

Superstition Fire and Medical District

Board of Directors

April 15, 2015



Board Chairman Jeff Cross
Board Clerk Gene Gehrt
Board Director Todd House
Board Director Barbara Cobb
Board Director Charlie Fox

Superstition Fire & Medical District Governing Board Meeting Agenda

PURSUANT TO A.R.S. §38.431.02

Notice is hereby given to the general public that the Superstition Fire & Medical District Governing Board will hold a meeting on **Wednesday, April 15, 2015**. The meeting will be held at the Superstition Fire & Medical District's Administrative Office, located at 565 N. Idaho Road, Apache Junction, Arizona. The meeting will be open to the public and will begin at 5:30 p.m. local time.

AGENDA:

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

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

1. Review and approval of the March 2015 financial reports and bank reconciliations.
(BOD #2015-04-01)
2. Recognition of employee performance, achievements, and special recognition for community members.
(BOD #2015-04-02)
3. Call to the Public.
A.R.S. §38-431.01(H) A public body may make an open call to the public during a public meeting, subject to reasonable time, place, and manner restrictions, to all 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.
4. Presentation and discussion about the Fire Science EVIT Program, our district helped establish for the AJUSD. **(BOD #2015-04-03)**
5. Consideration and possible approval of all consent agenda items as listed below:
(BOD #2015-04-04)
 - a) Board Meeting Minutes from March 18, 2015
 - b) Special Board Meeting Minutes from March 26, 2015
 - c) Purchase of secure access system for five (5) fire stations and fitness center
6. Discussion of the Preliminary Budget and determination of the Tax Rate for Fiscal Year 2015/2016.
(BOD #2015-04-05)
7. Discussion and update of the CCU program and CoN process. **(BOD #2015-04-06)**
8. Chief's Report **(BOD #2015-04-07)**
9. Announcements **(BOD #2015-04-n/a)**
10. Adjourn **(BOD 2015-04-08)**

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

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

Governing Board meeting agenda dated and posted (at least 24 hours before the scheduled meeting date and time):

Posted on April 8, 2015

At: 1730 hours

By: Jasmin Jones

The Superstition Fire & Medical District (SFMD) Administrative Office Board Meeting Room is accessible to the handicapped. In compliance with the American with Disabilities Act (ADA), those with special needs, such as large-type face print or other reasonable accommodations may request those through the SFMD Administration Office (480-982-4440) at least twenty-four hours before the board meeting.



Governing Board Meeting – April 15, 2015

Agenda Item: 1

BOD#: 2015-04-01

Agenda Item Title:

Review and approval of the March 2015 financial reports and bank reconciliations.

Submitted By:

Fire Chief Paul Bourgeois

Background/Discussion:

The district's accounting department staff prepares the monthly financial reports. The district's annual budget, which is adopted by the board each June for the following fiscal year (July 1 – June 30), is formatted to mirror the monthly financial statements. The financial reports provide the board with a monthly recap of expenditures and revenues, along with year-to-date account balance information.

In compliance with A.R.S. §48-807(O), the following reports have been added to the monthly financial statements packet:

1. **Cash Flow – All Governmental Funds.**

The Cash Flow report consists of the combined cash balances of all District Funds. These balances include the General (100), Capital Projects (200), Bond Proceeds (300), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds. The Cash Flow report is updated monthly with the actual revenues deposited into and actual expenditures disbursed from the district's cash accounts. It is important to note the revenues and expenditures are reported on a Cash Basis. This report is generated to demonstrate that the fire district maintains sufficient cash available to satisfy the projected expenditures budgeted over the course of the fiscal year.

2. **Fund Account Bank Reconciliations.**

The reconciliation of each of the district's Fund Cash Accounts (General (100), Capital Projects (200), Bond Proceeds (300), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds) between the Pinal County Treasurer's monthly bank statement and the District's Fund balance sheet report is provided. To signify board approval of the monthly financial statements and bank reconciliations, the Board Chairman is requested to sign the attached Letter of Acceptance which will be kept on file at the district.

Financial Impact(s)/Budget Line Item:

N/A

Enclosure(s):

Letter of Acceptance of the Fire District's Financial Statements and Bank Reconciliations.

**Financial Reports and Bank Reconciliations are under separate cover.*

Recommended Motion:

"Motion to approve the March 2015 financial reports and bank reconciliations."



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Superstition Fire & Medical District
Governing Board Acceptance of Fire District's
Financial Statements and Bank Reconciliations

Pursuant to A.R.S. §48-807, by the signature(s) below, the Governing Board of the Superstition Fire & Medical District attests to the review and approval of the following financial report(s) of the fire district for the month of **March 2015**:

1. Financial Statement
2. Bank Reconciliations
 - a. General (100) Fund
 - b. Capital Projects (200) Fund
 - c. Bond Proceeds (300) Fund
 - d. Special Projects (400) Fund
 - e. Debt Principle (500) Fund
 - f. Debt Interest (600) Fund

Jeff Cross, Board Chairman

Date



Governing Board Meeting – April 15, 2015

Agenda Item: 2

BOD#: 2015-04-02

Agenda Item Title:

Recognition of employee performance, achievements, and special recognition for community members.

Submitted By:

Fire Chief Paul Bourgeois

Background/Discussion:

This is a recurring monthly item to provide the board with information concerning superior employee performance, achievements, and special recognition for community members.

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

N/A

April Service Anniversaries:

Fire Captain / Paramedic Mark Gomez	22 Years
Fire Engineer / Paramedic Mitch McCollough	16 Years
Members With 11 Years of Service	
Fire & Life Safety Specialist Tina Gerola	
Executive Administrative Assistant Jasmin Jones	



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Governing Board Meeting – April 15, 2015

Agenda Item: 3

BOD#: 2015-04-n/a

Agenda Item Title:

Call to the Public

A.R.S. §38-431.01(H):

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

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

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

Background / Discussion:

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

Scheduled:

None



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Agenda Item: 4

BOD#: 2015-04-03

Agenda Item Title:

Presentation and discussion about the Fire Science EVIT Program our district helped establish for AJUSD.

Submitted By:

Fire Chief Paul Bourgeois

Background/Discussion:

The students from Apache Junction High School's (AJHS) Fire Science EVIT program will give a brief presentation about the program they are a part of. SFMD helped establish the first EVIT program for Fire Science held at AJHS, this is a value added program.

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

N/A



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Governing Board Meeting – April 15, 2015

Agenda Item: 5

BOD#: 2015-04-04

Agenda Item Title:

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

- a) Board Meeting Minutes from March 18, 2015 – **Appendix A**
- b) Special Meeting Minutes from March 26, 2015 – **Appendix B**
- c) Purchase of secure access system for five (5) fire stations and fitness center – **Appendix C**

Background/Discussion:

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

Recommended Motion:

"Motion to approve the consent agenda items for April 15, 2015."



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Governing Board Meeting – April 15, 2015

Agenda Item: 6

BOD#: 2015-04-05

Agenda Item Title:

Discussion of the Preliminary Budget and determination of the Tax Rate for Fiscal Year 2015/2016.

Submitted By:

Fire Chief Paul Bourgeois

Background/Discussion:

A presentation of the Preliminary Budget for Fiscal Year 2015/2016, which will include detailed information on current revenue and expense information by division and fund, will be provided. Options for accomplishing a range of strategic compensation, benefits, and operational initiatives will be provided for Board consideration.

