

Superstition Fire and Medical District

# Board of Directors

July 1, 2014



Mr. Todd House, Board Chairman  
Mrs. Linda Shank, Board Clerk  
Mr. Jeff Cross, Board Director  
Ms. Barbara Cobb, Board Director  
Mr. Charlie Fox, Board Director

# Superstition Fire and Medical District

## Governing Board Meeting Agenda

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### 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 **Tuesday, July 1, 2014**. 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 June 2014 financial reports and bank reconciliations. Documents to be provided at Board Meeting. (BOD #2014-07-01)
2. Recognition of employee performance and/or achievements. (BOD #2014-07-02)
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 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.
4. Consideration and possible approval of all consent agenda items as listed below:  
(BOD #2014-07-03)
  - a. Board Meeting Minutes from June 18, 2014.
  - b. Approval of the revisions of the Procurement and Disposition Policies.
  - c. Approval of Kathy Steadman of Coppersmith Brockelman PLC engagement letter.
5. Public Hearing in accordance with A.R.S. §48-805.A.2 in order to hear taxpayer's comments on the proposed Superstition Fire and Medical District revenue and expenditure budget for Fiscal Year 2014/2015. (BOD #2014-07-04)
6. Discussion of the proposed Fiscal Year 2014/2015 budget and potential adoption of Resolution 2014-03: Budget Adoption. (BOD #2014-07-05).
7. Announcements (BOD# 2014-07-n/a)
8. Adjourn (BOD# 2014-07-06)

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: June 26, 2014

At: 2000 hours

By: Jasmin Jones



## **Governing Board Meeting – July 1, 2014**

**Agenda Item: 1**

**BOD#: 2014-07-01**

### **Agenda Item Title:**

Review and approval of the June 2014 financial reports and bank reconciliations.

### **Submitted By:**

Fire Chief Paul Bourgeois / Finance Manager Roger Wood

### **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.

### **Recommended Motion:**

*“Motion to approve the June 2014 financial reports and bank reconciliations.”*

### **Financial Impact(s)/Budget Line Item:**

n/a

### **Enclosed (to be provided at Board Meeting for accurate year end numbers):**

Letter of Acceptance of the Fire District's Financial Statements and Bank Reconciliations.  
June 2014 financial reports and bank reconciliations



**Governing Board Meeting – July 1, 2014**

**Agenda Item: 2**

**BOD#: 2014-07-02**

**Agenda Item Title:**

Recognition of employee performance and/or achievements.

**Background/Discussion:**

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

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

Engineer Mike Wolfe (June)	20 Years
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**July Service Anniversaries:**

Captain Amy Brooks	21 Years
Battalion Chief Brett Broman	19 Years
Captain Brian Wyatt	18 Years
Captain Brian White	18 Years
Firefighter Steve Gereg	18 Years
Captain Brian Logsdon	18 Years
Engineer Andrew Colby	18 Years
Firefighter Jeff Ehrlich	14 Years
Captain Joe Garcia	14 Years
Multi-Media Specialist Dan McKinney	13 Years
Captain Mark Castaneda	13 Years

**Special Recognition:**

Engineer Brandon Blessum – Badge Pinning	
Captain Geof Shively – Badge Pinning	
Retired Battalion Safety Officer Mike Gregorie <ul style="list-style-type: none"><li>• Lt. Jeff Robinson &amp; Sgt. Paul Newman Special presentation – AJPD SWAT</li><li>• Slide Show</li></ul>	30 Years
Engineer Mark Blackstone	30 Years



**Governing Board Meeting – July 1, 2014**

**Agenda Item: 3**

**BOD#: n/a**

**Agenda Item Title:**

Call to the Public

**A.R.S. §38-431.01(H):**

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

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

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

**Background / Discussion:**

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

**Scheduled:**

None

**Governing Board Meeting – July 1, 2014**

**Agenda Item: 4**

**BOD#: 2014-07-03**

**Agenda Item Title:**

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

- a. Board Meeting Minutes from June 18, 2014.
- b. Approval of revisions of the Procurement and Disposition Policies.
- c. Approval of Kathy Steadman of Coppersmith Brockelman PLC engagement letter.

**Background/Discussion:**

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

**Recommended Motion:**

*“Motion to approve the consent agenda items for July 1, 2014.”*

**Go to Item 5**

Go to CA a)

Go to CA b)

Go to CA c)



**a) Board meeting minutes from June 18, 2014.**

**Submitted By:**

Fire Chief Paul Bourgeois / Executive Administrative Assistant Jasmin Jones

**Background / Discussion:**

The board meeting minutes of the previous meeting(s) are provided for Board approval. If the Board 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.

