VERSION 1.0

BOARD OF DIRECTORS MEETING

FEBRUARY 21, 2018

SUPERSTITION FIRE & MEDICAL DISTRICT BOARD

JEFF CROSS, BOARD CHAIRMAN

GENE GEHRT, BOARD CLERK

TODD HOUSE, BOARD DIRECTOR

JASON MOELLER, BOARD DIRECTOR

LARRY STRAND, BOARD DIRECTOR

Superstition Fire & Medical District

Board of Directors Meeting Agenda

February 21, 2018

Mission Statement

Preserve Life ~ Protect Property ~ Add Value to *OUR* Community

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Nick 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, February 21, 2018**. 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.

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 January 2018 financial reports and bank reconciliations. (BOD #2018-02-01)**

2. **Recognition of employee performance, achievements, and special recognition for community members. (BOD #2018-02-02)**

3. **Call to the Public. (BOD #2018-02-N/A)**
   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. **Consideration and possible approval of all consent agenda items listed below (BOD #2018-02-03):**
   A. Board Meeting Minutes from January 17, 2018
   B. Purchase of Replacement MCTs and Docking Stations
   C. Renewal of contract for property and casualty insurance service

5. **Discussion of the Fiscal Year 2018/2019 Tax Abstract for Pinal and Maricopa counties, and its impact on the development of the Fiscal Year 2018/2019 Revenue Budget. (BOD #2018-02-04)**

6. **Discussion and possible approval of the Procurement Policy brought for review at the January 17, 2018 Board Meeting (BOD #2018-01-05) for final approval at the February 21, 2018 Board Meeting. (BOD #2018-01-05)**

7. **Discussion and possible approval of Policy 102.11: Work Trade brought for review at the January 17, 2018 Board Meeting for final approval at the February 21, 2018 Board Meeting. (BOD #2018-02-06)**

8. **Discussion and presentation of Policy 100.01: Fair Employment / Anti-Discrimination / Retaliation brought for review at the February 21, 2018 Board Meeting for final approval at the March 21, 2018 Board Meeting. (BOD #2018-02-07)**

9. **Discussion and possible direction regarding the vacated Fire Chief position, and its implications on FY2018/2019 budget. (BOD #2018-02-08)**

10. **Reports. (BOD #2018-02-09)**
    - **SLT**
    - **Labor**
    - **Pension Board**
    - **Board Sanctioned Committees**

11. **Discussion regarding Governing Boards legal counsel services. (BOD #2018-02-10)**

12. **Executive Session for discussing the Interim Fire Chief's evaluation. The Board may vote to go into executive session pursuant to ARS 38-431.03(A)(3) for discussion or consultation for legal advice with an attorney for the District.**
    Note: Executive Sessions are confidential pursuant to ARS 38-431.03(C).
    Note: Legal action involving a final vote or decision shall not be taken at an executive session.

13. **New Business / Future Agenda Items. (BOD #2018-02-10)**

14. **Announcements (BOD #2018-02-N/A)**

15. **Adjourn (BOD #2018-02-11)**

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).

Original Post on	February 15, 2018
At:	1730 Hours
By:	Sherry Mueller

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 24-hours before the board meeting.

Governing Board Meeting – February 17, 2018
Agenda Item: 1
BOD#: 2018-02-01

Agenda Item Title
Review and approval of the January 2018 financial reports and bank reconciliations.

Submitted By
Finance Director 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), Transport Services (150), 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), Transport Services (150), 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)

*Monthly Financials provided under separate cover

Recommended Motion
"Motion to approve the January 2018 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 **January 2018:**

1. Financial Statement
2. Bank Reconciliations
    a. General (100) Fund
    b. Transport Services (150) Fund
    c. Capital Projects (200) Fund
    d. Bond Proceeds (300) Fund
    e. Special Projects (400) Fund
    f. Debt Principle (500) Fund
    g. Debt Interest (600) Fund

_____ _____

Jeff Cross, Board Chair Date

Governing Board Meeting – February 21, 2018
Agenda Item: 2
BOD#: 2018-02-02

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

Submitted By
Interim Fire Chief Mike Farber
Acting Assistant Chief Richard Ochs

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.

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

5 Years of Service
Firefighter / Paramedic **Dave Endres**
Firefighter **Monte Fuller**
Firefighter **Anthony Martinez**
Firefighter / Paramedic **Chris Furgeson**

February Service Anniversaries:

28 Years of Service
Fire Captain / Paramedic **Paul Perkins**

18 Years of Service
Fire Captain / Paramedic **Carlos Rivera**
Acting Administrative Director **Anna Butel**

9 Years of Service
Fleet Supervisor **Vaughn Croshaw**

2 Years of Service
EMS Coordinator **Eileen Blackstone**
HR Generalist **Sherry Mueller**

Governing Board Meeting – February 21, 2018
Agenda Item: 3
BOD#: 2018-02-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 – February 21, 2018
Agenda Item: 4
BOD#: 2018-02-03

Agenda Item Title

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

A. Board Meeting Minutes from January 17, 2018 – **Appendix A**

B. Purchase of Replacement MCTs and Docking Stations – **Appendix B**

C. Renewal of contract for property and casualty insurance service – **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 February 21, 2018."

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Governing Board Meeting – February 21, 2018
Agenda Item: # 5
BOD#: 2018-02-04

Agenda Item Title: Discussion of the 2018 Fire District Tax Abstract / Levy Limit Worksheet for Pinal and Maricopa counties, and its impact on the development of the Fiscal Year 2018 / 2019 Revenue Budget.

Submitted By: Interim Fire Chief Mike Farber

Background/Discussion:

The Combined Pinal County & Maricopa County Fire District Levy Limit Worksheet (Tax Abstract) for FY 2018 / 2019 was delivered on February 9. A summary of the District's Net Assessed Valuation (NAV) and its impact on the property tax revenues for FY 2018 / 2019 is as follows:

	Pinal	Maricopa	Total	% Increase
Centrally Assessed Property	10,832,538	24	10,832,562	0.92%
Locally Assessed Property	28,081,106	143,034	28,224,140	0.23%
Locally Assessed Personal Property	346,929,410	275,272	347,204,682	4.93%
Total	**385,929,054**	**418,330**	**386,261,384**	**4.46%**

At the current tax rate of $3.25 per $100 of Net Assessed Value, the NAV increase results in an additional **$535,680** in tax revenues for the General (100) Fund.

At the current special assessment rate of $0.25 per $100 of NAV, the NAV increase results in an additional **$40,105** in tax revenues for the Capital Replacement (200) Fund.

The District Salt River Project (SRP) NAV is still not known.

Recommended Motion: For informational purposes only – no Board action required.

Financial Impact: For FY 2018 / 2019 Budgeting purposes for the General (100) and Capital Replacement (200) Funds.

Enclosures: 2018 Combined Pinal County & Maricopa County Fire District Levy Limit (Tax Abstract)

Recommended Motion
N/A

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2018 FIRE DISTRICT LEVY LIMIT WORKSHEET

MARICOPA & PINAL COUNTIES - SUPERSTITION FIRE & MEDICAL

	MARICOPA	PINAL	COMBINED
ADJUSTMENTS FOR ANNEXED PROPERTY	**2017**	**2017**	**2017**
A.1. Net Assessed Value of Property Annexed for TY 2018	$0	$0	$0
A.2. A.1. divided by 100	$0	$0	$0
A.3. Prior Year Actual Tax Rate (excluding debt service tax rate)	$3.2500	$3.2500	$3.2500
A.4. Adjustment for Annexed Property (A.2. multiplied by A.3.)	$0	$0	$0
MAXIMUM ALLOWABLE LEVY LIMIT			**2018**
B.1. Prior Year Maximum Allowable Levy Limit (B.4 from prior year)			$22,162,536
B.2. Line B.1. multiplied by 1.08			$23,935,539
B.3. Plus amount attributable to annexed property (Line A.4.)			$0
B.4. **MAXIMUM ALLOWABLE LEVY LIMIT** (Line B.2. + B.3.)			**$23,935,539**
CURRENT YEAR NET ASSESSED VALUES	**2018**	**2018**	**2018**
C.1. Centrally Assessed Property	$24	$10,832,538	$10,832,562
C.2. Locally Assessed Real Property	$275,272	$346,929,410	$347,204,682
C.3. Locally Assessed Personal Property	$143,034	$28,081,106	$28,224,140
C.4. Total Net Assessed Values (C.1. through C.3.)	**$418,330**	**$385,843,054**	**$386,261,384**
C.5. C.4. divided by 100	$4,183	$3,858,431	$3,862,614
CURRENT YEAR TAX RATE / LEVY LIMIT CALCULATION	**2018**	**2018**	**2018**
D.1. Current Year Net Assessed Values / 100 (Line C.5.)			$3,862,614
D.2. Maximum Allowable Levy Limit (Line B.4.)			$23,935,539
D.3. Tax Rate (D.2. divided by D.1.; rounded to 4 decimals)			$6.1967
D.4. Maximum Tax Rate (lesser of D.3. or $3.50) [2]			$3.5000
D.5. **Current Year Allowable Tax Rate** [1]	**$3.5000**	**$3.5000**	**$3.5000**
D.6. **Current Year Allowable Levy Limit** (D.5. multiplied by D.1.)	**$14,642**	**$13,504,507**	**$13,519,149**
D.7. Prior Year Excess Collections			
D.8. Prior Year Excess Levy			
D.9. **Current Year Allowable Levy Limit** (D.6. - D.7. - D.8.)	**$14,642**	**$13,504,507**	**$13,519,149**

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

[2] On November 8, 2016, voters approved a budget override adjusting the maximum allowable tax rate from $3.25 to $3.50 for tax year 2017 through tax year 2021. The maximum tax rate will return to $3.25 for tax year 2022. (*Reference Session Law 2016, Chapter 219, SB 1244)*

Governing Board Meeting – January 17, 2018
Agenda Item: 6
BOD#: 2018-02-05

Agenda Item Title
Discussion and presentation of the district's Procurement of Supplies, Equipment, Materials and Services policy for review at the January 17, 2018 Board Meeting for final approval at the February 21, 2018 Board Meeting.

Submitted By
Board Clerk Gene Gehrt

Background/Discussion
The District's Procurement Policy was last reviewed and approved in June 2014. Chief Farber has directed that the level of expenditure that requires quotes be lowered as follows:

$750 - $1,999 – three (3) "documented" quotes.
$2,000 - $24,999 – three (2) written bids

The attached policy has been adjusted to reflect this change.

Financial Impact
N/A

Enclosure(s)
Procurement of Supplies, Equipment, Materials and Services Policy
Procurement and Expense Reimbursement Form

Recommended Motion
"Motion to approve the Procurement Policy."

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Policy	Policy:	Volume X: Board of Directors
	Subject: Procurement of Supplies, Equipment, Materials and Services	
	Effective Date:	Revision Date: January 2018
	Approved By: 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 Board 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.

Procedure

A. Procurement – Quotes / Written Bids

1. Up to $749 – No quote needed. Purchase Order (PO) required (see "C" below).
2. $750 - $1,999 - Three (3) "Documented" quotes to be attached to PO ("Documented" can be printouts from computer sites showing 3 places where items were priced and compared).
3. $2,000 and Greater – Three (3) written bids to be attached to procurement form, and attached to the PO.

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

B. Authorized Personnel - Signatures

1. Up to $1,999 - Budget Managers, Battalion Chiefs, Executive Assistants, Fleet Manager and Facilities Specialist, Human Resources (Individually).
2. $2,000 - $24,999 - A combination of two (2) of the following: Fire Chief or Assistant Chief and Finance Director approval
3. $25,000 and Greater -Fire Chief, Assistant Chief, Finance Director, **AND BOD Approval**

C. Purchase Order (PO) Methods

1. Standard PO - Regardless of dollar amount

A PO must be completed for each procurement request, and signed by originator

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, items $5,000 or greater, must 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.

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. 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.

D. 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)

E. <u>Other Mean of Procuring Goods and Services</u>

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 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.

PURCHASING / PROCUREMENT FORM by PURCHASE ORDER (PO)

BOD # _____ PO # _____

LIMITS	REQUIREMENTS	APPROVALS
$0.00 - $749.00	FORM Not Required	Budget Manager, BC, Executive Assist., Facilities Specialist, HR
$750.00 - $1,999.99	FORM Not Required BUT need **3** Documented quotes	Budget Manager, BC, Executive Assistant, Facilities Specialist, HR
$2,000.00 - $24,999.99	**3** Written Bids	Budget Manager, BC, Executive Assistant, Facilities Specialist **AND** (+2) Fire Chief, Assistant Chief or Finance Director
$25,000 or MORE	**3** Written Bids	Budget Manager, BC, Executive Assistant, Facilities Specialist **AND** (+2) Fire Chief, Assistant Chief or Finance Director **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 $ _____

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

- ☐ STATE CONTRACT /INTERGOVERNMI **(State Contract Number or Government Agency Must be o**
- ☐ SOLE SOURCE PROCUREMENT **(Supporting Documentation Must be with PO)**
- ☐ EMERGENCY ACTION **(Explanation Sent to Gov. Board Must be with PO)**
- ☐ COMPETITION SOLICITED WITH NO OFFERS
- ☐ STANDARDIZATION / COMPATABILITY REQUIREMENTS for EQUIPMENT
- ☐ TRAVELING EXPENSES with GOVERNMENTAL RATE **(Standard Rate Must be Specified on PO)**
- ☐ 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 **(Attach Supporting Documents to PO)**

APPROVAL:

_____ _____
DATE DEPT. HEAD SIGNATURE

_____ _____
DATE FINANCE DIRECTOR

_____ _____
DATE ASSISTANT CHIEF SIGNATURE

_____ _____
DATE FIRE CHIEF SIGNATURE

Governing Board Meeting – February 21, 2018
Agenda Item: 7
BOD#: 2018-02-06

Agenda Item Title
Discussion and presentation of the Work Trade Policy for review at the January, 2018 Board Meeting for final approval at the February 21, 2018 Board Meeting.

Submitted By
Board Clerk Gene Gehrt

Background/Discussion
The Work Trade Policy is a part of a larger policy 102.11: Work Criteria – Public Safety – Shift Assignments.

Financial Impact
N/A

Enclosure(s)
Work Trade Policy

Recommended Motion
"Motion to approve the Work Trade Policy which is a part of a larger policy 102.11."

102.11: Work Criteria-Public Safety/Transportation Services Shift Assignments

D. Work Trades

Shift personnel may engage in work trades with other employees. Work trades are arrangements between employees, reviewed and approved by the Battalion Chief (BC), and are a privilege extended to the employees.

1. Any employee may be denied the privilege of using a work trade by the immediate supervisor. The immediate supervisor must provide a written response to the employee stating the reason for denying the work trade within 24 hours after being notified of the work trade.
2. A work trade may be revoked at any time prior to twenty-four (24) hours before the exchange. This can only be done by the Shift BC and written notification must be provided to the employee stating why the work trade was revoked. The employee will be able to use earn leave, when the work trade has been revoked.
3. A maximum of seventy-two (72) hours may be worked in a consecutive time period.
4. The employee initiating the work trade must ensure the proper documentation is completed prior to the work trade. The immediate supervisor and Shift BC will be given written/email documentation of the work trade. Failure to do so will result in disciplinary action.
5. Employees must follow established administrative policies for using work trades. Telestaff or other established electronic staffing module will be used as the tracking and record keeping system.
6. Employees who are scheduled to work a holiday will be compensated for that holiday, instead of the employee actually working as a result of a work trade.
7. If an accepting employee works a holiday, they will be owed 1.5 hours for each hour worked, so if an employee works a 24-hour work trade on a holiday, they will be owed 36 hours by the requesting employee.
8. Hours accrued as a result of work trades are not eligible for overtime compensation.
9. Probationary employees are not permitted to participate in work trades during their first six (6) months of employment.
10. Employees may not compensate another employee for accepting the work trade. This includes but not limited to the following: cash, work services, gift cards or vouchers.
11. Employees must repay all work trades within two-year of the date of the first requested work trade or the employee may have their work trade privileges suspended.
12. Employees may donate work trades for injured or sick employees, if the employees working for the injured or sick employee are in the same job classification (Capt./Capt., Eng./Eng., FF/FF, TSP EMT/TSP EMT & TSP CEP/TSP CEP) or have the ability to act as in the position of the injured or sick employee. These work trades must be coded as a donated work trade and

the Shift BC has the discretion to allow an out of class work trade.

13. Employees may not have not more than 120 hours of unpaid/unworked work trade hours with any one employee.
14. The maximum number of work trade hours per employee per calendar year is 1440 hours.
15. Overtime shifts are not eligible for work trades
16. An employee who fails to report for an agreed upon work trade or uses sick time will be charged sick time for the hours of the work trade.

Board Approval:

_____ _____

Gene Gehrt, Board Clerk **Date**

BOD #: 2018-01-08

Governing Board Meeting – February 21, 2018
Agenda Item: 8
BOD#: 2018-02-06

Agenda Item Title
Discussion and presentation of Policy 100.01: Fair Employment / Anti-Discrimination / Retaliation Policy for review at the February, 2018 Board Meeting for final approval at the March 21, 2018 Board Meeting.