The Board will also be asked to set the Tax Rate for Fiscal Year 2015/2016 for planning purposes. At the May meeting the Board will approve a Tentative Budget, which will be posted for the 20 day Public Comment Period (5/21/15 through 6/9/15).

Financial Impact:

N/A

Enclosure(s):

Available at board meeting

Recommended Motion:

"Motion to approve the tax rate of \$3.19 and \$0.22 special assessment rate related to the 2006 GADA Bond for development of the Tentative Budget for Fiscal Year 2015/2016."



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Governing Board Meeting – April 15, 2015

Agenda Item: 7

BOD#: 2015-04-06

Agenda Item Title:

Discussion and update of the CCU program and CoN process.

Submitted By:

Fire Chief Paul Bourgeois

Background/Discussion:

Firefighter / Paramedic Dave Pohlmann will give an update on both the CCU program and the CoN planning process for a new operational division.

Financial Impact:

N/A

Enclosure(s):

Available at board meeting

Recommended Motion:

N/A



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Governing Board Meeting – April 15, 2015

Agenda Item: 8

BOD#: 2015-04-07

Agenda Item Title:

Chief's Report

Background / Discussion:

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

- Statistical Reports for March

Governing Board Meeting – April 15, 2015

Agenda Item: 9

BOD#: 2015-04-n/a

Agenda Item Title:

Announcements

Background / Discussion:

The BOD and/or staff may share information at this time.

Governing Board Meeting – April 15, 2015

Agenda Item: 10

BOD#: 2015-04-08

Agenda Item Title:

Adjournment

Recommended Motion:

"Motion to adjourn the board meeting."



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Superstition Fire & Medical District

March 2015 - Monthly Report

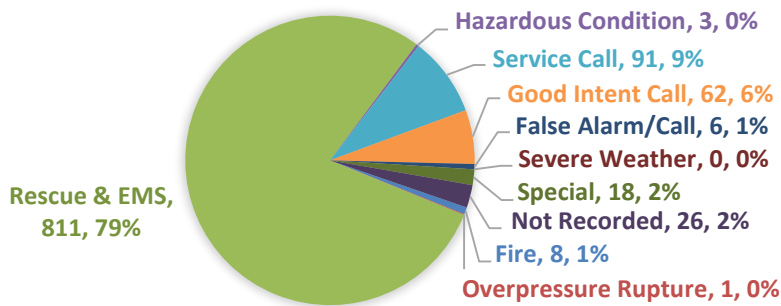
Average Travel Time

	<u>Metro</u>	<u>Urban</u>	<u>Suburban</u>	<u>Rural</u>
Travel Time Goal	5:12	5:12	6:30	13:00
Average Travel Time by Population Density	4:26	4:47	5:02	5:55
Average Travel Time District Wide	4:44			

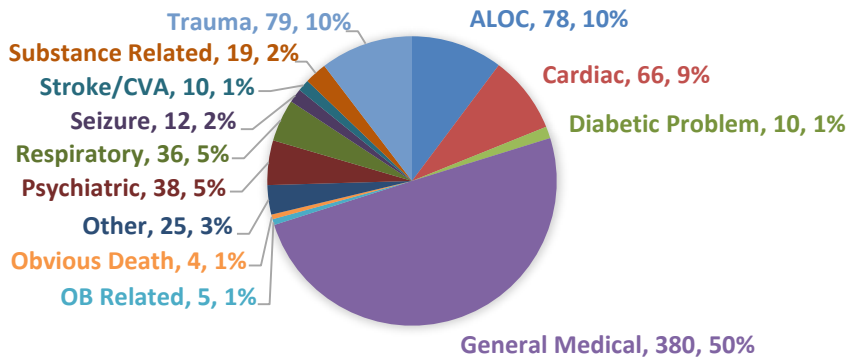
Dispatches by Unit

<u>Unit</u>	<u>Dispatches</u>	<u>Fiscal YTD</u>
B261	20	206
E261	310	2413
E262	125	850
L263	324	2502
L264	133	850
E265	70	391
CCU263	118	281
TRV263	65	122
U262	4	59
BR262	5	15
BR263	4	31
BR265	16	36
RH264	10	60

Incident Type Summary



EMS Incidents: Provider Impression



Population Density Definitions

Metropolitan

An area with a population density of 3,000 or more people per square mile.
15%

Urban

An area with a population density of 2,000-2,999 people per square mile.
8%

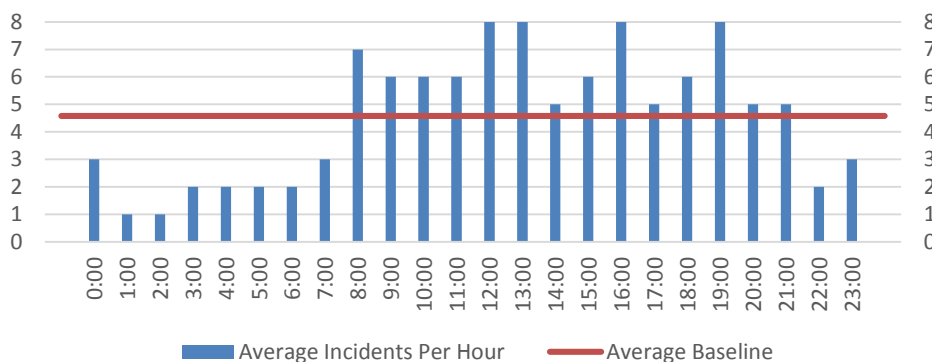
Suburban

An area with a population density of 1,000-1,999 people per square mile.
10%

Rural

An area with a population density of 0-1,000 people per square mile.
67%

Average EMS Incident Volume by Hour of Day



Superstition Fire & Medical District March 2015 - Operational Report

Community Services & Activities

Description	Mar 2015	Fiscal YTD
Blood Pressure Check Events	12	99
Car Seats Installed/Placed	6	72
CCR Demonstrations	8	19
CCR Demo Students	310	640
Community Events/Festivals	4	48
Community PSAs Produced	0	2
CPR & 1st Aid Classes	0	10
CPR & 1st Aid Students	0	95
CPR & AED Classes	0	14
CPR & AED Students	0	227
Fire Investigations	1	21
Fire Station Tours	3	12
Inspections - Business	9	72
Inspections - Specialty/Complaint	12	76
Juvenile Fire Setter Program	0	2
Neighborhood Canvass - Post-Drowning	0	5
Neighborhood Canvass - Post-Fire	1	10
Plan Reviews	14	100
Safety Classes - Fire & Water	4	26
School - Fire Drills	0	16
School - Pub Ed Classes	3	24
Smoke Alarms Placed	110	465