**Enclosed:**

June 18, 2014 Board Meeting Minutes





# Superstition Fire & Medical District

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## Governing Board Meeting Minutes June 18, 2014

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE SUPERSTITION FIRE AND MEDICAL DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON WEDNESDAY, JUNE 18, 2014. THE MEETING WAS HELD AT THE SUPERSTITION FIRE AND MEDICAL DISTRICT'S ADMINISTRATION OFFICE, 565 N. IDAHO ROAD, APACHE JUNCTION, ARIZONA.

THIS MEETING WAS OPEN TO THE GENERAL PUBLIC AND BEGAN AT 5:30 P.M.

- A. Board Chair Todd House called the meeting to order at 5:30 p.m.
- B. The Pledge of Allegiance was led by Director Cross.
- C. Roll Call showed Board Chairman Todd House, Director Barbara Cobb, Director Jeff Cross, and Director Charlie Fox as present. Board Clerk Linda Shank was absent.

Senior Leadership in attendance: Fire Chief Paul Bourgeois, Assistant Chief Mike Farber, Assistant Chief David Montgomery, Assistant Chief Jerome Schirmer, and Finance Manager Roger Wood. Legal Counsel Donna Aversa and Board Secretary Rachel Krause were also present for the meeting.

**Item 1:** *Review and approval of the May 2014 financial reports and bank reconciliations. (BOD #2014-06-01)*

**Motion** by Director Cross to approve the May 2014 financial reports and bank reconciliations. Seconded by Director Cobb.

**Vote** 4 ayes, 0 nays (Director Shank Absent). Motion passed.

**Item 2:** *Recognition of employee performance and/or achievements. (BOD #2014-06-02)*

- 20 years Battalion Chief Jeff Cranmer
- 13 years Firefighter Ryan Elowe
- 8 years Firefighter/Paramedic Alex Dupuis
- 8 years Firefighter/ Paramedic Bill Tavares
- 7 years Firefighter Brandon Blessum
- 7 years Firefighter/Paramedic Ryan Rodriguez,
- 7 years Fire Engineer/Paramedic Geof Shively

Battalion Chief Jeff Cranmer received a 20 Year Plaque presented by Fire Chief Paul Bourgeois and Assistant Chief Jerome Schirmer.

### Special Recognition:

Fire Chief Paul Bourgeois presented newly appointed Battalion Chief Brett Broman his new helmet and badge. As tradition holds – Kathy, Chief Broman's wife was present to pin his badge for him. Chief Bourgeois stated Chief Broman is one of the best and brightest in our District, he also thanked Kathy for her continued family support she has provided through the years.





**Item 3:** *Call to the Public.* None

**Item 4:** *Consideration and possible approval of all consent agenda items as listed below:  
(BOD #2014-06-03)*

- a. Board Meeting Minutes from May 21, 2014.
- b. Approval of Henry & Horne, LLP engagement letter.
- c. Approval of the revisions to the Procurement and Disposition policies.
- d. Ratification of expense related to a new security system at the Administration building.
- e. Approval of Addendum to Tyler Contract.
- f. Approval of payment for invoice from Tyler Technologies.
- g. Approval of Wells Fargo Authorization Certificate and Wells Fargo Addendum to Commercial Account Signature Card.
- h. Approval of Hennelly & Steadman PLC engagement letter.
- i. Approval of a volume purchase contract with PNI.
- j. Approval of purchase of new fire structure gloves.
- k. Approval of contracts related to SFMD's 457(b) plan.
- l. Approval of agreement with Medtronic Physio-Control.
- m. Approval of purchase of headsets for the fire simulation training room.

Director House stated Items c) and h) had been requested to be pulled with an explanation by Finance Manager Roger Wood and direction from the Governing Board.

**Motion** by Director Cobb to approve the consent agenda items excluding Items c) and h) for June 18, 2014. Seconded by Director Fox.

**Vote** 4 ayes, 0 nays (Director Shank Absent). Motion passed.

Item c) (Procurement Policy) – Finance Manager Roger Wood explained that in compliance with ARS currently the Procurement Policy does not have language in regards to a Sealed Bid Process. Roger stated that it is at the Board's discretion to add language regarding the process, they have the authority to request a Sealed Bid Process at any time. Chairman House asked Roger to bring back an updated policy adding the sealed bid language at the July 1, 2014 Board Meeting.

