANCING SOURCES					0	16,000	0	-	-	-
TOTAL REVENUE AND OTHER SOURCES (USES):					682,363	358,174	0	759,810.82	759,810.82	790,454.81

	2013 NAV
Secured, local only	\$195,216,296
Secured Personal Property	\$105,272,920
Centrally Assessed	-
	<hr/>
Secured	\$300,489,216
	0.0011
	<hr/> 330,538 <hr/>
Unsecured	35,903,807
	0.0011
	<hr/> 39,494 <hr/>
	<hr/> \$ 370,032.33 <hr/>
	Estimated
	2011 SRP NAV
Centrally Valued	\$ 6,479,164
	<hr/>
	\$ 6,479,164
	0.0011
	<hr/> \$ 7,127.08 <hr/>

Debt Retirement Interest Fund

Revenue Statement

Fund	Division	Account #	Manager	Account Description	2010/2011 Actual	2011/2012 Actual	2012/2013 Actual	2012/2013 Original Approved	2012/2013 Amended Approved	2013/2014 Tentative
Beginning Fund Balance					07/01/10	07/01/11	07/01/12	07/01/12	07/02/12	07/02/12
Restricted fund balance					250,706	37,109		234,111.78	234,111.78	241,749.91
Restricted fund balance - US Bank					0	0	0	-	-	-
TOTAL BEGINNING FUND BALANCE					250,706	37,109	0	234,111.78	234,111.78	241,749.91
TAX REVENUE:										
600	10	41000	10	Real & Secured Personal Property Taxes	358,524	358,733		352,857.36	352,857.36	330,538.14
600	10	41050	10	Unsecured Pers. Prop. Taxes	23,180	28,509		40,736.24	40,736.24	39,494.19
600	10	41200	10	SRP Contribution	5,147	7,588		7,127.08	7,127.08	7,127.08
TOTAL TAX REVENUE					386,851	394,831	0	400,720.68	400,720.68	377,159.41
OTHER INCOME:										
600	10	45700	10	Investment Earnings	1,109	639		750.00	750.00	500.00
TOTAL OTHER INCOME					1,109	639	0	750.00	750.00	500.00
OTHER FINANCING SOURCES (USES):										
600	80	48020	10	Transfer In	21,812	0		-	-	-
600	80	48100	10	Transfer Out	0	0		-	-	-
TOTAL OTHER FINANCING SOURCES					21,812	0	0	-	-	-
TOTAL REVENUE AND OTHER SOURCES (USES):					660,478	432,579	0	635,582.47	635,582.47	619,409.33

										2013 NAV	
										Secured, local only	\$195,216,296
										Secured Personal Property	\$105,272,920
										Centrally Assessed	-
										Secured	\$300,489,216
										0.0011	
											330,538
										Unsecured	35,903,807
										0.0011	
											39,494
											\$ 370,032.33
										Estimated	
										2013 SRP NAV	\$ 6,479,164
										Centrally Valued	\$ 6,479,164
										0.0011	
											\$ 7,127.08

Governing Board Meeting – February 20, 2013

Agenda Item: 9

BOD#: 2013-02-08

Agenda Item Title: Discussion, review, and possible adoption of a change to the fee schedule for CPR Classes

Submitted By: Training Division Chief Rob Bessee

Background / Discussion: The Apache Junction Fire District has been a Training Center for the American Heart Association teaching CPR classes since at least 1998. The classes that are held each month have costs associated them, such as certification cards, disposable supplies and overtime costs for certified instructors.

Due to increased costs for supplies and staffing, the current fees that the Fire District charges each student enrolled in a CPR course, no longer covers our costs and we have been subsidizing these costs in order to teach CPR to the public.

The Fire District strongly emphasizes the importance of teaching the community how to perform CPR and how bystander CPR greatly increases the chance of surviving a cardiac arrest. Beginning this year, the Fire District will be conducting a two tiered approach on teaching the community CPR.

The first tier, will be to educate and train our community on CCR (Cardio-Cerebral Resuscitation), this method of “chest compression only” treatment of a cardiac arrest patient is easy to learn and easy to perform and takes one third of the time to teach. We will instruct the majority of these classes with on-duty personnel, which will reduce our overall overtime costs that have been associated with teaching these courses in the past.

The second tier will be to continue to schedule our American Heart Association classes for individuals who are required by their employer to be certified in CPR. The table below illustrates the recommended increase to our fees that will be charged to each student. These charges will allow these courses to be at a minimum, cost neutral. The Fire District will begin offering blended courses this year that would have the student take the classroom section of a CPR course online and we would then schedule a skills session with the student at the Fire District that would only evaluate their skills.