Injury Report

	Mar 2015	Fiscal YTD
Injuries	0	11
Exposures	1	11
Sharps	0	2

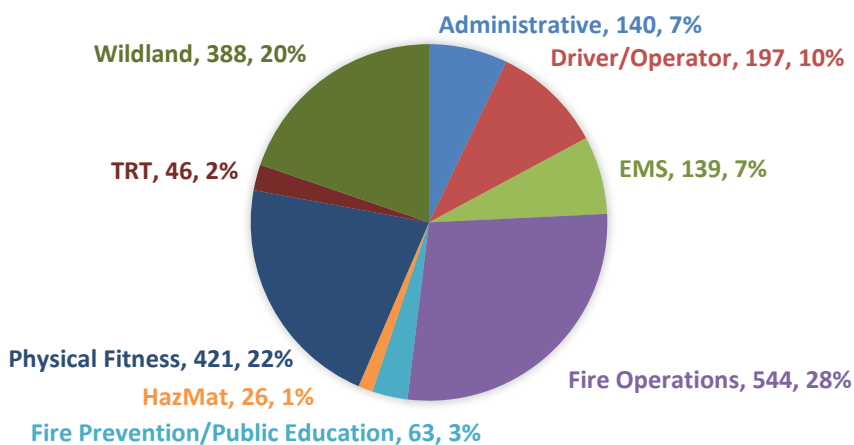


*TRT at Silly Mountain
for an injured hiker
on 3/11/15*



*Mobile Home Fire at
2701 S. Idaho Rd.
on 3/12/15*

Training Hours Categories



Appendix A

a) Board Meeting Minutes from March 18, 2015

Submitted By:

Fire Chief Paul Bourgeois

Background / Discussion:

The board meeting minutes of the previous meeting(s) are provided for the BOD approval. If the BOD would like to discuss the minutes, they may be removed from the consent agenda. After approval, minutes are signed by the Clerk of the Board and kept as the official public record.

Financial Impact/Budget Line Item:

N/A

Staff Recommendation:

Staff recommends approval of March 18, 2015 board minutes.

Enclosure(s):

March 18, 2015 Board Meeting Minutes



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**Governing Board Meeting Minutes
March 18, 2015**

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE SUPERSTITION FIRE & MEDICAL DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON WEDNESDAY, MARCH 18, 2015. THE MEETING WAS HELD AT THE SUPERSTITION FIRE & MEDICAL DISTRICT'S ADMINISTRATION OFFICE, 565 N. IDAHO ROAD, APACHE JUNCTION, ARIZONA.

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

- A. Chairman Cross called the meeting to order at 5:31 p.m.
- B. The Pledge of Allegiance was led by Director House.
- C. Roll Call showed Chairman Jeff Cross, Clerk Gene Gehrt, Director Todd House, Director Charlie Fox, and Director Barbara Cobb as present.

Senior Leadership in attendance: Fire Chief Paul Bourgeois, Assistant Chief Jerome Schirmer, Assistant Chief Dave Montgomery, Assistant Chief Mike Farber, Finance Manager Roger Wood, Battalion Chief Richard Mooney, Legal Counsel Donna Aversa, and Executive Assistant acting as Board Secretary Jasmin Jones were also present for the meeting.

Item 1: *Review and approval of the February 2015 financial reports and bank reconciliations. (BOD #2015-03-03)*

Motion by Director House to approve the February 2015 financial reports and bank reconciliations. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 2: *Recognition of employee performance, achievements and special recognition for community members. (BOD #2015-03-04)*

Chairman Cross read the list of the following March Service Anniversaries

Fleet & Facilities Support Specialist Barb Duffel	9 Years
Firefighter / Paramedic Matt Perez	3 Years
Firefighter / Paramedic Lance Frawley	3 Years
Firefighter Matthew Dold	3 Years
Firefighter Ryan Philips	3 Years
Firefighter Daniel Elliott	3 Years
Firefighter Brian Garten	3 Years
Firefighter Wayne Emerson	3 Years
Firefighter Ryan Ledbetter	3 Years
Firefighter Adam Rodriguez	3 Years

Assistant Chief Dave Montgomery introduced Fire Chaplain Tom Doubt to the BOD and read Chaplain Doubt's bio.

Assistant Chief Dave Montgomery recognized citizens Robert Porter, Justin Broseker, and John Jacobo for their assistance during a house fire. The three citizens were driving home from work when they noticed the house fire. They stopped and assisted the family by removing important belongings and helped rescue their animals from the burning house. The citizens were not in attendance at the meeting, but their family and the homeowners were in attendance to accept their awards on their behalf.

Friends of Apache Junction made a special presentation and donation to Captain Carlos Rivera on behalf of the Superstition Fire Honor Guard, Pipes & Drums.

Assistant Chief Dave Montgomery presented the BOD with a recognition plaque from the Lost Dutchman Marathon committee on the SFMD's participation during the marathon.

Item 3: *Call to the Public. (BOD #2015-03-n/a)*
None

Item 4: *Consideration and possible approval of all consent agenda items listed below: (BOD #2015-03-05)*
a) *Board Meeting Minutes from February 18, 2015*
b) *Special Board Meeting Minutes from March 2, 2015*
c) *Purchase of 45 SCBA regulators, 20 SCBA masks, 2 RIT bags, and 100 SCBA mask bags.*

Motion by Director Cobb to approve consent agenda items for March 18, 2015. Seconded by Director House.

Vote 5 ayes, 0 nays. Motion passed.

Item 5: *Discussion and review of the Fiscal Year 2015/2016 Budget development. (BOD #2015-03-06)*

The Senior Leadership Team (SLT) presented to the BOD the following topics:

- Budget related activities already accomplished
- District-Wide Initiatives
- Emergency Services Division Initiatives
- Community & Technology Services Division Initiatives
- Financial Services Division Initiatives
- CoN/CCU Strategies
- Capital Replacement Plan
- Next Steps in FY 15/16 Budget Process

Chief Bourgeois went over the budget related activities that have already been accomplished:

- Initial kick-off meeting was held with Budget Managers
- First round of Budget Manager meetings have been held
- Second round of Budget Manager meetings are scheduled
- Civilian Market Analysis has been completed
- Rough Draft of Civilian Job Descriptions are complete and have been distributed for feedback
- Medical Insurance survey was distributed this week, with intent to obtain employee feedback on the medical plans the district will provide in FY 15/16.
- Meeting held with PSPRS to determine the impact of the full vs. staggered approach to contribution rate
- CoN and CCU accounting structure has been designated

FY 15/16 Key Initiatives

- Fund the PSPRS Increase

- Due to a recent Arizona Supreme Court ruling, our PSPRS Employer Contribution rate increasing from 17.4% to 20.32%
- Fund remaining FY 14/15 Market Adjustment increases for Sworn Employees
 - Completed the three step staggered approach towards market adjustments for the Assistant Chief and Battalion Chief ranks.
 - Completed the two step staggered approach to the Paramedic Incentive adjustment.
- Fund the FY 15/16 Civilian Market Adjustment

Assistant Chief Jerome Schirmer summarized Emergency Services Key Initiatives

- Blue Card Command Certification Program – state of the art training and certification system that teaches Company and Command Officers how to standardize local incident operations across their organization. The program uses a combination of online and in-class simulation training which results in an Incident Commander solution that finally addresses local hazard Zone operations.
- The Incident Command Certification Program is designed to first instruct, train, and then evaluate and certify Fire Department Officers who serve in the role of Incident Commander that supervises and manage emergency and hazard zone operations for **everyday, local** NIMS Type 4 and Type 5 events.
- The “Blue Card” training program provides Fire Departments with a training and certification system that defines the best Standard Command Practices for common, local, everyday Strategic and Tactical emergency operations conducted on NIMS Type 4 and Type 5 events.
- This training and certification program produces Incident Commanders that make better decisions that will potentially eliminate the lethal and/or costly mistakes that cause injury, death, and unnecessary fire losses in the local response area.
- SFMD will be the first agency east of Glendale to implement this program. Our Regional Training Center will also be listed as a Blue Card Certified Center and our trainers will be able to train other departments, creating revenue.