Item h) (Hennelly & Steadman Engagement Letter) – Finance Manager Roger Wood stated the letter and resolution provided in the June 18, 2014 Board Packet both need to be updated with language stating Superstition Fire and Medical District is contracting with Lawyer Steadman instead of a law firm specifically. Chairman House directed Roger to have the updated engagement letter and resolution at the July 1, 2014 Board Meeting.

**Item 5:** *Discussion and possible approval of Resolution 2014-02: Combined Resolution Affecting County Treasurer Transactions for Fiscal Year 2014-2015 from the Pinal County Treasurer's Office. (BOD #2014-06-04)*

Fire Chief Paul Bourgeois explained this is a combined annual resolution for the Pinal County Treasurer's Office. The purpose being to provide direction as to who is authorized to approve transactions on behalf of the District, the following is a list of the combined resolutions:

- Investment Resolution
- Warrant Resolution
- Fund Transfer Resolution



- Warrant Signature Resolution
- List of Outside Bank Accounts

**Motion** by Director Fox to approve the Combined Resolution Affecting County Treasurer Transactions for Fiscal Year 2014/2015. Seconded by Director Cross.

**Vote** 4 ayes, 0 nays (Director Shank Absent). Motion passed.

**Item 6:** *Discussion and possible action regarding transferring funds for the June 30, 2014 Debt Service Payments. (BOD #2014-06-05).*

Finance Manager Roger Wood explained that the Governing Board needs to provide authorization for a wire transfer of funds for GADA debt service payments in the amount of \$390,000 from account 500-60-70500-10 and \$182,956.25 from account 600-60-70550-10, the payments are due on July 1, 2014.

**Motion** by Director Cobb to authorize payment by executing a letter of direction to the Pinal County Treasurer's Office to wire transfer funds for the GADA debt service payments on June 30, 2014, and due to U.S. Bank on July 1, 2014. Seconded by Director Cross.

**Vote** 4 ayes, 0 nays (Director Shank Absent). Motion passed.

**Item 7:** *Chief's Report (BOD# 2014-06-05)*

The following items were in the June 18, 2014 Chief's Report

- Spartanburg Burns – Chief Bourgeois had the privilege to attend live burns that studied fire behavior for the safety of firefighters and could change firefighting for the American Fire Service.
- Southern Arizona National Fallen Firefighter Safety Conference and Benefit – Five (5) of our employees were able to attend the safety training and Chief Bourgeois was the keynote speaker at the benefit dinner, he spoke directly about safety and the tragedy in Yarnell in 2013.
- Open House and Pancake Breakfast for the Superstition Fire and Medical District Regional Training Center.

**Item 8:** *Announcements (BOD# 2014-06-n/a)*

**Item 9:** *Adjourn (BOD# 2014-06-06)*

**Motion** by Director Cross at 5:45 p.m. to adjourn the meeting. Seconded by Director Fox.

**Vote** 4 ayes, 0 nays (Director Shank Absent). Motion passed.

## Governing Board Approval:

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Linda Shank, Board Clerk  
Jasmin Jones



## **b) Approval of the revisions of the Procurement and Disposition Policies.**

### **Submitted by:**

Fire Chief Paul Bourgeois / Finance Manager Roger Wood

### **Background/Discussion:**

The Revised Procurement Policy was pulled from the Consent Agenda for the June 18, 2014 Board meeting. Additional language was added to clarify the Board's authority / discretion regarding the use of competitive, sealed bids in the procurement of items for District use. See Procurement Section "Note" for the language added to the Procurement Policy.

The Revised Disposition Policy was also pulled due only to it being included with the Revised Procurement Policy for discussion and possible approval. No change has been made to this Policy from the version submitted to the Board at the June Board meeting.

