



TOWN OF HUACHUCA CITY

The Sunset City

**HUACHUCA CITY TOWN COUNCIL
PUBLIC MEETING NOTICE
Thursday, February 10, 2022, at 6:00 PM
COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

AGENDA

A. Call to Order – Mayor

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum
- c. Invocation

Any prayer/invocation that may be offered before the start of regular Council business shall be the voluntary offering of a private citizen, for the benefit of the Council and the citizens present. The views or beliefs expressed by the prayer/invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker. A list of volunteers is maintained by the Town Clerk's Office and interested persons should contact the Town Clerk's Office for further information.

B. Call to the Public – Mayor

A.R.S. 38-431.01 states the 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.

C. Consent Agenda - Mayor

All items listed in the Consent Agenda are considered routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a Member of the Town Council requests that an item or items be removed for discussion. Council Members may ask questions without removal of the item from the Consent Agenda. Items removed from the Consent Agenda are considered in their normal sequence as listed on the agenda, unless called out of sequence.

- C.1 Consider approval of the Minutes of the Regular Council Meeting held on January 27, 2022.
- C.2 Consider approval of the Payment Approval Report.

D. Unfinished Business before the Council – Mayor

Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen, who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.

D.1 Discussion and/or Action [Mayor Wallace]: Direction to staff regarding the equipment maintenance plans submitted by each Department Head.

D.2 Discussion and/or Action [Suzanne Harvey]: Administration and Animal Control Officer staffing in the Police Department.

E. New Business Before Council - Mayor

Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen, who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.

E.1 Discussion and/or Action [Suzanne Harvey/ Whetstone Fire Chief Robert Jarvis]: Consideration of the proposal of Whetstone Fire District to partner with the Town in seeking a gaming revenue grant from the Gila River Indian Community [Proposition 202 revenue sharing] to fund acquisition of new electrocardiogram units.

E.2 Discussion and/or Action [Mayor Wallace]: Proclamation 2022-01 – A Proclamation of the Mayor recognizing the month of February as Black History Month in the Town of Huachuca City.

E.3 Discussion and/or Action [Matthew Doty]: Approval of repairs to the Caterpillar 613C Elevator Scraper in the amounts of \$11,457.67 and \$7,630.23.

G. Reports of Current Events by Council

H. Adjournment

Posted at 5:00 PM on February 8, 2022, at the following locations:

Town Hall Bulletin Board 500 N. Gonzales Blvd. Huachuca City, AZ 85616	Town Hall Lobby Windows 500 N. Gonzales Blvd. Huachuca City, AZ 85616	Town Website https://huachucacityaz.gov
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Huachuca City U.S. Post Office 690 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Library Windows 506 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Police Department 500 N. Gonzales Blvd. Huachuca City, AZ 85616
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Ms. Brandye Thorpe
Town Clerk

Note: This meeting is open to the public. All interested people are welcome to attend. A copy of agenda background material provided to the Councilmembers, with the exception of confidential material relating to possible executive sessions, is available for public inspection at the Town Clerk's Office, 500 N. Gonzales Blvd., Huachuca City, AZ 85616, Monday through Friday from 8:00 a.m. to 5:00 p.m. or online at www.huachucacityaz.gov

Individuals with disabilities who need a reasonable accommodation to attend or communicate at a town meeting, or who require this information in alternate format, may contact the Town at 456-1354 (TTY 456-1353) to make their needs known. Requests should be made as early as possible so there is sufficient time to respond.



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
January 27, 2021 AT 6:00 PM
COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

AGENDA

A. Call to Order – Mayor Pro Tem 6:00pm

- a. Pledge of Allegiance

Led by Mayor Pro Tem Hirshberg.

- b. Roll Call and Ascertain Quorum

Roll Call.

Present: Jeffrey Ferro, Cynthia Butterworth, Keith Settlemyer, Christy Hirshberg, Debra Trate, Attorney Thomas Benavidez (not voting), Manager Harvey (not voting).

Absent: Johann Wallace, Jean Smelt, Clerk Brandye Thorpe

- c. Invocation

Led by Elder Thomas.

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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.

C. Consent Agenda - Mayor

- C.1 Consider approval of the Minutes of the Regular Council Meeting held on January 13, 2022.
- C.2 Consider approval of the Payment Approval Report.

Motion: Consent Agenda, **Action:** Open for Discussion and/or Action, **Moved by** Christy Hirshberg, **Seconded by** Debra Trate.

Motion: Items listed on the Consent Agenda, **Action:** Approve, **Moved by** Christy Hirshberg, **Seconded by** Debra Trate.
Motion passed unanimously.

All items listed in the Consent Agenda are considered routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a Member of the Town Council requests that an item or items be removed for discussion. Council Members may ask questions without removal of the item from the Consent Agenda. Items removed from the Consent Agenda are considered in their normal sequence as listed on the agenda, unless called out of sequence.

D. Unfinished Business before the Council – Mayor

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D.1 Discussion and/or Action [Mayor Wallace]: Direction to staff regarding the equipment maintenance plans submitted by each Department Head.

Mayor Pro Tem Hirshberg advises that since this is Mayor Wallace's item and he can't be here tonight, this will be moved to the next meeting.

E. New Business Before Council - Mayor

Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen, who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.

E.1 Discussion and/or Action [Chief Thies]: Farewell and Presentation of Plaque to Town Employee Paul Dunn.

Motion: Item E.1, **Action:** Open for Discussion and/or Action, **Moved by** Christy Hirshberg, **Seconded by** Debra Trate.

Chief Thies honors Paul Dunn for his years of service to the Town and the Police Department. Paul Dunn expresses his gratitude.

E.2 Discussion and/or Action [Suzanne Harvey]: Approval of a Grant Agreement with the Arizona Department of Forestry and Fire Management for improvements to the Veterans' Memorial Park to create the "Huachuca City Community Forest."

Motion: Item E.2, **Action:** Open for Discussion and/or Action, **Moved by** Christy Hirshberg, **Seconded by** Debra Trate.

Manager Harvey advises that this is a standard grant agreement and she just needs approval to sign it to accept the grant.

Councilmember Ferro asks if the Town Attorney has reviewed this. It is confirmed that he has.

Motion: a Grant Agreement with the Arizona Department of Forestry and Fire Management for improvements to the Veterans' Memorial Park, **Action:** Approve, **Moved by** Christy Hirshberg, **Seconded by** Debra Trate.

Motion passed unanimously.

E.3 Discussion and/or Action [Suzanne Harvey]: Administration and Animal Control Officer staffing in the Police Department.

Mayor Pro Tem Hirshberg advises that the Mayor asked that this item be pulled for the next meeting as well.

E.4 Discussion and/or Action [Suzanne Harvey]: Establishing priorities for all of the Town's departments.

Motion: Item E.4, **Action:** Open for Discussion and/or Action, **Moved by** Christy Hirshberg, **Seconded by** Debra Trate.

Manager Harvey advises that based on prior Council direction, these have been revised and brought back. She would like feedback via email specific to each department so that these can be finalized for the second meeting in February.

E.5 Discussion and/or Action [Mayor Pro Tem Hirshberg]: Direction to staff to establish a process for welcoming new residents and/or businesses to the Town.

Motion: Item E.5, **Action:** Open for Discussion and/or Action, **Moved by** Christy Hirshberg, **Seconded by** Debra Trate.

Mayor Pro Tem Hirshberg would like to have Council go with a card or something to visit new residents.

Councilmember Butterworth advises that they were going to do this through the Senior Center previously.

Manager Harvey states that Marta at the Library was putting together something like this previously.

Councilmember Trate advises of a packet that she provided when there was discussion of Business Licenses that provides a lot of information.

E.6 Discussion and/or Action [Suzanne Harvey]: Appointment of Ashley Pietro to the Public Safety Personnel Retirement System [PSPRS] Local Board; and appointment of a police officer selected by the police department to serve on the PSPRS Local Board.

Motion: Item E.6, **Action:** Open for Discussion and/or Action, **Moved by** Christy Hirshberg, **Seconded by** Debra Trate.

Mayor Pro Tem Hirshberg advises that Officer Olivas has been selected by the Police Department through secret ballot and that Ashley Pietro is currently serving and needs to be sworn in for a 4 year term.

Motion: selection of Ashley Pietro for a 4 year term on the PSPRS local board, **Action:** Approve, **Moved by** Christy Hirshberg, **Seconded by** Jeffrey Ferro.
Motion passed unanimously.

E.7 Discussion and/or Action [Suzanne Harvey]: Approval of a Facility Use Agreement with the County Elections Department to allow the County to set up a "Vote Center" at the Huachuca City Community Center for the primary and general elections in 2022.

Motion: Item E.7, **Action:** Open for Discussion and/or Action, **Moved by** Christy Hirshberg, **Seconded by** Jeffrey Ferro.

Manager Harvey advises that they sent a standard form, we do it each election year.

Motion: The Town Manager to sign the Facility Use Agreement with the County Elections Department, **Action:** Authorize, **Moved by** Christy Hirshberg, **Seconded by** Jeffrey Ferro.
Motion passed unanimously.

F. Reports of Current Events by Council

Councilmember Trate was at the Hispanic Mixer.

Councilmember Settlemyer has served as Councilmember for one year now.

Councilmember Butterworth had the food distribution last Friday. The numbers are going down, not sure why.

G. Adjournment

**Motion: 6:21pm, Action: Adjourn, Moved by Christy Hirshberg, Seconded by Jeffrey Ferro.
Motion passed unanimously.**

Approved by Mayor Johann R. Wallace on February 10, 2022.

Mr. Johann R. Wallace
Mayor

Attest: _____
Ms. Brandye Thorpe,
Town Clerk

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on January 27, 2022. I further certify that the meeting was duly called and a quorum was present.

Ms. Brandye Thorpe,
Town Clerk

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Arizona Business Equipment							
10455	Arizona Business Equipment	AR20625	Copy Machine Usage/Town Hall	02/01/2022	24.50	24.50	10-43-300
10455	Arizona Business Equipment	AR20625	Copy Machine Usage/Police Dept	02/01/2022	54.93	54.93	10-51-295
10455	Arizona Business Equipment	AR20625	Copy Machine Usage/Fire Dept	02/01/2022	.23	.23	10-53-340
10455	Arizona Business Equipment	AR20625	Copy Machine Usage/Library	02/01/2022	45.83	45.83	10-62-300
10455	Arizona Business Equipment	AR20625	Copy Machine Usage/Water	02/01/2022	171.52	171.52	51-40-300
10455	Arizona Business Equipment	AR20625	Copy Machine Usage/Landfill	02/01/2022	49.00	49.00	55-40-300
Total Arizona Business Equipment:					346.01	346.01	
AT&T							
1398	AT&T	5204561080_0	City Hall Landline	01/19/2022	79.63	79.63	10-43-271
Total AT&T:					79.63	79.63	
Az State Treasurer							
1274	Az State Treasurer	451	January 2021 Monthly Conversion	02/01/2022	3,435.97	3,435.97	20-40-200
Total Az State Treasurer:					3,435.97	3,435.97	
City of Sierra Vista							
1702	City of Sierra Vista	FY22WP:GRT-	RTAC SVMPO Membership Dues	01/03/2022	64.00	64.00	10-42-640
Total City of Sierra Vista:					64.00	64.00	
Cochise County Superior Court							
1792	Cochise County Superior Court	452	January 2021 Monthly Conversion	02/01/2022	17.82	17.82	20-40-200
Total Cochise County Superior Court:					17.82	17.82	
DE Lage Landen Financial Services							
10476	DE Lage Landen Financial Serv	75214106	Copier Lease - Town Hall	01/22/2022	167.60	167.60	10-43-840
10476	DE Lage Landen Financial Serv	75214106	Copier Lease Police	01/22/2022	67.87	67.87	10-51-705
10476	DE Lage Landen Financial Serv	75214106	Copier Lease - Library	01/22/2022	67.87	67.87	10-62-705
Total DE Lage Landen Financial Services:					303.34	303.34	
EPS Group, Inc							
10549	EPS Group, Inc	21-0745-4	CDBG Public Parks Improvement	02/01/2022	2,205.00	2,205.00	29-40-840
Total EPS Group, Inc:					2,205.00	2,205.00	
General Fund(Trust)							
2364	General Fund(Trust)	450	January 2022 Monthly Court Conv	02/01/2022	5,186.26	5,186.26	20-40-200
Total General Fund(Trust):					5,186.26	5,186.26	
GOGov, Inc.							
10563	GOGov, Inc.	22-011	GoRequest Citizen Request Mana	01/03/2022	6,000.00	6,000.00	10-48-210
10563	GOGov, Inc.	22-011	GONotify Notifications & Alerts for	01/03/2022	2,400.00	2,400.00	10-48-210
10563	GOGov, Inc.	22-011	Bundle Discount for Multiple Modu	01/03/2022	3,600.00-	3,600.00-	10-48-210

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total GOGov, Inc.:					4,800.00	4,800.00	
Gregory C. Rainey							
10562	Gregory C. Rainey	449	Restitution Payment Case No. M0	02/01/2022	53.00	53.00	20-40-200
Total Gregory C. Rainey:					53.00	53.00	
Henry Fox							
10564	Henry Fox	02032022	Water Deposit Refund	02/03/2022	56.67	56.67	51-21350
Total Henry Fox:					56.67	56.67	
Lal Enterprises, Inc							
3220	Lal Enterprises, Inc	61168	Const. Chemical Toilet Service- La	01/31/2022	57.75	57.75	55-40-340
Total Lal Enterprises, Inc:					57.75	57.75	
Long Reality							
10183	Long Reality	02032022	Sewer Deposit Refund	02/03/2022	21.47	21.47	52-21350
Total Long Reality:					21.47	21.47	
McCoy's Septic Pumping Service							
10230	McCoy's Septic Pumping Service	5331	Pump Station Dump	01/24/2022	190.00	190.00	55-40-360
Total McCoy's Septic Pumping Service:					190.00	190.00	
Merle's Automotive Supply							
2882	Merle's Automotive Supply	16-420805	Service all Filters for Air and Oil C	01/25/2022	197.72	197.72	51-40-470
Total Merle's Automotive Supply:					197.72	197.72	
Quest Diagnostics							
1070	Quest Diagnostics	9196963804	Drug Testing New Hires	01/26/2022	69.00	69.00	10-43-102
1070	Quest Diagnostics	9196963804	Drug Test Onsite Accident	01/26/2022	34.50	34.50	51-40-650
Total Quest Diagnostics:					103.50	103.50	
Safelite Fulfillment Inc							
3554	Safelite Fulfillment Inc	06186-304411	Replace the Front Windshield on	02/01/2022	370.90	370.90	51-40-470
Total Safelite Fulfillment Inc:					370.90	370.90	
Sean Kelly							
10565	Sean Kelly	02032022	Sewer Deposit Refund	02/03/2022	2.08	2.08	52-21350
Total Sean Kelly:					2.08	2.08	
Senergy Petroleum LLC							
10215	Senergy Petroleum LLC	SEN-252314	Road User Clear-ULSD #2/Dyed-	01/19/2022	13.74	13.74	23-40-475
10215	Senergy Petroleum LLC	SEN-255053	Road User Clear-ULSD #2/Dyed-	01/17/2022	28.11	28.11	23-40-475
10215	Senergy Petroleum LLC	SEN-259030	Road User Clear-ULSD #2/Dyed-	01/25/2022	27.50	.00	23-40-475
10215	Senergy Petroleum LLC	SEN-260065	Road User Clear-ULSD #2/Dyed-	01/27/2022	45.68	.00	23-40-475
10215	Senergy Petroleum LLC	SEN-263102	Road User Clear-ULSD #2/Dyed-	01/31/2022	53.14	.00	23-40-475
10215	Senergy Petroleum LLC	SEN-252314	Water Clear-ULSD #2/Dyed-ULS	01/19/2022	27.48	27.48	51-40-475
10215	Senergy Petroleum LLC	SEN-255053	Water Clear-ULSD #2/Dyed-ULS	01/17/2022	56.22	56.22	51-40-475