Submitted By
Board Clerk Gene Gehrt

Background/Discussion
Policy 100.01: Fair Employment / Anti-Discrimination / Retaliation will come before the Board for final approval of the policy at the March 21, 2018 BOD Meeting giving the Board a month to review the policy in its entirety.

Financial Impact
N/A

Enclosure(s)
Fair Employment / Anti-Discrimination / Retaliation Policy

Recommended Motion
N/A

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Administrative Policy	Series: 100	Volume I: Administrative Policy	
	100.01: Fair Employment / Anti-Discrimination / Retaliation		
	Effective Date: 2005	Revision Date: 2005	
	Approved by: Administrative Services		

Policy

The Superstition Fire & Medical District (SFMD) and its employees will not discriminate on the basis of age, race, color, sex, religion, national origin, disability, or sexual orientation. All employees, managers, supervisors, and job applicants are guaranteed equal employment opportunities. No person or employee, regardless of title or position, has the authority, expressed, actual, apparent or implied, to discriminate against an applicant, employee, vendor, supplier, or stakeholder of the SFMD. Furthermore, SFMD prohibits retaliating against any individual who lodges a good-faith complaint regarding discrimination, or who participates in any related investigation.

Disability Discrimination

SFMD will base decisions regarding recruitment, hiring, selection, training, promotion, termination or other terms, conditions, or privileges of employment on a candidate's qualifications and job-related knowledge, skills and abilities. SFMD prohibits, forbids, and does not tolerate discrimination against any qualified individual with a disability.

All qualified individuals with a disability are guaranteed the same employment opportunities as other employees or applicants. The SFMD prohibits verbal, physical, or visual conduct that belittles or demeans any qualified individual with a disability.

Reasonable Accommodation

Reasonable accommodation requests shall be made in writing through the employee's supervisory chain of command. The requesting employee must be specific as to the exact accommodation they are requesting. Upon receipt of a reasonable accommodation request, the employee's supervisor and a human resources representative will meet with the requesting individual to discuss and identify the need and the potential accommodation. Physician or other medical/health professional validation of a disability may be required before accommodations are made.

Employees making requests for reasonable accommodations should make their requests as early as possible to ensure adequate time for consideration and validation of the need. SFMD will determine the feasibility of the request with regard to the nature and cost of the accommodation, the accommodation's impact on the operations of the SFMD, including its impact on the ability for other employees to perform their duties. Upon approval of a request, a reasonable accommodation agreement that outlines the details of the agreed accommodation should be drafted and signed by the parties.

False Reporting

The SFMD recognizes that making false accusations of discrimination in bad faith can have serious consequences for both accuser and those wrongly accused. SFMD prohibits deliberately making false and/or malicious discrimination allegations, as well as deliberately providing false information during an investigation.

Reporting Procedure

Any person who has been discriminated against, witnessed an act of discrimination, or been subject to retaliation is to report such activity to the appropriate Section Manager, HR, and/or the Fire Chief

immediately. This reporting procedure is in addition to and supplements the reporting provision set forth in Duty to Report Violations.

Governing Board Meeting – February 21, 2018
Agenda Item: # 9
BOD#: 2018-02-08

Agenda Item Title
Vacated Fire Chief Position

Submitted By
Interim Fire Chief Mike Farber

Background/Discussion
Discussion and possible direction regarding the vacated Fire Chief position, and its implications on FY2018/2019 budget.

Financial Impact(s)/Budget Line Item
Financial impact to be provided at the Board meeting.

Enclosure(s)
N/A

Recommended Motion
"To Be Determined"

Go To Item 10

Go to Agenda

Governing Board Meeting – February 21, 2018
Agenda Item: 10
BOD#: 2018-02-09

Agenda Item Title
Reports

Background / Discussion
This item is for the fire chief and his staff 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.

- **SLT**
- **Labor**
- **Pension Board**
- **Board Sanctioned Committees**

Recommended Motion:
N/A

Go to Item 11

Go to Agenda

Governing Board Meeting – February 21, 2018
Agenda Item: # 11
BOD#: 2018-02-10

Agenda Item Title
Discussion and possible action regarding the procurement of legal services to represent the Governing Board and the Fire District.

Submitted By
Interim Fire Chief Mike Farber

Background/Discussion
The Governing Board has directed staff to prepare a Request for Proposal (RFP) to procure legal services to represent the Governing Board of the Fire District. Staff will be presenting to the Board for discussion and consideration the attached RFP for legal services.

Financial Impact(s)/Budget Line Item
N/A

Enclosure(s)
Request for Proposal.

Recommended Motion
"Motion to

Go To Item 12

Go to Agenda

Governing Board Meeting – February 21, 2018
Agenda Item: 12
BOD#: 2018-02-(N/A)

Agenda Item Title
Executive Session for discussion of the Interim Fire Chief's evaluation.

Submitted By
Chairman Cross

Background/Discussion
Note: Executive Sessions are confidential pursuant to ARS 38-431.03(C).

Note: Legal action involving a final vote or decision shall not be taken at an executive session.

Financial Impact(s)/Budget Line Item
N/A

Enclosure(s)
N/A

Recommended Motion
"INSERT RECOMMENDED MOTION OR N/A"

Go To Item 13

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Governing Board Meeting – February 21, 2018
Agenda Item: 13
BOD#: 2018-02-10

Agenda Item Title
New Business / Future Agenda Items

Submitted By
Board of Directors

Background/Discussion
This item is used as a placeholder to discuss New Business / Future Agenda Items, the Board may want on a future agenda.

Financial Impact
N/A

Enclosure(s)
N/A

Recommended Motion:
N/A

Go to Item 14

Go to Agenda

Governing Board Meeting – February 21, 2018
Agenda Item: 14
BOD#: 2018-02-n/a

Agenda Item Title
Announcements

Background / Discussion
The BOD and staff may share and discuss items to be placed on future BOD agendas.

Recommended Motion:
N/A

Go to Item 15

Go to Agenda

Governing Board Meeting – January 17, 2018
Agenda Item: 15
BOD#: 2018-02-11

Agenda Item Title
Adjournment

Recommended Motion:
"Motion to adjourn the Board meeting."

Appendix A

A. Board Meeting Minutes from January 17, 2018

Submitted By
Board Clerk Gene Gehrt
Board Secretary Sherry Mueller

Background / Discussion
The board meeting minutes of the previous meeting(s) are provided for the BOD to approve. 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

Enclosure(s)
January 17, 2018 Board Meeting Minutes

Superstition Fire & Medical District

Phone (480) 982-4440 ~ sfmd.az.gov

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443

Governing Board Meeting Minutes
January 17, 2017

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, JANUARY 17, 2018. 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 5:30 PM.

A. Call to Order
Chairman Cross called the meeting to order at 5:30 PM.

B. Pledge of Allegiance
Pledge of Allegiance was led by Director House.

C. Roll Call
Chairman Jeff Cross, Clerk Gene Gehrt, Director Todd House, Director Jason Moeller, and Director Larry Strand was present.

Senior Leadership Team in attendance: Interim Fire Chief Mike Farber, Acting Assistant Chief Richard Ochs, Acting Assistant Chief Richard Mooney, Finance Director Roger Wood, and Acting Administrative Director Anna Butel.

Legal Counsel Donna Aversa and Board Secretary Sherry Mueller were also present for the meeting.

1. Review and approval of December 2017 financial reports and bank reconciliations. (BOD #2018-01-01)

Motion by Director House to approve the December 2017 financial reports and bank reconciliations.

Seconded by Director Strand.

Vote 5 ayes, 0 nays. **MOTION PASSED.**

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2018-01-02)

Acting Assistant Chief Ochs read the list of January Anniversaries – Fire Engineer Chuck Hansen (15 years of service), Paramedic Brian Dover (one year of service), and EMT Jason Elliott (one year of service). Kristopher Perkins is also celebrating his one year anniversary as a Paramedic, however, he did just elect to move to part-time status.

3. Call to the Public. (BOD #2018-01-N/A)

There was a call to public by Steve Kridler of 489 N. Gold Dr., Apache Junction, Arizona, 85120. Mr. Kridler announced his candidacy for Election to the Arizona House of Representatives for District 16, which encompasses Gold Canyon, Apache Junction, Mesa and San Tan Valley. Mr. Kridler is a retired Apache Junction Police Sergeant (retired in 2010). He currently assists on a PTSD peer board for a nonprofit that helps police officers with PTSD. Over the course of his career with Apache Junction, Mr. Kridler was able to get to know many firefighters. There was always a good working relationship between himself and the Fire District. Some of his focus, as far as running for The House, will be First Responder rights and Workers Compensation issues. Mr. Kridler wanted to let us know that he has officially announced that he is running for the election.

4. Consideration and possible approval of all consent agenda items listed below: (BOD #2018-01-03)

A. Board Meeting Minutes from December 20, 2017

Motion by Director Strand to approve consent agenda item A for December 20, 2017. **Seconded** by Clerk Gehrt and Director Moeller.

Vote 5 ayes, 0 nays. **MOTION PASSED.**

Clerk Gehrt made a comment that Sherry Mueller did the minutes for the first time and did a very good job.

5. Discussion, presentation, and possible approval for the SFMD's Financial Statements and Independent Auditor's Report for fiscal year ending June 30, 2017. As required by Arizona Revised Statutes §48-253, submitted by Marilyn Mays of Henry & Horne, LLP. (BOD #2018-01-04)

Finance Director Roger Wood introduced Marilyn Mays of Henry and Horne, LLP to the Board. Ms. Mays will present the results of the financial audit that she and her team performed on the District's financial statements for the fiscal year 2016/2017. Some background on Marilyn: she is a Certified Public Accountant and a Certified Global Management Accountant. She is a partner at Henry & Horne, LLP. She graduated from Northern Arizona University and her expertise and focus is in municipalities, state agencies, and nonprofits and special districts such as Superstition Fire & Medical District. Marilyn serves on the financial committee for the Pueblo Grande Museum auxiliary board. She is a member of the AICPA, ASCPA, GFOA and GOAZ. She also serves as a committee member on the GFOA special review committee. Marilyn is here to present the results and take any questions that you may have.

Marilyn Mays speaks to the Board: Refers the board to the financial statements in front of them. Their report is on those financial statements. Their report is an unmodified opinion and it is a clean opinion. That means their financial statements are fairly presented in all material respects, which means any third party can rely on the financial statements and disclosures. That report is on page 1. On page 5 you will see a report that is done by management, not the audit firm. We call it Management Discussion and Analysis. This has results of operations and tells you about how the money was spent. The financial statements start on page 13. This is the first full year that SFMD had the enterprise fund/Transport Services. On page 13 you will see the governmental activities as well as your business type activities.

The business type activities are the enterprise fund/Transport Services. The notes to the financial statements are required disclosures. There are a couple of notes she pointed out: Note 5 on page 48 and

49 which is our long-term debt which is a GADA loan along with the capital leases for which you are paying annual amounts. It's got your annual amounts for the next five years and five year increments thereafter. Note 7 is the credit line which you did borrow some from the credit line and then paid it off. You get the bulk of your revenue from tax revenue a couple of times during the year, so it does allow you to use an advance from your credit line. We also perform the audit in accordance with the Government auditing standards which we issue another report on these financials, which is a report on internal controls and on compliance. That is the very last report in the packet. We did have a finding related to the transport fund. With this being the first year and us coming in early and looking at a lot of work that had to be done to get the transition of some of the assets from the governmental activities into the business type activities which caused a little bit of delay. That was the only finding. If there were any compliance issues we would also be reporting those as well but we don't have any. Some of the other required communication is that these financial statements are comparable to the statements in the past. There were no new accounting pronouncements that went into effect that would cause these financial statements to be not comparable to your prior years. The last time we had a county pronouncement that went into effect that wouldn't allow you to compare was the pension which was just a few years ago. We took the pension information from the disclosures and had to put them into the financial statements which was around 2005. Since then we can compare. We had no other difficulties during the audit. Everything that we requested, we received. We had no issues or problems. We appreciate the staff and their hard work in providing us information. Questions? No questions from the Board Members.

Motion by Director Strand to approve the SFM D's Financial Statements and Independent Auditors Report for fiscal year ending June 30, 2017. As required by Arizona revised statutes 48 – 253, submitted by Henry & Horne, LLP. **Seconded** by Director House.

Vote 5 ayes, 0 nays. **MOTION PASSED.**

6. Discussion and possible approval of the Arizona Public Safety Personnel Retirement System qualifying report for Fiscal Year ending in 2017 (BOD #2018-01-05)

Interim Fire Chief Mike Farber refers to the letter before the Board Members from the Office of the State Forrester/Arizona Department of Forestry and Fire Management regarding the Arizona Fire Insurance Premium Tax Refund for fiscal year 2017. The funds will be distributed on July 18, 2018. Proceeds of the District will be used to fund Pension Programs for volunteer and paid firefighters. The requirements for the program are detailed in A. R. S. Title 9, Chapter 8, Article 3 and 4 for volunteer firefighter pension and Title 38, Chapter 5, Article 4 for the Public Safety Personnel Retirement System. We must fill out the form by January 31, 2018, and get it to the State Fire Marshal's Office. Completing and submitting this form will entitle us to getting about $110,000.

Finance Director Roger Wood states we get to participate in the Fire Insurance Premium distribution. It depends on how many entities participate. The last few years it's been above $100,000.

Interim Fire Chief Mike Farber states of couple of years ago Roger and I had to go to the State Fire Marshal's Office because they misplaced our submission and we were in danger of losing over $100,000. Through begging, pleading and them feeling sorry, they had to have the Governor approve the funding, which was no easy task at the State level. We did get our money but it was a very arduous process. With Marilyn's report and the documentation before you, this will entitle us to $100,000+.

Motion by Director House to approve the Arizona Public Safety Personnel Retirement System Qualifying Report for Fiscal Year ending in 2017. **Seconded** by Chairman Cross.

Vote 5 ayes, 0 nays. **MOTION PASSED.**

7. **Discussion and possible approval of Policy 102.02: Recruitment brought forth at the December 20, 2017 BOD meeting (BOD #2017-12-10) for final approval at the January 17, 2018 Board Meeting. (BOD #2018-01-06)**

Motion by Director Moeller to approve Policy 102.02: Recruitment. **Seconded** by Director Strand.

Vote 5 ayes, 0 nays. **MOTION PASSED.**

8. **Discussion and presentation of the Procurement Policy brought for review at the January 17, 2018 Board Meeting for final approval at the February 21, 2018 Board Meeting. (BOD #2018-01-07)**

Interim Fire Chief Mike Farber stated that he directed staff to look into our procurement policy. He felt that the $5000, at the time, allowed the staff to save some time with getting three bids for everything. However he felt like we needed to tighten up our financials a bit, so he requested that we lower the limits to anything from $1,000 to $1,999, where we have to have three bids but they didn't have to be in writing and from $2000-$24,000 you needed three bids in writing. Roger did a great job and will expand on this.

Finance Director Roger Wood stated that we wanted to emphasize that in this day and age, it's very easy to use the Internet to shop around. We wanted to institutionalize that. We want to draw a description between three documented quotes and three written quotes. The three written quotes are what we've had before. Anything above $2000 had to be very specifically written and very provable. Between $750 and $1999, there needs to be three documented quotes that could be notes saying you talked to certain vendors, or a print off from the computer or Amazon Prime to show this is the price there, and then of course always look at our local vendors because we want to be able to keep our business in the District to the extent that we can. But if we can go on the Internet and pay half, we also have to be mindful of how we spend our tax dollars. This was Interim Fire Chief Mike Farber's direction to tighten the policy a bit. This is all in the document that you have in front of you and you'll have 30 days to review it. This is a policy that the Board must approve, and only the Board because it's financial.

9. **Discussion and presentation of Policy 102.11: Work Trade brought for review at the January 17, 2018 Board Meeting for final approval at the February 21, 2018 Board Meeting. (BOD #2018-01-09)**

Clerk Gehrt states that this is the policy that is being recommended that we approve at the next meeting. It's there for your review.

Chairman Cross mentions that we will have two policies to review.

Clerk Gehrt states that one is being changed and the other is just an approval for the existing policy.

Acting Assistant Chief Richard Mooney states that we actually did make changes to the Work Trade Policy. We added Transportation Services and we put some limits and monitors on it. This was vetted through Labor.

10. Presentation of Professional Growth and Development Guidance Document (BOD #2018-01-09)

Interim Fire Chief Mike Farber stated that this is something we have been working on for a long time. He thinks one of the things that we have been lacking for a long time in our organization, and in order to make organizational culture changes, is that we need an evaluation system. It has been more than 20-some years since we last changed our evaluation system. It has been more than 10 years since everybody's had an evaluation. This is something I feel is a needed change that should be more of a positive relationship between the supervisor and the employee. If we're going to change, the employee is going to need to know what is expected of them, what they're doing well and what they could be doing better. This needs to be a collaborative process with discussion back and forth. More importantly is the goal setting part of it. We put together a task force and I'm very proud to say that Anna is going to do a presentation on this. Captain Walka, Anna Butel, Jose Sepulveda, Chief Mooney, Paul Garcia and Paul Perkins have all been a part of the task force. They've been working on this for about three months. I'm very proud of what we've put together and I think this is going to help the organization to make it more accountable and change the culture to be more positive, productive, professional and personable.