Assistant Chief Dave Montgomery summarized Community & Technology Services Key Initiatives

- Community Services – Facilities:
 - 200 Fund – Final Phase of Name Change, Exterior Building Signage Updates
 - 200 Fund – Complete Parking Lot Upgrades at Other Facilities
 - 150 Fund – Facility Improvements to Accommodate SFMD Ambulance Crews
 - 100 Fund – Significant Increase in M&O funds to manage additional facilities, and aging facilities.
- Technical Services – IT & Networking:
 - 200 Fund – ePCR tablet replacement scheduled (decreased from last year)
 - 200 Fund – Conference room & Board room technology upgrades
 - 150 Fund – Fire station and network upgrades to accommodate SFMD ambulance crews.
 - 100 Fund – Increase in M&O funds to manage new and increased costs:
 - Hardware and software upgrades
 - Need for additional bandwidth for internet services
 - Increased annual licensing fees associated with FireView dashboard and Tyler accounting software
 - Costs associated with analog line maintenance for building systems
 - Increased maintenance and services costs for district copiers
 - Increased costs for outside IT support services

Battalion Chief Richard Mooney summarized Administrative Services Key Initiatives:

- Facilitate hiring of new employees
 - CoN Employees

- Operations Manager
- Administrative Assistant
- Full Time Paramedics
- Full Time EMTs
- Part Time Paramedics
- Part Time EMTs
- Other new hires needed for district operations

Assistant Chief Mike Farber summarized Financial Services Key Initiatives:

- Medical insurance contract for FY 15/16
- Worker's compensation contract FY 15/16
- Facilitate the district's budget process for M&O, CoN, CCU, and Capital Replacement initiatives
- Tyler conversion
 - General Ledger chart of accounts restructure
 - Currently over 590 accounts in the M&O fund with multiple redundancies
 - Current detail makes it difficult to provide true transparency
 - More difficult for Budget Managers to budget/manage accounts, or take advantage of new opportunities during the fiscal year.
 - Risk of accounts being budgeted using "last year's level" due to immateriality, and yet in total this adds up.
 - GL was never intended to provide Job Costing
 - Restructuring reduces the number of accounts in the 100 General Fund by over 50%
 - Places the responsibility of budgeting and managing accounts on the Budget Manager, while at the same time allowing the Budget Manager more flexibility.
 - Eliminates a situation where 70 accounts were still 100% funded (budget not used) at the end of the fiscal year
 - Creates administrative efficiency and savings for Operations and Administration in recording time and expense in appropriate account.
 - Functional / budget manager reporting
 - ISO

Finance Manager Roger Wood also discussed the Capital Replacement Plan with the BOD.

Item 6: *Discussion and update of the CCU program and CoN process. (BOD #2015-03-07)*

Firefighter/Paramedic Dave Pohlmann went over the following for our CCU program:

- Original program goals for first year review
 - 30% - 35% deferral rate from ER
 - All major components of grant operational
 - Modify response zones to achieve efficiency as well as manageable call loads
 - 7 weeks of operation for CCU 201
 - 5 weeks of operation for CCU 263 and 202
 - CCU Program currently at 46.1% effective in ER deterrence
 - CCS still running > 80% effective in ER deterrence

CoN Update:

- On March 17, 2015 Superstition Fire & Medical District received our CoN; Certificate Number 137. The planning phase for an ambulance operation is in progress.

Item 7: *Consideration and approval of Resolution 2015-01 to authorize individual(s) to sign a capital lease from Leasing2 to finance the purchase of five (5) 2016 Horton 623 Type I Crawl Through custom ambulances. (BOD# 2015-03-08)*

Fire Chief Paul Bourgeois asked the BOD to pull this item from the agenda.

Item 8: *Chief's Report. (BOD# 2015-03-09)*

Fire Chief Paul Bourgeois reported on the following

- Upcoming Events
 - April Pool's Day – April 25th
 - SFMD Leadership Academy May 19th & May 20th
 - AFDA Conference June 25th – 27th
- Notable Calls
 - Saturday, February 21, 2015 – Fire in Gold Canyon
 - Fire determined to be arson
 - AJPD & PCSO apprehended suspect within sight of his burning home
 - Occupant had rigged his home to make access by firefighters difficult and allow the fire to spread.
 - Loss listed at \$250,000 for home and contents
 - Saturday, February 28, 2015 – Fire in Apache Junction
 - Fire spread from on structure to the next due to fire load and wind
 - Fire displaced 5 members of one family and 2 other individual tenants of the adjacent duplex apartment
 - Red Cross responded to assist families
 - Total loss for two structures listed at \$250,000
 - Fire was determined to be caused by a child playing with a lighter
 - Recognized three citizens for their heroic acts on this fire
 - Five working fires in less than one week, three of which were determined to be arson.
 - 3 arson suspects arrested by AJPD & PCSO
 - GFD Arson Dog “Spring” used successfully
- SWAT Medic Testing (value added program)
 - In Conjunction with AJPD, 5 members recently completed an arduous testing process for the SWAT Medic Program
 - Top 3 candidates were chosen to continue training in the program
 - Firefighter / Paramedic Mitch McCollough
 - Firefighter / Paramedic Ryan Rodriguez
 - Firefighter / Paramedic John Walka
- Lost Dutchman RV Park
 - Donated \$13,000 this year
 - Totaling over \$250,000 through the years to our district
- Training
 - SFMD Regional Training Center will be a certified training center for the Blue Card Program
 - Chief Schirmer started training crews on Modern Fire Behavior and the Blue Card Program at the RTC
 - WL Training recently took place for the upcoming WL season
- Lost Dutchman Day Parade – 51st Annual LDD Parade, with SFMD leading the way

Item 9: *Announcements (BOD# 2015-03-n/a)*

Fire Chief Paul Bourgeois announced again that the Superstition Fire & Medical District received our CoN, only taking 4 months and he thanked everyone for their hard work.

Director Cobb thanked Finance Manager Roger Wood for answering her email so promptly and spending weekends working on the Tyler conversion.

Chairman Cross thanked Staff for their hard work and thanked Executive Assistant Jasmin Jones for her dedication, working late on weekends.

Item 10: *Adjourn (BOD# 2015-03-10)*

Motion by Director House at 7:13 p.m. to adjourn the meeting. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Governing Board Approval:

Gene Gehrt, Board Clerk

Jasmin Jones

Appendix B

b) Special Board Meeting Minutes from March 26, 2015

Submitted By:

Fire Chief Paul Bourgeois

Background / Discussion:

The board meeting minutes of the previous special board meeting(s) are provided for the BOD approval. If the BOD would like to discuss the minutes, they may be removed from the consent agenda. After approval, minutes are signed by the Clerk of the Board and kept as the official public record.

Financial Impact/Budget Line Item:

N/A

Staff Recommendation:

Staff recommends approval of the Special Board Meeting Minutes from March 26, 2015.

Enclosure(s):

Special Board Meeting Minutes from March 26, 2015



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**Special Governing Board Meeting Minutes
March 26, 2015**

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE SUPERSTITION FIRE & MEDICAL DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON THURSDAY, MARCH 26, 2015. THE MEETING WAS HELD AT THE SUPERSTITION FIRE & MEDICAL DISTRICT'S ADMINISTRATION OFFICE, 565 N. IDAHO ROAD, APACHE JUNCTION, ARIZONA.