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
10215	Senergy Petroleum LLC	SEN-259030	Water Clear-ULSD #2/Dyed-ULS	01/25/2022	55.01	.00	51-40-475
10215	Senergy Petroleum LLC	SEN-260065	Water Clear-ULSD #2/Dyed-ULS	01/27/2022	91.34	.00	51-40-475
10215	Senergy Petroleum LLC	SEN-263102	Water Clear-ULSD #2/Dyed-ULS	01/31/2022	106.28	.00	51-40-475
10215	Senergy Petroleum LLC	SEN-252314	Sewer Clear-ULSD #2/Dyed-ULS	01/19/2022	13.74	13.74	52-40-475
10215	Senergy Petroleum LLC	SEN-255053	Sewer Clear-ULSD #2/Dyed-ULS	01/17/2022	28.11	28.11	52-40-475
10215	Senergy Petroleum LLC	SEN-259030	Sewer Clear-ULSD #2/Dyed-ULS	01/25/2022	27.50	.00	52-40-475
10215	Senergy Petroleum LLC	SEN-260065	Sewer Clear-ULSD #2/Dyed-ULS	01/27/2022	45.67	.00	52-40-475
10215	Senergy Petroleum LLC	SEN-263102	Sewer Clear-ULSD #2/Dyed-ULS	01/31/2022	53.14	.00	52-40-475
10215	Senergy Petroleum LLC	SEN-252314	Landfill Clear-ULSD #2/Dyed-ULS	01/19/2022	494.69	494.69	55-40-475
10215	Senergy Petroleum LLC	SEN-255053	Landfill Clear-ULSD #2/Dyed-ULS	01/17/2022	1,012.02	1,012.02	55-40-475
10215	Senergy Petroleum LLC	SEN-259030	Landfill Clear-ULSD #2/Dyed-ULS	01/25/2022	990.10	.00	55-40-475
10215	Senergy Petroleum LLC	SEN-260065	Landfill Clear-ULSD #2/Dyed-ULS	01/27/2022	1,644.19	.00	55-40-475
10215	Senergy Petroleum LLC	SEN-263102	Landfill Clear-ULSD #2/Dyed-ULS	01/31/2022	1,913.09	.00	55-40-475
Total Senergy Petroleum LLC:					6,726.75	1,674.11	
Sparkletts							
3541	Sparkletts	11743448 0127	PWD 300LXP Series Hot & cold C	01/27/2022	4.31	4.31	51-40-460
3541	Sparkletts	11743448 0127	PWD 300LXP Series Hot & Cold	01/27/2022	4.31	4.31	55-40-460
Total Sparkletts:					8.62	8.62	
SW Building Inspection Service							
4025	SW Building Inspection Service	10012	Code Enforcement/Zoning	01/31/2022	4,100.00	4,100.00	10-54-360
Total SW Building Inspection Service:					4,100.00	4,100.00	
Terminax Processing Center							
10459	Terminax Processing Center	3645768	Pest Control - Admin	01/18/2022	48.34	48.34	10-43-340
10459	Terminax Processing Center	3645768	Pest Control - Police Dept	01/18/2022	48.33	48.33	10-51-462
10459	Terminax Processing Center	3645768	Pest Control - Fire Dept	01/18/2022	48.33	48.33	10-53-360
10459	Terminax Processing Center	646464	Pest Control - Library	01/18/2022	50.00	50.00	10-62-462
Total Terminax Processing Center:					195.00	195.00	
Terracon Consultants, Inc							
4047	Terracon Consultants, Inc	TG28493	4th Qtr Monitoring and Reporting-	01/28/2022	1,349.95	1,349.95	55-40-360
Total Terracon Consultants, Inc:					1,349.95	1,349.95	
Tierra Water Management							
10566	Tierra Water Management	580	Water Operator January 2022	01/31/2022	500.00	500.00	51-40-650
Total Tierra Water Management:					500.00	500.00	
TransWorld Network, Corp							
9629	TransWorld Network, Corp	15230543-A17	Internet Services- Landfill/PW	01/22/2022	86.47	86.47	55-40-480
Total TransWorld Network, Corp:					86.47	86.47	
Turner Laboratories, Inc							
4243	Turner Laboratories, Inc	21L0181	BOD, Fluoride, MPN, Nitrogen, pH	01/14/2022	747.50	747.50	52-40-702
4243	Turner Laboratories, Inc	21L0182	APP Metals, Cyanide, Fluoride, M	01/14/2022	845.00	845.00	52-40-702
4243	Turner Laboratories, Inc	22A0032	MPN, Nitrogen	01/13/2022	120.00	120.00	52-40-702
4243	Turner Laboratories, Inc	22A0076	BOD Waste Water, MPN	01/13/2022	97.50	97.50	52-40-702
4243	Turner Laboratories, Inc	21L0374	Semi Annual Landfill Analysis	01/14/2022	2,294.00	2,294.00	55-40-650

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total Turner Laboratories, Inc:					4,104.00	4,104.00	
Wells Fargo Remittance Center							
4377	Wells Fargo Remittance Center	01132022_BTH	SV Flowers- Flowers for J.Smelt	01/13/2022	69.93	69.93	10-42-530
4377	Wells Fargo Remittance Center	01132022_AD	The Little America Hotel- Flagstaff	01/13/2022	320.20	320.20	10-43-660
4377	Wells Fargo Remittance Center	01132022_AD	GFOAz 2022 Winter Conference	01/13/2022	165.00	165.00	10-43-660
4377	Wells Fargo Remittance Center	01132022_AD	Home Depot- Repaint the inside o	01/13/2022	483.99	483.99	10-57-500
4377	Wells Fargo Remittance Center	01132022_AD	Purchase Christmas Food items f	01/13/2022	1,092.97	1,092.97	86-40-100
Total Wells Fargo Remittance Center:					2,132.09	2,132.09	
WEX BANK							
10401	WEX BANK	77659277	Fuel- BS	01/15/2022	224.04	224.04	10-43-475
10401	WEX BANK	77659277	Fuel- PD	01/15/2022	1,068.56	1,068.56	10-51-475
10401	WEX BANK	77659277	Fuel- PW	01/15/2022	99.56	99.56	10-57-475
10401	WEX BANK	77659277	Fuel- Water	01/15/2022	418.86	418.86	51-40-475
10401	WEX BANK	77659277	Fuel- Sewer	01/15/2022	165.94	165.94	52-40-475
10401	WEX BANK	77659277	Fuel- LF	01/15/2022	288.11	288.11	55-40-475
Total WEX BANK:					2,265.07	2,265.07	
Wicked Limitz Graphics							
4447	Wicked Limitz Graphics	57349	Commemorative plaque for Paul's	01/21/2022	57.27	57.27	10-51-295
Total Wicked Limitz Graphics:					57.27	57.27	
Wist Office Products							
4169	Wist Office Products	2192752	Bankers Box STOR/FILE File Stor	01/04/2022	50.41	.00	10-43-290
4169	Wist Office Products	2192752	Post-it® Page Markers	01/04/2022	7.32	.00	10-43-290
4169	Wist Office Products	2192752	CloroxPro™ Clean-Up Disinfectan	01/04/2022	65.53	.00	10-43-290
4169	Wist Office Products	2192752	CLI Heavy Duty Large Binder Clip	01/04/2022	6.32	.00	10-43-290
4169	Wist Office Products	2192752	Business Source 1/3 Tab Cut Leg	01/04/2022	22.16	.00	10-43-290
4169	Wist Office Products	2192752	AJAX Ultra Triple Action Liquid Di	01/04/2022	4.80	.00	10-43-290
4169	Wist Office Products	2192752	CLI Heavy Duty Medium Binder Cl	01/04/2022	6.40	.00	10-43-290
4169	Wist Office Products	2192752	Clorox Disinfecting Wipes	01/04/2022	33.52	.00	10-43-290
4169	Wist Office Products	2192752	Smead Legal Recycled Hanging F	01/04/2022	17.84	.00	10-43-290
4169	Wist Office Products	2192752	Genuine Joe Economy Linear Lo	01/04/2022	46.77	.00	10-43-290
4169	Wist Office Products	2192752	AJAX Bleach Powder Cleanser	01/04/2022	16.63	.00	10-43-290
4169	Wist Office Products	2192753	House of Doolittle Economy Refill	01/04/2022	3.05	.00	10-43-290
4169	Wist Office Products	2188583	Perforated top desk pad calendar	12/16/2021	25.40	25.40	10-51-290
4169	Wist Office Products	2188583	1" Round Ring View Binder, Carto	12/16/2021	53.36	53.36	10-51-290
4169	Wist Office Products	2188583	5" Locking D Ring View Binder	12/16/2021	26.78	26.78	10-51-290
4169	Wist Office Products	2188583	Double pocket index dividers	12/16/2021	26.00	26.00	10-51-290
4169	Wist Office Products	2188583	At-A-Glance Monthly Wall Calend	12/16/2021	9.85	9.85	10-51-290
4169	Wist Office Products	2188579	2 ply bathroom tissue, carton of 9	12/16/2021	49.46	49.46	10-51-460
4169	Wist Office Products	2188579	2 ply paper towels, 30 rolls to a ca	12/16/2021	30.21	30.21	10-51-460
4169	Wist Office Products	2188579	2 ply facial tissue, 30 boxes to a c	12/16/2021	62.53	62.53	10-51-460
4169	Wist Office Products	2188579	tall kitchen drawstring garbage ba	12/16/2021	17.26	17.26	10-51-460
4169	Wist Office Products	2193313	clorox disinfecting wipes	01/05/2022	36.29	.00	10-51-460
4169	Wist Office Products	2193313	Scotchbrite scrubbing pads	01/05/2022	14.69	.00	10-51-460
4169	Wist Office Products	2193313	clorox steelwool soap pads	01/05/2022	50.61	.00	10-51-460
4169	Wist Office Products	2193313	clorox germicidal bleach concentr	01/05/2022	20.96	.00	10-51-460
4169	Wist Office Products	2193313	Scotchbrite heavy duty scrub spo	01/05/2022	12.67	.00	10-51-460
4169	Wist Office Products	2193313	comet deodorizing cleanser	01/05/2022	10.56	.00	10-51-460
4169	Wist Office Products	2193313	heavy duty scrubbing pumice stick	01/05/2022	28.85	.00	10-51-460
4169	Wist Office Products	2193313	cotton blend mop head refill	01/05/2022	24.62	.00	10-51-460

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
4169	Wist Office Products	2198570	1 box Lysol All Purpose Cleaner S	01/20/2022	69.87	.00	10-62-366
4169	Wist Office Products	2198570	1 box of Lysol Disinfecting Wipes	01/20/2022	29.37	.00	10-62-366
4169	Wist Office Products	2198570	2 Boxes of Nitril disposable gloves	01/20/2022	35.00	.00	10-62-366
4169	Wist Office Products	2198570	2 boxes center-pull hand towels	01/20/2022	67.64	.00	10-62-366
4169	Wist Office Products	2198570	1 bottle of Goo Gone refill liquid	01/20/2022	28.79	.00	10-62-366
4169	Wist Office Products	2198570	1 box of paper towels	01/20/2022	36.57	.00	10-62-366
4169	Wist Office Products	2198570	1 bottle of Windex glass cleaner r	01/20/2022	12.65	.00	10-62-366
4169	Wist Office Products	2199867	1 box Lysol Lemon All Purpose Cl	01/25/2022	48.90	.00	10-68-290
4169	Wist Office Products	2199867	2 boxes of large nitrile gloves	01/25/2022	35.00	.00	10-68-290
4169	Wist Office Products	2199867	1 box of Genuine Joe Neutral Floo	01/25/2022	81.68	.00	10-68-290
4169	Wist Office Products	2199867	1 box Zep Acidic Toilet Bowl Clean	01/25/2022	65.93	.00	10-68-290
4169	Wist Office Products	2199867	2 toilet brushes	01/25/2022	9.16	.00	10-68-290
4169	Wist Office Products	2199867	1 Bottle Goo Gone Spray	01/25/2022	5.77	.00	10-68-290
4169	Wist Office Products	2199867	1 box of Genuine Joe Paper Towe	01/25/2022	36.57	.00	10-68-290
4169	Wist Office Products	2201147	1 bottle of Windex Glass Cleaner	01/28/2022	6.22	.00	10-68-290
4169	Wist Office Products	2186557	Daily Business Diary	12/10/2021	43.70	43.70	51-40-290
4169	Wist Office Products	2186557	Self-Stick Post-it Notes	12/10/2021	5.50	5.50	51-40-290
4169	Wist Office Products	2186557	Small Binder Clips	12/10/2021	.50	.50	51-40-290
4169	Wist Office Products	2186557	Highlighters	12/10/2021	11.12	11.12	51-40-290
4169	Wist Office Products	2186555	Daily Business Diary	12/10/2021	42.31	42.31	52-40-460
Total Wist Office Products:					1,453.10	403.98	
Grand Totals:					40,469.44	34,367.68	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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MAINTENANCE INTERVAL SCHEDULE

112F Motor Grader

Every 10 Service Hours

Air Tank Moisture and Sediment – Drain	81
Backup Alarm – Test	82
Brakes, Indicators and Gauges – Test	84
Circle Drive Pinion Teeth – Lubricate	91
Circle Top – Lubricate	92
Cooling System Coolant Level – Check	97
Engine Air Filter Service Indicator – Inspect	103
Engine Air Pre-cleaner – Clean	105
Engine Oil Level – Check	106
Fuel System Water Separator – Drain	114
Seat Belt – Inspect	127
Transmission and Differential Oil Level – Check	133

Initial 100 Service Hours

Transmission and Differential Oil Filter and Screens – Replace/Clean	131
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Every 100 Service Hours

Articulation Bearings – Lubricate	81
Axle Oscillation Bearings – Lubricate	81
Belt – Inspect	82
Blade Lift Cylinder Socket – Lubricate	84
Cab Air Filter – Clean/Replace	86
Center-shift Cylinder Socket – Lubricate	87
Center-shift Lock Bar – Clean/Lubricate	87
Drawbar Ball and Socket – Lubricate	100
Fuel Tank Water and Sediment – Drain	116
Hydraulic System Oil Level – Check	120
Kingpin Bearings – Lubricate	121
Ripper Cylinder Bearings – Lubricate	125
Scarifier Lift Link Socket – Lubricate	126
Tandem Drive Oil Level – Check	129
Tire Inflation – Check	130
Wheel Bearing Oil Level (Front) – Check	134
Wheel Lean Bar Bearings – Lubricate	134
Wheel Lean Bearings – Lubricate	135
Wheel Lean Cylinder Bearings – Lubricate	135

Initial 500 Service Hours

Battery or Battery Cable – Inspect/Replace	82
Engine Valve Lash – Check	110

Initial 500 Hours

Cooling System Coolant Sample (Level 2) – Obtain	94
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Every 500 Service Hours

Air Dryer – Check	80
Braking System – Test	85
Cooling System Coolant Sample (Level 1) – Obtain	93

Engine Air Filter Service Indicator – Inspect/Replace	104
Engine Oil Sample – Obtain	106
Engine Oil and Filter – Change	107
Fuel System Secondary Filter – Replace	113
Fuel System Water Separator Element – Replace	114
Fuel Tank Cap and Strainer – Clean	115
Hydraulic System Oil Filter – Replace	119
Hydraulic System Oil Sample – Obtain	121
Parking Brake – Drain	123
Tandem Breather – Clean/Replace	128
Tandem Drive Oil Sample – Obtain	129
Transmission and Differential Oil Filter and Screens – Replace/Clean	131
Transmission and Differential Oil Sample – Obtain	133
Every 1000 Service Hours	
Blade Cushion Accumulator – Check	83
Rollover Protective Structure (ROPS) – Inspect	126
Steering Accumulator – Check	128
Transmission and Differential Oil – Change	130
Every 2000 Service Hours	
Air Dryer Desiccant – Replace	80
Battery or Battery Cable – Inspect/Replace	82
Circle Drive Oil – Change	90
Condenser (Refrigerant) – Clean	92
Cooling System Pressure Cap – Clean/Replace	97
Crankshaft Vibration Damper – Inspect	99
Engine Valve Lash – Check	110
Engine Valve Rotators – Inspect	110
Evaporator Coil and Heater Coil – Clean	110
Final Drive Preload – Check	111
Refrigerant Dryer – Replace	124
Tandem Drive Oil – Change	128
Wheel Bearing Oil (Front) – Change	134
Every Year	
Cooling System Coolant Sample (Level 2) – Obtain	94
Every 3 Years After Date of Installation or Every 5 Years After Date of Manufacture	
Seat Belt – Replace	127
Every 3000 Service Hours	
Water Temperature Regulator – Replace	98
Every 4000 Service Hours	
Hydraulic System Oil – Change	118

MAINTENANCE INTERVAL SCHEDULE

613C Elevator Scraper

Every 10 Service Hours	
• Air Cleaner Dust Valve – Clean/Inspect	126
• Axle Bearings – Lubricate	128
• Backup Alarm – Test	128
• Cooling System Level – Check	139
• Engine Oil Level – Check	144
• Equipment Lowering Control Valve – Check	146
• Fuel System Primary Filter (Water Separator) – Drain	149
• Hydraulic System Oil Level – Check	158
• Hitch Linkage – Lubricate	159
• Quick Coupler – Clean/Inspect	161
• Seat Belt – Inspect	164
Every 250 Service Hours	
• Engine Oil Sample – Obtain	144
• Final Drive Oil Level – Check	148
Every 250 Service Hours or Monthly	
• Belts – Inspect/Adjust/Replace	129
Every 500 Service Hours	
• Cooling System Coolant Sample (Level 1) - Obtain	137
• Final Drive Oil – Change	147
• Hydraulic System Oil Sample – Obtain	158
Every 500 Service Hours or 6 Months	
• Fuel System Primary Filter (Water Separator) Element – Replace	149
• Hydraulic System Oil Filter – Replace	157
Every 500 Service Hours or 1 Year	
• Engine Oil and Filter – Change	145
• Hydraulic Tank Breather – Replace	159
Every 1000 Service Hours	
• Engine Valve Lash – Check	146
Every 1000 Service Hours or 6 Months	
• Rollover Protective Structure (ROPS) and Falling Object Protective Structure (FOPS) – Inspect	163
Every 2000 Service Hours	
• Refrigerant Dryer – Replace	163
Every 2000 Service Hours or 1 Year	
• Fuel Injection Timing – Check	148
• Hydraulic System Oil – Check	155
Every Year	
• Cooling System Coolant Sample (Level 2) – Obtain	138
Every 3000 Service Hours or 2 Years	
• Cooling System Water Temperature Regulator – Replace	139
Every 3 Years After Date of Installation	
• Seat Belt – Replace	164
Every 6000 Service Hours or 3 Years	
• Cooling System Coolant Extender (ELC) – Add	136
Every 12 000 Service Hours or 6 Years	
• Cooling System Coolant (ELC) – Change	134