### **Information Provided With the June 2014 Board Meeting Submission:**

The District is updating its portfolio of policies and procedures to reflect the current operating environment. A committee was formed to draft revised versions of the following policies:

#### **1. Procurement of Supplies, Equipment, Materials and Services Policy**

In revising this policy, the committee researched the policies of other fire districts and fire departments to evaluate and determine best practices in the fire industry. A summary of the changes made include:

- Higher approval limits
- Additional approval on all purchases greater than \$3,000
- Elimination of "verbal" quotes
- Expansion of definition of types of purchase orders
- Streamlining of the "Waiver of Competition" specifications
- Additional controls for credit card purchases

Controls that were maintained and/or enhanced include:

- Approved purchase order is required to support all purchases
- All purchase orders are to be approved by a member of District management (level of approval depends on amount of purchase)
- When applicable, all shipping / receiving reports are to be matched with purchase order and invoice prior to payment of the invoice
- All invoices are approved prior to payment
- Fire Chief approves all invoices and entire check run through review and approval of the Cash Requirements Report
- Two (2) Board members are required to sign all warrants

#### **2. Disposition of Surplus Property Policy**

A summary of the changes made include:

- Streamlining of policy language
- Eliminated option to use E-Bay, Craigslist and garage sale as means of disposition
- Added an internal auction or sale as scrap as disposition options the Board may consider

### **Recommended Motion:**


*"Motion to approve the revised Procurement of Supplies, Equipment, Materials and Services Policy, and the Disposition of Surplus Property Policy effective July 1, 2014."*

### **Financial Impact/Budget Line Item:**

None

### **Enclosure:**

Draft Procurement of Supplies, Equipment, Materials and Services Policy  
Draft Disposition of Surplus Property Policy

 <b>Policy</b>	<b>Policy:</b>	<b>Volume X:</b> Board of Directors
	<b>Subject:</b> Disposition of Surplus Property	
	<b>Effective Date:</b>	<b>Revision Date:</b> July 2014
	<b>Approved By:</b> Board of Directors	

**Purpose**

Establishes policy and procedure for the disposition of surplus property and applies to all Superstition Fire & Medical District (SFMD) personnel.

**General**

From time to time, SFMD has a need to dispose of property that is no longer needed. The Board of Directors (BOD) has the sole responsibility for determining the surplus status of property and designating the manner of disposition of surplus property. This policy is SFMD’s guideline for the disposition of surplus property.

**Policy**

It is the policy of SFMD that property which is no longer needed, not cost effective to repair, obsolete, or otherwise no longer useful to SFMD shall be itemized and presented to the BOD with a recommendation from the Fire Chief, or the Fire Chief’s designee, to be declared as surplus property.

**Types of Surplus Property**

There are three (3) types of property SFMD may declare as surplus and divest itself of:


1. Real Property

The BOD shall determine the manner in which surplus real property will be disposed and consider all available options, which may include listing with a local real estate agent, trade, auction, or other manner of disposition which the BOD determines would be in the best interests of SFMD.

2. Titled Motor Vehicles and Apparatus

As instructed by the BOD, the Fire Chief is authorized to dispose of surplus vehicles or apparatus through a public or private auction service (with an established reserve or minimum), bid process or Arizona State surplus. The Fire Chief should take into consideration the type and condition of the vehicle or apparatus, estimated monetary value and relative usefulness to another public safety or government agency in his/her recommendation to the BOD. Any other means of disposition of a vehicle or apparatus will require approval by the BOD.



 <b>Policy</b>	<b>Policy:</b>	<b>Volume X:</b> Board of Directors
	<b>Subject:</b> Disposition of Surplus Property	
	<b>Effective Date:</b>	<b>Revision Date:</b> July 2014
	<b>Approved By:</b> Board of Directors	

3. Other Inventoried Property

- a. For purposes of this policy, “Other Inventoried Property” includes personal property items which are not “capital assets” within SFMD’s inventoried property system; which means they do not have a capital asset tracking number, and are not carried on SFMD’s financial books as capital assets. This may include items such as machinery and equipment, durable goods and supplies, and other similar non-capital assets of the organization.
- b. The process will be to gather and itemize the surplus property no less than once per fiscal year. The Fire Chief, or the Fire Chief’s designee, will circulate the list internally to inquire whether or not any staff or division has a need or use for the item(s). Any items not needed within SFMD shall be proposed to the BOD for designation as Surplus Property.
- c. The BOD shall determine the manner in which surplus “Other Inventoried Property” shall be disposed and consider all available options, which may include sale to another public agency (as described in VIII below), internal auction, selling the items as scrap, Arizona State surplus or any other manner of disposition as deemed appropriate.

**Special Consideration to Public Safety or Governmental Agencies**

In the event a public safety or governmental agency has a need for SFMD’s surplus property, the BOD may consider the benefit to SFMD or an overall benefit to public safety for a direct sale of surplus property for a minimal value.