THIS MEETING WAS OPEN TO THE GENERAL PUBLIC AND BEGAN AT 5:45 P.M.

- A. Chairman Cross called the meeting to order at 5:45 p.m.
- B. The Pledge of Allegiance was led by Clerk Gehrt.
- C. Roll Call showed Chairman Jeff Cross, Clerk Gene Gehrt, and Director Charlie Fox (telephonically) as present. (Director Barbara Cobb and Director Todd House were absent).

Senior Leadership in attendance: Fire Chief Paul Bourgeois, Assistant Chief Jerome Schirmer, Assistant Chief Mike Farber, Finance Manager Roger Wood, Battalion Chief Richard Mooney, and Executive Assistant acting as Board Secretary Jasmin Jones were also present for the meeting.

Legal Counsel Donna Aversa was absent.

Item 1: *Consideration and approval of acquisition from ProSales of five (5) 2016 Horton 623 Type 1 Ambulances mounted on Ford F-450 Chassis (the "Ambulances") with an anticipated delivery date of December 1, 2015 at a cost not to exceed \$1,491,000. (BOD #2015-03-11)*

Fire Chief Paul Bourgeois presented the BOD with the following information about selecting the vendor for ambulances. Staff considered the following Ambulance Manufacturers (base price without safety and functionality options):

- 1. Professional Sales & Service (ProSales) - \$998,669.50
- 2. Hughes Fire Equipment, Inc. - \$1,006,698.85
- 3. Demer's Ambulance - \$1,023,698.85

The Operations Staff and the Committee were in agreement and recommended additional safety and functionality options that only Professional Sales & Service offers, totaling \$26,027.10 (including all 5 ambulances), bringing the total to \$1,024,696.60. These options are as follows:

- 1. 1/2" Crash Barrier
- 2. Rear Chevron Upgrade
- 3. Rear Chevron Lighting

Miscellaneous "big ticket" medical equipment makes up the difference between the ambulance price and the total lease-purchase agreement.

Motion by Clerk Gehrt to approve to acquire from Professional Sales & Service five (5) 2016 Horton 623 Type I Ambulances mounted on Ford F-450 Chassis (the 'Ambulances'), with additional safety and functionality features, with an anticipated delivery date of December 1, 2015 at a cost not to exceed \$1,491,000. Seconded by Chairman Cross.

Vote 3 ayes, 0 nays. Motion passed. (Director House and Director Cobb absent).

Item 2: *Consideration and approval of financing the acquisition of the Ambulances through a lease-purchase agreement with Leasing2, Inc. (BOD #2015-03-12)*

Finance Manager Roger Wood stated Staff has negotiated a 10-year capital lease through the finance firm Leasing2 in the amount of \$1,491,000 at the current interest rate of 3.04%. The lease will include the five (5) fully equipped transport capable rescue units and necessary medical equipment. The current estimated annual payment is \$175,147.68 with the first payment being due in the next fiscal year on March 15, 2016.

Motion by Clerk Gehrt to finance the acquisition of the Ambulances by entering into a lease-purchase agreement with Leasing2, Inc. upon the terms and conditions as set forth in the Lease-Purchase Agreement as presented and to authorize the Chairperson and Clerk of the Board to execute all the documents necessary or reasonably required by the Lease-Purchase Agreement. Seconded by Chairman Cross.

Vote 3 ayes, 0 nays. Motion passed. (Director House and Director Cobb absent).

Item 3: *Consideration and approval of Resolution #2015-01 authorizing the Chairperson and Clerk to execute the Leasing2, Inc. Lease-Purchase documents on behalf of the District. (BOD #2015-03-13)*

Fire Chief Paul Bourgeois explained to the BOD that Resolution #2015-01 confirms that a need exists for the acquisition of five (5) Ambulances and it is in the best interest of the District to enter into the Lease-Purchase Agreement with Leasing2, Inc. and the Board Chairperson and Clerk are authorized to execute the Lease-Purchase documents on behalf of the District.

Motion by Clerk Gehrt to adopt Resolution #2015-01 confirming that a real need exists for the acquisition of the Ambulances and that is in the best interest of the District to enter into the Lease-Purchase Agreement with Leasing2, Inc. upon the terms and conditions as set forth in the Lease-Purchase Agreement and further confirm the Chairperson and Clerk are authorized to execute the Lease-Purchase documents on behalf of the District. Seconded by Chairman Cross.

Vote 3 ayes, 0 nays. Motion passed. (Director House and Director Cobb absent).

Item 4: *Adjournment. (BOD #2015-03-14)*

Motion by Clerk Gehrt to adjourn the meeting at 5:57 p.m. Seconded by Director Fox.

Vote 3 ayes, 0 nays. Motion passed. (Director House and Director Cobb absent).

Governing Board Approval:

Gene Gehrt, Board Clerk

Jasmin Jones

Appendix C

c) Purchase of secure access system for five (5) fire stations and fitness center

Submitted By:

Fire Chief Paul Bourgeois

Background / Discussion:

The fire district completed the first phase of our secure access upgrade project in fiscal year 2014/2015 by bringing our administration facility up to par with the new regional training center. When the new training center was completed in 2014, a newer and more robust secure access system was integrated into the design and built with the intent that we would bring all fire district facilities onto the same platform as soon as financially feasible.

The product we have chosen to use throughout the district is a Lenel™ secure access system. Lenel™ is an industry leader and we anticipate that we will have a long life expectancy for the hardware and software that supports the system. Corporate Technology Solutions (CTS) is the only authorized dealer of the Lenel™ brand system in the Phoenix area. To maintain system consistency and standardization, we are recommending CTS as the contractor of choice to complete this next phase of the project.

Financial Impact/Budget Line Item:

All costs associated with this project have been funded in the Capital Projects Fund (200 Fund) in line item 200-7-71002-25. The original budgeted amount was \$40,000, however the project came in at \$42,574.00. In addition, we asked for and received an alternate quote to include the treatment for an additional secure access device for FS265 at the isolated ambulance quarters in preparation for that portion of the facility being occupied by SFMD employees in the future at the cost of \$5,178.06.

With the alternate quote included, the total project cost would be \$47,752.06. It is anticipated that because of realized savings in other areas within the 200 fund that we can absorb the increased cost to complete this project.

Staff Recommendation:

Staff recommends approval to authorize Corporate Technology Solutions to complete this project at a cost not to exceed **\$47,752.06**.