MAINTENANCE INTERVAL SCHEDULE

816K Landfill Compactor

Every 10 Service Hours

• Axle Guard – Clean	125
• Backup Alarm – Test	126
• Compactor Wheel Chopper Blades – Inspect/Replace	133
• Compactor Wheel Tips – Inspect/Replace	133
• Compactor Wheel Plus Tips – Inspect/Replace.....	133
• Cooling System Coolant Level – Check	137
• Cutting Edges and End Bits – Inspect/Replace	139
• Engine Compartment – Inspect/Clean	154
• Engine Oil Level – Check	159
• Fuel System Primary Filter (Water Separator) – Drain	168
• Hydraulic System Oil Level – Check	183
• Seat Belt – Inspect	186
• Transmission Oil Level – Check	191
• Turbocharger – Inspect	192

Every 50 Service Hours

• Steering Cylinder Bearings – Lubricate	187
• Fuel Tank Water and Sediment – Drain	172
• Fire Suppression System – Check	165
• Cab Filter (Recirculation) – Clean/Inspect/Replace	132
• Cab Filter (Fresh Air) – Clean/Inspect/Replace	131
• Axle Oscillation Bearings – Lubricate	125

Initial 250 Service Hours

• Cooling System Coolant Sample (Level 2) – Obtain	138
• Transmission Oil Filter – Replace	190

Every 250 Service Hours

• Battery – Clean	126
• Battery or Battery Cable – Inspect/Replace	127
• Belt – Inspect/Adjust/Replace	128
• Brake Accumulator – Check	129
• Braking System – Test	129
• Crankcase Guard Compartment and Power Train Guard Compartment – Clean	139
• Differential and Final Drive Oil Level – Check	147
• Drive Shaft Spline – Lubricate	149
• Engine Oil (High Speed) and Oil Filter – Change	158
• Engine Oil Sample – Obtain	160
• Engine Oil and Filter – Change	163

Initial 500 Service Hours

• Transmission Oil Filter – Replace	190
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Every 500 Service Hours

• Cooling System Coolant Sample (Level 1) – Obtain	137
• Differential and Final Drive Oil Sample – Obtain	147
• Engine Oil (High Speed) and Oil Filter – Change	155

- Engine Oil and Filter – Change161
- Fuel Filter (In-Line) – Replace165
- Fuel System Primary Filter (Water Separator) Element – Replace169
- Fuel System Secondary Filter – Replace171
- Fuel Tank Cap and Strainer – Clean172
- Hydraulic System Oil Filter (Steering and Implement Pilot) – Replace181
- Hydraulic System Oil Filter – Replace182
- Hydraulic System Oil Sample – Obtain183
- Transmission Oil Sample – Obtain192

Every 1000 Service Hours

- Articulation Bearings – Lubricate125
- Battery Hold-Down – Tighten127
- Drive Shaft Support Bearing – Lubricate149
- Rollover Protective Structure (ROPS) – Inspect186
- Service Brake Wear Indicator – Check187
- Transmission Magnetic Screen – Clean188
- Transmission Oil – Change188
- Transmission Oil Filter – Replace190

Every 2000 Service Hours

- Brake Discs – Check129
- Cooling System Cooling Sample (Level 2) – Obtain138
- Differential and Final Drive Oil – Change146
- Fumes Disposal Filter Element – Replace173
- Hydraulic System Oil – Change179
- Hydraulic Tank Breaker Relief Valve – Clean184
- Receiver Dryer (Refrigerant) – Replace185

Every 3 Years

- Seat Belt – Replace186

Every 5000 Service Hours

- Breather (DEF Filler) – Replace130
- Diesel Exhaust Fluid Filter – Replace144
- Diesel Exhaust Fluid Injector – Replace145
- DEF Manifold Filters – Replace141

Every 6000 Service Hours or 3 Years

- Cooling System Coolant Extender (ELC) – Add135

Every 12 000 Service Hours or 6 Years

- Cooling System Coolant (ELC) – Change134

MAINTENANCE INTERVAL SCHEDULE

966D Wheel Loader

Every 10 Service Hours or Daily

Backup Alarm – Test	92
Brake Air Tank Moisture and Sediment – Drain	96
Bucket Cutting Edges – Inspect/Replace	97
Bucket Tips – Inspect/Replace	98
Cooling System Level – Check	103
Engine Air Filter Service Indicator – Inspect	109
Engine Air Pre-cleaner – Clean	110
Engine Oil Level – Check	112
Fuel System Primary Filter (Water Separator) – Drain	116
Hydraulic System Oil Level – Check	125
Transmission Oil Level – Check	132
Walk-Around – Inspection	133
Windows – Clean	134

Every 50 Service Hours or Weekly

Bucket Pivot Bearings – Lubricate	98
Cab Air Filter – Clean/Replace	99
Fuel Tank Water and Sediment – Drain	122
Tire Inflation – Check	130

Every 100 Service Hours or 2 Weeks

Axle Oscillation Bearings – Lubricate	91
Lift Arm and Cylinder Linkage – Lubricate	126
Logging Fork Clamp – Lubricate	126
Steering Cylinder Bearings – Lubricate	129
Tilt Cylinder Bearings and Bucket Linkage Bearings – Lubricate	129

Every 250 Service Hours or Monthly

Air Conditioner – Test	91
Battery – Clean	92
Battery Electrolyte Level – Check	93
Belts – Inspect/Adjust/Replace	94
Brake Accumulator – Check	95
Brake Oil Reservoir – Clean/Replace	96
Braking System – Test	96
Cooling System Coolant Additive (DEAC) – Add.....	102
Differential and Final Drive Oil Level – Check	105
Drive Shaft Spline (Center) – Lubricate	106
Engine Air Filter Service Indicator – Inspect/Replace	110
Engine Oil and Filter – Change	113

Every 500 Service Hours or 3 Months

Engine Crankcase Breather – Clean	110
Fuel System Primary Filter (Water Separator) Element – Replace	117
Fuel System Primary Filter – Clean/Replace	118
Fuel System Secondary Filter – Replace	119
Fuel System Secondary Filter Number One – Replace	119
Fuel Tank Cap and Strainer – Clean	122

Hydraulic System Oil Filter – Replace	125
Transmission Oil Filter – Replace	132

Every 1000 Service Hours or 6 Months

Articulation Bearings – Lubricate	91
Battery Hold-Down – Tighten	93
Drive Shaft Support Bearing – Lubricate	106
Drive Shaft Universal Joints – Lubricate	106
Fuel System Secondary Filter Number Two – Replace	121
Roading Fender Hinges – Lubricate	128
Rollover Protective Structure (ROPS) – Inspect	128
Transmission Oil – Change	130

Every 2000 Service Hours or 1 Year

Differential and Final Drive Oil – Change	104
Engine Governor Oil Supply Screen – Clean/Inspect/Replace	111
Engine Valve Lash – Check	114
Fuel Injection Timing – Check	115
Hydraulic System Oil – Check	124
Hydraulic Tank Breaker Relief Valve – Clean	126
Service Brake Disc Wear – Check	129

Every 3000 Service Hours or 2 Years

Cooling System Coolant (DEAC) – Change	100
Cooling System Coolant Extender (ELC) – Add	102

Every 5000 Service Hours or 3 Years

Seat Belt – Replace	129
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Every 6000 Service Hours or 4 Years

Cooling System Coolant (ELC) – Change	101
Cooling System Water Temperature Regulator – Replace	104

MAINTENANCE INTERVAL SCHEDULE

D6T Track Dozer

Every 10 Service Hours

• Backup Alarm – Test	153
• Brakes, Indicators and Gauges – Test	155
• Bulldozer – Lubricate	157
• Cab Filter (Fresh Air) – Clean/Inspect/Replace	158
• Cooling System Coolant Level – Check	163
• Engine Oil Level – Check	179
• Fuel System Primary Filter/Water Separator – Drain	191
• Hydraulic System Oil Level – Check	199
• Power Train System Oil Level – Check	205
• Seat Belt – Inspect	210
• Undercarriage – Clean	216

Every 50 Service Hours

• Cab Filter (Recirculation) – Clean/Inspect/Replace	159
• Equalize Bar Center Pin – Lubricate	184
• Lift Cylinder Yoke Bearing – Lubricate	201
• Ripper Cylinder Bearings – Lubricate	209
• Track Pins – Inspect	213

Every 250 Service Hours

• Belt – Inspect/Replace	154
• Engine Oil Sample – Obtain	181
• Equalizer Bar End Pins Oil Level – Check	184
• Final Drive Oil Level – Check	187
• Fuel Tank Water and Sediment – Drain	194
• Pivot Shaft Oil Level – Check	201
• Track – Check/Adjust	212
• Winch Fairlead Rollers – Lubricate	217
• Winch Oil Level – Check	218

Every 500 Service Hours

• Cooling System Coolant Sample (Level 1) – Obtain	164
• Engine Oil and Filter – Change	181
• Final Drive Oil Sample – Obtain	187
• Fuel System Primary and Secondary Filters – Replace	192
• Fuel Tank Strainer – Clean	194
• Hydraulic System Oil Sample – Obtain	200
• Power Train System Oil Sample – Obtain	206
• Recoil Spring Compartment Oil Level – Check	208
• Steering Charge Filter – Replace	211
• Window Wipers – Inspect/Replace	220

Every 1000 Service Hours

• Battery – Inspect	153
• Fuel Tank Cap Filter – Replace	193
• Power Train Breather – Clean	202
• Power Train System Oil and Screens – Change/Clean	202

• Rollover Protective Structure (ROPS) and Falling Object Protective Structure (FOPS) – Inspect	209
• Torque Converter Scavenge Screen – Clean	211
Every 2000 Service Hours	
• Cooling System Coolant Sample (Level 2) – Obtain	166
• Final Drive Oil – Change	186
• Final Drive Seal Guard – Inspect/Clean	188
• Hydraulic System Oil – Change	197
• Refrigerant Dryer – Replace	208
• Track Roller Frame Guides – Inspect	214
Every 2500 Service Hours	
• Engine Valve Lash – Check/Adjust	183
Every 3 Years After Date of Installation or Every 5 Years After Date of Manufacture	
• Seat Belt – Replace	210
Every 5000 Service Hours	
• ARD Spark Plug – Clean	153
• Diesel Exhaust Fluid Filter – Replace	171
• Diesel Exhaust Fluid Injector – Replace	173
• Diesel Particulate Filter – Clean	173
Every 6000 Service or 3 Years	
• Cooling System Coolant Extender (ELC) – add	162
Every 10 000 Service Hours	
• DEF Manifold Filter – Replace	168
Every 12 000 Service Hours or 6 Years	
• Cooling System Coolant (ELC) – Change	160

MAINTENANCE INTERVAL SCHEDULE

D8R Track Dozer

Every 10 Service Hours

• Air Conditioner In-Line Dryer – Inspect	97
• Air Filter Restriction Indicator – Check	99
• Backup Alarm – Test	101
• Braking System – Test	104
• Cab Filter (Fresh Air) – Clean/Inspect/Replace	104
• Cooling System Level – Check	113
• Engine Oil Level – Check	119
• Fuel Tank Water and Sediment – Drain	131
• Horn – Test	134
• Hydraulic System Oil Level – Check	138
• Indicators and Gauges – Test	139
• Pivot Shaft Oil Level – Check	141
• Seat Belt – Inspect	144
• Transmission System Oil Level – Check	153
• Walk-Around Inspection	155

Every 50 Service Hours

• Cab filter (Recirculation) – Clean/Inspect/Replace	105
• Ripper Linkage and Cylinder Bearings – Lubricate	143
• Track Pins – Inspect	147

Initial 250 Service Hours

• Cooling System Coolant Sample (Level 2) – Obtain	138
• Transmission Oil Filter – Replace	190

Every 250 Service Hours

• Air Conditioner Belt – Inspect/Adjust/Replace	97
• Alternator and Fan Belts – Inspect/Adjust/Replace	99
• Angle Blade Manual Tilt Brace – Lubricate	100
• Coolant Sample (DEAC) – Obtain	105
• Cooling System (DEAC) Additive – Add	107
• Engine Oil Sample – Obtain	120
• Engine Oil and Filter – Change	120
• Equalizer Bar and End Pins Oil Level – Check	123
• Fan (Variable Pitch) – Inspect	125
• Fan (Variable Pitch) – Lubricate	125
• Fan (Variable Pitch) Oil Level – Check	126
• Fan Drive Pully and Idler – Lubricate	127
• Final Drive Oil Level – Check	127
• Track – Check/Adjust	145
• Winch Fairlead Rollers – Lubricate	157
• Winch Oil Level – Check	158

Initial 500 Service Hours

• Winch Oil and Breather – Change/Clean	159
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Every 500 Service Hours

- Engine Crankcase Breather – Clean118
- Fuel System Primary Filter – Clean/Replace129
- Fuel System Secondary Filter – Replace130
- Fuel Tank Cap Filter and Strainer – Replace/Clean131
- Hydraulic System Oil Filters – Replace136
- Hydraulic System Oil Sample – Obtain138
- Recoil Spring Compartment Oil Level – Check142
- Transmission System Oil Filter – Replace152
- Transmission System Oil Sample – Obtain154
- Winch Filter and Magnetic Strainer (57H) – Replace/Clean157

Initial 1000 Service Hours

- Engine Valve Lash – Adjust122

Every 1000 Service Hours

- Battery – Inspect101
- Lift Cylinder Yoke Bearings – Lubricate140
- Rollover Protective Structure (ROPS) And Falling Object Protective Structure (FOPS) – Inspect144
- Transmission Breather – Clean149
- Transmission Oil and Screen – Change/Clean149
- Winch Oil and Breather – Change/Clean159

Every 2000 Service Hours

- Final Drive Oil – Change127
- Hydraulic System Oil – Change135
- Radiator Guard Pin Joint – Inspect141
- Track Roller Frame Guides – Inspect147

Every Year

- Air Conditioner In-Line Dryer – Replace98
- Coolant Sample (Level 2) – Obtain107
- Engine Air Filter Primary Element – Replace117
- Engine Air Filter Secondary Element – Replace117

Every 3000 Service Hours

- Cooling System (DEAC) Coolant – Change109
- Cooling System (ELC) Extender – Add112
- Cooling System Water Temperature Regulator – Replace114
- Engine Valve Lash – Adjust122
- Engine Valve Rotators – Inspect123
- Fan (Variable) Oil (Mineral) – Change125

Every 3 Years

- Seat Belt – Replace145

Every 6000 Service Hours

- Cooling System (ELC) Coolant – Change111
- Fan (Variable) Oil (Synthetic) – Change125

OPERATIONS & MAINTENANCE MANUAL

**MUNICIPAL WATER SYSTEM
TOWN OF HUACHUCA CITY
ARIZONA**

1984

**MORRIS, CLESTER, ABEGGLEN & ASSOCIATES, INC.
5025 EAST WASHINGTON STREET
PHOENIX, ARIZONA 85034
(602) 244-8100**

JOSLYN

Mfg. and Supply Co.

ELECTRICAL APPARATUS DIVISION

369 WEST 37TH PLACE • CHICAGO, ILLINOIS 60609
(312) 927-5618

Part No. 10535607
October 1978

INSTALLATION INSTRUCTIONS FOR JOSLYN 650 VOLT SECONDARY SURGE ARRESTERS

The Joslyn 650-volt (J9200-7, -8 and -9 series) secondary surge arresters are designed for lightning surge protection of electrical equipment and wiring where the maximum line-to-ground voltage does not exceed 650 volts RMS. The units are available in one, two or three pole models depending on the type of electrical system. All units have a black line lead for each pole of the arrester and a single, white ground lead. When properly installed in accordance with the following instructions, the J9200-7, -8 or -9 will quickly divert to ground the lightning surges attempting to enter your electrical system. The unit is capable of repeated operation and requires no maintenance.

NOTE: Secondary surge arresters do not prevent lightning strokes to the buildings or lines on which they are installed. They are not intended as replacements for lightning rods, air terminals, or other grounding/shielding devices. Heavy, direct lightning strokes may exceed the unit's capacity and cause some equipment insulation damage. For complete protection of sensitive electronic equipment, Joslyn recommends the electronic equipment should be disconnected during electrical storms.

DANGER: High Voltage — Inexperienced installers should not attempt installation of the product because of the 60-hertz voltage involved. Joslyn recommends that the secondary surge arrester should be installed by a licensed electrician.