Acting Administrative Director Anna Butel stated they are excited to show this document to you. We have worked hard on it. This is a new concept for our evaluation process. It is completely different from what we have had in the past, so were hoping that it really works out well for us. The creation of a new process was first identified in the Operational Plan back in 2014/2015, and it's taken us that long just to wrap our head around all of the issues and things that have come up along the way. SFMD and most other Fire Agencies are struggling to find positive and constructive ways to facilitate feedback to employees that is useful to them. If you're a supervisor and you go in and you write a thing that says you're great and you showed up for work every day, thanks a lot, that really doesn't help an employee if they want to move forward or move on and do different things. Some SFMD employees have negatives for their evaluations and more importantly just a lack of preparation for future opportunities. All of those things need to be considered in this process. Explain that these are the steps you need to take and we need to line that out for them. So, where do we go from here? The task force was created and we had six scheduled meetings. In those meetings, our goal was to put a form together and create a PowerPoint for training that will roll-out to our employees. The group got together, and I was thinking evaluations are probably not the most exciting subject in the world, but we had a lot of spirited conversations and there were very strong feelings in the room about how it should be done and some things we needed to work on, so we started with a purpose statement: SFMD is committed to the career development of all employees. The purpose of the professional growth and development guidance document is to establish an interactive, collaborative process between supervisors and employees. This process assists members in identifying career goals, reviewing job performance, and finding solutions based on employee goals, available training and organizational needs. Additionally, it is the belief of the SFMD that all employees have the opportunity to properly prepare to successfully step into the next role.
So how does it work? We facilitated the big process in October. Everybody moved on January 8th. Most Captains got new crews. This evaluation document is for all personnel at SFMD, but I'm using these examples because that's the most people that this will affect. They will get new crew members and ambulance personnel so between now until June, the Captains will have ample time to set out expectations for their crew members

and they will be able to see what they're being evaluated on in the document. On June 30, 2018 they will be required to provide written comments using specific indicators on how that employee's performance is.

Director House asked if the expectations will be put in writing so the employee will have a copy of what the expectations are?

Acting Administrative Director Anna Butel replied "Yes". The key behaviors are in the document before you. This will be an electronic document, so it will all be done on the computer. There will be expandable spots for them to write, so it's a just a continuation. They'll do their first progress report at six months to give the employee a good idea of how they're doing, and then in December will be the wrap-up. If they needed to make improvements they would be able to do so.

Director House asked if the employee's comments were going to be kept confidential, or how does that work?

Acting Administrative Director Anna Butel responded by referring the Members of the Board to the document before them, to look at the section with the employee comments and supervisor comments. Ideally, you would have your employee go in and write how they think their performances is and how they think they're doing. Then you would also have the supervisor go in and make the same comments about the employee. And then they would come together. That is where both the supervisor and employee must fill out the comment boxes and have a conversation about performance that has constructive feedback.

Chairman Cross asked if this would go in the personnel file?

Acting Administrative Director Anna Butel responded "Yes". There are four sections that are contained within this document. Work ethic, communication, conflict management and leadership skills. We basically found that this captured most of what we want to evaluate our employees on. Each of these areas has a list of key behaviors to assist both the evaluator and the employee of the specific traits that are desirable in an employee. Under work ethic, the header is "ability to conduct oneself within the organizational code of conduct declaration of ideals policy manual", and then demonstrate the ability to recognize the benefit and importance of dedication to job performance and how that affects those around them, and they accept and maintain a consistent level of moral and ethical standards in daily life. That is your general statement about work ethic. Under the work ethic section here the key behaviors: displays job knowledge, skills and abilities, reflects the highest standards of organizational and individual behavior, positive work habits, self-motivated, follow through on assigned tasks, goal oriented, accountable and takes responsibility, trustworthy, team player. That is just the small list of traits. It is not limited to this list, but these were the things that the task force thought were the most important for that indicator. The fillable form is for the employees to go in and write their comments in their section and the supervisor would write their comments in their section. You can have "needs improvement", "meets standards" or "above standards". And hopefully, with this you would bring the conversation with the employee and the feedback would be honest and concise, and that we can't be afraid to give that feedback to people. They need to know how they're doing so they can move forward.

Chairman Cross asked if there were any conversations about the length of the evaluations? Because at the County, we have evaluations that last anywhere from 3 to 5 minutes, and that's not what I consider to be an evaluation. Was there any consideration as to the time that will be spent on the evaluation?

Acting Administrative Director Anna Butel replied that they didn't really discuss that in-depth. We realize as a group that we have to sell this to our employees that you're going to get out of this what you put into it. They are the key. They are the people that are going to be most involved in this, and what you inspire people to do will be the crux of this.

Interim Fire Chief Mike Farber stated to the Members of the Board that we are going to be rolling out training at the Captains conference after the Blue Card Training for command, were going to spend some time on this. Part of that is getting the Captains and Battalion Chiefs to understand the importance of feedback. The level of supervision above will check to make sure that it is quality information. The B. C.'s are going to have a good idea of how the Captains are performing, and that's going to be based on data. For instance, if we were doing Captains, we would be looking at turn-out times, the absenteeism of the crew, how many training hours have they logged, and how do they perform on fires. We're going to actually have data. It's just like when you're raising children, not to insinuate that they are children, but it's important that we give them feedback and it's immediate. We also tell them what they're doing well and what they're not doing well because we care about people who will truly do that. They are not going to be allowed to get away with "okay, meets standards, everything's fine". We did a lot of research on this with peer review studies. The group met and did a lot of work on this, so besides the key indicators and behaviors, there is also going to be expectations for the Captains and the Battalion Chiefs. I'm sure the Captains will give their expectations to their crews. It will be more than just a list, which is just to jog your memory. This is something that we're taking serious. This is an important part in us selling a culture and getting everybody to understand how important that, as a supervisor, when looking at skills when you promote, that you have the ability to communicate with your crew and you can give honest feedback. Truly if we care about our people, we tell them everything that they're doing well and what they can do better. Anna will get into the goal setting and how we can help employees get where they want to be, as well as a mutual relationship between the organization's needs and goals as well as the employee's. This is something that's going to take a while to train everyone on.

Acting Administrative Director Anna Butel continued on with her presentation stating that the form is electronic and there are required sections. You cannot just check "meets standards" and move on. There has to be comments, specific in nature, about their performance. On the last page, we have a goal-setting section. That's for the employee to talk about where they see themselves going. If it's a first year Firefighter, they may say "I just want to get through the first year and learn all the skills and things that I need to know". An employee that's in the DROP may say "I just want to finish out the year safely, without injury and mentor as many people as they can before they go". Another little twist that we had is to provide career growth at every level. This is the opportunity for the employee to let the supervisor know how the supervisor is doing. If the employee has specific comments, they have to stay within the guidelines in the four sections of the document. They can rate their Captains. That would be visible to the B. C.'s as well. Everybody gets an evaluation. Everybody is evaluated by somebody else. The group felt like this was a really constructive way to open the lines of communication, and have it be a more positive experience than it has been in the past. The key points are: Continuous improvement that is rooted in employee involvement and commitment, engaging the employee in the very beginning, to provide timely and effective feedback of performance and appropriate goal setting objectives. Just because that first progress report is due in June and something happens in March, you may document it then. You don't have to wait. Lastly to create a career path or plan that benefits the District and the employee. If they have specific aspirations as to where they want to go and they need a way to get there, were going to figure out a way to give them some answers on what they might need to do. So basically the supervisors and employees work together to achieve the goals, and must have honest interaction. Are there any questions?

Clerk Gehrt commented that you have the employee signed the document and you have the supervisor sign the document and I think that's very key. But I also think we should have one level above the supervisor review it just to make sure everybody's getting treated the same way.

Interim Fire Chief Mike Farber stated that these will all be filed electronically, that way the supervisor can go back and look at that but also will have electronic file in the employee file once it's completed.

Acting Assistant Chief Richard Mooney added we will also continue to build on with the shift bid and set it up the same way we set up for January to December so it matches the bid so that in two years when we do a rebid,

then the captain that inherits any employee can go back and review those evaluations and take a look and see what that employee is doing with their goals and if they're actually achieving those goals.

Chairman Cross stated that he likes that were finally having reviews and he likes that we finally get to the point where the Captains can have an honest conversation with their crews and actually assist them in their goals to try to promote.

Acting Assistant Chief Richard Mooney stated that we also talked about the fact that this holds the Captains accountable if the employee states they want to do certain things and the Captain's not being active, the B. C.'s can go back and say "Look, this employee said they want to do these certain things, why did you not help this employee achieve their goals?". This holds the supervisor accountable to make sure they do what they're supposed to be doing.

Legal Counsel, Donna Aversa added that having this in an electronic format is a huge jump forward.

Interim Fire Chief Mike Farber added that you'll be able to sign it.

Acting administrative director Anna Butel said we can capture all the signatures electronically and we like that.

11. New Business / Future Agenda Items. (BOD #2018-01-10)

Director House stated in lieu of evaluations, I think that maybe we should think forward a little bit and proceed with an evaluation on the Interim Fire Chief. We need to do our part to make sure were setting an example for the rest of the District. I think that is something that we should look at. I don't know when that's appropriate. We had that get out of our control at one time and we don't want that to happen again and so I think we should look into the Interim Fire Chief's evaluation.

Acting Assistant Chief Richard Mooney stated that this document can be used for that as well. We built it for all the employees in the organization from an Accountant all the way up to the Fire Chief. It should apply to all employees.

Director Cross said we can add that to next month's agenda.

Director Strand stated that he does have something on his mind tonight. It's what we talked about last month when he asked about our legal counsel and the over-billing a couple of months ago. Roger jumped in and said that he looked at her bills, and I trust Roger implicitly, but what I was taught in Laughlin, NV is that the Board hires legal counsel. With that in mind, I, as a Board Member, would like to see last year's billing for legal services. Not to Roger, but to us. What you taught me in Laughlin is that we hire the attorney (Donna Versa said "Yes–Sir"). 20+ years ago and it's been a long time since we've seen your bill, so I would like to see your bill for the past year.

Legal Counsel, Donna Aversa stated to the Members of the Board that they see her bill every month and there are signatures that come through on the checks.

Director Strand said I don't see your bill every month. I'm sorry but I go straight to Roger and I sign checks. I'd like to see an itemized bill and why there are so many billable hours and for what. In the past there were hours that were just unacceptable to me. I have a lot of attorney friends and some of those things just weren't doing well with me. I would like to see a whole thing of legal services and why.

Legal Counsel, Donna Aversa stated that those records are all here with the District, and also when you look at the District's budget for legal fees, it's not just me. There is also your CON attorney and other counsel.

Director Strand stated that's all well and good, Donna, but we would like to see this in our hands because we are the ones that hire legal counsel.

Legal Counsel Donna Aversa repeated that those documents are here with the District.

Director Strand stated that we trust Roger implicitly but I don't have that much trust for lawyers, you lie for a living, I know that.

Legal Counsel Donna Aversa stated that she takes issue with that, Sir. Those documents are all here in the District.

Director Strand asked Chairman Cross to get a copy of the legal bills that we're getting.

Chairman Cross asked Director Strand if you would like this on the next agenda or would he like a copy of the breakdown?

Director Strand stated he would just like a copy of the past year and I would like to see the monthly bills in the future.

Chairman Cross said okay, that's fine.

Legal Counsel Donna Aversa asked Roger if the monthly statements were attached to invoices that go for the signatures?

Finance Director Roger Wood said our process is we provide a stack of checks to the Board Members to sign. If there's a question on any given check all they do is point it out and Jenn or I would bring it forward (the invoice). In this instance, due to the sensitivity to the matter, going forward we will have the bill behind that check. But I want to make sure that all Board Members know that if you see something all you have to do is say "I am not signing this until I see the backup".

Clerk Gehrt stated he would like to expand it (legal services) to get all the legal bills so we can see the big picture instead of just breaking it down by the month, which will help us understand it better. That addresses what you're talking about, Donna.

Finance Director Roger Wood stated that we can separate the bills by legal entity or by lawyer and we will bring that forward.

Acting Assistant Chief Richard Mooney added that in most cases they come to his desk and he signs it and then Jenn will take it for approval.

Legal Counsel Donna Aversa stated that with all legal bills, not just hers, there may be some information which would not be available to the public and would need to be redacted if it went to the public, so I would urge your discretion for attorney-client privilege purposes.

12. Reports (BOD #2018-01-11)

- SLT
- Labor
- Pension Board
- Board Sanctioned Committees

<u>Fire Chief Report</u>

Interim Fire Chief Mike Farber started off with the Fire Chief's report. We will have data for the new engine next month but I wanted to bring up a couple of highlights on the new Ladder 263 at Station 263 which was on January 8, 2018. In the first 48 hours there were 43 calls that ran, five of them after midnight. That would have been very difficult with only one unit. Station 261 did not have to run into their first area, which is what we accomplished which saved response time. Otherwise with 43 calls, we would've had either Engine 2 or Engine 1 cover Station 3's area. The other thing that was nice was we utilized the unit the other day. They were able to go fill a station while they did TRT. Normally that station would be left open. In addition, and one of the things I am most proud about, is that we've only had one person call in sick in the last 9 or 10 days. We were averaging several per day. The neat thing is you go by the stations and the guys are happy. It's mainly because they're not beat to death and tired. We will have a complete report that measures everything from sick time usage to response times to survivability and absenteeism. We will provide that monthly. Right now, it is only been nine days. We did notice that the calls from Engine 263 and Engine 261 are similar, because the Ladder has already taken quite a few of the calls that would have been all put into one unit.

Meetings with Community Groups – This time of year we have community meetings. I met with Meridian Manor on Wednesday with the City Manager, the Mayor, the City Council Member, the Police Chief and myself. We update what the District does and what it's like to be in a District. We cover the City but we are not a part of the City. We talk about some of the programs and it gives me an opportunity to brag about our survivability rates, which is four times the National average. Those meetings have been going good and we will have them for the next several months while the winter visitors are here.

Recent Graduations - Interim Fire Chief Mike Farber introduces our two recent graduates, Trenton McMinn and Zachary Leon. These gentlemen did an extraordinary job at Phoenix Fire Academy. The Battalion Chiefs and the RTOs and Captains were very proud of these two young men. Dustin Farber was their RTO. I will let him explain it because I'm hearing things secondhand and so you might as well hear it firsthand.

Captain Dustin Farber stated that we could not be prouder of our guys. This process was new, not just for our recruits but for me as well. Especially what we did with the training Academy beforehand. I'd like to say that not only their hard work showed, and is a testament to their personal aspirations, and their families who help them get to those places, but also I would like to say that there was a lot of volunteering, a lot of prep work to who we actually selected, as you are well aware because you approve these things. There was a lot of people who dedicated their time and I think it was a process that has proven itself through good hires. We found what we were looking for. The Intern Academy and the other things that we did to select our hires, from my standpoint, worked. These guys got high grades and scores not only academically and physically but we were also able to leave Phoenix Fire Academy with a proud Maltese on our shoulder with admiration from our adjoining agencies stating that they would have taken these guys if we hadn't gotten to them first. They made a lasting impression for their families and for Superstition Fire. Thank you guys for your support (speaking to the Board Members). We got a lot of help from not only the Phoenix Training Academy but also from the men and women here. Anything we asked for was given right on the spot, so they did very well.

Interim Fire Chief Mike Farber added that was a long 15 weeks for these gentlemen. I would also like to say we had Ryan Ledbetter who was one of those who worked the Intern Academy. Also Trace Leggett, John Walka, and 11 or 12 people total who also worked the Intern Academy. One of the things I heard was that our Intern Academy was tougher than the Phoenix Fire Academy at times, physically. It worked. We put them under a little bit of stress and we got to see their true character. Several of the Battalion Chiefs in training and the Captains said those guys really did well, which is nice to hear. Also, I got plenty of compliments on Captain Farber as well for his dedication. It was a great Academy, a great experience, and some of the Board Members were able to go with me to look at Phoenix Fire Academy. Anybody else who would like to go, I would be happy to give you a tour. I'm very proud of them. This is the first group we put through Phoenix. Great job guys.

Acting Assistant Chief Richard Mooney would like to thank the Labor group. They did a really good job at the Academy. I told John Walka you hired these guys. I gave you a group of people and you sorted them. We did a

little more sorting at the end with the interview. All the candidates at the end that came to the final interviews, we'd take them in the second. They'd all do well in Phoenix if we hired them.

Interim Fire Chief Mike Farber added that they all did this for free. It was hot. This wasn't in the middle of winter. It was 110° and people were dropping like flies. It was safe but it was rough.

Clerk Gehrt added that in case some of the Board Members didn't know, this is another family tradition. This is Rob McMinn's son.

Interim Fire Chief Mike Farber said that while they were at the graduation, probably about 70% of them were family legacies. And not all legacies work out, but it's a nice tradition.