**No Representations or Warranties**

The disposition of all SFMD property will be “AS IS, WHERE IS” with no representations or warranties whatsoever.

**No Personal Use of SFMD Property**

No SFMD property shall be taken by any employee at any time, including any item declared as surplus, damaged, or otherwise unusable. Employees shall follow purchasing guidelines as any other purchaser of SFMD surplus property, including participating in an internal, public or private auction as deemed appropriate by the BOD.




 <p><b>Policy</b></p>	<b>Policy:</b>	<b>Volume X:</b> Board of Directors
	<b>Subject:</b> Disposition of Surplus Property	
	<b>Effective Date:</b>	<b>Revision Date:</b> July 2014
	<b>Approved By:</b> Board of Directors	

**Proceeds**

1. Upon disposition of property, SFMD will present a receipt and release for all items sold or otherwise distributed per this policy.
2. Real property, apparatus, and machinery and equipment valued at \$5,000 or more should have sale proceeds deposited in the Capital Projects Fund; non-capitalized equipment and machinery will be recorded in the General Fund unless otherwise directed by the BOD and in accordance with Generally Accepted Accounting Principles as applicable to SFMD.



 <b>Policy</b>	<b>Policy:</b>	<b>Volume X:</b> Board of Directors
	<b>Subject:</b> Procurement of Supplies, Equipment, Materials and Services	
	<b>Effective Date:</b>	<b>Revision Date:</b> July 2014
	<b>Approved By:</b> Board of Directors	

**Purpose**

Establishes policy and procedure for the procurement of supplies, equipment, materials and services necessary for the effective and efficient provision of services to the community and applies to all personnel directly or indirectly involved with the procurement of such supplies, equipment, materials or services for the Superstition Fire & Medical District (SFMD).


**General**

It is the fiduciary responsibility of SFMD’s BOD of Directors (BOD) to ensure that public funds are expended in such a manner that best benefits the public and the community. To accomplish this, the Fire Chief develops a budget document each fiscal year for BOD adoption. The budget document establishes the public policy of SFMD through the allocation of public funds. The Fire Chief is responsible to ensure that the expenditure of public funds throughout the fiscal year coincides with the BOD’s public policy initiatives.

**Policy**

It is the policy of SFMD to ensure that all expenditures for the procurement of supplies, equipment, materials and services are authorized in the SFMD budget, properly encumbered and accounted for, and that a complete history of each expenditure transaction is established. Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of SFMD. Violation of these regulations and the policy shall carry such penalties as may be applicable under state laws and in accordance with SFMD personnel policies.



 <b>Policy</b>	<b>Policy:</b>	<b>Volume X:</b> Board of Directors
	<b>Subject:</b> Procurement of Supplies, Equipment, Materials and Services	
	<b>Effective Date:</b>	<b>Revision Date:</b> July 2014
	<b>Approved By:</b> Board of Directors	

## Procedure

### **A. Authorized Personnel**

1. Up to \$2,999 – Budget Managers, Battalion Chiefs, Executive Assistants, Fleet Manager and Facilities Specialist
2. \$3,000 - \$4,999 – A combination of two (2) of the following: Fire Chief or Assistant Chief and Finance Manager approval
3. \$5,000 - \$24,999 – Three (3) Written Bids and a combination of two (2) of the following: Fire or Assistant Chief and Finance Manager approval
4. \$25,000 and Greater – Three (3) Written Bids, a combination of two (2) of the following: Fire or Assistant Chief and Finance Manger approval **AND BOD Approval**

**Note: The Board has complete authority to mandate whether or not a competitive, sealed bid is to be used for any purchase.**

### **B. Purchase Order (PO) Methods**

1. Standard PO – Regardless of dollar amount

**A PO must be completed for each procurement request.**


It is SFMD's intent that a PO be prepared completely with all required approval signatures prior to the purchase of goods or services. However, in instances where an item (goods or service) is needed for SFMD to protect the public, an approved PO can (and must) be submitted after the purchase has occurred. The buyer/purchaser is to ensure all applicable taxes and fees are included in the total amount of expenditure documented in the PO.

Each purchase shall be made from the vendor offering the lowest **responsible** price quote. "Responsible" is defined as the best combination of price, warranty, locale, compatibility and/or cost of repair. On all purchases the buyer should take into consideration warranty, local businesses and workmanship. If the lowest bid isn't the best value for SFMD, the buyer is to bring forward supporting documentation as to why a higher bid should be considered.