INSTALLATION

Knockout Mounting — The J9200-7, -8 and -9 are most conveniently installed on the service panel or fuse box through a half-inch knockout. To install, insert the threaded bushing through the knockout and thread the conduit locknut onto the bushing inside the box. Tighten the locknut securely. Study the wiring diagrams on the reverse side before making the lead connections. For maximum protection, it is very important to keep the unit's leads as short as possible; cut to minimum required length. Connect the ground (white) lead first, line (black) leads next. Make clean, tight, permanent connections.

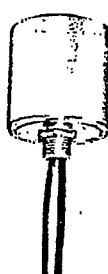
Alternate Methods — The unit can also be bracket-mounted on the side of the service panel. Secure the bracket to the mounting surface, then use the locknut to fasten the arrester to the bracket. Make all electrical connections as previously indicated. Remember to trim lead wires as short as possible.

Be sure to obtain permission from your local electric utility before installing this unit outdoors on the utility side of the watt-hour meter. Also, make sure to follow the local electrical codes. Make certain that the ground circuit is solidly grounded to water pipes, adjacent ground, lightning rods, etc.

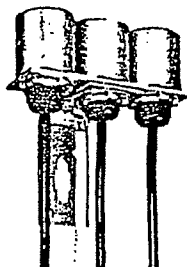
Incorrect installation of the arrester will make it ineffective.



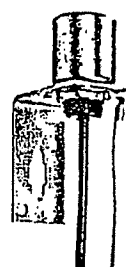
J9200-7



J9200-8,-9

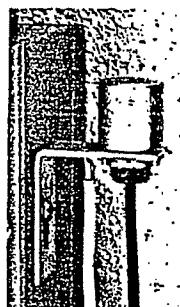


J9200-8B, -9B



J9200-7A, -8A, -9A
(With Bracket)

Joslyn's 650-volt Secondary Surge Arresters are available in several mounting arrangements to satisfy various application requirements.



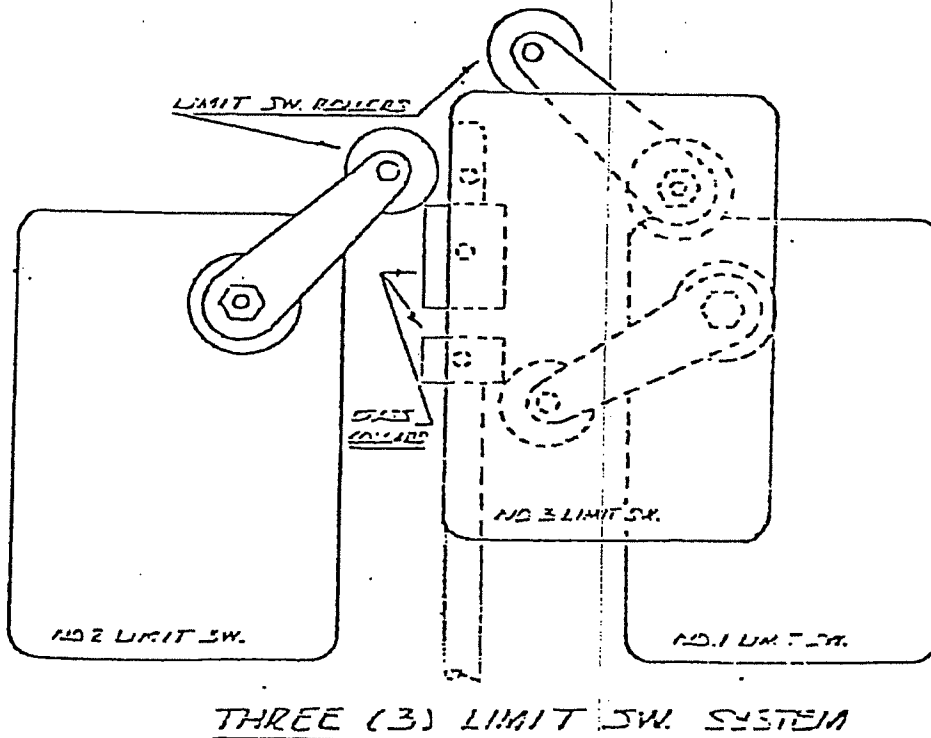
The J9200-7, -8 or -9 Series can be knockout or bracket mounted.

LIMIT SWITCH NUMBER THREE WITH TWO PUMPS:

Open the greatest number of sprinkler heads that the main pump can handle, and run both pumps in the "Hand" position. When the cla-valve stops hunting and all pressures are stable, adjust the third limit switch so that it is just barely actuated by the top of the large cam dropping beneath the roller. If the pump cycles on and off with the switch in the "Auto" position, the limit switch is too high. Readjust it until cycling stops. Be sure only to adjust the switch, not the cam.

WITH THREE PUMPS:

Open the greatest number of heads that one main pump can handle, and run both pumps in the "Hand" position. When the cla-valve stops hunting and all pressures are stable, adjust the third limit switch so that it is just barely actuated by the top of the large cam dropping beneath the roller. If the pump cycles on and off with the switch in the "Auto" position, the limit switch is too high. Readjust it until cycling stops. Be sure only to adjust the switch and not the cam.

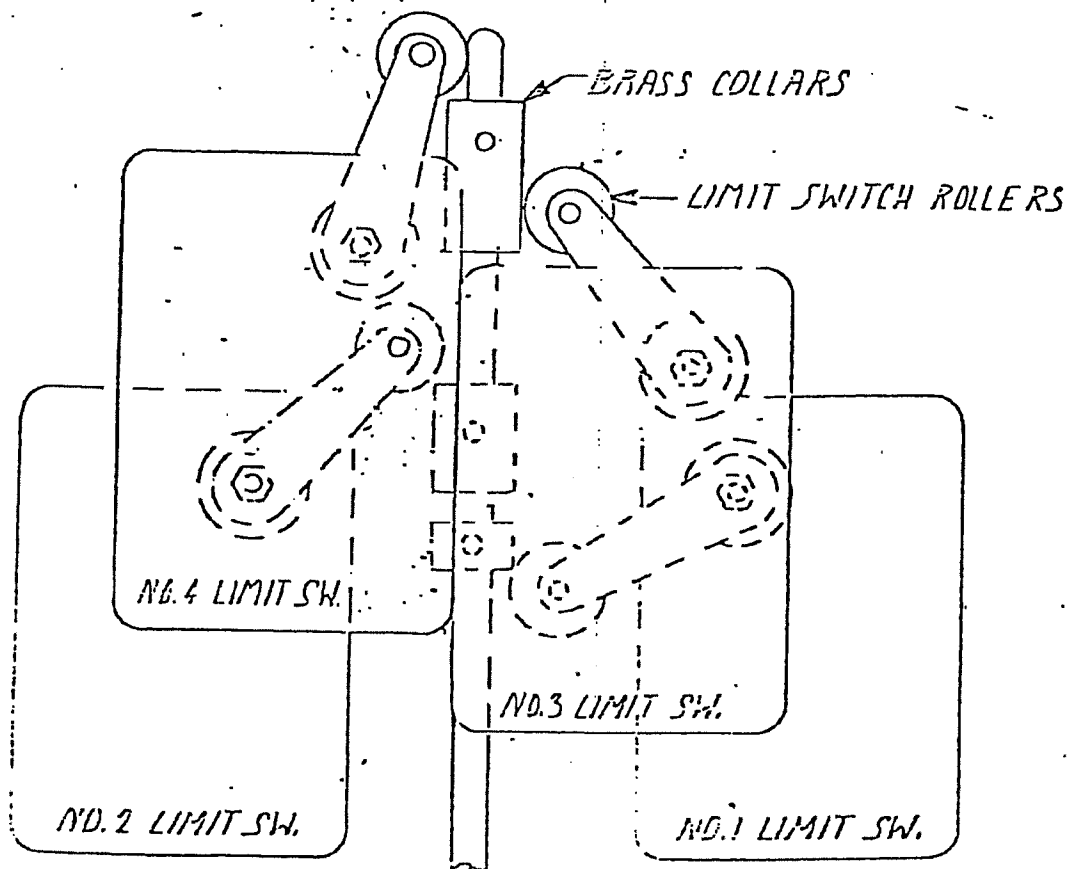


Open the greatest number of heads that pump No. 2 can handle and run pumps 2 & 3 in the "Hand" position. When the cla-valve stops hunting and all pressures are stable, adjust the third limit switch so that it is just barely actuated by the lower large cam dropping away beneath it (so that the limit switch roller just barely rides up over the top of the cam). If the pump cycles on and off in the "Auto" position, the limit switch is too high. Readjust it until cycling stops. Be sure only to adjust the switch and not the cam.

Limit Switch Number Four:

Open the greatest number of heads that pumps 2 and 3 can handle, and run the three largest pumps in "Hand". Adjust the fourth limit switch so the top of the upper large cam just barely actuates it as it descends. If the pump cycles on and off in the "Auto" position, the limit switch is too high. Readjust it until cycling stops. Be sure only to adjust switch and not the upper large cam:

Turn all pump selector switches to the "Auto" position and place the "Override/Normal" switch in the "Normal" position. Observe the pressure at which the pumps turn on, and the delay between starting of the pumps. Compare this to the settings of the original start-up, and adjust if necessary.



FOUR (4) LIMIT SW. SYSTEM

ADJUSTING ADDITIONAL LIMIT SWITCHES

Limit Switch Number Two:

Open the greatest number of sprinkler heads that the jockey pump can handle, start the number two pump in "Hand", and turn the jockey pump off. When the cla-valve stops hunting and pressures have stabilized, adjust the large cam on the limit switch assembly so that the limit switch roller just barely actuates the limit switch. The limit switch roller should just start to roll up over the top of the large cam. If the main pump cycles on and off in the auto position the cam is too low. Readjust it until cycling stops.

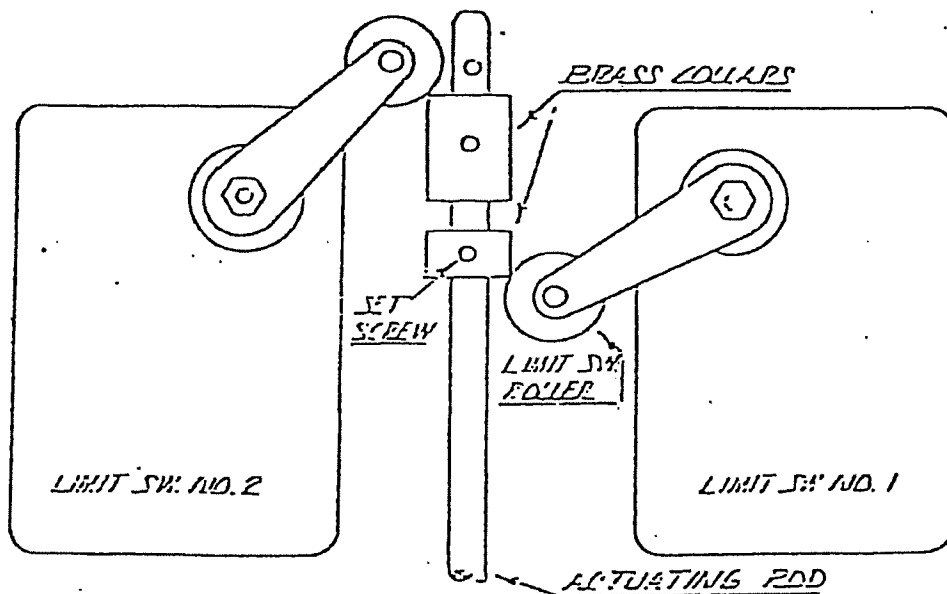


FIG (2) LIMIT SWITCH ASSY.

INSTALLING THE DISCHARGE

The connection between the station discharge and irrigation system inlet may now be made. It should be installed to prevent the transmission of stress from the piping system to the pump station. After the connection is made the angles provided with the station should be anchored to the concrete to hold the station in place. This will prevent the station from "walking" and putting stress on the discharge line.

STARTING PRECAUTIONS

Prior to starting the pump station, it is necessary to make a thorough check of a number of items. These checks will prevent damage and make the system last longer.

Insure the motors are properly lubricated. Manufacturers instructions are enclosed and should be complied with to insure maximum life.

Check incoming voltage. If the voltage is significantly different than what you are supposed to have, ask the power company to correct the voltage.

Check all fuses. If any are bad, replace them.

Kill power to the station and tighten all power terminals that are not energized. Through normal operation, the wire will shift beneath the terminals and requires periodic tightening to prevent excessive heating and component failure. Then restore power.

Place all switches and disconnects in the "Off" position to prevent pumps from starting unexpectedly.

Reset all safeties, and place the "override/normal" switch in the "override" position.

"Bump" each motor in turn and note direction of rotation, if direction is not correct, kill power and exchange two leads at the load side of the fuse block. Restore power and check rotation again.

Insure all isolation valves are open, and any drain valves are closed.

Insure that there is sufficient water in the wet well.

MAINTENANCE INSTRUCTIONS

FOR PSI PUMP STATIONS

I. Oil Lubrication of Electrical Motors:

- A. As a general rule all electric motors, 50 HP or higher, have an oil lubricated upper bearing. The time between oil changes depends on the severity of operating conditions and, hence, must be determined by the motor user. Two (2) changes a year is average, but special conditions such as high ambient temperature may require more frequent changes. Avoid operating motor with oxidized oil.

A good grade, oxidation-corrosion inhibited turbine oil having a viscosity of 150 SUS at 100°F and 45 SUS at 210°F is specified.

B. Grease - Lubrication of Electrical Motors:

All electric motors have grease lubricated bearings on bottom of frame. All electric motors 40 HP and lower also have grease lubrication on top of frame versus oil, as referred to in paragraph I, A above.

C. Definition of Thrust and Guide Bearings:

1. On 50 HP or above motors, guide bearing is designated as lower bearing.
2. On 40 HP or lower motors, guide bearings is designated as upper bearing.

D. Greasing Schedule is as Follows:

1. Guide bearing requires regreasing every six months as guide bearing in vertical motors carry relatively light loads.

P. (Revised 3/62)

SECTION TWO
DESCRIPTION OF WATERWORKS FACILITIES

2.1 SERVICE AREA

As shown on the attached Plate No. 1, the service area of the waterworks facilities at Huachuca City covers the entire township of Huachuca City plus the unincorporated subdivision of Babocomari Vista and Babocomari Vista No. 2, Cochise County, Arizona.

Due to the various sources of supply and the nature of the existing topography, the service area is divided into three separate zones: the Upper Zone (Area A), the Middle Zone (Area B), and the Lower Zone (Area C). The water-supply sources and distribution functions in each service zone are discussed in the following paragraphs.

2.1.1 The Upper Zone - This service zone virtually covers the entire area south of the 750,000 gallon storage tank. The source of supply for this zone is from Wells No. 4 and No. 5 and is backed by the booster pumping station at the Storage Tank Site. The service relationship between the well pumps and the booster station is presented in detail under Subsection 2.3: Storage Facilities.

2.1.2 The Middle Zone - This service zone basically covers the subdivision of Huachuca Heights and its vicinity. The water in this zone is supplied by Well No. 4 and is backed by the booster pumping station at the Storage Tank Site. The Middle Zone is separated from the Upper Zone by a 4-inch and a 12-inch check valve located in the Valve Building at the Storage Tank Site.

2.1.3 The Lower Zone - This service zone includes the subdivisions along the Babocomari Wash. The average ground elevation in this zone is approximately 120 feet below the base elevation of the 750,000 gallon storage tank. The water in the Lower Zone is supplied by Well No. 2 and is "gravitationally" supplemented by the storage tank through a 10-inch main along Gonzales Boulevard. The flow from the storage tank to the Lower Zone is controlled by an 8-inch solenoid valve at Well Site No. 2. The electrically operated solenoid valve is normally closed to prevent the Lower Zone from using the water in the storage tank. However, this valve will automatically open to ensure the water supply to the Lower Zone in case of a power failure. An electrical timer is provided at the well site to de-energize the power system and exercise the solenoid valve twice a week.

The opening and closing of the solenoid valve is also controlled by the water system pressure of the Lower Zone through a pressure switch mounted at the downstream side of the solenoid valve. When the system pressure drops below 30 psi, the pressure switch will activate to de-energize the power system and the solenoid valve will automatically open to provide water supply to the Lower Zone with adequate pressure from the storage tank. The valve will be closed automatically when the system pressure rises to 48 psi.

A 10-inch bypass line with a 10-inch isolation valve is provided near the solenoid valve. In the event the solenoid valve fails to open when the power system is de-energized, this 10-inch bypass valve can be opened manually to ensure the water supply to the Lower Zone.

Originally, the Lower Zone was also served by Well No. 3 located near the northeast corner of Pima Street and Mohave Avenue. However, the well was capped and abandoned permanently due to siltation problems.

There is an 8-inch main from Ridgeview Place to Yavapai Avenue that links the Middle Zone and the Lower Zone. Because of the difference in pressure between these two zones, a pressure sustaining and reducing station is provided at the end of the Ridgeview Place cul-de-sac to ensure these two service zones operating independently.