The State of the City – Interim Fire Chief Mike Farber said he went over to the library and they filmed a segment. He got to brag about the fire department and also talk about what our plans are in the future as well as what some of our challenges with Proposition 117 and some of the things we are doing about that. In addition, the school Superintendent, Dr. Anderson, the City Manager, some Council members and the Police Chief are all a part of the *State of the City*. It is being edited and will be played on February 7, 2018 at the Performing Arts Center at Apache Junction High School. This will be for the whole community and I'll show it at the board meeting when we get a copy of that.

Letter from Volunteer Jerome Hansen - We just received a letter from one of our Volunteers about one of our crews who were on the scene. "I just wanted to let you know I ended up calling SFMD for an elderly gentleman that had flipped his scooter while crossing the street on Apache Trail and Main by Kopps Knife store. He first refused any response but I did manage to talk him in to being checked out by the crew. The crew had no idea who I was and listened to what I had to say about him and was very kind and compassionate to him. I'm very impressed and I just wanted to pass on the good news to you". Mr. Hanson was also a firefighter as well so he understands firsthand. The testament is how do you act when no one is watching and this Engine 261 crew (John Walka's crew - John said they were trying to figure out who this guy was because he acted like he knew a lot about medical scenes). Congratulations to Captain Walka Station 261, B–Shift. We get these letters all the time and I try to share them with the Board as soon as I get them. It's just a testament to our people about how they perform out in the field and they always have and they always will.

Clerk Gehrt said he is actually one of our Volunteers.

Director Strand we had a little party with one of my neighbors this afternoon and he says he has coffee with one of our SFMD Volunteers. What do our volunteers do? I don't even know.

Interim Fire Chief Mike Farber said we do quite a bit. In fact we just hired Steve Gereg's son and he's anxious to help out. We sent him down to training. Jane Gehrt does everything here. In fact, she's been instrumental in reducing the cost of supplies in ordering, answering phones. Some of them go to some of the events that we have like Fire Prevention Week. It just depends on what we need. What we would like to do with Mr. Hanson with his fire background and prevention is adding smoke detectors, maybe even doing some inspections. We have a whole litany of ideas that we want to do since we've gotten more people involved in this.

Actually, Trenton came from our Volunteer program, and it worked out very well. We're getting a lot more diversity of people and were putting them to work where we can according to their talents, without exploiting them.

Acting Assistant Chief Richard Mooney added that they work under Tina Gerola. Tina will use them to supplement whatever we need, whether it's in training or somewhere else. We talked about them running turnouts. A couple of the guys have set times, which is great, especially if it's a Monday or Tuesday because they can run those turnouts and were not having to use any day staff. I'll be updating on my Chief report who we added to the

Volunteer staff. We're considering sending Mr. Hansen to Fire School and paying the tuition so he can get certified and conduct some of those lower occupancy inspections. Tina will be managing those areas as well.

Operations

Assistant Chief Richard Ochs talks about the picture of our new Ladder at Station 263 on its first day up on B- Shift. That second truck was needed more than 10 years ago, and we clearly knew that, but we were just not able to finance it or make it a priority. It is a huge step forward.

Interim Fire Chief Mike Farber thanked the board for trusting their vision and making this happen.

Report from Operations. We got a little jumbled up here tonight and I want to apologize for that. Our Reports are overlapping a bit. Chief Ochs talks about a picture from last week's Recruit Academy Graduation. Captain Farber did a great job of reviewing the progress and the success of these two gentlemen. I would like to add on just a couple of simple things. It's a pleasure to welcome both of them as our two newest Firefighters. This was the third Intern Academy that we have done in this organization. I'll take you back prior to 2012 when we did our first Intern Academy. We were hiring people through a slightly different process, but it really boiled down to an interview process. I'm going to sit at the table with you and have a 30 to 40 minute interview, and that is really what I know about you. You understand that can be manipulated. We didn't always have the success of hiring the best people. The Intern Academy gave us a couple of days to really look at folks and scrutinize them and put them through some drills and find out who's truly going to fit into our organization. We're not focused on what they can do physically or what they can learn, it's really who they are and what their heart can bring to the table. Since 2012, it's been a very successful program. I can tell you myself, I have been scrutinized for some of the money it costs us to manage the Intern Academies, but it is money well spent in my mind because we're not having the turnover rate and we're bringing excellent candidates to the Board. When I heard Phoenix Fire say "whatever you're doing to hire people, you're doing a great job because you got top-notch candidates and we would love to have them". That just validated our process. This Intern Academy was slightly unique in the fact that it wasn't open to the outside public. We held this one internally and there was only 12 candidates this time. These two gentlemen floated to the top of that list and they continued to bring themselves to the top of Phoenix Fire Academy of 41 people. These are some of the superstars that held themselves right at the top throughout that Academy. It's a lot to be proud of. Again, thanks to the Labor group for supporting and bringing their people in to help support the process. They were dedicated enough to make sure we hired the best and so they volunteered their time to help us support that. It's paid off. We appreciate that. I guess what I'm asking you is that in the future when you see these kinds of budgeted items, I am just sold on the fact that this is money well spent. The little bit of money that we spend on the front end pays dividends on the back end by bringing excellent employees into the organization. Anyway, we congratulate these two guys and welcome them into our family. Captain Farber as the RTO, Recruit Training Officer, did a great job. They loved him in Phoenix Fire. They can't wait to see him come back and fill that role again at one of our future academies.

Quarterly Training

Currently going on is advanced cardiac life support for the Paramedics. It's a certification that they need every two years. That is currently ongoing. Fire guys actually just finished up their quarterly fire training with ropes and knots. I think we talked about this last month that their learning how to pack each patient and bring them up over a hillside. Learning how to stabilize vehicles with ropes and making a scene safe for patient extraction. It's kind of interesting and the pictures are kind of fitting because our technical rescue team is doing some very similar training right now in the Metro Valley and high angle rigging in Tempe. When you talk about high angle, you're

really on two ropes if it's anything more than a 40° vertical incline. Steep angle is more of the hillsides that we see out here like Silly Mountain, where it is a benefit to put a rope on a basket but not necessarily required. Different types of training. If you remember, for the last several years, every nine weeks the technical rescue team starts a new training session, three new classes and they've really reduced that back. It's just a lot of logistics and cost. So from now on when the 9 week session starts over, there's only two of those classes hosted in the Metro Valley. The third class we do here in-house on our own. Our members are training in-house together and they're working on anchor systems for this particular session. I think we've already talked about the Captains training that's going to begin in about two weeks. We will be anxious to review that with you when it is done. The roof prop in the picture is simulating a hillside for these folks so they can learn the benefits of mechanical advantage through ropes and learn how to secure their patient.

Some of our notable incidences that have occurred here in the last few weeks: First alarm major medical is a significant event. We're talking four engine companies, two ladder trucks and a slew of ancillary vehicles. That was at Delaware and Superstition. There were three fatalities in that accident, so it was a bad night. We actually had one of our fire companies on scene just adjacent to this intersection on a separate and unrelated call where they saw and witnessed the event in front of them so we were on scene immediately. December 29 was a horrible time to have a mobile home fire, but we did in the 300 block of West Foothill. Unfortunately, it was near full involvement on arrival. That was a total loss and they were not able to save it, but they did protect the surrounding exposures and the scene went very well. On January 3, we had a motor home fire at the Arizonian Mobile Home Park. I know that will continue to be a hot topic until we can bring them into the Fire District, and it sounds like that is going to happen very soon. An interesting note here is, the response time is pushing about 10 minutes in that area, so it is a bit of a drive. One, you're working with tank water so you'd better have a plan and number two, you've got immediate exposures in a mobile home park. Our crews did an excellent job with the limited water supply and being able to protect all the exposures that were around that motorhome. So even though it was not savable, everything around it was and I think we impressed a lot of people at that park, that night. January 6 there was an off–road ATV rollover at milepost 207 which is very near Florence Junction. Just a reminder that we do still get called to that remote area outside the Fire District. It is a mutual aid request from the Pinal County Sheriff. We are the closest paramedic service. We don't respond to every incident in that area, but we do seem to do the majority and this was a significant event. There was a pediatric person that they believed to have a near amputation because of how she ended up underneath the vehicle, so it was a bad day. Actually, she did have a good outcome, so that is positive. And then on January 9, we are back up on Highway 88, milepost 204, just outside our Fire District. That was another vehicle down off the highway, which plugged right into their training that they most recently did on how to extract those victims. Those are some of the most recent incidences that we've had.

Paramedic Class

In the back of the room here, our brand new Firefighter, Trenton McMinn, had actually entered the paramedic program at Central Arizona College before we offered him a full-time position. This is a young man that is ahead of his time. He was in A student in the program and elected to, basically, take a leave of absence so that he could attend the Phoenix Fire Academy and become one of our new Firefighters. He is now going to return to Central Arizona College. Him, and just a few other students are doing a crash course. I think it's about five months and will be done in May. This is a crash course just to finish the program that they had already started and meet the minimum training hours that are required by the State and then he will be able to challenge the National Registry Test. This is a man who just finished the Phoenix Fire Academy and now is going to jump right back in to paramedic school. He has a tremendous workload on his shoulders, yet he does well. Firefighter July Rischel has tested and

has been accepted through Central Arizona College's paramedic program and she started yesterday (1/16/18). We are proud of her. She is the only person that we will have in the paramedic program this year. She will finish one year from today.

Community Events

Golden Vista is the mobile home park at Baseline and Goldfield. If you remember a few months back, we talked about they have planned to do a few different fundraisers for us this year. I believe this was number two. They did a chili cook-off and they asked for two of our Firefighters to serve as judges that night, so our own Paul Grutzmacher and Paul Garcia did so. They have one or two more events planned before the end of their season. That money will be utilized for us to purchase EMS equipment. On January 13, the Ladder Company from Gold Canyon once again, participated in the famous ball drop at the Gold Canyon Golf Resort in support of the Rotary Club. And, January 13 and 14 is an event standby for the Heritage Days / Apacheland Reunion. We have several event standbys coming up. That was the first of our season.

Response Times

Response times are up by three seconds and they are holding steady. That is pretty common considering call volume is increasing significantly.

We had a total of 901 incidents in the last month, very busy, and again that's understandable for the month since this is our busy season. Transportations are also up. We had a total of 487 for the month. That is almost 16 per day. I think we were averaging about 12 per day, if I am not mistaken. So that is notably up with the season, and hopefully it continues to be a trend. We continue to meet DHS response times for the Transportation Division. To date, we have not failed.

Planning & Logistics Update

Acting Assistant Chief Richard Mooney talked about the new volunteers who are Matt Bruno, Shane Gereg, Steve Gereg and Brad Powers. They are all EMTs and have Firefighter I & II. We actually have a lot of use for them. Tina will have them inventory all the EMS supplies at all the Fire Stations. They will put the new restock into the stations, and then move the old stock into the front so that way we can use the older stuff first. So they have been tasked to reorganize all the EMS supplies at all the stations.

Superstition Mountain HOA is hosting a fundraising golf tournament outing for our employees. This was after the Christmas adopt-a-family event, which went pretty well. They asked if they could do a golf tournament and I said yes, we are all for it. They want to buy some type of EMS supplies for Gold Canyon so I challenged them to buy us a monitor for one of the Gold Canyon units. I gave them a lofty goal so we will see how close they get to that goal. They have selected two days to go ahead and do this. We've got a bunch of different shifts. John Walka has been asked to have Labor members go out there as they would like to see a lot of the members from the Gold Canyon Units. John pointed out that the rovers are part of the Gold Canyon Units. They have also invited Transportation and they would also like to see Senior Staff go out and embarrass themselves out there. It's a good deal and they really want to do this so Tina is taking the lead on this and I am assisting her. I know Chief Farber and I are signed up to go embarrass ourselves in person on February 1. John is lining up the Firefighters. This should be a pretty good event. This is a great way to bring in funds. They do want pictures of all of us (and I'm pretty sure it's not

Senior Staff) and basically they are going to auction us off to play in another group of three. It starts at $100 and goes up from there.

Paramedic Kris Perkins has resigned and moving to part-time status so he can focus on nursing school. It's not that he didn't like working here, it's just that he's having a difficult time with work trades and getting time off to complete clinicals and classroom, so he's decided to focus on nursing school. He is a good employee so we allowed him to go to part-time. It's nice to have an extra person to work as a paramedic. We have very few part-time paramedics. That created a vacancy, so we have made a provisional offer to paramedic Crystal Martin pending her background check. She's has accepted that offer very handsomely, being that she is with AMR. And, AMR just lost their contract in Scottsdale. I was with Billy when he called her and she was very excited. She was so excited that she came down on Monday to bring her paperwork and only Chief Farber was here (Monday was a holiday) to take her paperwork. She pretty much did not even know who Chief Farber was. She asked Mike if he knew who Sherry was and he said he thinks he's seen her a couple of times. She will probably get a chuckle when she finally comes in and meets the Fire Chief. We anticipate the onboarding to be done sometime in February to bring her on. That will alleviate the vacancy. What will happen with Chris Perkins being on the 56 hour ride, Brian Dover will move temporarily to his spot and Crystal will move into the 42 hour positions. We are excited to bring her on board.

Administrative Services Update

Acting Administrative Director Anna Butel stated that we have set up a separate drive and a database has been created on the SFMD network and it houses Human Resources employee records from onboarding to retirement to include important dates such as hire dates, promotion dates, DROP dates and all that. So were starting that, it's new. As I mentioned earlier, we are able to capture electronic signatures and will use it on the Growth and Development Document as well as discipline documents. Earlier in the month, Taylor & Associates came out and they provided a training consultation regarding the presumptive cancer laws that went into effect on August 9, 2017. Basically they were there to give us some background on what to expect and they will fill us in on how things are going, and where they are going next. We found out that it is not as black-and-white as we thought it would be. Lastly, all of our 2017 incident data has been submitted to the National Fire Incident Reporting System, otherwise known as NFIRS. When we do this, it's that kind of thing that helps us get Grants and gives us States statistical information about fire problems in Arizona. All of that has kept us compliant.

Accounting Update

Finance Director Roger Wood stated that earlier this evening we heard from Marilyn and she encapsulated or summarized the efforts for the last few months. Now, the Accounting group is looking forward to the need for a 2017 Workers Compensation audit, which is very granular. We have to send information per employee to 7710 so we can true up the billings versus actual cost. A couple of months ago we talked about how there was effort between Billy Warren and myself to apply for a general rate increase for our Transportation Services and we actually pulled it because we were advised by DHS that was best strategic move and we were told to please reapply on February 5, 2018, and that is our intent, so there is work going into that over the next few weeks. Lori Hlavin and Jenn Burke are focusing very heavily on the tax forms that every firm has to take care of this time of year such as the 1099's, W–2's, and ACA reporting for healthcare to be provided by the employer.

Labor

Captain John Walka stated there was nothing to report from Labor.

Pension Board

Clerk Gehrt stated nothing to report for the Pension Board.

Director House asked Chief Farber if we sent anyone to AFDA? To which Interim Fire Chief Mike Farber replied that we sent Chief Rich Mooney and Billy Warren went to talk to the Ambulance Association because we had some issues because AMR was lobbying to have a law changed. Right now, if we annex another area, our CON would go with us and they were trying to halt that. As far as the regular session, no, we didn't have that in the budget. I was going to go up there, however, it was the Graduation for the Recruits on January 12th, so I went to the graduation and spoke at the Phoenix Fire Academy.

13. Announcements (BOD #2018-01-N/A)

No announcements.

14. Adjourn (BOD #2018-01-12)

Motion by Director Strand at 6:47 PM to adjourn the meeting. **Seconded** Director House.

Vote 5 ayes, 0 nays. **MOTION PASSED.**

Governing Board Approval:

_____

Gene Gehrt, Board Clerk

Sherry Mueller

Appendix B

Consent Agenda Item Title
Purchase of Replacement MCTs and Docking Stations

Submitted By
Interim Fire Chief Mike Farber
Acting Administrative Director Anna Butel

Background / Discussion
The current fleet of MCTs (Mobile Computer Terminals) has ended their 5-year warranty period and show signs of aging. These laptops are utilized 24/7/365 in our apparatus to provide crews with incident and routing information for 9-1-1 calls.

New docking stations will also need to be purchased, as the new laptop specifications are no longer compatible with the district's current docking stations.

This is a planned expenditure that occurs every 5 years to ensure optimal functionality for crews in the field who depend on this equipment and information.
Because Panasonic utilizes distributors the lowest bid from GovDirect will serve as the selected vendor.

Financial Impact(s) / Budget Line Item
200-70-73515-15 Computer Equipment – $119,657.73

Recommended Motion
Consent agenda

Enclosures
Purchase Order
Procurement Form
Quotes

Go to Appendix C

Go to Agenda

PURCHASING / PROCUREMENT FORM by PURCHASE ORDER (PO)

BOD # _____ PO # 015221

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: Gov Direct Vendor Phone #: (727) 754-2697

Vendor Address: 600 Cleveland St. #1100 Clearwater, FL 33755

Quote Description: Panasonic CF33, 5 year warranty, and Havis vehicle dock.

See Attached Written Quote $ 119,457.73

Quote #2

Vendor Name: Mooring Tech Vendor Phone #: (877) 532-8088

Vendor Address: mooringtech.com

Quote Description: Panasonic CF33, 5 year warranty, and Havis Vehicle dock

See Attached Written Quote $ 137,102.32

Quote #3

Vendor Name: Rugged Depot Vendor Phone #: (281) 305-5014

Vendor Address: 27060 Decker Prairie Rosehill Rd Texas 77355

Quote Description: Panasonic CF33, 5 year warranty, & Havis Vehicle dock.