When using State Contracted vendors on items \$5,000 or greater, still follow the three (3) written bid process. If a vendor comes in with a lower responsible quote, they can be used even though they are not State Contracted.





 <b>Policy</b>	<b>Policy:</b>	<b>Volume X:</b> Board of Directors
	<b>Subject:</b> Procurement of Supplies, Equipment, Materials and Services	
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2. **Annual PO**

An Annual PO is used for a procurement which is recurring, frequent, or monthly from a specific vendor during the fiscal year. An Annual PO number will be issued by Accounting to the awarded vendor and will be utilized throughout the fiscal year. In June of each year, Accounting will create a list of all Annual PO's for the upcoming fiscal year for Department Head review and approval. This method does not preclude competitive quote and bid requirements. This method only applies to the procurement of supplies equipment, materials and services as described on the Annual PO(s).

3. **Contract PO**

A Contract PO is used for the procurement of goods or services through competitive bidding for a specific term per the contract. A Contract PO number will be issued by Accounting for the awarded contract vendor/agency and will be utilized throughout the contract term date.

**C. Waiver of Competition**

Although competition may be waived pursuant to this section, the use of competition is required wherever practical. Competition (quotes/bids) may be waived for the following conditions:


- Government, State Contract & Inter-Governmental Agency Agreement (**Contract # and Agency must be on PO**)
- Single source procurement (**attach supporting information**)
- Emergency action (**explanation to Governing BOD within 72 hours**)
- Competition solicited with no offers
- Standardization/Compatibility requirements
- Education, training, experimental, developmental, research work
- Equipment already installed, connected, and in service, and it is determined advantageous to purchase equipment
- Items are subject to rapid price fluctuation or immediate acceptance (**attach supporting information**)

**D. Other Means of Procuring Goods and Services**

1. Credit Card

The use of Credit Cards must follow all Procurement Policy guidelines as listed above. A PO must be prepared for all credit card purchases



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and all appropriate receipts must be provided to Accounting.

2. Expense Reimbursement

Employees seeking reimbursement for required and authorized expenditures must:

- Complete a SFMD Personal Expense Reimbursement Form.
- Attach all receipt(s) to the form.
- If mileage, a map with miles to and from must be attached.
- Must have Department Head approval prior to submission to Accounting for payment.

Expense reimbursement payments will be made at the amounts set by federal or state regulations. Expense reimbursement requests must be submitted within the fiscal year of expense.



**c) Approval of Coppersmith Brockelman PLC engagement letter.**

**Submitted by:**

Fire Chief Paul Bourgeois / Assistant Fire Chief Mike Farber / Finance Manager Roger Wood

**Background/Discussion:**

This item was pulled from the Consent Agenda for the June 18, 2014 Board meeting. The name of the law firm that Kathy Steadman works for needed to be updated due to the dissolution of the law firm Hennelly & Steadman, her previous employer.

Based on several recommendations including one from John Flynn, AFDA Executive Director, Staff meet with Kathy Steadman, an attorney from the law firm Coppersmith Brockelman PLC to assess Ms. Steadman's qualifications and willingness to represent the District on labor related matters should an issue arise that would require her legal expertise. Ms. Steadman provided valuable information on a variety of issues, and within the boundaries of client confidentiality, provided information on other fire district and/or municipalities she either is or has represented.

In closing, Staff recommends the District retain Kathy Steadman of Coppersmith Brockelman PLC to represent Superstition Fire and Medical District should legal representation be necessary on labor related issues requiring her expertise.

**Recommended Motion:**

*"Motion to retain Kathy Steadman of Coppersmith Brockelman PLC to represent Superstition Fire and Medical District on labor related issues as necessary."*

**Financial Impact:**

None at this time.

**Enclosure:**

Coppersmith Brockelman PLC Engagement Letter (signature required if motion is approved)

COPPERSMITH  
BROCKELMAN

LAWYERS

**Kent Brockelman**

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June 19, 2014

Via Email and Regular Mail

Mr. Roger Wood  
Finance Manager  
Superstition Fire & Medical District  
565 N. Idaho Road  
Apache Junction, AZ 85119

Re: *Agreement for Legal Services*

Dear Mr. Wood:

Thank you for selecting Coppersmith Brockelman PLC to provide legal services to Superstition Fire & Medical District. The purpose of this letter is to set forth the terms of our representation.

**Identity of Client.** Our client shall be Superstition Fire & Medical District (“Superstition”). If Superstition asks us to represent affiliates or individuals associated with Superstition, and we agree, we will prepare separate agreements addressing issues that may be unique to such representation.