2.2 SOURCES OF SUPPLY

The service area of the waterworks facilities at Huachuca City receives its water supply entirely from underground wells. The well depths, static levels and well pump capacities are recorded in Table 2-1 on the next page. The locations of these wells are identified on both Plates No. 1 and No. 2.

At each well site, the well pump works in conjunction with a hydro-pneumatic tank while discharging to the distribution system. The primary function of a hydro-pneumatic tank is to provide a continuous and adequate supply of water to all outlets in the distribution system, meeting varying water demands at a stable pressure range. A hydro-pneumatic tank also serves as a cushion to protect the pump equipment from dangerous pressure surges caused by rapid changes of flow velocity within a pipeline.

2.3 STORAGE FACILITIES

Storage within the service area is provided by a 750,000 gallon welded steel tank located at the southwest corner of Gila Street and Skyline Avenue, immediately north of the Town's tennis courts.

This tank provides storage for emergency water supply and fire

TABLE 2-1

EXISTING WATER WELLS

Identification No.	Well Depth (ft)	Approximate Static Level (ft)	Well Pump Capacity (gpm)	Pump Motor Horsepower (HP)
Well No. 2 (Cochise Well)	316	86	500 gpm @ 300 ft TDH	50
Well No. 4 (LaSombre Well)	311	197	326 gpm @ 478 ft TDH	50
Well No. 3	Capped and Abandoned			
Well No. 4 (Skyline Well)	400	199	400 gpm @ 340 ft TDH	50
Well No. 5 (Howard St. Well)	502	297	300 gpm @ 500 ft TDH	60

NOTE: The locations of these wells are indicated on the attached Plate No. 1

PRESSURE TROUBLESHOOTING

Pressure in tank drops causing Jockey pump to restart frequently.

1) Leaks in irrigation system.

1) Close downstream isolation valve on Cla-valve. If upstream pressure stays constant and downstream pressure drops there is a leak in the system, and Jockey pump is operating normally. Stop leak in the system.

2) Leak in pump check valve.

2) Repeat the procedure in step 1 above. If upstream pressure drops and no water is leaking from tubing or connections, one or more check valves are leaking. Tighten flange bolts, if seepage stops, remove check valve and tighten seat hold down screws. Reinstall check valve. If seepage continues repair or replace check valve(s).

3) Air release valve has failed.

3) If water flows continuously from air release valve needs to be repaired or replaced.

4) Connections are loose.

4) Tighten connections.

Low pressure safety is actuated frequently.

1) Too much headmand is placed on pump station by irrigation system.

1) Reprogram controller or repair leaks in system.

2) A pump is not starting.

2) Troubleshoot pump and motor.

3) Low pressure safety pressure switch is set too high.

3) Consult factory for proper setting and recalibrate pressure switch.

CONTROLLER TROUBLESHOOTING (cont.)

- | | | |
|-------------------------------|---------------------------------------|---|
| | 3) Probe has become detached. | 3) Reconnect probe or install new one if lost. |
| Low pressure light comes on. | 1) Sustained low pressure in system. | 1) Troubleshoot low pressure and reset safety. |
| High pressure light comes on. | 1) Sustained high pressure in system. | 1) Troubleshoot high pressure and reset safety. |

OPTION TROUBLESHOOTING

- | | | |
|---------------------------------------|---------------------------------|---|
| Phase failure light comes on. | 1) Voltage is too low. | 1) Check voltage. If too low contact power company to correct it. |
| | 2) Single phase condition. | 2) Check incoming power, if one leg is dead, contact power company to correct. Check loadside of motor fuses. If any fuses are blown, replace them. Check to insure wire terminals are tight. |
| | 3) Phase sequence reversed. | 3) Insure lines are connected in A-B-C sequence. If they are not, reverse any two incoming wires to correct the condition. |
| | 4) Phase monitor fuse is blown. | 4) Replace fuse. |
| | 5) Phase monitor is bad. | 5) Replace phase monitor. |
| High pump temperature light comes on. | 1) Pump has overheated. | 1) Check to insure water is available for pumping. Check to insure discharge isolation valve is open. |
| Loss of prime light comes on. | 1) See low level symptoms. | 1) See low level corrections. |

OPTION TROUBLESHOOTING (cont.)

- | | | |
|--|---|--|
| | 3) Fuses are blown. | 3) Replace fuses. |
| | 4) Overloads are tripping. | 4) Determine cause for trip and correct, reset overloads. |
| Air compressor will not start in "Hand". | 1) Fuses are blown. | 1) Replace fuses. |
| | 2) Overloads are tripped. | 2) Determine cause for trip and correct, reset overloads. |
| | 3) Water in compressor head. | 3) Replace check valve in discharge line, drain compressor head and change oil. |
| Power pack does not deliver 120V. | 1) Internal circuit breaker has tripped. | 1) Reset circuit breaker and reduce load. |
| | 2) Transformer has failed. | 2) Replace power pack basic unit. |
| | 3) Low line voltage to power pack. | 3) If all connections are tight, check voltage, if it is below normal, contact power company to correct it. Contact PSI if power company cannot correct fault. |
| Lake pump does not start. | 1) No water is required. | 1) Normal situation. |
| | 2) No power to lake pump. | 2) Restore power to lake pump. |
| | 3) Control circuit wires broken. | 3) Repair control circuit wires. |
| | 4) Probes disconnected from probe holder. | 4) Replace probes. |



**FORT HUACHUCA – TOWN OF HUACHUCA CITY
EFFLUENT TRANSFER PROJECT**

OPERATIONS & MAINTENANCE MANUAL

Prepared by: K and L Consulting

Date: August, 2013

VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Larry Tysiac	08/13/13	Louie Valdez	08/13/13	

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1 INTRODUCTION

1.1 PURPOSE

This manual provides operation and maintenance information for the Sewage Holding Ponds constructed in 2013 in conjunction with the Fort Huachuca Pumping System.

1.2 AUDIENCE

This manual is to be used by Town Administration and the Public Works Department employees.

2 SYSTEM DESCRIPTION

2.1 KEY FEATURES

The system consists of the following components:

- Flow Meter
- 2 – Level Sensors
- 4 – Manual Slide Gate Valves
- 2 – Sewage Holding Ponds
- 2 – Static Trash Racks
- 1 – Overflow Weir
- 3 – Floating Mechanical Aerators (with 3 spare Aerators)
- 1 – Electrical Control Building
- 12-inch Sewer Lines
- 4-inch Conduit w/Fiber Optic Control Cable

2.2 SYSTEM OPERATIONS

The system stores sewage during the daytime hours and under computer control from Fort Huachuca the sewage is pumped to Fort Huachuca for treatment and effluent recharge each evening. The Town of Huachuca City has no control over the operation of the holding ponds or the pumping of sewage. Fort Huachuca has the ability to monitor flow into the holding ponds and water level in the ponds via a telemetry link.

Normal system operation utilizes a single pond, with the second pond providing emergency storage.

The Fort Huachuca Effluent Transfer System consists of 3-pump stations, 6.5 miles of pipeline, and a treatment plant.

The following is a description of the electrical operation of the facility:

AUTOMATIC OPERATION

Once startup is complete the facility should remain in AUTO mode for all operational controls.

NO CONTROL CHANGES SHOULD BE MADE UNLESS AUTHORIZED BY THE PUBLIC WORKS DIRECTOR.

VARIFY ALL SWITCHES IS AUTO POSITION AFTER MONTHLY TESTS.

AREA LIGHTING

The three area light poles are controlled by a photo cell in the lights and a switch in the Control Building. In the Control Building a three position switch controls the lights with the auto position allowing the photo cell to operation the lights dusk to dawn. The exterior light above the Control Building door is operated by a photo cell.

AERATORS

The three installed aerators for POND 1 (west pond) are identified as AERATOR No.1 on the control panel with each motor having a separate disconnect. With the aerators in the AUTO position the PLC (Programmable Logic Controller) will start and stop the motors based on a signal from Fort Huachuca. The aerator will normally operate for 15-minutes when the Fort Huachuca pumps begin their daily operation. The aerator motor operation can be checked by placing the motor switch in the ON position to verify proper operation.

The uninstalled aerators for POND 2 are identified as AERATOR No.2 on the control panel with each motor having a separate disconnect. All the AERATOR No.2 disconnects should be in the off position. The POND 2 (east pond) aerators are stored in the site conex storage unit, along with cables, floats, and wiring.

At the edge of each pond are located disconnect switches for each of the aerators. For the active pond the disconnect switches should remain in the ON position. At the backup pond where the aerator have not been installed the disconnect switches should remain in the OFF position.

FLOW METER

The FLOW METER is located in the west manhole adjacent to POND No.1. Located in the Control Building is a meter removal tool. The flow meter should be checked each month and removed and cleaned each quarter or as needed. The flow meter records flow data in the Control Building to be downloaded each month. The flow meter comes with software to be loaded in the Operators laptop computer.

LEVEL SENSORS

Each POND has a level sensor located behind the outlet trash rack. The level sensor control units are located in the Control Building.

SLIDE GATES

There are 4-slide gates to control sewage flow at the facility. There are two slide gates located in the west manhole adjacent to POND No.1 to control flow into each pond. One of these gates must be open at all times. The normal operation is for the slide gate leading to POND No.1 to be open and the slide gate leading to POND No.2 to be closed.

In the outlet structure of each pond is a slide gate. The normal operation is for the slide gate at the outlet of POND No.1 to be open and the slide gate at the outlet of POND No.2 to be closed.

The VALVE KEYS to operate the slide gates are located in the Control Building.

3 SYSTEM MANAGEMENT

3.1 INSTRUCTIONS

The following are the daily, weekly, monthly, quarterly, and yearly tasks to be performed:

DAILY

- Visit site
- Check site security
- Check electric controls
- Verify flow meter operation
- Check trash racks and remove debris
- Check holding pond sewage level

WEEKLY

- Remove stored trash and debris
- Exercise all slide gate valves
- Site weed control
- Mosquito control in backup pond

MONTHLY

- Download flow meter data
- Verify aerator operation
- Check lighting

QUARTERLY

- Groundwater samples
- Clean flow meter
- Meet with Fort Huachuca personnel

YEARLY

- Complete AZDEQ Yearly Report
- Check condition of cable floats
- Check liner condition

3.2 EMERGENCY MANAGEMENT

Under the emergency condition where Fort Huachuca is unable to pump sewage from the holding ponds both ponds are able to store a total of 1,084,000 gallons, which represents 8 days of flow at the current average flow rate, and 3 days at the maximum design flow rate of 360,000 gallons per day.

Beyond the above storage volume the use of water in Town would need to be severely restricted and/or sewage trucked to a treatment facility.

4 SYSTEM MAINTENANCE

The following are regular system maintenance items:

- Maintain the site in a weed free condition
- Follow manufactures recommendations for equipment maintenance.

5 DATABASE ADMINISTRATION AND MAINTENANCE

Maintain electronic backups of flow meter data.

Check flow meter data against Fort Huachuca data.

6 KEY CONTACTS AND RESPONSIBILITIES

The following are the key facility contacts:

- Public Works Director, Larry Tysiac 602-568-7571
- Public Works Supervisor, Jim Halterman, 520-249-5241
- Sewer System Operator, Carlos S. Valenzuela Jr.
- Fort Huachuca Operator, Harold Colby, 520-538-2479
- Fire Chief, Jon Almond, 520-678-0651
- Police, 520-456-1353

7 REGULATORY REQUIREMENTS

8 FAQs

Appendix A: Manufactures Operations & Maintenance Manuals

The following is a list of the manufactures operations and maintenance manuals and equipment references that are available in the onsite electrical control building.

- Floating aerators
- Hand operated lifts
- Flow meter
- Slide gate valves
- Electrical control building
- Level monitoring controls

APPENDIX B: REFERENCES

The following table summarizes the documents that relate to this facility design and permitting:

Document Name and Version	Description	Location
<Document Name and Version Number>	[Provide description of the document]	<URL or Network path where document is located>

Public Works Drinking Water Standard Operating Procedure

Storage Tank and Well Sites:

Daily at all Well Sites record all Meter and Rounds Readings.

Daily at Emergency Generators record all Rounds Readings and Check Diesel Fuel Level at the Main Storage Tank.

Every Friday checks the Oil Level's and Operate all Emergency Generators.

Clean all Chlorine Injectors every Monday, Wednesday, and Friday.

Repair or Replace Chlorine Injectors, Lines and Pumps as needed.

Maintain Chlorine Levels at Maximum 40 Gallons to 5 Gallons Minimum.

At Cochise Well Site, maintain the Type 32 Food Grade Oil at a Maximum Level.

The racial of Chlorine is One Scoop (24 oz.) per 8 Gallon of Water.

Maintain Water Depths and Pressure Setting for Hydropneumatics Tanks as listed on Table 3-1.

Replace and Repair all Copper Tubing and Braided Hose as needed in the Clay Valve and Booster Pump Buildings.

Inspect all Booster Pumps Daily and Grease all Booster Pumps Weekly.

Cut and Clean all Well Sites and Water Storage Tank as needed.

Test all Fire Hydrants and Standpipes Once a Year for ISO Rating.

Public Works Wastewater Standard Operating Procedure

Holding Ponds and Wastewater Mains:

Daily at the Holding Ponds take your Ph, Dissolve Oxygen and Water Temperature Readings. Document in the Daily Maintenance Logbook.

Maintain visible levels of each Holding Pond with Fort Huachuca.

Emergency Numbers are Posted on the Panel Control Building.

Operate the Agitators either in Auto or Manually Daily.

Reverse Wiring to run any Agitator to clear for any Blockage of Rags or Debris to clear the Discharge Outlets. Reset wiring for Normal Operation.

Clean and Grease all Agitators and Muffin Monster as needed.

Inspect and Maintain the Holding Pond Facility for any root growing brush, trees, or weeds. Cut and clean with the Brush Hog and Weed Eat as needed.

Take Flow Ware Readings every Thursday, print and file as require in the Quartey Folder.

Inspect all Wastewater Mains every Friday for anytime of Blockage. If needed snake the Wastewater Main with the Mongoose Jeter.

At any SLIDE GATE ASSEMBLY, to Open Position, "(No More than 15 Count Turns)".

To the Close Position, "(Turn the Slide Gate "Stops)".

Public Works Sample Standard Sample Procedure

Drinking Water:

Follow the Yearly Sample Chart as require by ADEQ and Safe Drinking Water Act.

Daily at all Well Sites and Main Storage Tank take Chlorine Free Levels.

Maintain a Chlorine Free .3+ at all Well Sites. Require Maintaining .1 to 4.0 Chlorine Levels for Drinking Water.

Take Monthly Total Coliform Sample on the First Monday of each Month.

Follow the Revised Total Coliform Rule (RTCR) if any Sample Result of Positive. Notified ADEQ as Require.

Ground Water and Wastewater:

Follow the Yearly Sample Chart as require by ADEQ and Safe Drinking Water Act.

Take all Monthly, Quarterly, Semi Annual Sample form Monitor Well One at the Wastewater Holding Facility on the First Monday each Month.

All Wastewater Samples are taking at the Point of Entry "(POI)" at each Holding Pond.

Take all Semi-Annual Samples from Monitoring Well One and Monitoring Well Two from the Landfill on any first Monday or Tuesday of each Month.

As required by ADEQ on Monitoring Well One and Monitoring Well Two in the Landfill. Record Static Water Level before you pull your Samples.

Public Works Monthly Reports

Monthly Reports:

Dailey Rounds from all Well Sites, Storage Tank, Wastewater are documented to Public Works Laptop. Filed for minimum of Eight Years.

The Maximum Residual Disinfectant Level "(MRDL)" report is due to ADEQ within from receiving the results.

Every Quarter, the Self Monitor Report of all Documentation and Samples taken from the Wastewater Holding Facility must be filed by the 27th of the following month of the Quarter.

The SMR is filed through MyADEQ program through the Public works Supervisor.

All Samples for Drinking Water, Ground Water, and Wastewater are logged in Sampled Logged Book of the date of taken and the date when the results are completed.

Equipment Service and Repairs:

Are documented in the Drinking Water Maintenance Logbook.

Public works weekly or any road trips outside Cochise County all fluids are checked.

Documentation of Equipment are recorded and file under PW Equipment and Drinking Water / Maintenance Log.

Watermain Repairs:

Repairs go in work, once a complete Blue stake is completed.

Notified Town Hall and SEACOM from start to finish.

Documents all repairs steps with pictures and filed under the Water Repair File.

Any Watermain repairs with a open pipe require have a scoop of power chlorine from the on stock used in the Water Distribution System.

Flush Watermain as needed.



TOWN OF HUACHUCA CITY

The Sunset City

500 NORTH GONZALES BOULEVARD, HUACHUCA CITY, ARIZONA 85616 • (602) 456-1354

HUACHUCA CITY WATER SYSTEM

5 Pumps

2 20 Horse Power - Gallon per minute 260 each

3 60 Horse Power - Gallon per minute 875 each

260 GPM

A - Pump A starts at 45 PSI, stops at 67 PSI when tank in fill mode, runs at 67 PSI when in pump mode.

260 GPM

B - Pump B starts at 42 PSI in 5 to 10 seconds, stops at 60 PSI.

875 GPM

C - Pump C starts at 40 PSI in 20 to 30 seconds.