Enclosure(s):

CTS Quote dated 4/6/2015

Procurement Form





Phone (480) 377-0225
Fax (480) 377-0228

Corporate Technology Solutions, LLC
1971 E. 5th Street, Suite 111
Tempe, Arizona 85281

AZ ROC 259799 L-67

PHOENIX

TUCSON

SALT LAKE CITY

ALBUQUERQUE

Project Name

Superstition Fire and Medical District-Access Control



Proposal/Scope of Work

Respectfully Submitted By:

4/06/15

Curtis Johnson

O: 480-377-0225

C: 602-397-0688

Cjohnson@ctscabling.com

Corporate Technology Solutions, LLC

1971 E. 5th Street, Suite 111

Tempe, Arizona 85281

(480) 377 – 0225 Office

www.ctscabling.com



Phone (480) 377-0225
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		Included	Excluded
01	Structured Cabling System		X
02	Fire Alarm System		X
03	Access Control System	X	
04	Video Surveillance System		X
05	Intrusion Detection System (Security)		X
06	Intercom/Paging System		X
07	Audio/Visual System		X
08	Distributed Antenna System (DAS)		X
09	Managed LED Lighting Systems		X

SCOPE OF WORK

03- ACCESS CONTROL SYSTEM

Station #261:

CTS will provide and install (1) Lenel intelligent reader controller and power supplies in the head end closet. A door contact, request to exit motion detector, electrified strike, and card reader will be installed on the south exterior kitchen door. A dedicated network drop will need to be provided and installed by the customer with the necessary network parameters/VPN setup between facilities.

PRODUCT	PART NUMBER	DESCRIPTION	UOM	QTY
SECTION 2	CTS	CONNECTIVITY		
UTC	2507A-L	ALUMINUM HOUSING ARMORED CABLE CONTACT-SPDT, WIDE GAP 3"	EA	1
BOSCH	DS160	MOTION REX (GRAY)	EA	1
LENEL	LNL-PR10	Proximity Mini-Mullion Reader: Compact proximity reader, designed to fit in small spaces, or to be mo	EA	1
HES	5200C	5200 Strike 630 Finish	EA	1
SECTION 4	CTS	EQUIPMENT ROOM BUILD OUT(S)		
LENEL	LNL-2220	Intelligent Dual Reader Controller – 12 VDC or 24 VDC @ 700mA, size (6" (152mm) W x 8" (203mm) L x 1"	EA	1
LENEL	LNL-OLS75ACTX	2.5 A Power Supply with enclosure - The OLS75 is a power limited supply/ chargers that will convert a 1	EA	1
LENEL	ABT-12	Battery Kit, includes, 12 VDC, 12 AH Battery (PS-12120)	EA	1
INTERSTATE BATTERIE	SEC1075	12V 7AH BATTERY	EA	2
Altronix	AL400ULACMCB	AL400ULACMCB 12/24V W/ACM 8CB	EA	1
SECTION 5	CTS	FIBER OPTIC AND COPPER BACKBONE SYSTEM		
SECTION 6	CTS	TESTING AND PROGRAMMING		
Labor Only	CTS	Labor to program, test	EA	1
SECTION 7	CTS	PRECON/PROJECT MANAGEMENT/FINAL DOCS		
Labor Only	CTS	Project Management Hours	EA	1
SECTION 8	CTS	MISC. ITEMS		
CTS	CTS	MISC CONDUIT AND CONNECTORS	EA	1
CTS	CTS	SYSTEM LABELS	EA	4
0	200452	Velcro	EA	1



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Station #262:

CTS will provide and install (1) Lenel intelligent reader controller and power supplies in the head end closet. A door contact, request to exit motion detector, rim exit panic, panic trim, push plates, electrified rim strike, and card reader will be installed on the south exterior door near the bay. Surface mount conduit will be installed and run back to the IDF closet inside the engine bay. A dedicated network drop will need to be provided and installed by the customer with the necessary network parameters/VPN setup between facilities

PRODUCT	PART NUMBER	DESCRIPTION	UOM	QTY
SECTION 2	CTS	CONNECTIVITY		
UTC	2507A-L	ALUMINUM HOUSING ARMORED CABLE CONTACT-SPDT, WIDE GAP 3"	EA	1
BOSCH	DS160	MOTION REX (GRAY)	EA	1
HES	9500-12/24 630	9500-12/24 630 COMP STRIKE	EA	1
LENEL	LNL-PR10	Proximity Mini-Mullion Reader: Compact proximity reader, designed to fit in small spaces, or to be mo	EA	1
Von Duprin	99EO26D-36	RIM EXIT ONLY PANIC	EA	1
Von Duprin	990DT26D	RIM PANIC DUMMY TRIM	EA	1
Rockwood	105X70CUS32D	4in X 16in PULL PLATE	EA	4
SECTION 4	CTS	EQUIPMENT ROOM BUILD OUT(S)		
LENEL	LNL-2220	Intelligent Dual Reader Controller – 12 VDC or 24 VDC @ 700mA, size (6" (152mm) W x 8" (203mm) L x 1"	EA	1
LENEL	LNL-OLS75ACTX	2.5 A Power Supply with enclosure - The OLS75 is a power limited supply/ chargers that will convert a 1	EA	1
LENEL	ABT-12	Battery Kit, includes, 12 VDC, 12 AH Battery (PS-12120)	EA	1
INTERSTATE BATTERIE	SEC1075	12V 7AH BATTERY	EA	2
Altronix	AL400ULACMCB	AL400ULACMCB 12/24V W/ACM 8CB	EA	1
SECTION 5	CTS	FIBER OPTIC AND COPPER BACKBONE SYSTEM		
SECTION 6	CTS	TESTING AND PROGRAMMING		
Labor Only	CTS	Labor to program, test	EA	1
SECTION 7	CTS	PRECON/PROJECT MANAGEMENT/FINAL DOCS		
Labor Only	CTS	Project Management Hours	EA	1
SECTION 8	CTS	MISC. ITEMS		
CTS	CTS	MISC CONDUIT AND CONNECTORS	EA	1
CTS	CTS	SYSTEM LABELS	EA	12
0	200452	Velcro	EA	1

Station #262-Fitness Center:

CTS will provide and install (1) Lenel intelligent reader controller and power supply in the head end closet. Existing door contact will be reused. The existing maglock and push bar with rex will be left in place. A wireless point to point will be installed between the fitness center and Station 262. A Nano beam device will be installed on the outside north wall of the fitness center and a Nano beam device will be installed on the outside south wall of Station 262. This wireless set up is a point to point solution that requires a clear line of sight. A network switch will be provided and installed inside the fitness center. All necessary network parameters are to be provided and installed by others.



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PRODUCT	PART NUMBER	DESCRIPTION	UOM	QTY
SECTION 2	CTS	CONNECTIVITY		
LENEL	LNL-PR10	Proximity Mini-Mullion Reader: Compact proximity reader, designed to fit in small spaces, or to be mo	EA	1
Rockwood	105X70CUS32D	4in X 16in PULL PLATE	EA	2
Don Jo	PDF 161	2-5/8" Hole Filler	EA	1
Ubiquiti	UBI-NBEM516	5GHz NanoBeam, AIRMAX, 16dB	EA	2
Ubiquiti	UBI-NBEWMK	Wall mount kit for Nanobeam NBE-M5-16 & 19	EA	2
ALARM CONTROLS	TS-2-2T	SSSG RTE 30SEC TMR W/ SPDT SW	EA	1
SECTION 4	CTS	EQUIPMENT ROOM BUILD OUT(S)		
IFS	NS2503-8P/2C	8-Port 10/100Mbps PoE-af/at (30w) Managed Switchwith 2 Gigabit SFP Combo Uplink Ports	EA	2
LENEL	LNL-2220	Intelligent Dual Reader Controller – 12 VDC or 24 VDC @ 700mA, size (6" (152mm) W x 8"(203mm) L x 1"	EA	1
LENEL	LNL-OLS75ACTX	2.5 A Power Supply with enclosure - The OLS75 is a power limited supply/ chargers that will convert a 1	EA	1
LENEL	ABT-12	Battery Kit, includes, 12 VDC, 12 AH Battery (PS-12120)	EA	1
INTERSTATE BATTERIE	SEC1075	12V 7AH BATTERY	EA	2
Altronix	AL400ULACMCB	AL400ULACMCB 12/24V W/ACM 8CB	EA	1
SECTION 5	CTS	FIBER OPTIC AND COPPER BACKBONE SYSTEM		
SECTION 6	CTS	TESTING AND PROGRAMMING		
Labor Only	CTS	Labor to program, test	EA	1
SECTION 7	CTS	PRECON/PROJECT MANAGEMENT/FINAL DOCS		
Labor Only	CTS	Project Management Hours	EA	1
SECTION 8	CTS	MISC. ITEMS		
CTS	CTS	MISC CONDUIT AND CONNECTORS	EA	1
CTS	CTS	SYSTEM LABELS	EA	6
0	200452	Velcro	EA	1