See Attached Written Quote $ _____

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

- ☐ STATE CONTRACT /INTERGOVERNM **(State Contract Number or Government Agency Must be on**
- ☐ SOLE SOURCE PROCUREMENT **(Supporting Documentation Must be with PO)**
- ☐ EMERGENCY ACTION **(Explanation Sent to Gov. Board Must be with PO)**
- ☐ COMPETITION SOLICITED WITH NO OFFERS
- ☐ STANDARDIZATION / COMPATABILITY REQUIREMENTS for EQUIPMENT
- ☐ TRAVELING EXPENSES with GOVERNMENTAL RATE **(Standard Rate Must be Specified on PO)**
- ☐ 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 **(Attach Supporting Documents to PO)**

APPROVAL:

DATE _____ DEPT. HEAD SIGNATURE _____

DATE _____ FINANCE MANAGER _____

DATE _____ ASSISTANT CHIEF SIGNATURE _____

DATE _____ FIRE CHIEF SIGNATURE _____

Superstition Fire & Medical District

Purchase Order

565 North Idaho Rd. Apache Junction, AZ 85119-4014
Phone: (480) 982-4440 Fax: (480) 982-0183

Date: November 27, 2017

TO: GOVDIRECT, Inc
600 Cleveland Street
Suite 1100
Clearwater, FL 33755

Vendor ID: GOVDIR

Purchase Order # : **015221**

Requisition # : 14,329

Buyer:GIS
Created by:LMD
Created Date:11/27/2017
Updated by:JDB
Updated Date:2/5/2018

Ship To: Administration Building
565 N. Idaho Road
Apache Junction, AZ 85219

Page # : 1

Order Description: MCTs and Docking Stations

Line	AJFD Product #	Description	GL Acct #	Quantity	Unit Price	Amount
1	200COMPEQUIPMI	Panasonic Toughbook 33	200707351515	24.00	$3,148.0000	$75,552.00
		State Contract NIPA City of Tucson AZ 120471				
2	200COMPEQUIPMI	Havis Docking Station	200707351515	24.00	$706.8800	$16,965.12
		State Contract NIPA City of Tucson AZ 120471				
3	200COMPEQUIPMI	5 Year Panasonic Warranty	200707351515	24.00	$180.0000	$4,320.00
		State Contract NIPA City of Tucson AZ 120471				
4	200COMPEQUIPMI	Sales Tax 9.1%	200707351515	1.00	$9,980.6100	$9,980.61
5	200COMPEQUIPMI	Keyboards	200707351515	24.00	$535.0000	$12,840.00

Important Conditions

1. Invoice in Duplicate
2. If price(s) are higher than specified, do not ship, advise us.
3. Do not ship or render any service prior to specified date, unless noted.
4. Goods subject to our inspection on arrival, not withstanding prior payment to obtain cash discount.
5. Goods rejected due to inferior quality or workmanship will be returned to you with charge for transportation both ways, and are not to be replaced except upon receipt of replacement PO from us.
6. Orders not shipped on date specified may be cancelled by us.
7. If these conditions are not acceptable, please advise us on receipt of the orders and before you make any shipment.

TOTAL **$119,657.73**

Purchasing Manager

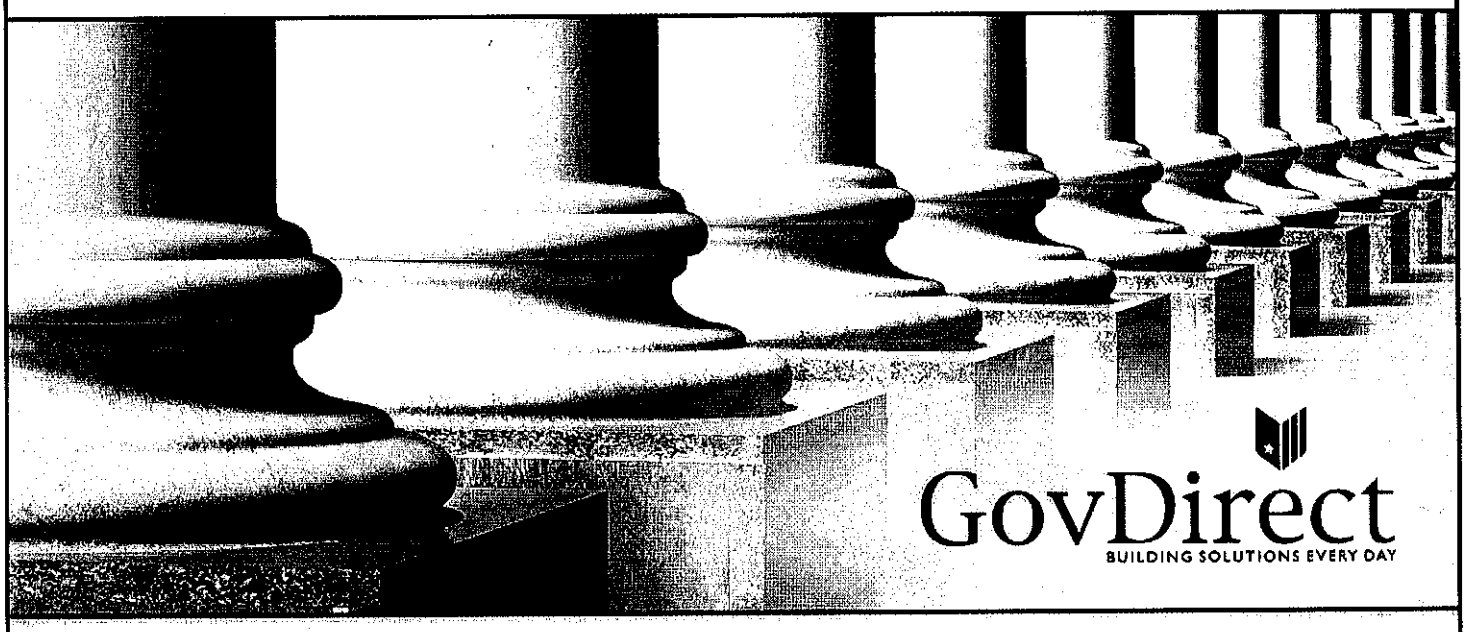
Fire Chief

Superstition Fire & Medical District

2017/2018 Budget CF33-NIPA City Of Tucson Az 120471

December 15, 2017

Building Solutions Every Day



Woman Owned

Jeff Scott
Account Manager
1-888-TOUGH31 (sales)
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727-754-2697 (fax)
www.govdirect.com
jscott@govdirect.com

GovDirect
BUILDING SOLUTIONS EVERY DAY

600 Cleveland Street Suite 1100
Clearwater, FL 33755
Gov Direct

Quote ID: GovD.032181 **Date:** Friday, December 15, 2017 **Expires:** Sunday, January 14, 2018

Prepared For:
Lauren Daniel
Superstition Fire & Medical District
565 N. Idaho Road
Apache Junction AZ 85119-4014

Ship To:
Lauren Daniel
Superstition Fire & Medical District
565 N. Idaho Road
Apache Junction AZ 85119-4014

Bill To:
Lauren Daniel
Superstition Fire & Medical District
565 N. Idaho Road
Apache Junction AZ 85119-4014

Prepared By:
Jeff Scott
727-754-2697
jscott@govdirect.com

DUNS: 964651710
CAGE: 650W3
FIN: 27-3368713

All applicable sales tax applies.
Prices are based off of NET 30 cash payment.
Stock is subject to change.

Products

Description	Qty	Price	Ext. Price
5 Year UPG Panasonic ToughBooks Term: Date of purchase (DOP) inclusive of manufacturer's warranty period Coverage: Repair/Replacement at BWG's option. Accidental Damage (ADH) coverage begins Day 1. Up to three ADH repair claims. Replacement of product fu	24	$180.00	$4,320.00
Freight Inclued In Price	1	$0.00	$0.00
Panasonic Toughbook Tablet - 12" - 8 GB LPDDR3 - Intel Core i5 (6th Gen) i5-6300U Dual-core (2 Core) 2.40 GHz - 256 GB SSD - Windows 7 - 2160 x 1440 - 3:2 Aspect Ratio - microSDXC Memory Card Supported - Bluetooth - Intel HD Graphics 520 LPDD	24	$3,148.00	$75,552.00
Panasonic Premium Keyboard - Docking Connectivity - Docking Port Interface - Compatible with Tablet, Notebook	24	$535.00	$12,840.00
The combined sales tax rate for Apache Junction, AZ is 9.1%.	1	$9,980.61	$9,980.61
Havis laptop 2-in-1 vehicle dock	24	$706.88	$16,965.12

Products Subtotal [redacted]

GovDirect
BUILDING SOLUTIONS EVERY DAY

600 Cleveland Street Suite 1100
Clearwater, FL 33755
Gov Direct

Quote Summary

Description

Products	**$119,657.73**
Total	[redacted]

All prices and descriptions are subject to change without notice. This price list is a quotation only and is not an order or offer to sell. No contract for sale will exist unless and until one of the following occur: 1.) a purchase order has been issued by you and accepted by GovDirect or 2.) an order is place on-line and accepted by GovDirect or 3.) a written proposal is accepted by you. The prices contained in this list may not be relied upon as the price at which GovDirect will accept an offer to purchase products unless expressly agreed to by GovDirect in writing. Product specifications may be changed by the manufacturer without notice. It is your responsibility to verify product conformance to specifications of any subsequent contract. All products are subject to availability from the manufacturer. Prices quoted may not include applicable taxes. Sales tax will be included on the invoice. Products are non-returnable unless approved in writing by GovDirect within 30 days of invoice date. Those approved returns may be subject to a restocking fee. Payment terms, unless otherwise stated in writing, shall not exceed 30 days from date of invoice. Questions about these and other terms and conditions should be your sales representative.

MOORINGTECH
RUGGED · RELIABLE · READY

Quote from Mooring Tech, Inc.

Quote #039288 v4

Billing Information:
Superstition Fire & Medical District
Lauren Daniel
565 North Idaho Road
Apache Junction AZ 85119
(480) 225-2317

Shipping Information:
Superstition Fire & Medical District
Lauren Daniel
565 North Idaho Road
Apache Junction AZ 85119
(480) 225-2317

Prepared By:
Michael Cayes
mcayes@mooringtech.com

Mooring Tech, Inc.
488 Edgewood Ave
Atlanta GA 30312
877-532-8088
www.mooringtech.com

Date Issued:
01.29.2018

Expires:
02.28.2018

PLEASE BE ADVISED
It can be challenging to manage expectations with regards to possible lead-times or ETA's for Panasonic Toughbooks and Toughpads. **Availability and part numbers abruptly change and custom solutions often have a 30-60 day lead-time or longer.** It is also common for accessories to be on backorder and to ship separately at a future date. Please be sure to discuss all relevant time-frame and SKU related needs. ***Sales tax*** *will be applicable when shipping within the state of* ***GA*** *to an end user that is not tax exempt.*

	Toughbooks / Toughpads / Accessories		Qty	Price	Ext. Price
1	CF-33DP-02KM	**Public Sector Specific, Win7 (Win10 Pro COA), Intel Core i5-6300U 2.40GHz, vPro, 12.0" QHD Gloved Multi Touch+Digitizer, 8GB, 256GB SSD, Intel WiFi a/b/g/n/ac, TPM, Bluetooth, Dual Pass (Upper:WWAN/Lower:dGPS), 4G LTE Multi Carrier (EM7455), dGPS, Webcam,** 8MP Cam, Contactless SmartCard, Toughbook Preferred, 3 Year ProService Premier Deployment Service, TabletPC ProPlus Warranty, 256 SSD no return service, and Custom BIOS.	24	$3,190.00	$76,560.00
	CF-VEK331LMP	**CF-33 Premium Kybd. Emissive (Red), Handle/kickstand. Ethernet, SDXC (full-size), HDMI, VGA, USB 2.0, USB 3.0 (2), Serial (USB), Power, Kensington Lock, Tablet Release with Lock/Unlock, Latch Arm. Forward/Reverse-dockable to Convertible Mode.**	24	$545.00	$13,080.00
3	DS-PAN-1102-2	**Havis: Docking Station with Dual Pass-Through Antenna connection for Panasonic Toughbook 33, 2-in-1 Laptop with Power Supply**	24	$950.00	$22,800.00
	CF-SVCLTNFAPOS 2Y	**Panasonic Protection Plus Warranty - Laptop APOS Years 4 & 5 (HQ Pre-approval required)**	24	$545.00	$13,080.00
	SALES TAX	**Sales Tax 9.1%** Arizona State 5.600% Pinal County 1.100% Apache Junction 2.400% Total 9.100%	1	$11,422.32	$11,422.32
			Subtotal:		**$136,942.32**

	Shipping		Qty	Price	Ext. Price
1	FedEx Ground		1	$160.00	$160.00
			Subtotal:		**$160.00**

Quote Summary	Amount
Toughbooks / Toughpads / Accessories	$136,942.32
Shipping	$160.00
Subtotal	**$136,942.32**
Shipping	**$160.00**
Total	**$137,102.32**

MOORINGTECH
RUGGED • RELIABLE • READY

Pricing valid through quote expiration date or while supplies last only. Availability and part numbers subject to change with specifications meeting or exceeding original quote. Taxes, shipping, handling and other fees may be applicable. We reserve the right to cancel orders arising from pricing or other errors.

Acceptance

Lauren Daniel,		01/29/2018
Print Name / Title	Signature	Date

RUGGED DEPOT

WE DON'T DO FRAGILE!

Sales Quotation

Quotation No.:35009

27060 Decker Prairie Rosehill Road
Magnolia, Texas 77355

Tel: 281-305-5014
Ofc: 281-259-6613
Fax: 281-259-6615
Brad@RuggedDepot.com

Order Date: 01/23/2018
Valid Until: 02/23/2018
Customer Number: C12780
Rep: Brad Hollo
Terms: ON_INVOICE
Customer Ref:

Bill To:
Superstition Fire & Medical District

(480) 982-4440 ext 1

Ship To:
Superstition Fire & Medical District

(480) 982-4440 ext 1

Item Code	Description	Condition	Quantity	Price	Total
CF-33DP-02KM	Public Sector Specific, Win7 (Win10 Pro COA), Intel Core i5-6300U 2.40GHz, vPro, 12.0" QHD Gloved Multi Touch+Digitizer, 8GB, 256GB SSD, Intel WiFi a/b/g/n/ac, TPM, Bluetooth, Dual Pass (Ch1:WWAN/Ch2:dGPS), 4G LTE-Advanced Multi Carrier (EM7455), dGPS, Webcam, 8MP Cam, Contactless SmartCard, 3 Year Panasonic Warranty,3 Year Public Sector Toughbook Service - Bundle C	NEW	24	3,410.00	81,840.00
PART #	DS-PAN-1205-2 Docking Station with Dual Pass-Through Antenna connection for Panasonic Toughbook 33 Tablet Only with Power Supply (Advanced Port Replication)	NEW	24	1,006.76	24,162.24
CF-VEK331LMP	Premium Keyboard for CF-33.Emissive Red Backlit (4 levels).Handle/kickstand - display can be opened to any angle.Compatible with Tablet, 33 Laptop Vehicle Dock, and 33 Desktop Dock.Ethernet, SDXC (full-size), HDMI, VGA, USB 2.0, USB 3.0 (2), Serial (USB)	NEW	24	645.00	15,480.00
FZ-SVCTPEXTY5	Extended Warranty - Tablet PC (Year 5)	NEW	244	255.00	62,220.00

Freight	$424.60
Tax	$0.00
Total	$184,126.84

Terms and Conditions

* All shipments are FOB Destination, Freight Collect.
* Payment must be made in U.S. dollars.
* Pricing and quantities are subject to change.
* Nomar Enterprises reserves the right to substitute products of equal or greater specifications.
* Invoices are subject to late payment charges of 18% per year computed monthly after due date.
* All products are sold "AS IS"
* No credit allowed for goods returned without prior approval.
* ALL RETURNS MUST BE ACCOMPANIED BY A RETURN MATERIAL AUTHORIZATION NUMBER AND ARE SUBJECT TO A 20% RESTOCK/HANDLING FEE.
* Claims for loss or damage in shipment must be made to the carrier by the Customer. All others must be made to Nomar Enterprises LLC within 2 days of receipt of goods. All goods shipped at the buyer's risk.
* Customer also agrees to pay such attorney's fees and costs as are actually incurred for the collection of this amount whether or not suit is instituted.
* All product and services on this invoice will remain the property of Nomar Enterprises and will be fully encumbered until full payment has been remitted.

Nomar Enterprises strives to bring our customers the best possible price everyday.