875 GPM

D - Pump D starts at 40 PSI if pump C has been running for 15 to 20 seconds.

2270 GPM

Total plus 4 wells at 400 GPM each.

D - Pump E starts 5 seconds after either pumps B, C, or D, has received the start signal, but has failed to start.

Diesel Powered Generator - starts at loss of power by automatic transfer.

12" Main running from upper business to tank.

10" Main feeds lower business.

All hydrants are on 6" and 8" main. Feeds all residential.
All these mains are looped to 12" and 10" mains.

We have 4 wells flowing 400+ GPM.

	TP	A	B	C	TP	A	B	C	TP	A	B	C
MOTOR #1	90	17	17	17	55	14	14	14				
MOTOR #2	90	14	15	15	55	22	23	23				
MOTOR #3	105	33	32	34	90	44	42	44	80	53	53	52
MOTOR #4	105	32	32	33	90	44	44	43	80	53	52	53
MOTOR #5	105	35	36	36	90	45	45	45	80	56	57	56

PUMP SHUTOFF PRESSURE: #1 103 #2 103 #3 117 #4 117 #5 117

SETTING OF CLV VALVE PILOTS: CDB-7
~~CRV~~ SUSTAINING 45 CRV SURGE 65 CRD 60

SETTING OF CONTROL PANEL COMPONENTS: PRV 70PSI

PRESSURE SWITCHES

~~SPS1~~
~~SPS2~~
~~SPS3~~
 LPS1 55-60 55-80
 LPS2 50-60 50-80
 LPS3 50
 LPS4
 LPS5
 LPS6

TIMERS

~~ST1~~
~~ST2~~
 ST3 25
 ST3A 5
 ST3B 10
 ST3C 15
 ST3D 20
 ST4A
 ST4B
 ST4C
 LT1 25
 LT2 10
 LT3 50
 LT4 10
 LT5 15
 LT6 20
 LT7 25
 ST6
 ST7
 ST4D
 LT8 15
 LT9 50
 LT10 50

TIMING RELAYS

~~LTR1~~
~~LTR2~~
~~LTR3~~
 MT1 10 min
 MT2 10 min
 MT3 15 min
 MT4 15 min
 MT5 15 min

NOTES:

START-UP SHEET

JOB NAME HUACHUCA CITY CITY MGR. Supt. TERRY MCGRIFF PHONE # 602/456-1356

MOTOR CONNECTIONS: FUSES, HTRS, LUGS, MTR. LEADS, TIGHT

CONTROL WIRING CONNECTIONS TIGHT PSI REP F.J. TUCKER DATE 7-12-83

PACKING BOX DRAIN LINES INS. SEALS

MOTOR NAMEPLATE DATA

	I.D.#	FRAME #	FULL LOAD AMP	HP	MAKE	HEATERS
MOTOR #1	SK254 JL 1770 PUMP SW 38066	254 TCZ	24.5	20	GE/CORNELL	W63
MOTOR #2	SK254 JL 1770 PUMP SW 38067	254 TCZ	24.5	20	GE/CORNELL	W63
MOTOR #3	SK326 JL 1102 PUMP SW 38086	326 TCZ	66.5 PW	60	GE/CORNELL	
MOTOR #4	SK326 JL 1102 PUMP SW 38085	326 TCZ	66.5 PW	60	GE/CORNELL	
MOTOR #5	SK326 JL 1102 PUMP SW 38087	326 TCZ	66.5 PW	60	GE/CORNELL	

LINE VOLTAGE: AB 500 BC 500 AC 500 CONTROL VOLTAGE 127

A-GRND 290 B-GRND 290 C-GRND 290

AMPERAGE OF MOTORS UNDER LOAD

- E. Liquid Level Control Bottle - The liquid level control bottle is used for seating the electrodes, which control the on/off operation of the well pump based on the predetermined water levels in the tank.

3.2.5 Start-up Operation

The following steps shall be used for the start-up of a hydropneumatic tank:

- A. Fill the hydropneumatic tank with water to the predetermined low water, then isolate the tank from the distribution system by closing the isolation valve in the inlet/outlet pipe.
- B. Turn on the air compressor to introduce air into the tank until the pressure inside the tank reaches the predetermined pressure reading corresponding to the low water level.
- C. Open the isolation valve and let the tank "float" with the distribution system.

~~The predetermined water levels and their corresponding pressure settings are listed in Table 3-1.~~

The pressure settings for the air compressors on the well sites are listed below:

Well Site	Pressure Switch Settings	
	"ON"	"OFF"
No. 1 COCHISE	43 psi	45 psi
No. 2	43 psi	45 psi
No. 4 SKYLINE	63 psi	65 psi
No. 5 HOWARD	33 psi	35 psi

3.3 STORAGE TANK

The routing operation procedures for the ground storage tank are discussed in the following paragraphs:

3.3.1 Tank Filling

The storage tank receives its water from Well No. 2 (La Sombre Well) and Well No. 5 (Howard St. Well) through a 12-inch main on the south side and from Well No. 4 (Skyline Well) through an 8-inch main on the north side. At the Valve Building, both the 12-inch and 8-inch

TABLE 3-1

WATER DEPTHS AND PRESSURE SETTINGS
FOR HYDROPNEUMATIC TANKS

Well Site	Location	Approx. Tank Elevation	High Water Level Depth	High Water Level Pressure	Low Water Level Depth	Low Water Level Pressure
No. 1	Cochise Ave.		40 1/2"	65 psi	24"	45 psi
No. 2	La Sombre	4393	40 1/2"	65 psi	24"	45 psi
No. 4	SKYLINE Ave.	4334	29 1/2"	85 psi	18"	65 psi
No. 5	Howard St.	4429	29 1/2"	55 psi	18"	35 psi

NOTES:

1. The depth of water is measured from the bottom of the hydropneumatic tank.
2. The base elevation of the ground storage tank is 4363.00.

Huachuca City Wastewater Treatment Plant Facility

Aquifer Protection Permit 100832

Solid Waste Plan Approval Number 02011000.01

2022

Monitoring	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Wastewater Influent/POD/ Holding Ponds Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Wastewater Influent / POD/ Holding Ponds Quarterly			X			X			X			X
Wastewater Influent / POD Annual												X
Facility Inspection			X			X			X			X
Groundwater Ponds MW1 Monthly / Quarterly / Simi-Annual	X	X	X	X	X	X	X	X	X	X	X	X
Groundwater Landfill MW 1 & 2						X						X

Huachuca City Water System

I.D. 02019

Drinking Water 2022

Monitoring	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Coliform (bact) Karen Hartwell	X	X	X	X	X	X	X	X	X	X	X	X
Lead & Copper						X 2022						
Nitrate / Nitrites (MAP)				X								
TTHMS (Disinfection) HAA5 (Bi-Products)						X						
Radionuclide's	POE#2 2022 POE#4/5 2029											
Total Coliform Water Zones	X	X	X	X	X	X	X	X	X	X	X	X

Teri: (520) 625-1671 Coliform / Bacteria

Donna Calteron, State: (602) 771-4741 Lead & Copper 3 year and TTHMS & HAA5 1 Year.

Genneal Goatson, State: (602) 771-4572 Confirm Radionuclide's to be Schedule.

**(MAP) Monitoring Assistance Program: Grace Environmental-MWH Laboratories
Grace (480) 778-1558 MWH (626) 386-1100**

Public Works Equipment Service Record

PW ID	Make	Hours / Milage	Description	Date	Due Date
PW1	2008 GMC SIERA 1500	159,731	PUBLIC WORKS	20211223	Mar-22
PW2	2001 CHEVY DURAMAC HD2500	265460	PUBLIC WORKS	20211005	Mar-22
PW3	2004 CHEVY SILVERADO 1500	145262	PUBLIC WORKS	20210605	Mar-22
PW5	1999 CHEVY CREWCAB	54730	PUBLIC WORKS	20210605	Feb-22
D1	CHEVY DUMP TRUCK 3500	94293	PUBLIC WORKS	20210605	Jan-22
D2	DODGE DUMP TRUCK	182199	PUBLIC WORKS	20210605	Jan-22
B1	FORD BRUSH HOG	5240	ELITE SALES	Awaiting Filters	Apr-20
M1	2014 CRAFTSMAN	647	PUBLIC WORKS	20210509	Apr-22
M2	2008 HUSQVAK	125	PUBLIC WORKS	20210509	Apr-22
M3	2002 POULON PRO	No Meter	PUBLIC WORKS	20210509	Apr-22
LT1	MAGNUM LIGHT TOWER	1190	PUBLIC WORKS	2020110	Mar-22
AC1	ATLAS AIR COMPRESSOR	46	ELITE SALES	20211108	Mar-22
F1	YALE FORK LIFT	2625	PUBLIC WORKS	20201110	Jan-22
E234	CEMENT MIXER	47	PUBLIC WORKS	20200110	Jan-22
M1	MONGOOSE JETTWE	1564	PUBLIC WORKS	20200324	Jan-22
JD1	JOHN DEERE 310D	21000	ELITE SALES	20211025	Mar-22
S81	WALDON BROOM 250	915	ELITE SALES	20210816	Mar-22



Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-9208



The Huachuca City Police Department (HCPD) VEHICLE USE POLICIES AND PROCEDURES

***This process relates to all vehicles under the Police Department's responsibility and span of control. Please ensure you follow these practices to prevent restriction/revocation or your license, which may result in disciplinary action related to the improper use of Town vehicles*.**

This document is subject to change based upon the needs or direction of the organization.

- 1) Vehicle keys not in use will be labeled and placed in the key box located in the Records Office.
- 2) Purchase Order number acquired before vehicle repairs or maintenance commences.
- 3) Always procure a quote before requesting a purchase requisition.
- 4) Follow the Fleet Safety rules.
- 5) Turn in your Preventive Maintenance Checks and Services PMCS as outlined. This form shall be filled out in its entirety. The form shall be completed per the timelines outlined on the form.
- 6) Report a vehicle collision to your supervisor immediately, Private or Public property.
- 7) If driver license status changes, notify your supervisor immediately.
- 8) Be aware of weather conditions and how it may impact your vehicle operations.

- 9) Maintain control of your Town issued gas card. Notify your supervisor immediately if your card or one you are responsible for, gets lost.
- 10) Security of your police vehicle or Administration vehicle is your responsibility.
- 11) Report any damage or break-in of your vehicle, immediately, to your supervisor.
- 12) If operating an Administration vehicle, you are responsible to understand and follow their process and policies. Request to view this from the Town Clerk in advance of your use of an Administration vehicle.
- 13) Officers may not use their assigned vehicles for the purpose of purchasing alcoholic beverages or operate their assigned vehicle while under the influence of alcohol or with the odor of alcohol on their breath. No illegal drugs shall be in your system while operating a town vehicle. Review the requirements of any over the counter, legal medications before operating a town vehicle.
- 14) No family member shall be permitted to ride in the patrol vehicle during off-duty hours, unless approved by the Chief of Police or his designee.
- 15) Any vehicle that is owned by the Town of Huachuca City is applicable to the rules above.

VEHICLE PARKING WHILE OFF-DUTY

While on off-duty time and officers are at their residence, the patrol vehicle will be parked in such a manner as to be visible from the street. Vehicles should be parked either in the driveway, side, or front of their residence:

- 1) Officers will ensure that the vehicle is locked while not in use.
- 2) Equipment located within the vehicle, e.g., radios, scanners, etc., will be turned off during off-duty time and when not in use.
- 3) During vacations where the officer leaves the City for more than five (5) days out of town, the patrol vehicle will be parked at the HCPD parking lot until the assigned officer returns.

OFF-DUTY USE GUIDELINES

- 1) Officers residing outside the Huachuca City Town limits will use their assigned vehicle only for work - related activities when off-duty.
- 2) While operating a patrol vehicle off-duty, officers will have in their possession the HCPD issued badge, ID card, and their regular duty or off-duty weapon.
- 3) Department radio procedures shall be followed whenever patrol vehicles are in use. Officers shall advise the dispatcher by saying, "HC XXX, available off-duty", indicating that the officer is off-duty and in a patrol vehicle. Notify SEACOM when On or Off Duty.
- 4) When operating an assigned vehicle while off-duty, the officer must be neat, presentable, and fully clothed. If not in uniform, clothing will consist of a shirt, pants, and closed toe shoes:
 - a. Presentable physical training attire such as sweatpants, shirt and tennis shoes will be acceptable for wear only when traveling to or from a physical training activity.
- 5) When officers leave their residence and are reporting to work for normal shift assignment, the officers shall notify Communications that they are available. Officers will arrive at the Department for briefing by the start of their shift assignment unless dispatched on a call for service, or some other situation arises that requires immediate police action on their part.
- 6) Any officer operating an assigned marked patrol vehicle while off-duty will attempt to render assistance that may be necessary to motorists in distress or to any officer needing assistance with an assigned call for service:
 - a. Officers shall be prepared to act on any serious violation of the law that endangers the public, while in the vehicle on off-duty time.
 - b. Under normal circumstances, officers will not be compensated for activities or assists performed while off-duty and using an assigned vehicle, unless authorized by a supervisor.
- 7) Officers shall not use the individual assigned vehicle for travel to activities such as shopping, laundry, and barber shop. Assigned vehicles may be used for the following work-related activities while on off-duty time (notify SEACOM that you are in transit):
 - a. Department meetings, in-service training and other department mandated training or activities.
- 8) Reference your Town of Huachuca City Employee Handbook and its policies within.

STAY SAFE – IT MATTERS

James L. Thies HC-1

Chief James L. Thies
jthies@huachucacityaz.gov

A	B	C	D	E	F	G	H	I	J	K
1	Vehicle Maintenance Scheduling Worksheet for HCPD vehicles									
3	Enter the mileage interval at which you want to be notified that a PM is due:									
4	Vehicle Plate Number	Year	Make/Model	Inspection Interval	Mileage Interval Last PM	Current Mileage	Mileage to Next PM Due	Mileage to Next PM	Status	
5	ENA4FB	2020	Chevrolet Tahoe	3,000			3,000	3,000	SCHEDULE	
6	EVA76B	2020	Chevrolet Tahoe	3,000			3,000	3,000	SCHEDULE	
7	G-525GN	2012	Jeep Grand Cherokee	3,000			3,000	3,000	SCHEDULE	
8	G949FS	2012	Dodge Charger	3,000			3,000	3,000	SCHEDULE	
9	G208JD	1991	Chevrolet 1 Ton PU	3,000			3,000	3,000	SCHEDULE	
10	G743GW	2012	Dodge Charger	3,000			3,000	3,000	SCHEDULE	
11	G894GT	2012	Dodge Charger	3,000			3,000	3,000	SCHEDULE	
12	G276GZ	2014	Ford Explorer	3,000			3,000	3,000	SCHEDULE	
13	G360HF	2007	Ford Crown Vic	3,000			3,000	3,000	SCHEDULE	
14	169347	1998	AM General Humvee	3,000			3,000	3,000	SCHEDULE	
15			OPEN	3,000			3,000	3,000	SCHEDULE	
16			OPEN	3,000			3,000	3,000	SCHEDULE	
17			OPEN	3,000			3,000	3,000	SCHEDULE	
18										
19	Columns A-C: Enter descriptive information. Insert more columns if necessary.									
20	Column D Inspection interval: Enter the mileage interval between inspections.									
21	Column E Mileage Interval Last PM: Enter either the actual mileage the PM was conducted (e.g., 15,241) or the last PM interval completed (e.g., 15,000).									
22	Column F Current Mileage: Enter the current mileage at least weekly.									
23	Column G Mileage PM Due is the inspection interval (column D) + mileage interval last PM (Column E).									
24	Column H Mileage to Next PM is mileage PM due less the current mileage. Displays the numbers in red when they are < 0.									
25	Column I Status: Formula will Track column I									
26	OK and green: mileage to the next PM is greater than the mileage scheduling interval.									
27	SCHEDULE and yellow: Mileage to next PM is between the mileage scheduling interval and 0.									
28	PAST DUE and red: Mileage to next PM is between 0 and 500 miles past due.									
29	LATE and red: Mileage to next PM is more than 500 miles past due.									
30										
31	Note: The default mileage notification interval is 3000 but any mileage can be put in according to the agency's requirements.									
32	The current default is hard coded that any PM over 3000 miles past due is late.									



Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230



Huachuca City Police Department

Preventive Maintenance Checks and Services (PMCS)

This document is subject to changed based upon the needs or direction of the organization.

Vehicle Registration Number (VIN): _____

Vehicle Registration (Plate number): _____

Driver Name: _____

Fuel: Gallons _____ > \$ Cost per Gallon _____

Fuel: Gallons _____ > \$ Cost per Gallon _____

Fuel: Gallons _____ > \$ Cost per Gallon _____

Daily Checks

Item Checked	1st Day	2nd Day	3rd Day	4th Day	Comments/Actions Taken
Driving Lights					
Horn					
Emergency Lights					
Siren					
Radio					
Radars					
Lidars					
Hot Spot					
Computer					
Warning Lights					
Tire Pressure					
Fuel					
Traffic Vest					
Spotlight					
Mounted Camera					
Under Back Seat					
Back Floor					

Weekly Checks

Item	Date	Checked By	Passed	Failed	Actions Taken
Oil					
Transmission Fluid					
Coolant					
Washer Fluid					
Tire Wear					
Steering Play					
Brake Play					
Spare Tire					
Jack					
Lug Wrench					
Fire Extinguisher					
Flares					
First Aid Bag					
Rolling Tape					
Crime Scene Tape					
Marking Paint					
Damage to Vehicle					
Noises					
Other (specify)					

Beginning Mileage: _____
 Ending Mileage: _____

Last Oil Change Date:

Oil Change Due Date:

Officer/Badge:

Supervisor/Date:

Turn Completed Form in to Supervisor each week.