Station #263:

CTS will provide and install (1) Lenel intelligent reader controller and power supplies in the head end closet. Access control devices will be installed on the front kitchen area door of the facility. Door will be fitted with a door contact, request to exit motion detector, electrified strike, and card reader. Cables will be routed back to the IDF closet. A dedicated network drop will need to be provided and installed by the customer with the necessary network parameters/VPN setup between facilities.

SECTION 2	CTS	CONNECTIVITY		
UTC	2507A-L	ALUMINUM HOUSING ARMORED CABLE CONTACT-SPDT, WIDE GAP 3"	EA	1
BOSCH	DS160	MOTION REX (GRAY)	EA	1
LENEL	LNL-PR10	Proximity Mini-Mullion Reader: Compact proximity reader, designed to fit in small spaces, or to be mo	EA	1
HES	5200C	5200 Strike 630 Finish	EA	1
SECTION 4	CTS	EQUIPMENT ROOM BUILD OUT(S)		
LENEL	LNL-2220	Intelligent Dual Reader Controller – 12 VDC or 24 VDC @ 700mA, size (6" (152mm) W x 8"(203mm) L x 1"	EA	1
LENEL	LNL-OLS75ACTX	2.5 A Power Supply with enclosure - The OLS75 is a power limited supply/ chargers that will convert a 1	EA	1
LENEL	ABT-12	Battery Kit, includes, 12 VDC, 12 AH Battery (PS-12120)	EA	1
INTERSTATE BATTERIE	SEC1075	12V 7AH BATTERY	EA	2
Altronix	AL400ULACMCB	AL400ULACMCB 12/24V W/ACM 8CB	EA	1
SECTION 6	CTS	TESTING AND PROGRAMMING		
Labor Only	CTS	Labor to program, test	EA	1
SECTION 7	CTS	PRECON/PROJECT MANAGEMENT/FINAL DOCS		
Labor Only	CTS	Project Management Hours	EA	1
SECTION 8	CTS	MISC. ITEMS		
CTS	CTS	MISC CONDUIT AND CONNECTORS	EA	1
CTS	CTS	SYSTEM LABELS	EA	4
0	200452	Velcro	EA	1



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Station #264:

CTS will provide and install (1) Lenel intelligent reader controller and power supplies in the head end closet. Existing magnetic locks, door contacts, push buttons, and request to exit motions will be left in place for the two existing card access doors. The existing card readers will be replaced and a new cable will be run to each location. Some locations will require surface mount conduit. The current maglocks will be wired to the new power supply that contains an FACP interface. This will need to be tied into the existing fire alarm system by others. A dedicated network drop will need to be provided and installed by the customer with the necessary network parameters/VPN setup between facilities.

PRODUCT	PART NUMBER	DESCRIPTION	UOM	QTY
SECTION 2				
UTC	1076CD	3/4" DPDT RECESSED DOOR CONTACTS	EA	2
LENEL	LNL-PR10	Proximity Mini-Mullion Reader: Compact proximity reader, designed to fit in small spaces, or to be mo	EA	2
SECTION 4				
LENEL	LNL-2220	Intelligent Dual Reader Controller – 12 VDC or 24 VDC @ 700mA, size (6" (152mm) W x 8" (203mm) L x 1"	EA	1
LENEL	LNL-OLS75ACTX	2.5 A Power Supply with enclosure - The OLS75 is a power limited supply/ chargers that will convert a 1	EA	1
LENEL	ABT-12	Battery Kit, includes, 12 VDC, 12 AH Battery (PS-12120)	EA	1
INTERSTATE BATTERIE	SEC1075	12V 7AH BATTERY	EA	2
Altronix	AL400ULACMCB	AL400ULACMCB 12/24V W/ACM8CB	EA	1
SECTION 6				
Labor Only	CTS	Labor to program, test	EA	1
SECTION 7				
Labor Only	CTS	PRECON/PROJECT MANAGEMENT/FINAL DOCS	EA	1
SECTION 8				
Labor Only	CTS	MISC. ITEMS	EA	1
CTS	CTS	Labor to remove existing head end equipment	EA	1
CTS	CTS	MISC CONDUIT AND CONNECTORS	EA	1
CTS	CTS	SYSTEM LABELS	EA	8
0	200452	Velcro	EA	1

Station #265:

CTS will provide and install (1) Lenel intelligent reader controller and power supplies in the head end closet. Existing electrified door hardware, door contacts, and request to exit motions will be left in place for the patio/kitchen door and the door near the IDF closet. The existing card readers will be replaced and a new cable will be run to both locations. The facility is hard lid which will require the use of access panels and surface mount conduit to be installed for routing of the new cable to each door from the IDF. A dedicated network drop will need to be provided and installed by the customer with the necessary network parameters/VPN setup between facilities.



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PRODUCT	PART NUMBER	DESCRIPTION	UOM	QTY
SECTION 2	CTS	CONNECTIVITY		
LENEL	LNL-PR10	Proximity Mini-Mullion Reader: Compact proximity reader, designed to fit in small spaces, or to be mo	EA	2
SECTION 4	CTS	EQUIPMENT ROOM BUILD OUT(S)		
LENEL	LNL-2220	Intelligent Dual Reader Controller – 12 VDC or 24 VDC @ 700mA, size (6" (152mm) W x 8" (203mm) L x 1"	EA	1
LENEL	LNL-OLS75ACTX	2.5 A Power Supply with enclosure - The OLS75 is a power limited supply/ chargers that will convert a 1	EA	1
LENEL	ABT-12	Battery Kit, includes, 12 VDC, 12 AH Battery (PS-12120)	EA	1
INTERSTATE BATTERIE	SEC1075	12V 7AH BATTERY	EA	2
Altronix	AL400ULACMCB	AL400ULACMCB 12/24V W/ACM 8CB	EA	1
SECTION 5	CTS	FIBER OPTIC AND COPPER BACKBONE SYSTEM		
SECTION 6	CTS	TESTING AND PROGRAMMING		
Labor Only	CTS	Labor to program, test	EA	1
SECTION 7	CTS	PRECON/PROJECT MANAGEMENT/FINAL DOCS		
Labor Only	CTS	Project Management Hours	EA	1
SECTION 8	CTS	MISC. ITEMS		
Labor Only	CTS	Labor to remove existing head end equipment	EA	1
CTS	CTS	MISC CONDUIT AND CONNECTORS/ Access Panels	EA	1
CTS	CTS	SYSTEM LABELS	EA	6
0	200452	Velcro	EA	1

PROVISIONS

All OSP (outside plant cabling) are estimates only. CTS will verify the actual lengths prior to installation with true tape and provide a credit or cost impact document before the installation.