Appendix C

C. Renewal of contract for property and casualty insurance service

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

Submitted By: Interim Fire Chief Mike Farber

Background / Discussion:

Cindy Elbert Insurance Services is our current broker for our ESIP insurance property damage and liability policies. The quote we received from Cindy Elbert Insurance Services for the period March 1, 2018 – February 28, 2019 is **$137,780**. The increase is due to the following:

	Last Year	This Year	Change	Coverage
A. Auto & Property:	$ 99,050	$106,182	+ 7,132	Vehicle, Buildings, contents
B. Inland Marine:	18,665	19,504	+ 839	Portable equipment
C. Umbrella Liability:	14,885	12,094	- 2,791	Umbrella, General, Professional
	$132,600	$137,780	$ 5,180	

The **increases** in Auto & Property and Inland Marine are being caused by:

A. The value of the buildings insured increased $1,125,090 (5.0%), and the value of vehicles insured increased $107,241 (1.1%).
B. Considering the $1.6 million increase in assets insured, the actual cost per dollar of insured assets **decreased** 2.8% year-over-year.

The **decrease** in Umbrella Liability insurance (C above) is due to the District's track records when it comes to liability claims. This decrease is being offered even though the District's volume of fire, rescue, and transport calls is increasing year over year.

Additional Items for Consideration.

1. Terrorism Coverage.
    a. Annual premium = $2,346
    b. The Terrorism Risk Insurance Act of 2002 requires insurance companies to offer terrorism coverage.
    c. The District can deny this coverage.

2. Optional Increased Cyber Liability Coverage.
    a. Annual premium = $7,639 to $10,416 ($100K/$500K to $500K/$2.5M limits)
    b. The General Liability coverage (C above) already includes $1M per event/$10M aggregate network security and data breach liability coverage
    c. The District can deny this coverage.

Staff recommends the approval of the ESIP insurance for property and vehicle damage, and liability. Staff also recommends the Board reject the Optional Terrorism and Increased Cyber Liability coverage.

Recommended Motion: *"Motion to accept the property and casualty insurance services proposal from Cindy Elbert Insurance Services for coverage by ESIP, to reject the optional terrorism and increased cyber liability coverage, and approve the payment of the associated premium of $137,780 to take effect on March 1, 2018."*

Financial Impact: Additional annual cost of $5,180

Enclosures: Cindy Elbert Insurance Services Premium Quote

NOTE: The Cindy Elbert Insurance Policy and Terrorism Policy for the period March 2018 – February 2019 was distributed to the Board within the Board packet prior to the Board meeting.

CINDY ELBERT
INSURANCE
SERVICES

- Business Insurance Programs & Risk Management Services
- Competitive Comprehensive Coverage
- **Professional Prompt Service**

January 24, 2018

Chief Mike Farber
Superstition Fire & Medical District
565 N. Idaho Rd.
Apache Junction, AZ 85119

RE: Arch Insurance Proposal, Effective: 3/1/18-19

Dear Mike,

We are pleased to enclose your quote this year with Arch Insurance Co for your package, inland marine and umbrella policies as follows. Please review and let us know if there are any changes.
Network Security & Date Breach Liability is now included in this policy
This proposal does not include worker's compensation or group health benefits.

Package Policy including Auto & Property-	$106,129.00
AZ Auto Fee-	$ 53.00
Inland Marine-	$ 19,504.00
Umbrella-	$ 12,094.00
Total Annual Premium	**$137,780.00**

***Terrorism is excluded in the above premiums, if you would like terrorism coverage please include an additional $2346.00 with your down payment**

Interest Free Payment Plan:

Down Payment due	3/1/18	$34,484.75 payable to Cindy Elbert Ins. Service
Installment due	6/1/18	$34,431.75
Installment due	9/1/18	$34,431.75
Installment due	12/1/18	$34,431.75

We can request the insurance coverage quoted subject to the following:

1. **Down payment of $34,484.75 made payable to Cindy Elbert Insurance Services.**
2. **Please sign & date declination of Terrorism form**
3. **Please sign & date statement of values**
4. **Please initial & sign page 2, 4 & 6 of AZ UM form**
5. **Optional quote for Accident & Sickness liability, please sign either accepting or rejecting**
6. **Optional quote for increased Cyber Liability, please sign either accepting or rejecting**

Once we receive the following in our office by fax with originals in the mail we can request the Binder of Insurance, Certificates of Insurance and Vehicle ID Cards.

Thank you for your business, if you have any questions please call us at 888-681-1020 X 308.

Sincerely,

Cindy Elbert

15182 North 75th Ave., Suite 100, Peoria, AZ 85381
Phone: 602.942.3900 • Fax: 602.942.4300

CA License # OD34009
www.AmbulanceInsurance.com

CINDY ELBERT
INSURANCE
SERVICES
15182 North 75th Ave., Suite 100
Peoria, AZ 85381
Phone: 602.942.3900 • Fax: 602.942.4300

Date: **1/23/2018**

Invoice

Superstition Fire & Medical District
565 N. Idaho Rd.
Apache Junction, AZ 85119

Account #: SUPERS PKG

Insured:
Superstition Fire & Medical District
565 N. Idaho Rd.
Apache Junction, AZ 85119

Date	Description	Comp	Policy #	Premium	Amount Financed Direct Billed	Payments	Total Due
1/23/2018	Pkg Ren 3/1/18-19	ARC	MEPK07620508	26,532.25	0.00	0.00	26,532.25
1/23/2018	AZ Theft Fee 18/19	ARC	MEPK07620508	53.00	0.00	0.00	26,585.25
1/23/2018	IM Ren 3/1/18-19	ARC	MEIM07656108	4,876.00	0.00	0.00	31,461.25
1/23/2018	Umb Ren 3/1/18-19	ARC	MEUM07602708	3,023.50	0.00	0.00	34,484.75
			Totals	34,484.75	0.00	0.00	34,484.75

Total premium due by : 2/22/2018

PLEASE MAKE PAYMENT PAYABLE TO:
CINDY ELBERT INSURANCE SERVICES

This is an invoice not a binder or indication of coverage

TERRORISM COVERAGE DISCLOSURE NOTICE

TERRORISM COVERAGE PROVIDED UNDER THIS POLICY

The Terrorism Risk Insurance Act of 2002 as amended and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2015 (collectively referred to as the "Act") established a program within the Department of the Treasury, under which the federal government shares, with the insurance industry, the risk of loss from future terrorist attacks. An act of terrorism is defined as any act certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security and the Attorney General of the United States, to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of an air carrier or vessel or the premises of a United States Mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

In accordance with the Act, we are required to offer you coverage for losses resulting from an act of terrorism **that is certified under the federal program** as an act of terrorism. The policy's other provisions will still apply to such an act. Your decision is needed on this question: do you choose to pay the premium for terrorism coverage stated in this offer of coverage, or do you reject the offer of coverage and not pay the premium? You may accept or reject this offer.

If your policy provides commercial property coverage, in certain states, statutes or regulations may require coverage for fire following an act of terrorism. In those states, if terrorism results in fire, we will pay for the loss or damage caused by that fire, subject to all applicable policy provisions including the Limit of Insurance on the affected property. Such coverage for fire applies only to direct loss or damage by fire to Covered Property. Therefore, for example, the coverage does not apply to insurance provided under Business Income and/or Extra Expense coverage forms or endorsements that apply to those coverage forms, or to Legal Liability coverage forms or Leasehold Interest coverage forms.

Your premium will include the additional premium for terrorism as stated in the section of this Notice titled DISCLOSURE OF PREMIUM.

DISCLOSURE OF FEDERAL PARTICIPATION IN PAYMENT OF TERRORISM LOSSES

The United States Government, Department of the Treasury, will pay a share of terrorism losses insured under the federal program. **The federal share equals 85% in 2015, 84% in 2016, 83% in 2017, 82% in 2018, 81% in 2019, and 80% in 2020 of that portion of the amount of such insured losses that exceeds the applicable insurer deductible during Calendar Year 2015 and each Calendar Year thereafter through 2020.**

DISCLOSURE OF CAP ON ANNUAL LIABILITY

If the aggregate insured terrorism losses of all insurers exceed $100,000,000,000 during any Calendar Year provided in the Act, the Secretary of the Treasury shall not make any payments for any portion of the amount of such losses that exceed $100,000,000,000, and if we have met our insurer deductible, we shall not be liable for the payment of any portion of such losses that exceeds $100,000,000,000.

DISCLOSURE OF PREMIUM

Your premium for terrorism coverage is: $2,346.00
(This charge/amount is applied to obtain the final premium.)
You may choose to reject the offer by signing the statement below and returning it to us. Your policy will be changed to exclude the described coverage. If you chose to accept this offer, this form does not have to be returned.

REJECTION STATEMENT

I hereby decline to purchase coverage for certified acts of terrorism. I understand that an exclusion of certain terrorism losses will be made part of this policy.

Policyholder/Legal Representative/Applicant's Signature	Superstition Fire & Medical District Named Insured
Print Name of Policyholder/Legal Representative /Applicant	Arch Insurance Company Insurance Company
Date:	Policy Number: MEPK07620508, MEIM07656108, MEUM07602708

STATEMENT OF VALUES

Policy Number MEPK07620508

Insured Superstition Fire & Medical District

Headquarters Address 565 N. Idaho Rd.
Apache Junction, AZ 85119

Form of Coverage: ☐ Actual Cash Value applies to Items

☒ Replacement Cost applies to Items
(1 - 1); (1 - 2); (2 - 1); (2 - 2); (2 - 3); (3 - 1); (4 - 1); (4 - 2); (5 - 1); (6 - 1); (6 - 2); (6 - 3); (7 - 1); (9 - 1); (10 - 1)

Indicate Form Numbers to which these rates are to apply: _____

(Attach Forms and Endorsements which require completion to indicate specific information)

Coinsurance ☐ 80% ☐ 90% ☒ 100% Blanket Rate Effective _____

Agreed Value ☒

Causes of Loss for which rates are requested:

☐ Basic
☐ Broad
☒ Special
☐ Earthquake
☐ Other _____ (Specify)

State exact wording of the coverage as it will appear on the policy

INSURED (Optional with Company)	COMPANY, AGENT or BROKER
All values submitted are correct to the best of my knowledge and belief.	Statement of Values submitted by:
Signed _____	Name Cindy Elbert Insurance Services, Inc.
Title _____	Person to Contact _____
Date _____	Street _____
	City Peoria State AZ ZIP 85381

For INSURANCE SERVICES OFFICE use only
Basic Group I _____ Basic Group II _____ Other 01-22-2018

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TO BE ENTERED BY COMPANY, AGENT OR BROKER	Average Rate Calculation—for INSURANCE SERVICES OFFICE use Blanket Average Rate 80% Basic Earthquake Date _____ Specific Average Rate 90% Broad 100% Special Other _____ Calculated by ___

Item No.	Description, Location and Occupancy of Property Coverage	Coverage	Values
1-1	1135 □ . Superstition □ lvd. Apache Junction AZ 85120	□ uildin□ □ □ PP	□ 1,823,26(□ 141,51(
1-2	1135 □ . Superstition □ lvd. Apache Junction AZ 85120	□ uildin□	□ 35,17:
2-1	3955 E. Superstition □ lvd Apache Junction AZ 85119	□ uildin□ □ □ PP	□ 1,823,26(□ 364,65:
2-2	3955 E. Superstition □ lvd Apache Junction AZ 85119	□ uildin□ □ □ PP	□ 49,25(□ 1,458,60
2-3	3955 E. Superstition □ lvd Apache Junction AZ 85119	□ uildin□	□ 35,17:
3-1	1455 E. 18th Avenue Apache Junction AZ 85119	□ uildin□ □ □ PP	□ 2,431,01: □ 855,97
		TOTALS	Continued

Rate Pub. No	Basic Group I		Basic Group II		Broad		Special		Earthquake		Other	
	Rate	Prem.	Rate	Prem.	Rate	Prem.	Rate	Prem.	Rate	Prem.	Rate	Prem.
TOTALS												

AVERAGE RATES EFFECTIVE_____

BASIC GROUP I_____ BASIC GROUP II____ BROAD____ SPECIAL___ EARTH-QUAKE____ OTHER____

*B = Building S = "Stock" YBPP = Your Business Personal Property PPO = Personal Property of Others
Other – Specify Above

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TO BE ENTERED BY COMPANY, AGENT OR BROKER	Average Rate Calculation—for INSURANCE SERVICES OFFICE use Blanket Average Rate 80% Basic Earthquake Date _____ Specific Average Rate 90% Broad 100% Special Other _____ Calculated by ___

Item No.	Description, Location and Occupancy of Property Coverage	Coverage	Values
4-1	1645 S. Idaho Rd Apache Junction AZ 85119	□ uildin□ □ □ PP	□ 3,018,96 □ 182,32
4-2	1645 S. Idaho Rd Apache Junction AZ 85119	□ uildin□	□ 35,17
5-1	565 N. Idaho Rd Apache Junction AZ 85119	□ uildin□ □ □ PP	□ 1,667,93 □ 427,99
6-1	7557 E. □ S □ i□ h□ ay 60 □ old Canyon AZ 85118	□ uildin□ □ □ PP	□ 2,863,27 □ 151,93
6-2	7557 E. □ S □ i□ h□ ay 60 □ old Canyon AZ 85118	□ uildin□	□ 35,17
6-3	7557 E. □ S □ i□ h□ ay 60 □ old Canyon AZ 85118	□ uildin□ □ □ PP	□ 49,24 □ 1,458,60
		TOTALS	Continued

Rate Pub. No	Basic Group I		Basic Group II		Broad		Special		Earthquake		Other	
	Rate	Prem.	Rate	Prem.	Rate	Prem.	Rate	Prem.	Rate	Prem.	Rate	Prem.
TOTALS												

AVERAGE RATES EFFECTIVE_____

BASIC GROUP I_____ BASIC GROUP II____ BROAD____ SPECIAL___ EARTH-QUAKE____ OTHER____

*B = Building S = "Stock" YBPP = Your Business Personal Property PPO = Personal Property of Others
Other – Specify Above

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TO BE ENTERED BY COMPANY, AGENT OR BROKER	Average Rate Calculation—for INSURANCE SERVICES OFFICE use Blanket Average Rate 80% Basic Earthquake Date _____ Specific Average Rate 90% Broad 100% Special Other _____ Calculated by ___

Item No.	Description, Location and Occupancy of Property Coverage	Coverage	Values
7-1	3945 E. Superstition Apache Junction AZ 85119	□ uildin□ □ □ PP	□ 609,08 □ 151,93
9-1	9294 East Don Donnelly □ rail □ old Canyon AZ 85118	□ uildin□ □ □ PP	□ 2,680,19 □ 121,55
10-1	3700 E 16th Ave Apache Junction AZ 85119	□ □ PP	□ 1,157,62
		TOTALS	□ □ 23,628,93

Rate Pub. No	Basic Group I		Basic Group II		Broad		Special		Earthquake		Other	
	Rate	Prem.	Rate	Prem.	Rate	Prem.	Rate	Prem.	Rate	Prem.	Rate	Prem.
TOTALS												

AVERAGE RATES EFFECTIVE_____

BASIC GROUP I_____ BASIC GROUP II____ BROAD____ SPECIAL___ EARTH-QUAKE____ OTHER____

*B = Building S = "Stock" YBPP = Your Business Personal Property PPO = Personal Property of Others
Other – Specify Above

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ARIZONA UNINSURED MOTORISTS COVERAGE AND UNDERINSURED MOTORISTS COVERAGE SELECTION/REJECTION

Applicant/Named Insured: Superstition Fire & Medical District	**Policy Effective Date:** 3/1/2018
Company: Arch Insurance Company	**Producer:** McNeil & Company, Inc.

Arizona law permits you to make certain decisions regarding **UN**insured Motorists Coverage and **UNDER**insured Motorists Coverage. This document describes these coverages and the options available.

You should read this document carefully and contact us or your agent if you have any questions regarding **UN**insured Motorists Coverage or **UNDER**insured Motorists Coverage and your options with respect to these coverages.

This document includes general descriptions of coverage. However, no coverage is provided by this document. You should read your policy and review your Declarations Page(s) and/or Schedule(s) for complete information on the coverages your policy provides.

DO NOT SIGN UNTIL YOU READ

You have a legal right to purchase **both UN**insured and **UNDER**insured Motorist coverages with the proposed automobile liability policy. **THESE COVERAGES PROTECT YOU, YOUR FAMILY AND YOUR PASSENGERS. LIABILITY COVERAGE DOES NOT IN MOST CASES.**

UNinsured motorist insurance provides protection for bodily injuries caused by a negligent motorist who has no insurance. **UNDER**insured motorist coverage provides protection if the negligent motorist does not have enough liability insurance to pay for the injuries caused. For a more detailed explanation of these coverages, refer to your policy. Your policy provides **UN**insured/**UNDER**insured coverage in the same amount as the policy's Bodily Injury Liability Limit, unless you select a lower amount or no coverage, as stated in this notice.

You have a right to purchase both **UN**insured Motorist coverage and **UNDER**insured Motorist coverage in any amount from $30,000 single limit (or $15,000/$30,000 split limits) up to your policy's bodily injury liability limit, or you may reject the coverage entirely. Neither limit may exceed your liability coverage limits for Bodily Injury.

Your Bodily Injury Limit on the policy: $1,000,000

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A. Mandatory Offer Of UNinsured Motorists Coverage

Please indicate a choice from either **1.**, **2.**, or **3.** below by initialing next to the appropriate item.