James L. Thies HC-1

Chief James L. Thies
jthies@huachucacityaz.gov

ADMINISTRATION VEHICLE USE POLICIES AND PROCEDURES

This process relates to any and all vehicles under Administration purview. Please ensure to follow these practices to prevent restriction/revocation of use privileges.

Administration staff must be made aware of the need for a vehicle as far in advance as possible to reserve it for you. If there is no scheduled use and an unexpected need arises, Admin may make it available. Before use of the vehicle, you are required to follow certain procedures as defined within.

When collecting the keys, you must also make sure to get a blank copy of the **DAILY INSPECTION REPORT**. This form should be completed in full and at the appropriate Pre/Post-Trip intervals. Admin staff can assist with any questions about the form. Form must be returned with the keys to Admin after each use. Falsification of this document is grounds for revocation of use privileges.

Inside the vehicle will be a **VEHICLE USAGE** form REQUIRED to be completed during the trip. This form should remain in the vehicle AT ALL TIMES. Each trip must be documented. Admin will be responsible for ensuring this form is replaced on a monthly basis. If the form is already full when you take possession of the vehicle, please inform Admin staff and they will provide you with another copy which should remain with the already full sheet.

All receipts for gas put into the assigned vehicle are required to be put in the collection receptacle marked for gas receipts. Vehicle should be returned with a full tank after each use. The department responsible for the use will need to use their own gas card, no card will be provided with the vehicle. Gas charges will be the responsibility of the department that uses the vehicle.

Any emergency repairs/maintenance/services should be disclosed to/approved thru the Town Clerk/Town Manager as soon as possible. Purchase Orders should be created by the Department Head, unless otherwise determined by the Town Clerk/Town Manager. All receipts for said repairs will be kept and provided to Admin. These charges will be Administration's responsibility, except where the repairs are due to fault/negligence of the driver, in which case their assigned department will be held responsible for these costs.

Admin will keep a **VEHICLE MAINTENANCE WORKSHEET** to document all regular maintenance performed on the vehicle, as well as documentation of any repairs/services that do not fall under the regular maintenance schedule. All regular maintenance will be performed at intervals as suggested by the manufacturer for the specific make/model/year of the vehicle. Documentation of these suggested maintenance schedules will be kept in the vehicles file.

Town of Huachuca City
**DAILY INSPECTION
 REPORT**

VEHICLE PLATE #	DATE
DRIVER'S DEPARTMENT	DRIVER'S NAME
DRIVER'S SIGNATURE	

PRE-TRIP	POST-TRIP	GENERAL	PRE-TRIP	POST-TRIP	FRONT/REAR
		Engine: Performance			Windows
		Leaks			Alternating Flashers
		Brake Test			Turn Signals
		Parking Brake			Windshield
		Tire Air Pressure			Headlights
		Oil Level			Stop Lights
		RIGHT/LEFT SIDE			License Plates
		Rear View Mirror			DRIVER AREA
		Front Tires/Wheels			Horn
		Rear Tires/Wheels			Fuel Gauge
		Fuel Cap			Windshield Wiper
		Windows			Windshield Washer
		Battery Compartment			Speedometer/Tachometer
		Fuel Cap			Driver's Seat Belt
					Vehicle Registration/Insurance
		INTERIOR			Ignition/Master Switch
		Seat Frames/Cushions			Mirror Adjustments
		Condition of Floor			
		Cleanliness			

Month: _____

Year: _____

TRANSPORTATION
Vehicle Usage

Vehicle Plate # _____

To be filled out by Driver (failure to accurately and completely fill out this form may result in use restrictions):

Date	Starting Mileage	Beginning Location	Destination	Ending Mileage	Driver

To be filled out by Admin:

Start Mileage: _____

End Mileage: _____

Total Miles: _____

Total Fuel Cost \$ _____

	A	B	C	D	E	F	G	H	I	J	K
1	Vehicle Maintenance Scheduling Worksheet										
2	Enter the mileage interval at which you want to be notified that a PM is due:										
	Vehicle				Mileage Interval Last PM	Current Mileage	Mileage PM Due	Mileage to Next PM	Status		
3	Plate Number	Year	Make/Model	Inspection Interval							
4	G900JD	2010	Hyundai Santa Fe	7,500	80,000	82,500	87,500	5,000	OK		
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18	Columns A-C: Enter descriptive information. Insert more columns if necessary.										
19	Column D Inspection Interval: Enter the mileage interval between inspections.										
20	Column E Mileage Interval Last PM: Enter either the actual mileage the PM was conducted (e.g., 15,241) or the last PM interval completed (e.g., 15,000).										
21	Column F Current Mileage: Enter the current mileage at least weekly.										
22	Column G Mileage PM Due is the inspection interval (column D) + mileage interval last PM (Column E).										
23	Column H Mileage to Next PM is mileage PM due less the current mileage. Displays the numbers in red when they are < 0.										
24	Column I Status:										
25	OK and green: mileage to the next PM is greater than the mileage scheduling interval.										
26	SCHEDULE and yellow: Mileage to next PM is between the mileage scheduling interval and 0.										
27	PAST DUE and red: Mileage to next PM is between 0 and 500 miles past due.										
28	LATE and red: Mileage to next PM is more than 500 miles past due.										
29											
30	Note: The default mileage notification interval is 500 but any mileage can be put in according to the agency's requirements.										
31	The current default is hard coded that any PM over 500 miles past due is late.										



Gila River Indian Community Grant Application Instructions Grant Cycle 2022

In **Column Three** list the amount requested or secured from other funders for this project for each budget item. Columns three and four will help us determine the percentage and/or impact that the grant will contribute to the overall project.

In **Column Four** list any In-Kind contributions for each budget item.

In **Column Five** list the total budget for each budget item across and then total this column at the bottom. The total of Columns 1 – 4 across (in the Total Budget line) and the total of Column Five should be the same.

Project Budget Detail

Provide a narrative description for each of the budget items listed on the Project Budget page. Include the dollar figure and how it was derived.



Gila River Indian Community Grant Application Instructions Grant Cycle 2022

Project Information Section

14. Enter the name of the Project for which grant funds will be used.
15. Enter a brief description of what the grant funds will be used for. Please limit this description to one or two sentences. There will be an opportunity to go into detail in the narrative section.
16. Choose a Priority Funding Area from the drop down menu. Choose the area that best fits the project. If the project falls under more than one priority area there will be an opportunity to further define this in the narrative section.
17. Enter the annual funding amount that is requested for this proposal.
18. Enter the number of years that funding is requested. Please refer to the Gila River Indian Community Grant Guidelines, Target Population and Range of Grants section for more information.
19. Enter the total amount requested (annual amount multiplied by the number of years).
20. If the Department/Organization entered on Line 7 has received grant funds from the Gila River Indian Community State Shared Revenue Grant Program in the past, please list the year and amount of past grants.
21. Enter the geographic area that will be served by the proposed project.

Narrative

Each question of the Narrative section has a fill-in field that can be used to provide the information requested. Provide the narrative in paragraph form answering each question listed. If an attachment is used to provide the requested information please indicate so in the field provided. **Please refrain from using uncommon or industry acronyms for best readability.**

Project Budget

Each line and column of the Project Budget page has a fill-in field. Click in the box to change the default \$0 to the requested dollar amounts.

In **Column One** list the budget item(s) using as many lines as necessary. Not all projects will have 15 budget items.

In **Column Two** list the amount requested from the Gila River Indian Community for each budget item as it relates to the project narrative provided. Provide a column total. This total should equal the amount requested on the coversheet of the grant application. If this is a multi-year grant request provide a budget sheet for each year of the grant. The sum of this column for each year of the grant should total the amount requested on the coversheet of the grant application.

You may alternately create a similar table for multi-year requests adding a column for each year of the grant request and submit in lieu of this page.



Gila River Indian Community Grant Application Instructions Grant Cycle 2022

Cover Sheet

Municipality Information Section

1. Enter the date of the application.
2. Enter the name of the Arizona City, Town, or County that will receive the grant directly or on behalf of a non-municipal organization.
3. Enter the name of the Mayor (City or Town) or Chairman of the Board of Supervisors (County).
4. Enter the official mailing address of the City, Town, or County as would be determined by an IRS form W9.
5. Enter the mailing address City. The State is defaulted to Arizona. Enter the mailing address Zip Code.
6. Enter the name and title of the person designated by the municipality to sign GRIC applications. This is a representative of the City, Town, or County and not of the applying Organization. Enter the email address of the person designated to sign GRIC applications.

*You, **the applicant**, will need to **obtain this information from the municipality** directly. This is required to ensure that the municipality is aware that a grant application is being submitted to the Gila River Indian Community from or through the specified municipality. If a municipality is not aware of the application submission the application will not be considered. All applications selected for award will require a Municipal Resolution which will serve as the municipality's intent to accept any awarded funds and to use them in accordance with the application. This may be submitted with the original application or upon notification of pending award.*

Applicant Information Section

7. Enter the name of the applying Department (within the municipality government) or the name of the Non-Municipal/Non-profit Organization, whichever is applicable.
8. Select the organization type from the drop down menu. Municipality means a City, Town, or County or the governmental departments within. Non-Municipal Public Service Organizations may include Public Schools or School Districts, Fire Districts, etc. If 501c3 Non-profit is selected please attach a copy of the organization's IRS Determination Letter to the application following the budget detail page.
9. Enter the name of the application contact person. The person listed here will be our direct point of contact for grant-related questions or requests for information. All grant correspondence will be addressed to the contact person.
10. Enter the phone number of the person listed on line number nine.
11. Enter the official mailing address of the Department or Organization. This address will be used for grant correspondence sent via USPS.
12. Enter the mailing address City. The State is defaulted to Arizona. Enter the mailing address Zip Code.
13. Enter the email address of the person listed on line number nine. This address will be used for all grant correspondence sent via email. Enter the website address for the Department or Organization.



Gila River Indian Community Grant Application Instructions Grant Cycle 2022

Please use these instructions as a guide to completing the Gila River Indian Community State Shared Revenue Grant Application. If you have any questions about the grant guidelines or application process please contact the Gila River Indian Community, Office of Special Funding at 520-562-9698, ext. 258 or email to cheryl.pablo@gric.nsn.us or terri.enos@gric.nsn.us.

The Grant Application and all accompanying materials will be accepted until 5:00 p.m. on April 1, 2022. Late or incomplete applications will not be considered. Please submit your application electronically in PDF format to gric.grants.osf@gric.nsn.us. Once your application is submitted you will receive a confirmation email.

IMPORTANT NOTICE: THE GRANTS EMAIL ADDRESS HAS CHANGED. APPLICATIONS SENT TO THE OLD EMAIL ADDRESS WILL NOT BE RECEIVED. PLEASE ENSURE YOU ARE SUBMITTING TO THE NEW ADDRESS LISTED ABOVE.

******* If you do not receive an emailed confirmation of receipt within 24 hours contact the Gila River Indian Community Office of Special Funding by phone at 520-562-9698, ext. 258 or 259.*******

The grant application should consist of the following documents compiled into one PDF file in this order:

- The completed grant application **Cover Sheet** signed by the designated Municipality representative
- The application **Narrative**
- The **Project Budget**
- The **Project Budget Detail**
- Non-profit applications include a copy of the organization's **IRS letter of determination**
- For current GRIC grantees an **optional 1-page summary on current grant progress**
- Any **other supporting documentation** such as quotes, letters of support, photos, etc.; however please keep these at a minimum.

Application instructions by section:

The application Cover Sheet, Narrative, Budget and Budget Detail can be form-filled electronically. Use the up and down arrow keys to move about the form fields or simply click on the field.

The Tempus Pro is the best cardiac monitor on the market for our small district. Getting these monitors will allow us to continue to exceed the minimum standard of care, not just for our district but also for the surrounding areas. We are asking for three (3) monitors to equip our medic units; however, we will happily take two if the GRIC grant is only able to provide funding for two. If the GRIC grant can pay for three monitors there is a clear financial advantage, as the vendor is willing to discount the monitors by \$6,712.63. The reason we are asking for three monitors is to ensure all three of our ALS ambulances are equipped with proper cardiac monitors. An alternate award for two monitors would ensure our two primary ambulances would be equipped and the backup ambulance with the backfill crew would continue using an older monitor. Please consider awarding Whetstone Fire District the grant so we can continue to provide excellent service to Southeastern Arizona.

1. Glasgow 12-lead ECG Analysis Program: Physician's Guide. Redmond, WA: Physio-Control; 2009.
2. Narang AT, Oldeg PF, Medzon R, Mahmood AR, Spector JA, Robinett DA. Comparison of intubation success of video laryngoscopy versus direct laryngoscopy in the difficult airway using high-fidelity simulation. *Simul Healthc*. 2009 Fall;4(3):160-5. doi: 10.1097/SIH.0b013e318197d2e5. PMID: 19680083.

EMS Monitor Replacement Project

Summary

In the years past, Whetstone Fire District has employed the Philips MRX cardiac monitor, however like all equipment, no matter how well maintained, it has a limited-service life, and our monitors are at the end of theirs. We frequently experience battery issues, blood pressure monitor accuracy errors, and high levels of artifact in our 12 lead ECGs' which can lead to errors in provider impression and worse, incorrect care. All of this has begun to negatively impact our EMS services and our ability to provide a high level of care. It is also adversely affecting our budget with costly repairs which is why we are asking for aid in getting the newest state of the art cardiac monitors, the Tempus Pro.

The Tempus Pro which is manufactured by Phillips and is lighter than our current monitors with a 14-hour battery life (as compared to the current 6-hour battery life), and it has the most recently updated ECG Glasgow algorithms. The Glasgow algorithm has been used and updated for 30 years and is still considered the best in practice ECG algorithm by cardiologists (1). The monitor also offers the standard features including: state of the art blood pressure monitoring, pulse, spo2, and capnography. In addition, it also offers ultrasound capabilities which not only will allow us to provide a higher than before level of care during cardiac arrests and traumas, but will also serve as a vein finder and a guide for patients who are difficult to obtain intravenous access on. The Tempus pro additionally has a video laryngoscope feature which has been proven to successfully increase intubations by 38% and decrease the time to intubate by nearly 10 seconds (2). We already have some limited video laryngoscope capabilities which have proven very useful, however that equipment too is nearing its end of service life and getting the Tempus Pro will save the District thousands of dollars in years to come. It will also help link all our equipment for better performance and reporting.

Whetstone Fire Districts income for this year in the budget is \$2,242,308.00. \$450,000 of this income is from IGA contracts with a neighboring town, these contracts are up for negotiation and the income from the IGA contracts may be decreasing or become nonexistent depending on how negotiations go. The total cost of employees is allocated at \$1,287,848 which is 57% of the projected income. That leaves the district with a possible \$954,460 for: maintaining utilities, fuel, apparatus repair and maintenance, station repair and maintenance, dispatching contracts, communications, training, and office/station supplies. The district also has an expenditure of \$132,210 for leases and rentals. Furthermore another \$30,500 of our budget goes to training our Firefighters and EMS personnel. Further expenses for the District include \$160,750 for vehicle repair and maintenance, \$116,000 for other misc. expenses such as Fire Equipment maintenance. Of course, there are unexpected expenses that can and will occur throughout the year and these must be accounted for. Our District does have some money budgeted for capital outlay; however our district is in desperate need of PPE as well as cardiac monitors and the budget priority will be directed towards turnout gear and SCBAs. Additionally, much of the capital outlay budget may disappear pending on IGA contract negotiations. There truly is no flexibility in our budget, as such we rely on grants to continue to provide excellent service to Southeastern Arizona.