Any additional work not specified in this scope of work or any additional work request from customer will result in a CTS change order.

This proposal pricing is good for a period of 30 days unless otherwise noted.

Where material prices fluctuate, CTS reserves the right to adjust pricing if there are changes in material pricing. Written documentation from our suppliers to verify this condition can be provided.

Customer is responsible for any freight charges if the customer requests an expedited time frame.

CTS will require a project schedule showing all times the facility will be available. Including but not limited to, facility events, closures or limitations that may affect continuous work. Without a schedule, there is no way for CTS to commit to an end date for completion. Delays in the schedule will delay the completion date. Any requested overtime to improve the completion date will constitute a change order.

Any schedule changes or project delays due to work areas not being available during the scheduled time, and or any other interruptions outside of CTS control, including but not limited to delay by other trades or customer could result in additional cost to customer. Written notification is required 5 days prior to any schedule changes.

This SOW assumes normal day shift of 8 continuous working hours between 5am and 5 pm, unless otherwise specified and agreed to in writing. Any work outside of this time frame may be subject to additional shift premiums

This SOW includes one mobilization only. Changes that required additional starts and stops may be subject to additional charges via a change order. This would include, but not limited to, storage, equipment rentals, travel expenses, and other expenses incurred.



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This quotation assumes that all existing and new conduits are properly sized with pull string installed and that any new conduits, pathways, wire mold, power poles, core holes, sleeves, and floor boxes, not mentioned in the above scope of work, will be provided and installed by other vendors and will be ready prior to cable installation.

Phone Systems, Network Devices, Active Equipment are not included, unless otherwise stated in the scope of work. Any other Control Components are NOT included in this proposal as directed, unless otherwise specified. It is the assumption that the owner will provide its own system to perform the functions as needed.

Patch Cords are not included unless otherwise stated in the scope of work.

All Contracts and/or Purchase Orders will be subject to monthly progress billings.

Retention dollars are to be paid within 60 days after the completion of our original scope of work, regardless of the total job completion.

Any project valued at \$2500 or above is subject to a pre-lien.

Effective Jan 1, 2015, customer is responsible for supplying CTS with Arizona Transaction Privilege Tax Exemption Form (TPT 5000) or Prime Contractor's Certificate (TPT 5005) as applicable.

Permitting has not been included in this proposal.

Proposal assumes that all existing hardware being re-used is in proper working condition. Warranties are not provided on existing equipment.

Credit card payments shall be assessed a 2.5% convenience fee.



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COSTS

Base Bid-Reduced Labor, No Conduit, Reduced Scope

Item	Description	Qty	Materials	Labor	Misc	Sub Total	Taxes	Grand Total
03	Station #261	1	\$ 2,875.00	\$ 1,974.00	\$ -	\$ 4,849.00	\$ 312.03	\$ 5,161.03
03	Station#262	1	\$ 4,859.00	\$ 3,221.00	\$ -	\$ 8,080.00	\$ 519.95	\$ 8,599.95
03	Station#262-Fitness Center	1	\$ 4,697.00	\$ 3,535.00	\$ -	\$ 8,232.00	\$ 529.73	\$ 8,761.73
03	Station#263	1	\$ 3,180.00	\$ 2,783.00	\$ -	\$ 5,963.00	\$ 383.72	\$ 6,346.72
03	Station#264	1	\$ 3,364.00	\$ 3,347.00	\$ -	\$ 6,711.00	\$ 431.85	\$ 7,142.85
03	Station#265	1	\$ 3,176.00	\$ 2,989.00	\$ -	\$ 6,165.00	\$ 396.72	\$ 6,561.72
			\$ 22,151.00	\$ 17,849.00		\$ 40,000.00	\$ 2,574.00	\$ 42,574.00

ADD ALTERNATES

Item	Description	Qty	Materials	Labor	Misc	Sub Total	Taxes	Grand Total
1001	Station#264 Alternate Bay Door	1	\$ 2,327.00	\$ 2,538.00		\$ 4,865.00	\$ 313.06	\$ 5,178.06

This quoted price is good for 30 days from the date listed above.

Payment Terms: Net 30

Material: FOB – Project Site

Print Name: _____

Accepted by: _____

Title: _____

Date: _____

P.O. # _____

Billing
Address: _____

PURCHASING / PROCUREMENT FORM by PURCHASE ORDER (PO)

BOD # _____

PO # _____

LIMITS	REQUIREMENTS	APPROVALS
\$0.00 - \$2,999.00	FORM Not Required	Budget Manager, BC, Executive Assist., Facilities Specialist
\$3,000.00 - \$4,999.99	FORM Not Required	Budget Manager, BC, Executive Assistant, Facilities Specialist AND (+2) Fire Chief, Assistant Chief or Finance Manager
\$5,000.00 - \$24,999.99	3 Written Bids	Budget Manager, BC, Executive Assistant, Facilities Specialist AND (+2) Fire Chief, Assistant Chief or Finance Manager
\$25,000 or MORE	3 Written Bids	Budget Manager, BC, Executive Assistant, Facilities Specialist AND (+2) Fire Chief, Assistant Chief or Finance Manager AND Governing Board

Quote # 1

Vendor Name: _____ Vendor Phone #: _____

Vendor Address: _____

Quote Description: _____

See Attached Written Quote \$ _____

Quote # 2

Vendor Name: _____ Vendor Phone #: _____

Vendor Address: _____

Quote Description: _____

See Attached Written Quote \$ _____

Quote # 3

Vendor Name: _____ Vendor Phone #: _____

Vendor Address: _____

Quote Description: _____

See Attached Written Quote \$ _____

COMPETITIVE QUOTES / BIDS CAN BE WAIVED FOR THE FOLLOWING REASONS:

- ☐ STATE CONTRACT /INTERGOVERNMENTAL
☐ SOLE SOURCE PROCUREMENT
☐ EMERGENCY ACTION
☐ COMPETITION SOLICITED WITH NO OFFERS
☐ STANDARDIZATION / COMPATABILITY REQUIREMENTS for EQUIPMENT
☐ TRAVELING EXPENSES with GOVERNMENTAL RATE
☐ PRODUCT / SERVICE / AGENCY for EDUCATIONAL, TRAINING, EXPERIMENTAL, DEVELOPMENTAL or RESEARCH WORK
☐ EQUIPMENT ALREADY INSTALLED, CONNECTED, IN SERVICE AND IT IS DETERMINED ADVANTAGEOUS TO PURCHASE SAME
☐ ITEMS ARE SUBJECT TO RAPID PRICE FLUCTUATION OR IMMEDIATE ACCEPTANCE

(State Contract Number or Government Agency Must be on (Supporting Documentation Must be with PO) (Explanation Sent to Gov. Board Must be with PO)

(Standard Rate Must be Specified on PO)

(Attach Supporting Documents to PO)

APPROVAL:

DATE	DEPT. HEAD SIGNATURE
DATE	FINANCE MANAGER
DATE	ASSISTANT CHIEF SIGNATURE
DATE	FIRE CHIEF SIGNATURE