1. Selection Of UNinsured Motorists Coverage

(Initials)		Premium
_____	**I select UNinsured Motorists Coverage at limits equal to the limits of my Liability Coverage.**	$1,146.00

2. Rejection Of UNinsured Motorist Coverage

(Initials)	
_____	**I reject UNinsured Motorists Coverage.**

© ISO Properties, Inc., 2004

3. **Rejection Of UNinsured Motorists Coverage At Limits Equal To Liability Coverage Limits**

****PLEASE NOTE THAT WE DO NOT OFFER SPLIT LIMITS****

(Initials) _____ **I reject UNinsured Motorists Coverage at limits equal to the limits of my Liability Coverage and I select the following lower limits:**

(Choose one):

Split Limits			OR	Combined Single Limit		
(Initials)		Premium		(Initials)		Premium
_____	$ 15,000/30,000	$ n/a		_____	$ 30,000	$ 462.00
_____	20,000/40,000	n/a		_____	40,000	517.00
_____	25,000/50,000	n/a		_____	50,000	573.00
_____	50,000/100,000	n/a		_____	75,000	n/a
_____	100,000/200,000	n/a		_____	100,000	695.00
_____	100,000/300,000	n/a		_____	200,000	862.00
_____	250,000/500,000	n/a		_____	250,000	879.00
_____	300,000/300,000	n/a		_____	300,000	929.00
_____	500,000/500,000	n/a		_____	350,000	979.00
_____	500,000/1,000,000	n/a		_____	500,000	1,035.00
_____	1,000,000/1,000,000	n/a		_____	1,000,000	1,146.00
_____	_____ (Other)	_____		_____	_____ (Other)	_____

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B. Mandatory Offer Of UNDERinsured Motorists Coverage

Please indicate a choice from either **1.**, **2.**, or **3.** below by initialing next to the appropriate item.

1. Selection Of UNDERinsured Motorists Coverage

(Initials)		Premium
_____	**I select UNDERinsured Motorists Coverage at limits equal to the limits of my Liability Coverage.**	$2,715.00

2. Rejection Of UNDERinsured Motorist Coverage

(Initials)	
_____	**I reject UNDERinsured Motorists Coverage.**

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3. Rejection Of UNDERinsured Motorists Coverage At Limits Equal To Liability Coverage Limits

****PLEASE NOTE THAT WE DO NOT OFFER SPLIT LIMITS****

(Initials) _____ I reject UNDERinsured Motorists Coverage at limits equal to the limits of my Liability Coverage and I select the following lower limits:

(Choose one):

Split Limits			OR	Combined Single Limit		
(Initials)		Premium		(Initials)		Premium
_____	$ 15,000/30,000	$ n/a		_____	$ 30,000	$ 395.00
_____	20,000/40,000	n/a		_____	40,000	473.00
_____	25,000/50,000	n/a		_____	50,000	573.00
_____	50,000/100,000	n/a		_____	75,000	n/a
_____	100,000/200,000	n/a		_____	100,000	929.00
_____	100,000/300,000	n/a		_____	200,000	1,452.00
_____	250,000/500,000	n/a		_____	250,000	1,691.00
_____	300,000/300,000	n/a		_____	300,000	1,780.00
_____	500,000/500,000	n/a		_____	350,000	1,903.00
_____	500,000/1,000,000	n/a		_____	500,000	2,192.00
_____	1,000,000/1,000,000	n/a		_____	1,000,000	2,715.00
_____	_____ (Other)	_____		_____	_____ (Other)	_____

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I understand and agree that selection of any of the above options applies to my liability insurance policy and future renewals or replacements of such policy that are issued at the same Bodily Injury Liability Limits. If I decide to select another option at some future time, I must let the Company know in writing.

DO NOT SIGN UNTIL YOU READ

Signed: _____ _____

(Named Insured) **Date**

Attached to application dated: _____

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CINDY ELBERT
INSURANCE
SERVICES

- Business Insurance Programs & Risk Management Services
- Competitive Comprehensive Coverage
- **Professional Prompt Service**

ACCIDENT & SICKNESS INSURANCE ACKNOWLEDGEMENT FORM

Cindy Elbert Insurance Services, as a matter of Agency Policy, offers the above coverage:

This coverage in summary provides benefits to address the many concerns your members have when they become injured or ill, due to their participation as a volunteer. Benefits are provided for Medical Expenses, Loss of Income, Line of Duty Death and many others. **This is an additional coverage and is excluded under most insurance agreements.**

This form serves to acknowledge that the undersigned has been offered this coverage and:

( ) **Accepts** the opportunity to have a quotation provided for this coverage. Completion of an application is are required to provide said quotation and will be provided once this form is received by us:

Signature: _____ Date: _____

NAME OF SERVICE: _____

( ) **Rejects** the opportunity to have a quotation provided for this coverage and with this acknowledgement attesting that the offer of said coverage has been made and hereby declined.

Signature: _____ Date: _____

NAME OF SERVICE: _____

15182 North 75th Ave., Suite 100, Peoria, AZ 85381
Phone: 602.942.3900 • Fax: 602.942.4300

CINDY ELBERT
INSURANCE
SERVICES

- Business Insurance Programs & Risk Management Services
- Competitive Comprehensive Coverage
- **Professional Prompt Service**

January 24, 2018

Chief Mike Farber
Superstition Fire & Medical District
565 N. Idaho Rd.
Apache Junction, AZ 85119

RE: Optional Increased Cyber Liability Coverage

Dear Mike,

This insurance policy now includes Cyber Liability under your general liability policy. There is also a stand-alone cyber liability policy available for you and we have attached a breakdown of coverage differences between what is embedded in your current policy and the stand alone NetSafe Cyber Liability policy.

Also attached is a quote for the stand alone NetSafe Cyber Liability policy and breakdown of limits and premium are below.

Limits	Annual Premium
$100,000/$500,000	$7638.85
$250,000/$1,250,000	$9026.91
$500,000/$2,500,000	$10,415.99

If you would like to apply for this coverage, please contact me at 888-681-1020 x 308 or email kmaneiro@ambulanceinsurance.com

Sincerely,

Cindy Elbert

Please sign below if you wish to decline the increased Cyber coverage:

X_____ X_____
Signature **Date**

15182 North 75th Ave., Suite 100, Peoria, AZ 85381
Phone: 602.942.3900 • Fax: 602.942.4300

ESIP
EMERGENCY SERVICES INSURANCE PROGRAM
BY McNeil&Co.

Date: 1/22/2018

Insurance Proposal For:

Superstition Fire & Medical District
565 N. Idaho Rd.
Apache Junction, AZ 85119

Presented By:	**Emergency Services Insurance Program**
Cindy Elbert Insurance Services, Inc.	Offered by McNeil & Company, Inc.
15182 North 75th Avenue	P.O. Box 5670
Suite 100	20 Church Street
Peoria, AZ 85381	Cortland, NY 13045
	Phone: (800) 822-3747
Phone: (602) 942-3900	Fax: (607) 756-5051
Fax: (602) 942-4300	Website: www.esip.com
Carrier: Arch Insurance Company A.M. Best Rating: A+ Superior	

This proposal is valid for 90 days.

DISCLAIMER

ESIP BY McNeil&Co.

GENERAL CONDITIONS:

This proposal is based on information provided to McNeil & Company by your Agent. An application signed and dated by an official of the entity and the agent/broker must be received prior to binding coverage.

The quotation in this proposal does not necessarily match the coverages or limits requested in any bid specifications and/or application.

Each individual policy contains the actual terms, conditions and exclusions. This proposal highlights certain features and benefits of the program.

Final premium is subject to adjustment based on any changes to limits and coverages received subsequent to the release of this proposal.

OUR PROMISE

ESIP
BY McNeil&Co.

We developed your Insurance Proposal based on information provided by your ESIP insurance agent. We depend on your agent's knowledge of your organization and on interviews with your organization's personnel, to design the best policy and coverages for you. If you have any questions or concerns about the adequacy or appropriateness of the proposed coverage, please discuss them with your ESIP agent. Many of the policy features can be customized to meet your special needs.

In this proposal we outline the various coverages being offered. However this document can not take the place of an actual policy. Only an actual policy contains all of the terms, conditions, and exclusions that affect your coverage. Please review your policies carefully with your agent to be certain that you clearly understand your insurance program.

We believe that the Emergency Services Insurance Program (ESIP) provides emergency service organizations such as yours with the best insurance products available. We promise that you will find our coverage and service to be beyond your expectations!

For more information about ESIP's products and services, visit us on the Internet at www.esip.com.

NAMED INSURED

ESIP BY McNeil&Co.

Named Insured will read on the policy as:

First Named Insured:

Superstition Fire & Medical District

Other Named Insured:

Apache Junction Fire District

Other Named Insureds should include all legal entities under which you operate or own property, including any Fire Company, Volunteer Association, Auxiliary, or Cadet Program. If the named insureds shown above are not correct please advise your ESIP agent.

Basic Coverage Information

Building Valuation	Guaranteed Replacement Cost
Business Personal Property Valuation	Guaranteed Replacement Cost
Coinsurance	Agreed Amount
Building Deductible	$5,000 Single Occurrence Deductible
Business Personal Property Deductible	$5,000 Single Occurrence Deductible
Cause of Loss Form:	Special

Limits of Insurance

Premises 1: 1135 W. Superstition Blvd., Apache Junction, AZ 85120

1 - 1 Fire Station

Building Value: $1,823,260 Business Personal Property: $141,510

Separate Wind Deductible: No

Ordinance or Law Provision: No Sub-Limit

1 - 2 Carport

Building Value: $35,177 Business Personal Property: $0

Separate Wind Deductible: No

Ordinance or Law Provision: No Sub-Limit

Flood: $1,000,000 Per Occurrence and Annual Aggregate $1,000 Deductible

Earthquake: $1,000,000 Per Occurrence and Annual Aggregate $1,000 Deductible

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Premises 2: 3955 E. Superstition Blvd, Apache Junction, AZ 85119

2 - 1 Fire Station

Building Value: $1,823,260 Business Personal Property: $364,652

Separate Wind Deductible: No

Ordinance or Law Provision: No Sub-Limit

2 - 2 Antenna Building

Building Value: $49,256 Business Personal Property: $1,458,608

Separate Wind Deductible: No

Ordinance or Law Provision: No Sub-Limit

2 - 3 Carport

Building Value: $35,177 Business Personal Property: $0

Separate Wind Deductible: No

Ordinance or Law Provision: No Sub-Limit

Flood: $1,000,000 Per Occurrence and Annual Aggregate $1,000 Deductible

Earthquake: $1,000,000 Per Occurrence and Annual Aggregate $1,000 Deductible

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Premises 3: 1455 E. 18th Avenue, Apache Junction, AZ 85119

3 - 1 Maintenance Facility

Building Value: $2,431,013 Business Personal Property: $855,975

Separate Wind Deductible: No

Ordinance or Law Provision: No Sub-Limit

Limits of Insurance

Flood:	$1,000,000	Per Occurrence and Annual Aggregate	$1,000 Deductible
Earthquake:	$1,000,000	Per Occurrence and Annual Aggregate	$1,000 Deductible

---

Premises 4: 1645 S. Idaho Rd, Apache Junction, AZ 85119

4 - 1 Fire Station

Building Value: $3,018,969 Business Personal Property: $182,326

Separate Wind Deductible: No

Ordinance or Law Provision: No Sub-Limit

4 - 2 Carport

Building Value: $35,177 Business Personal Property: $0

Separate Wind Deductible: No

Ordinance or Law Provision: No Sub-Limit

Flood:	$1,000,000	Per Occurrence and Annual Aggregate	$1,000 Deductible
Earthquake:	$1,000,000	Per Occurrence and Annual Aggregate	$1,000 Deductible

---

Premises 5: 565 N. Idaho Rd, Apache Junction, AZ 85119

5 - 1 Administration Building

Building Value: $1,667,937 Business Personal Property: $427,994

Separate Wind Deductible: No

Ordinance or Law Provision: No Sub-Limit

Flood:	$1,000,000	Per Occurrence and Annual Aggregate	$1,000 Deductible
Earthquake:	$1,000,000	Per Occurrence and Annual Aggregate	$1,000 Deductible

---

Premises 6: 7557 E. US Highway 60, Gold Canyon, AZ 85118

6 - 1 Fire Station

Building Value: $2,863,278 Business Personal Property: $151,939

Separate Wind Deductible: No

Ordinance or Law Provision: No Sub-Limit

6 - 2 Carport

Building Value: $35,177 Business Personal Property: $0

Separate Wind Deductible: No

Ordinance or Law Provision: No Sub-Limit

Limits of Insurance

6 - 3 Antenna Building

Building Value: $49,249 Business Personal Property: $1,458,608
Separate Wind Deductible: No
Ordinance or Law Provision: No Sub-Limit

Flood:	$1,000,000	Per Occurrence and Annual Aggregate	$1,000 Deductible
Earthquake:	$1,000,000	Per Occurrence and Annual Aggregate	$1,000 Deductible

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Premises 7: 3945 E. Superstition, Apache Junction, AZ 85119

7 - 1 Fitness Center

Building Value: $609,086 Business Personal Property: $151,939
Separate Wind Deductible: No
Ordinance or Law Provision: No Sub-Limit

Flood:	$1,000,000	Per Occurrence and Annual Aggregate	$1,000 Deductible
Earthquake:	$1,000,000	Per Occurrence and Annual Aggregate	$1,000 Deductible

---

Premises 9: 9294 East Don Donnelly Trail, Gold Canyon, AZ 85118

9 - 1 Fire Station

Building Value: $2,680,192 Business Personal Property: $121,551
Separate Wind Deductible: No
Ordinance or Law Provision: No Sub-Limit

Flood:	$1,000,000	Per Occurrence and Annual Aggregate	$1,000 Deductible
Earthquake:	$1,000,000	Per Occurrence and Annual Aggregate	$1,000 Deductible

---

Premises 10: 3700 E 16th Ave, Apache Junction, AZ 85119

10 - 1 Training Building

Building Value: $0 Business Personal Property: $1,157,625
Separate Wind Deductible: No
Ordinance or Law Provision: No Sub-Limit

Flood:	$1,000,000	Per Occurrence and Annual Aggregate	$1,000 Deductible
Earthquake:	$1,000,000	Per Occurrence and Annual Aggregate	$1,000 Deductible

---

Coverage Extensions Included

Building Ordinance or Law

Contingent Loss to the Undamaged Portion of the Building

Demolition Cost Coverage

Increased Cost of Construction

Business Income/Extra Expense

Actual Loss Sustained; Up to 24 Months

Applies at:

Newly Acquired and Constructed Locations

Non-Owned Fundraising Locations for up to 30 days; No Waiting Period

Locations of Sirens, Antennas, Towers and Similar Structures

Includes Increased Time Due to Enforcement of an Ordinance or Law

Includes Civil Authority with No Mileage Restriction

Computers and Communications Equipment..... $250,000

Broadened Causes of Loss

Software, Data and Valuable Papers.....Included with No Sub-limit

Broadened Causes of Loss

Equipment Breakdown Coverage.....Included with No Sub-limit

Heating and Cooling Systems

Telephone Systems

Communication Equipment

Back-Up Generators

Miscellaneous Electrical Equipment

Hazardous Substance Contamination ($250,000)

Newly Acquired Property..... $2,500,000

Up to 180 Days

Material, Equipment and Supplies ($25,000)

Coverage Extensions Included

Outdoor Property $300,000

Fences

Monuments and Memorials

Paved Surfaces such as Parking Lots and Sidewalks

Trees, Shrubs, Plants and Lawns ($25,000 Each)

Property In Transit $50,000

Broadened Causes of Loss

Property Off Premises $100,000

Broadened Causes of Loss

Uncollected Funds ..... Included With No Sub-Limit

Broadened Causes of Loss

Pollutant Clean-Up $150,000

Debris Removal $100,000

Spoilage $250,000

Money & Securities $50,000

Premises Expanded ..... 1,000 Feet

Outdoor Signs ..... Included With No Sub-Limit

Fire Extinguishing Equipment ..... Cost to Recharge; No Sub-Limit

Property of Others ..... Included With No Sub-Limit

Broadened Causes of Loss (Primary Coverage)

Sewer and Drain Back Up ..... Included With No Sub-Limit

Antiquities, Trophies & Awards ..... Included With No Sub-Limit

Coverage Extensions Included

Crime Reward $25,000

Additional Covered Property ..... Building & Personal Property Limit
Not to Exceed $500,000
Excavations, Grading, Backfilling or Filling
Foundations of Buildings, Structures, Machinery or Boilers
Bulkheads, Pilings, Piers, Wharves or Docks
Retaining Walls that are not part of a Building
Underground Pipes, Flues or Drains

Fungus, Wet Rot, Dry Rot or Bacteria $50,000

Lock and Key Replacement $25,000

Unintentional Omission of Property $500,000

Waived Deductible ..... Up to $1,000
Waiver applies to not more than 3 claims across all lines in any one policy term
Applies if previous 2 policy periods with us were loss free

Glass Deductible ..... Waived if Only Damage

Tenant Glass $10,000

Snow Removal Expense ..... $1,000 per Policy Period

Inventory or Appraisal $50,000

Non-Owned Detached Trailers $10,000

Utility Services (Direct Damage) $50,000

False Pretense ..... Included with No Sub-limit

Garages and Storage Sheds $10,000
Contents in Garage or Storage Shed $1,000

Unscheduled Buildings or Structures Used by the Public $100,000
Contents in Unscheduled Buildings or Structures Used by the Public $10,000

Coverage Extensions Included

Preservation of Property.....90 Days

Limits of Insurance

General Aggregate	$10,000,000
Products/Completed Operations Aggregate	$10,000,000
Each Occurrence	$1,000,000
Personal & Advertising Injury	$1,000,000
Damage to Premises Rented to You *	$100,000
* Damage by Fire, Lightning or Explosion	
Medical Expense	$5,000

Schedule of all Premises you Own, Rent or Occupy

Location 1: 1135 W. Superstition Blvd., Apache Junction, AZ 85120

Location 2: 3955 E. Superstition Blvd, Apache Junction, AZ 85119

Location 3: 1455 E. 18th Avenue, Apache Junction, AZ 85119

Location 4: 1645 S. Idaho Rd, Apache Junction, AZ 85119

Location 5: 565 N. Idaho Rd, Apache Junction, AZ 85119

Location 6: 7557 E. US Highway 60, Gold Canyon, AZ 85118

Location 7: 3945 E. Superstition, Apache Junction, AZ 85119

Location 8: 575 East Baseline, Apache Junction, AZ 85119

Location 9: 9294 East Don Donnelly Trail, Gold Canyon, AZ 85118

Location 10: 3700 E 16th Ave, Apache Junction, AZ 85119

ESIP BY McNeil&Co.