**Nature and Scope of Representation.** We will provide such legal services as Superstition may request and we may agree to provide. Initially, you have asked us to advise Superstition in connection with its Social Security Act Section 218 (“Section 218”) issues and related implications for Arizona State Retirement System participation.

**Conflicts.** You have indicated that parties adverse to Superstition with respect to Section 218 issues are Arizona State Retirement System and the U.S. Social Security Administration. As these issues progress, a conflict with the Public Safety Personnel Retirement System may arise. Based on this information, we have determined that we have no conflicts in undertaking this representation. If you learn of any person(s) or business entities to which you might be adverse, please provide us with their names so we can enter them into our conflict system to alert us to the potential of any conflicts with current or future clients of this firm.



**Progress.** Close cooperation and frequent communications improve our ability to assist you and to complete our work. We will want to discuss with you or your designee the progress of this matter on a regular basis, and would ask that you call us promptly with any new or significant information that could affect our work. In addition, we have made it our practice to send our clients copies of significant correspondence or filings so you may keep track of the matter's progress. If you have questions or concerns as we go along, please bring them up promptly so we can address them right away.

**Fees.** We propose to provide services for a reasonable fee based primarily on hourly billing rates. Kathy Steadman, who, as you know, will be joining our firm effective July 1, 2014, will be primarily responsible for the initial matter you have referred to us. Kathy's hourly rate is \$350.00. Other lawyers or legal assistants may be engaged to assist Kathy on an as-needed basis. Their hourly rates will vary according to experience and the roles they fill on a particular matter. We sometimes adjust our rates at the beginning of a new calendar year.

**Costs.** We will not charge you for any time spent by our support staff or for routine (in-house) photocopying, postage, faxes or long-distance telephone calls. We do charge for non-routine costs, the majority of which arise most frequently in the context of adversarial proceedings. Examples of non-routine costs and disbursements include travel expenses, filing fees, deposition expenses (including the costs of transcripts), trial-related and overnight delivery expenses, certain computer-assisted research, messenger services, outside photocopying and extraordinary postage. We normally advance most chargeable costs and disbursements and bill them with our monthly statements. For larger costs (e.g., certain deposition transcripts), we might request that you pay such costs directly.

**Billing.** We will bill you on a monthly basis. Each bill will contain a description of the services rendered, the charges for those services, and a statement for any costs incurred or disbursements the firm has made. We will address our statements to you. If you wish to have us furnish copies to anyone else, please let us know. If there are any special codes or identifications that should appear on our statements to facilitate review and payment, please let us know. Unless we have made other arrangements with you, each of our bills is due on receipt and is considered past due 30 days after the date the bill bears.

Kathy Steadman will personally review the bills we send to you. Our firm's goal is to provide you with the best representation possible at a fair and reasonable price. We are interested in building a long-term relationship based on trust and confidence. If you ever have any questions about any aspect of our bills, please call Kathy (or me) so we can discuss the matter. We will never charge for time spent discussing billing issues.

**Document Retention Policy.** Please note that our document retention policies provide that at the conclusion of our representation of you, we will send you any original documents that have singular value as originals. We will treat as copies original documents that may be obtained from public records, or for which copies or counterparts, whether in paper or electronic



Mr. Roger Wood  
June 19, 2014  
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form, are acceptable as an original. You may request that we retain original documents, in which case we will document your request in the file. We retain documents for five years after termination of representation (except for probate or estate matters, where the State Bar of Arizona recommends indefinite retention). After the five-year period expires, we scan the paper files and shred the paper copies except for valuable originals, which we will make reasonable efforts to return to you until the originals are considered abandoned property under Arizona law.

**Application to Subsequent Matters.** This letter is intended to set forth the terms of our engagement with respect to the initial legal matter or issues about which you have consulted us. These terms shall also apply to all subsequent matters or issues unless we specifically reach agreement on other terms with respect to such subsequent matters.

If the foregoing terms are acceptable, please sign where indicated below and return this letter to me. Thank you again for the opportunity to represent you.

Sincerely,

  
Kent Brockelman

KB/tj

cc: Kathy A. Steadman

### Statement of Agreement

I have read the foregoing agreement regarding the legal services Coppersmith Brockelman PLC will provide to Superstition Fire & Medical District. Its terms are acceptable.