*Gila River Indian Community Grant Application
Grant Cycle 2022*

Cover Sheet

Municipality Information	
1. Date of Application: Click here to enter a date. (NOTE: Click field or use up/down arrow keys to move among fields)	
2. Name of City, Town or County: Click here to enter text.	
3. Mayor (City or Town) or Board of Supervisor's Chairman (County): Click here to enter text.	
4. Mailing Address: Click here to enter text.	
5. City: Click here to enter text.	5. State: Arizona
5. Zip Code: Click here to enter text.	
6. Acknowledgement of Submission by Authorized Municipality Representative:	
Typed Name/Title: Click here to enter text.	
Email Address: Click here to enter text. Signature:	
Applicant Information	
7. Department/Organization Name: Whetstone Fire District	
8. Select Organization Type: Non-Municipal Public Service Org <input type="checkbox"/> If Non-profit please attach IRS Determination Letter	
9. Application Contact Person: Alex Denney Title: Firefighter	
10. Phone Number: 520-456-1717	
11. Mailing Address: 2422 N Firehouse In	
12. City: Huachuca City	12. State: Arizona
12. Zip Code: 85616	
13. Email Address: adenney@whetstonefire.org Website Address: https://whetstonefire.org/	
Project Information	
14. Project Name: EMS Monitor Replacement Project	
15. Purpose of Grant: Fund the purchase of new cardiac monitors	
16. Priority Funding Area	Public Safety
17. Annual amount requested	\$167,300.39
18. Number of years that funding is requested	1
19. Total amount requested (annual amount x number of years)	\$167,300.39
20. Has your organization received past funding from GRIC? If yes, list each year and amount	No
21. Geographic area served	Southeastern Arizona

For Office Use Only:		
Data Entry	Receipt	Evaluation
<input type="checkbox"/> Approval – Amount/Term \$		<input type="checkbox"/> Denial



Gila River Indian Community Grant Application Grant Cycle 2022

Narrative

Please structure your proposal to provide the following information in the order indicated. Provide the narrative in paragraph form in the text field provided. Please be thorough but strive for brevity.

1. Briefly describe your organization's history, mission and goals.

Whetstone Fire District is a small rural nonprofit Fire/EMS provider located in Southeastern Arizona, it is the only professional Fire District in the area and is surrounded by small volunteer departments with limited capabilities. We are frequently called to provide mutual aid, especially EMS care. Southeastern Arizona is home to several significant challenges to Fire/EMS providers: a large geriatric population (intensified in the winter), unique risks due to a nearby U.S military base, frequent and intense wildland fires, and a higher than average drug and alcohol abuse rates. Whetstone and Huachuca City are low to low middle income areas that struggle financially. Due to this high demand on a small district, Whetstone must have state of the art capabilities to provide the standard of care for the population of these areas.

2. To determine eligibility for this grant, if the applying organization is non-municipal or a non-profit 501c, please describe your relationship with the supporting municipality including past and present support, whether through partnerships, collaborations, in-kind contributions, grants, tax-based funding or other. Describe the supporting municipality's role in this project. If the applying organization is a municipality or a municipal sub-division please enter the text "Not applicable" and go to item 3.

Click here to enter text.

3. Describe the proposed project, objectives, and your plan to implement.

The EMS Monitor Replacement Project focuses on obtaining new state of the art Tempus Pro cardiac monitors to replace our end of service life Phillips MRX cardiac monitors. Due to Whetstone Fire Districts tight budget, the District is forced to rely on grant funding. The attached project summary provides more details about the new monitors and our budgetary constraints.

4. Describe how the proposed project satisfies one or more of the priority funding areas identified by the Gila River Indian Community.

The EMS Monitor Replacement Project satisfies both the priority funding areas of public safety and healthcare. The Whetstone Fire District provides fire and Ems to low to low middle income areas, however



Gila River Indian Community Grant Application Grant Cycle 2022

we are proud at the state of the art care we provide and replacing our end of service life monitors will allow us to continue to provide state of the art medical services to the community. Whetstone Fire District believes that no matter what a person's socioeconomic status, they deserve the same standard of care.

5. Identify the needs/problems to be addressed, target population and number of people to be served by the project.

The EMS Monitor Replacement Project will address the need of maintaining the standard of Ems care that our district provides to the community. The community that makes up Whetstone Fire District's first due area has a population of 3,800, higher during the winter due to 'snowbirds', the seasonally traveling geriatric population. Whetstone Fire District frequently provides Ems mutual aid to the rest of the county which has a population of 172,420.

6. Define the project as a new or continuing program. Has GRIC previously funded this project?

Whetstone Fire District's EMS Monitor Replacement Project is a new project, not previously funded by GRIC.

7. Provide a brief timeline including start and finish dates. Indicate if the timeline is flexible.

Whetstone Fire District began working on this project early 2021, our finish date is flexible and dependent on when we are able to achieve our goals of replacing our monitors.

8. Identify other organizations, partners or funders participating in the project and their roles.

N/A

9. Would you be able to implement the proposed plan if your organization received partial funding for this project?

The Whetstone Fire District would be able to complete the project if we received funding for two monitors, however the vendor has offered significant discount if we were to receive funding for three monitors. This is further below in the budget section and in our project summary attachment.



*Gila River Indian Community Grant Application
Grant Cycle 2022*

10. Describe your plan for project financial sustainability beyond the grant period. If this is a program/project previously funded by the Gila River Indian Community describe efforts made towards the previously described sustainability plan.

Whetstone Fire District has capital budgeted towards the maintenance of monitors, and our maintenance of monitors is financially sustainable, given that these monitors will be new and require less servicing than our current monitors.

11. Describe your plan to document progress and results.

This program is an equipment replacement program, there is not any need to document progress and the results will be evident by Whetstone Fire District's ability to continue to provide the standard of care.

12. Indicate any application to and/or awards made by a tribe other than the Gila River Indian Community for state shared revenues for this and any other project for the past five (5) years. If this information is included in a separate attachment, please indicate that here.

Whetstone Fire District has not applied to any other tribes' for grants, nor has received any awards from other tribes.



*Gila River Indian Community Grant Application
Grant Cycle 2022*

Project Budget

Budget Period: 2021-2022 Fiscal year

For each budget item listed here please provide a narrative description on the following Project Budget Detail page.

Proposed Budget Expense (list each budget item)	Amount requested from GRIC	Amount requested or secured from other sources	In Kind contributions	Total Budget
1. Tempus Pro Monitor x 3	\$167,300.39	\$0	\$0	\$167,300.39
2. Tempus Pro Monitor x 2	\$116,008.68	\$0	\$0	\$116,008.68
3. Click here to enter text.	\$0	\$0	\$0	\$0
4. Click here to enter text.	\$0	\$0	\$0	\$0
5. Click here to enter text.	\$0	\$0	\$0	\$0
6. Click here to enter text.	\$0	\$0	\$0	\$0
7. Click here to enter text.	\$0	\$0	\$0	\$0
8. Click here to enter text.	\$0	\$0	\$0	\$0
9. Click here to enter text.	\$0	\$0	\$0	\$0
10. Click here to enter text.	\$0	\$0	\$0	\$0
11. Click here to enter text.	\$0	\$0	\$0	\$0
12. Click here to enter text.	\$0	\$0	\$0	\$0
13. Click here to enter text.	\$0	\$0	\$0	\$0
14. Click here to enter text.	\$0	\$0	\$0	\$0
15. Click here to enter text.	\$0	\$0	\$0	\$0
Total Budget	\$ 167,300.39	\$0	\$0	\$ 167,300.39



*Gila River Indian Community Grant Application
Grant Cycle 2022*

Project Budget Detail

Please provide a narrative description for each of the project budget items listed on the previous page. Include the dollar figure and how it was derived.

1. Budget item 1 at \$167,300.39 is the cost of three Tempus Pro monitors from our vendor, receiving funding for this budget item would allow the Whetstone Fire District to equip all three of our medic units with these monitors. Additionally, the vendor is offering a \$6,712.63 discount if three monitors are purchased instead of two. We are only asking for either budget item 1 or budget item 2 to be funded, not both.
2. Budget item 2 at \$116,008.68 is the cost of two Tempus Pro monitors from our vendor. The base price of each monitor in this quote is more expensive because they are not discounted as much as three monitors, if GRIC is only able fund item 2, Whetstone Fire District would still be able to equip our two frontline medic units with new monitors and put an older monitor on our reserve unit.
3. Click here to enter text.
4. Click here to enter text.
5. Click here to enter text.
6. Click here to enter text.
7. Click here to enter text.
8. Click here to enter text.
9. Click here to enter text.
10. Click here to enter text.
11. Click here to enter text.
12. Click here to enter text.
13. Click here to enter text.
14. Click here to enter text.
15. Click here to enter text.



*Gila River Indian Community Grant Application
Grant Cycle 2022*

Other explanation: [Click here to enter text.](#)

To ensure a complete application and proper submission please refer to the Grant Application Instructions.



QUOTATION

Enerspect Medical Solutions

35 East Horizon Ridge Parkway
 #110, PMB 50
 Henderson, NV 89002

Tel. 888-522-5574
 www.enerspect.com

QUOTE #: 34545

DATE: 1/6/2022

CONTACT: Josh Shelton
 702.677.0659
 josh.shelton@enerspect.com

Terms -Net 30

TO

Whetstone Fire District
 Alexander Denney
 2422 N Firehouse Ln
 Huachuca City, AZ 85616

QTY	PART No.	DESCRIPTION	LIST	DISC PRICE	TOTAL
3	Trade-In	MRx The trade-in equipment must be shipped using the included label with proper packing materials to prevent items from being damaged, be in good working condition, and no modifications may be made to the manufacturer specifications. All power cables & peripherals must be returned with the trade in product. Batteries are the exception; please DO NOT ship batteries. Trade in devices to be received within 14 days of completion of order or we will re-invoice for trade in amount.	0.00	-1,000.00	-3,000.00T
	Shipping	Shipping Includes return shipping for trades **SALES TAX**	0.00	219.90	219.90T
				8,754.53	8,754.53 0.00

If you have any questions, please contact Josh Shelton.

Total **\$167,300.39**

1. Taxes, freight, and handling fees will be added at time of shipment if applicable.
2. Quote is valid for 60 days.
3. All purchase orders are subject to credit approval before acceptance by Enerspect.
4. Purchase orders to be faxed to Enerspect customer service at 702.586.4910 or emailed to your sales rep.
5. All discounts off list price are contingent upon payment within agreed upon terms.
6. Please provide a copy or reference to your quotation number with purchase.
7. If your organization is tax exempt, please include a tax exemption certificate with your order.



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 Alexander Denney
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 Huachuca City, AZ 85616

QTY	PART No.	DESCRIPTION	LIST	DISC PRICE	TOTAL
3	TempusConfig	Tempus ALS Pro / Corsium Configuration and Implementation, per device	295.00	295.00	885.00T
3	PHTPRC520-BLK	Tempus Pro Independent Case, Black (Recommend Installation Tools Part #PTPITK-920)	599.95	497.96	1,493.88T
3	PHTLSDC7201-BLK	Tempus LS Defibrillator Case, Black (Recommend Installation Tools Part #PTPITK-920)	299.95	249.96	749.88T
1	891098 - A01	Tempus Clinical Training & Config Svcs - 1 Day	1,995.00	1,995.00	1,995.00
3	FRx-200	FRx AED with pads, battery, and case. Certified Pre-Owned Subject to Availability	1,952.00	0.00	0.00T
3	1YRWTYD	1 year warranty - CPO FRx	0.00	0.00	0.00T
3	989803139311	Infant/Child Key	108.15	0.00	0.00T



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 josh.shelton@enerspect.com

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QTY	PART No.	DESCRIPTION	LIST	DISC PRICE	TOTAL
3	989706001201	Masimo Rainbow SpCO Factory License Factory license for Carboxyhemoglobin (SpCO).	3,250.00	2,470.00	7,410.00T
3	2696	Rainbow DCI, Adult SpO2, SpCO, & SpMet Reusable Sensor 3'	699.99	580.99	1,742.97T
3	989706000421	Tempus Lithium-Ion Battery.	600.00	498.00	1,494.00T
3	989706001101	Tempus LS Lithium-Ion Battery	525.00	435.75	1,307.25T
3	989706010040	Tempus LS Adult Pacing & Defibrillation Pads, Pack of 1	46.00	38.18	114.54T
3	989706010050	Tempus LS Pediatric Pacing & Defibrillation Pads, Pack of 1	51.00	42.33	126.99T
3	989706000231	Adult, reusable NIBP cuff, (23-33cm)	55.00	45.65	136.95T
3	989706000391	USB C-MAC S Imager Video Laryngoscope Karl Storz C-MAC S Imager Video Laryngoscope connects to the Tempus Pro via USB.	8,950.00	7,428.50	22,285.50T
3	989706000301	Video Laryngoscope Size 3 Macintosh Blade, Single use, Pack of 10.	200.00	166.00	498.00T
3	989706000311	Video Laryngoscope Size 4 Macintosh Blade, Single use, Pack of 10.	200.00	166.00	498.00T
3	989706000511	Video Laryngoscope D Blade, Single use, Pack of 10.	200.00	166.00	498.00T
3	989706001601	USB 3.5MHz Gen Abdominal U/S Probe (GP) Ultrasound transducer for deep imaging	10,000.00	8,300.00	24,900.00T



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QTY	PART No.	DESCRIPTION	LIST	DISC PRICE	TOTAL
3	989706001671	Tempus ALS Manual Package 2 Tempus Pro - Printer, SpO2, NIBP, ECG, ETCO2 & Temp (single-channel)	36,500.00	27,740.00	83,220.00T
		Tempus LS-Manual Defibrillator 5.7" color screen, fixed & demand pacing, manual defibrillation and cardioversion, CPR metronome			
3	989706001461	2-year Bench Warranty English	1.00	0.76	2.28T
3	989706012550	Inseego 4G Dongle Kit Factory	515.00	391.40	1,174.20T
3	989706001251	Patient Data Email License Software license to enable email feature.	1.00	0.76	2.28T
3	989706001261	ePCR Export License Software license to enable ePCR export.	1.00	0.76	2.28T
3	989706010005	IntelliSpace Corsium ReachBak (24*7) per monitor, per year	750.00	570.00	1,710.00T
3	989706001271	12-Lead ECG License (AAMI) Includes 12-Lead ECG Modular Cable (AAMI, 8ft, 989706000941/01-2082)	3,250.00	2,470.00	7,410.00T
3	989706002131	Glasgow 12 Lead	232.00	176.32	528.96T
3	989706001221	ST & QT Real Time License Software license to activate ST & QT Real Time Analysis and Alarming.	500.00	380.00	1,140.00T

Town of Huachuca City

PROCLAMATION NO. 2022-01

A PROCLAMATION OF THE MAYOR OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, DECLARING THE MONTH OF FEBRUARY, 2022, AS "BLACK HISTORY MONTH."

WHEREAS, Black History Month is an annual opportunity to reflect upon the many great achievements and contributions of African Americans to our history and culture; and

WHEREAS, the African American community is a dynamic, valued part of our region and a vital contributor to our economic, social, spiritual and political development; and

WHEREAS, the national commemoration of black history in the United States dates back to 1926, and was initially observed the second week in February to coincide with the birthdays of Abraham Lincoln and Frederick Douglass; and

WHEREAS, by the late 1960's, the week had evolved into Black History Month, thanks in part to the Civil Rights Movement and a growing awareness of the experiences of African Americans in our country; and

WHEREAS, Black History Month was officially established in 1976 by President Gerald R. Ford, who called on the public to, "seize the opportunity to honor the too-often neglected accomplishments of black Americans in every area of endeavor throughout our history;" and

WHEREAS, African Americans have earned our nation's highest military decorations and play a significant role in our academic, scientific, legal, political and artistic communities.

NOW, THEREFORE, I, Johann R. Wallace, Mayor of the Town of Huachuca City, Arizona, by the authority vested in me by the laws of the State of Arizona and Town Code hereby proclaim February, 2022, as Black History Month in the Town of Huachuca City.

PROCLAIMED by the Mayor of the Town of Huachuca City, Cochise County, Arizona, this 10th day of February, 2022.

Johann R. Wallace, Mayor

ATTEST:

Brandye Thorpe, Town Clerk

Thomas Benavidez, Town Attorney

ELITE & SALES SERVICE


Elite Sales And Service

HUACHUCA CITY LANDFILL

INVOICE	#21333
SERVICE DATE	Feb 07, 2022
DUE	upon receipt
AMOUNT DUE	\$7,630.23

CONTACT US

670 S. HIGHWAY 80
BENSON, AZ 85602

 (520) 586-3339

 elitesalesandservice@gmail.com

INVOICE

Services	amount
613 REMOVE AND REPLACE CHAIN IDLER BRACES AND ALL HARD WARE. REPLACE ALL IDLERS AND ROLLERS. REPLACE ALL PADDLES ON UNIT. REMOVE AND REPLACE BOTH PIVOT PINS DUE TO WORN OUT. PLEASE NOTE NOT SURE IF BOLT HOLES WILL NEED LINE BORED TO KEEP PINS TIGHT. HAVE TO REMOVE AND REPLACE IDLER WHEEL GUIDE HUB AND ASSEMBLY BAR. TIME INLCUDES TWO MECHANICS	\$7,630.23
Total	\$7,630.23

ELITE & SALES SERVICE

Elite Sales And Service

HUACHUCA CITY LANDFILL

INVOICE	#21332
SERVICE DATE	Feb 07, 2022
DUE	upon receipt
AMOUNT DUE	\$11,457.67

CONTACT US

670 S. HIGHWAY 80
BENSON, AZ 85602

☎ (520) 586-3339

✉ elitesalesandservice@gmail.com

INVOICE

Materials	amount
FLIGHTS	\$960.68
ROLLER BAR ASSEMBLY	\$834.24
BOTTOM IDLERS	\$2,412.23
ROLLER	
SHAFT AND HUB ASSEMBLY WITH HARDWARE	\$7,250.52
Total	\$11,457.67