Course Type	Minimum number of students	Current Pricing per student	Proposed Pricing Per student	% Change	Valley Average
Healthcare	6	\$25	\$40	60%	\$50
Heartsaver	6	\$20	\$35	75%	\$35
Heartsaver/AED	6	\$20	\$35	75%	\$35
Heartsaver/First Aid	6	\$35	\$50	43%	\$60
Skills Session-1hr	1-8	NA	\$30 (\$60<3)		\$30

Recommended Motion: *Motion to approve the changes to the CPR fee schedule as proposed.*

Financial Impact(s)/Budget Line Item:

Enclosed: None

Governing Board Meeting – February 20, 2013

Agenda Item: 10

BOD#: 2013-02-09

Agenda Item Title: Discussion and possible action regarding the purchase and installation of an integrated sound & multi-media system for use in the board room.

Submitted By: Deputy Chief Dave Montgomery

Background/Discussion: This item comes back the governing board for discussion and possible action regarding the purchase and installation of an integrated sound & multi-media system for use in the board room. At the request of the board, staff has spent the last month researching a set of options for board consideration of both an audio amplification system only, and a full multi-media system with integrated sound. Staff is presenting four options tonight for consideration:

OPTION #1 Estimated Cost: \$15,000 to \$18,000

Option #1 includes the purchase and installation of a fully integrated sound and multi-media system to include the following: Integrated sound system with up to 9 wireless microphones, ceiling installed speaker system, digital recording equipment, ceiling mounted multi-media projector, and all accessories required for system components, with professional installation.

OPTION #2 Estimated Cost: \$1,000 to \$1,250

Option #2 includes the purchase and installation of an audio amplification system only. This system would consist of the following: Portable sound system that matches our existing portable sound system to increase the number of microphones supported, 2 matching wireless microphone systems supporting up to 8 wireless microphones, and all accessories required for system components. Speakers would be wall mounted. No special installation would be required. No digital recording would be supported.

OPTION #3 Estimated Cost: \$0 to \$500

Option #3 would be to continue to use our current sound system as set up tonight. The current system is a portable sound system capable of supporting up to 4 microphones (or an 8 microphone wireless system). Speakers would always be tripod mounted. No special installation would be required. No digital recording would be supported.

OPTION #4 Estimated Cost: \$2,000 to \$2,500

Option #4 would include all components of Option #2 or Option #3, with the addition of purchasing a ceiling mounted projector for multi-media with in-house resources providing all installation of support structure and associated wiring.

Financial Impact: Any costs would be unplanned expenditures if made in the current 2012/2013 fiscal cycle. Funding would have to come from the General Contingency Fund (100-10-63120-10) for purchase and installation in this current fiscal cycle. This project would become a planning project for fiscal 2013/2014 if not completed at this time. Funding need would be prioritized with all other facility project needs.

Staff Recommendation: Staff recommends Option #2 as the most cost effective way to move forward with a robust sound amplification system. Staff would recommend placing the installation of a ceiling mounted projector as a high priority item for fiscal year 13/14.

Recommended Motion: *Motion to direct staff to purchase and install equipment based on Option #____, as noted.*

Governing Board Meeting – February 20, 2013

Agenda Item: 11

BOD#: 2013-02-10

Agenda Item Title: Discussion, review, and possible adoption of a contract for property and casualty insurance services.

Submitted By: HR Generalist Rachel Krause

Background / Discussion: This is a renewal of our annual contract for property and casualty insurance, by ESIP brokered through Cindy Elbert Insurance Services. Last year's quoted premium was \$73,749.

At the time of packet production, the quote was not yet available (delayed on our end). It will be provided as soon as possible.

Recommended Motion: Motion to accept the property and casualty insurance services proposal from Cindy Elbert Insurance Services by ESIP and the associated premium of \$ _____ to take effect on March 1, 2013.

Financial Impact(s)/Budget Line Item:

Enclosed: None

Governing Board Meeting – February 20, 2013

Agenda Item: 12

BOD#: 2013-01-11

Agenda Item Title: Chief's Report

Submitted By: Fire Chief Paul Bourgeois

Background / Discussion:

This item is for the Fire Chief to share information with the Board of any variety of items occurring within, or related to, the Fire District. Any item shared is for information only. Upon request of the Board, any item shared during this agenda item may be moved to the agenda for future meetings. Governing Board discussion, other than clarifying questions, cannot occur and no action, position, or direction may occur until the specific item is placed on the agenda.

- The statistical reports for the previous month are included in the packet.
- Governing Board Training and Workshop is scheduled for Friday, February 22, 2013

Governing Board Meeting – February 20, 2013

Agenda Item: 13

BOD#: 2013-01-n/a

Agenda Item Title: Announcements

Background / Discussion: The Governing Board and/or Staff may share information at this time.

Governing Board Meeting – February 20, 2013

Agenda Item: 14

BOD#: 2013-01-12

Agenda Item Title: Adjourn

Recommended Motion: *“Motion to adjourn the Board meeting.”*