SUPERSTITION FIRE & MEDICAL DISTRICT

By: \_\_\_\_\_  
Board Chairman

Dated: \_\_\_\_\_



**Governing Board Meeting – July 1, 2014**

**Agenda Item: 5**

**BOD#: 2014-07-04**

**Agenda Item Title:**

Public Hearing in accordance with A.R.S. §48-805.A.2 in order to hear taxpayer's comments on the proposed Superstition Fire and Medical District revenue and expenditure budget for Fiscal Year 2014/2015.

**Background / Discussion:**

The public hearing is required by A.R.S. §48-805.A.2

After Staff speaks, the Board Chair should state that this agenda item opens the public hearing and allow the public to comment. At the end, the Board Chair should ensure there are no further comments, and then state that the public hearing is now closed.

**Recommended Motion:**

*None*



**Governing Board Meeting – July 1, 2014**

**Agenda Item: 6**

**BOD#: 2014-07-05**

**Agenda Item Title:**

Discussion of the proposed Fiscal Year 2014/2015 budget and potential adoption of Resolution 2014-03:  
Budget Adoption

**Background / Discussion:**

This item is before the Board to potentially adopt the budget. The public comment is complete; the Board may discuss, make amendments, or motions.

**Recommended Motion:**

*“Motion to adopt Resolution 2014-03: Budget Adoption, fully adopting the estimates of proposed revenues and expenditures by the Superstition Fire and Medical District for the fiscal year beginning July 1, 2014 and ending June 30, 2015, in the amount of \$\_\_\_\_\_ and declaring that such shall establish the budget of the Superstition Fire and Medical District for Fiscal Year 2014/2015.”*

**\*\*\*The final FY 2014/2015 Budget Document will not be available until Monday, July 1, 2014 and will be sent to the Board and posted on our website as soon as it is available.**





## RESOLUTION 2014-03 Budget Adoption

A RESOLUTION OF THE CHAIRMAN AND GOVERNING BOARD OF DIRECTORS OF THE SUPERSTITION FIRE AND MEDICAL DISTRICT, FULLY ADOPTING ESTIMATES OF PROPOSED REVENUES AND EXPENDITURES BY THE SUPERSTITION FIRE AND MEDICAL DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015, DECLARING THAT SUCH SHALL ESTABLISH THE BUDGET OF THE SUPERSTITION FIRE AND MEDICAL DISTRICT FOR SUCH FISCAL YEAR.

WHEREAS, in accordance with the provisions of Section 48-805, Arizona Revised Statutes, the Governing Board did, on the fifteenth day of May 21, 2014, make tentative estimates of the amount required to meet the public expenses for the ensuing year, and of the receipts from sources other than direct taxation by the Superstition Fire and Medical District; and

WHEREAS, in accordance with said sections of said code, following due public notice by the District Clerk, that the tentative budget is on file and open to inspection by an interested party; and

WHEREAS, in accordance with said provisions of the Arizona Revised Statutes, and following public notice, the Governing Board met on the first day of July 2014, at which meeting any taxpayer was privileged to appear and be heard in favor of or against any of the proposed expenditures;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF DIRECTORS OF THE SUPERSTITION FIRE AND MEDICAL DISTRICT AS FOLLOWS:

That the estimates of revenues and expenditures provided by staff now establish the finally adopted estimates of the proposed expenditures by the Superstition Fire and Medical District for the fiscal year beginning July 1, 2014 and ending June 30, 2015, in the amount of \$ \_\_\_\_\_, and declare that such shall constitute the budget of the Superstition Fire and Medical District for such fiscal year.

PASSED AND ADOPTED THIS FIRST OF DAY OF JULY 2014 BY THE CHAIRMAN AND GOVERNING BOARD OF DIRECTORS OF THE SUPERSTITION FIRE AND MEDICAL DISTRICT.

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*Todd House, Board Chairman*

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*Linda Shank, Board Clerk*

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*Barbara Cobb, Board Director*

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*Charlie Fox, Board Director*

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*Jeff Cross, Board Director*



**Governing Board Meeting – July 1, 2014**

**Agenda Item: 7**

**BOD#: 2014-07-n/a**

**Agenda Item Title:**

Announcements

**Background / Discussion:**

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

**Governing Board Meeting – July 1, 2014**

**Agenda Item: 8**

**BOD#: 2014-07-06**

**Agenda Item Title:**

Adjourn

**Recommended Motion:**

*"Motion to adjourn the Board meeting."*