Coverages Included

Non-Owned Aircraft & Watercraft

Owned Watercraft less than 35 feet

Owned Unmanned Aircraft (Drones)

Contractual Liability

Fund Raising Activities

Host Liquor Liability

Temporary Liquor Liability for Events Lasting 10 Days or Less

Members as Insureds

Includes Physicians acting within the scope of their duties for Insured

Fire and Rescue Service Liability

Emergency Services E&O
Medical Malpractice Liability
Dispatcher's Liability
Medical Director's E&O
Good Samaritan Liability

Emergency Services Liability - Claims Made

Unlimited Tail Available
Full Prior Acts
Directors and Officers Liability
Spousal Liability
Estates, Heirs & Legal Representatives Liability
Employee Benefits Liability
Employment Related Practices Liability
Unintentional Release of Individually Identifiable Health Information
Outside Directorships
$100,000 Non-Monetary Relief

Coverages Included

$100,000 Defense of Suits Involving Fair Labor Standards Act

Coverages Included

$100,000 Fines and Penalties Related to Release of Individually Identifiable Health Information

Pollution Liability

On-Premises

Includes Above Ground Fuel Storage Tanks

Off-Premises

$1,000,000 Sub-Limit for Corrective Action Costs

Injury to Volunteers

Fellow Member Liability

Bodily Injury and Property Damage

Property Damage to Rented Premises (other than fire) $50,000

Enhanced Property Damage

Use of Reasonable Force to Protect Persons or Property

Bail Bonds - $5,000

Your Expenses - $1,000 per day

Blanket Additional Insured

Persons or Organizations - As Required by Contract

Managers, Landlords or Lessors of Premises

Lessors of Leased Equipment

Waiver of Subrogation

Newly Acquired/Formed Organizations - 180 Days

Duties in the Event of an Occurrence, Offense, Claim or Suit

Limits Persons Required to Give Notice

Liberalization

Coverages Included

Mental Anguish

Coverages Included

Network Security & Data Breach Liability

Network Security & Data Breach Liability Each Event Limit	$1,000,000
Network Security & Data Breach Liability Aggregate Limit	$10,000,000
Network Security & Data Breach Liability Retroactive Date	03/01/2015

Provides liability coverage for third party claims or suits involving:

- Disclosure, loss or theft of personally identifiable or confidential corporate information in your care, custody or control which is obtained or released from your computer system
- Failure to disclose or warn of the actual or potential disclosure or misappropriation of personally identifiable or confidential corporate information
- Violation of any federal, state or local privacy statute addressing disclosure or misappropriation of personally identifiable or confidential corporate information
- Transmission of malware from your computer system
- A denial of service attack which blocks access to your website or computer system

Coverage applies to personally identifiable information of your members.
Coverage applies to events first discovered and reported during the policy period or any extended reporting period.

Privacy Event Mitigation Expense

Privacy Event Mitigation Expense Each Event Limit	$50,000
Privacy Event Mitigation Expense Aggregate Limit	$50,000
Privacy Event Mitigation Expense Retroactive Date	03/01/2015

Provides coverage for reasonable and necessary fees and expenses for:

- Computer forensic analysis of your computer system to determine the cause and extent of the privacy event
- Review of the privacy event by an approved crisis management or legal firm to advise you of the appropriate response
- Travel by your directors, executive officers or employees which is done to mitigate the damage of a privacy event
- Costs associated with notifying affected parties of the privacy event
- Expenses for services, such as credit monitoring, provided to individuals for the purpose of mitigating the effect of a privacy event on them

Coverage applies to events first discovered and reported during the policy period or any extended reporting period.

Type of Coverage	Limit of Insurance (no deductible applies)
Employee Theft - Blanket Includes All Employees, Volunteers, Board Members and Treasurers	$100,000
Faithful Performance of Duty	Included

Coverage Extensions

Credit Card Forgery $250 Deductible	$10,000

Limits of Insurance

Combined Single Limit Liability (Symbols: 1, 19)	$1,000,000
Medical Payments (Symbols: 7)	$10,000
Uninsured Motorists (Symbols: 6, 19)	$1,000,000
Underinsured Motorists (Symbols: 6, 19)	$1,000,000

Deductibles (Single Occurrence)

Emergency Apparatus Deductible	$5,000

Vehicle Schedule

No.	Year	Make	Model	VIN	ACV	Agreed Value
1	1994	E-One	Pumper LDH	4ENBAAA81R1003125		$197,559
2	2000	Dual	Trailer	4ZBUE0183YK000218	N/A	N/A
3	2000	Freightliner	Tanker	1FV6JLCB3YHB47326		$160,824
4	2000	ALF	Heavy Rescue	1FVHBGA891HH52221		$265,527
5	2000	ALF	Pumper Tanker	4Z3HAACG31RH62838		$397,585
6	1999	ALF	Pumper LDH	4Z36ETDB1XRA87560		$257,608
7	2001	Ford	Ambulance ALS	1FDWF36FS1ED16476		$82,476
8	2003	Ford	Service	1FTYR10D13PA42125		$12,736
9	2003	Ford	Service	1FTNX21P53EB39394		$32,197
10	2002	Ford	Rehab	1FDAE55F42HB77070		$124,894
11	1993	Dodge	First Responder	3B7ME33C7PM112702		$22,029
12	2000	Chevrolet	First Responder	1GCGK29R2YF475776		$23,203
13	2002	Ford	First Responder	1FTSW31F22EC02470		$58,404
14	2004	Ford	First Responder	1FTSW31P34EA50016		$37,322
15	2004	Ford	First Responder	1FTSW31P14EA50015		$37,322
16	2004	Pierce	Pumper	4P1CT02HX4A003776		$510,178
17	1991	Ford	Light Rescue	1FDYK84A1MVA09065		$39,038
18	2005	Ford	First Responder	1FTWW31P55EA66978		$42,505
19	2005	Ford	First Responder	1FDWW37P35EA66979		$39,085
20	2005	Ford	First Responder	1FDWW37P55EA76820		$39,085
21	2006	Ford	First Responder	1FDWF36P86EB58656		$33,266
22	2007	Pierce	Tanker	1HTWGAZT77J385198		$199,160
23	2008	Ford	Service	1FTNF20568EB80594		$17,356
24	2008	Ford	Service	3FAHP07148R141314		$17,907
25	2008	Ford	Service	3FAHP07168R141315		$17,907
26	2008	Pierce	Pumper LDH	4P1CU01H08A007954		$625,902
27	2007	GMC	Heavy Rescue	1GDE5E3287F417094		$194,123
28	2006	Ford	First Responder	1FMPU15536LA61424		$28,642
29	2008	Pierce	Pumper LDH	4P1CU01H98A008083		$691,966
30	2009	Ford	First Responder	1FDAW57R89EA72449		$46,594
31	2012	Pierce	Pumper	4P1CU01D3CA012703		$622,784
32	2012	Pierce	Pumper	4P1CU01D5CA012704		$622,794

KEY: (X) Invalid Vin; # No Liability Coverage; * Automatic Increase; ^ Towing; + Rental Reimbursement; > GRC; ~ Loan or Lease Gap Coverage;

Vehicle Schedule

No.	Year	Make	Model	VIN	ACV	Agreed Value	
33	2011	Pierce	Mini Pumper Type III	1HTWEAZRXCJ564047		$310,304	
34	2005	Cert	Trailer	AZ272615	N/A	N/A	
35	2013	Pierce	Pmp/Tnk	4P1CU01D2DA013326		$1,400,000	
36	2014	Ford	F250	1FT7W2B67EEA92714		$64,501	*>~
37	2014	Ford	Expedition	1FMJU1F54EEF17678		$42,000	
38	2014	Ford	F150	1FTFW1EF3EKD62234		$43,100	
39	2014	Ford	F150	1FTFW1EF1EKD62233		$48,700	
40	2014	Ford	F150	1FTFW1EF5EKG08961		$41,000	
41	2014	Ford	F150	1FTFW1EF7EKG08962		$41,000	
42	2014	Ford	F150	1FTFW1EF9EKG08963		$41,000	
43	2014	Ford	F150	1FTFW1EF0EKG08964		$41,000	
44	2016	Pierce	Tanker	1FVHC5DB9GZ2324		$433,080	*>~
45	2016	Ford	Ambulance Unit C86	1FDUF4GT4GEA39853		$279,392	*>~
46	2016	Ford	Ambulance Unit C87	1FDUF4GT8GEA39855		$279,392	*>~
47	2016	Ford	Ambulance Unit C88	1FDUF4GT6GEA39854		$279,392	*>~
48	2016	Ford	Ambulance Unit C89	1FDUF4GTXGEA39856		$279,392	*>~
49	2016	Ford	Ambulance Unit C90	1FDUF4GT4GEA45474		$279,392	*>~
50	2016	Ford	F150	1FTEW1EF7GFA56001		$43,000	
51	2016	Ford	F150	1FTFW1EF3GFA56002		$63,796	
52	2016	Pierce	Pumper	4P1BAAGF7GA016780		$736,100	
53	2017	Load	Trailer	4ZEUT1827H1122473		$2,600	

KEY: (X) Invalid Vin; # No Liability Coverage; * Automatic Increase; ^ Towing; + Rental Reimbursement; > GRC; ~ Loan or Lease Gap Coverage;

Included Coverages

Scheduled Vehicles

Non - Owned Vehicles (Primary Liability Including Member's Autos)

Hired / Borrowed Vehicles

Members as Insureds

Towing and Labor for Vehicles Carrying Physical Damage

No Sub-Limit Within 250 Miles

$2,500 Beyond 250 Miles

$0 Glass Deductible for Vehicles Carrying Physical Damage

Fellow Member Liability

Automatic Increase for Agreed Value Vehicles 6% Per Year

Injury To Volunteers

Damage to Non-Owned Buildings You Occupy

Garage Liability

Damage to Customer's Autos $50,000

Pollution Liability

For Pollutants Used in Emergency Operations

Waived Deductible

Up to $1,000

Waiver applies to not more than 3 claims across all lines in any one policy term

Applies if previous 2 policy periods with us were loss free

Accidental Discharge of an Airbag for Vehicles Carrying Physical Damage

Enhanced Property Damage

Use of Reasonable Force to Protect Persons or Property

Bail Bonds - $5,000

Your Expenses - $1,000 per day

Blanket Additional Insured

Persons or Organizations - As Required by Contract

Included Coverages

Waiver of Subrogation

Duties in the Event of an Accident, Claim, Suit or Loss

Limits Persons Required to Give Notice

Mental Anguish

Waiver of Immunity

Applicable to Property Damage Claims of up to $250,000

Physical Damage Coverage Information

For Agreed Value Vehicles We Pay the Lesser of:

1. **Agreed Value**

   Constructive Total Loss if Repair Cost Equals 75% of Agreed Value

2. **Actual Replacement Cost**

   Including the Cost to Update to Current Standards

3. **Repair Cost**

   Including Up to 50% Extra to Update Damaged Parts to Current Standards

   Including the Cost to Recertify

For Actual Cash Value Vehicles We Pay:

1. **Actual Cash Value**

   Including the RCV for Special Paint, Decals and Equipment

   Including the Cost to Update to Current Standards

For Guaranteed Replacement Cost Vehicles We Will Increase the Agreed Value to Whatever Amount is Necessary to Equal the Lesser of:

1. **Cost of a New Apparatus**

   Including the Cost to Update to Current Standards

2. **Actual Amount Spent for Repair or Replacement**

Coverage Extensions

Member's Autos

Non-Emergency:

Lesser of Member's Deductible, Cost to Repair or ACV

Emergency:

Lesser of Cost to Repair, or ACV

Plus Towing and Rental Reimbursement $40/day for 30 Days

Rental Reimbursement*

Up to $15,000 in 90 Day Period

Rental Reimbursement - Member's Auto*

Up to $40 Per Day for 30 Days

$1,000,000 Substitute Vehicles*

For Up to 6 Months

Adjusted Based on Owner's Policy Provisions if Other Than ACV

$1,000,000 Newly Acquired Vehicles*

For Up to 60 Days

Adjusted Like Vehicles Scheduled with Agreed Value

$500,000 Hired Vehicles*

Adjusted Based on Owner's Policy Provisions if Other Than ACV

$25,000 Vehicle Debris Removal*

Commandeered and Impounded Vehicles

Primary Coverage

Actual Cash Value or Legal Liability - Whichever is Greater

Adjusted Based on Owner's Policy Provisions if Other Than ACV

Loss of Use and Income

Includes Member's Autos

Property on Loan*

From Federal Excess Property Program or Firefighter Property Program

Actual Cash Value or Cost to Repair or Replace - Whichever is Less

Coverage Extensions

***Coverage Applies if Vehicles are Shown in the Vehicle Schedule with Agreed Value with the Exception of PPT's**

PORTABLE EQUIPMENT

ESIP BY McNeil&Co.

Limits of Insurance

Valuation	Guaranteed Replacement Cost
Deductible (Single Occurrence)	$2,500

Coverage Extensions

Commandeered and Impounded Property

Primary Coverage

Actual Cash Value or Legal Liability - Whichever is Greater

Adjusted Based on Owner's Policy Provisions if Other Than ACV

Loss of Use and Income

Includes Member's ATV's, Watercraft, Golf Carts and Snowmobiles

Member's Personal Property

Cost to Repair or Replace

$0 Deductible

Includes ATV's, Watercraft, Golf Carts and Snowmobiles

Patient's Property	$50,000
Computers in Transit	$25,000
Rental Reimbursement for ACV Vehicles	$40 Per Day For 30 Days
Cost to Recertify	$10,000
Permanently Installed Property Off Premises	$200,000
Equipment Breakdown Coverage	Included
Drones	$25,000
Additional Living Expenses - Members	Up to $1,000
Deductible Reimbursement - Members	Up to $1,000

Damage to Member's Primary Residence

Responding to, while at or returning from an emergency

Waived Deductible	Up to $1,000

Waiver applies to not more than 3 claims across all lines in any one policy term

Applies if previous 2 policy periods with us were loss free

Limits of Insurance

Aggregate*	$20,000,000
Each Occurrence	$10,000,000
Personal & Advertising Injury	$10,000,000
Self Insured Retention	None

* Auto Liability claims are not subject to the aggregate limit

Excess Over

Automobile Liability

- Fellow Member Liability
- Garage Liability

General Liability

- Non-Owned Aircraft & Watercraft
- Owned Watercraft up to 35 feet
- Owned Unmanned Aircraft (Drones)
- Contractual Liability
- Host Liquor Liability
- Fellow Member Liability
- Temporary Liquor Liability

Network Security and Data Breach Liability

Emergency Services Liability

- Directors and Officers Liability
- Spousal Liability
- Estates, Heirs & Legal Representatives Liability
- Employee Benefits Liability
- Employment Related Practices Liability
- Unintentional Release of Individually Identifiable Health Information
- Outside Directorships

Pollution Liability

Fire and Rescue Service Liability

- Emergency Services E&O
- Medical Malpractice Liability
- Dispatcher's Liability
- Medical Director's E&O
- Good Samaritan Liability

Excess Over

Employer's Liability

Excess coverage is subject to approval of underlying policy limits and carrier rating.

SAFETY AND TRAINING

McNeil & Co.'s commitment to our client doesn't end with our comprehensive, industry-tailored polices. More than any other insurance company, we want to help you mitigate risk, increase safety, and control losses. We are proud to offer a variety of valuable Risk Management Services with every policy we write.

ESIP RISK MANAGEMENT SERVICES

- Designated Account Safety Specialist
- Wheelchair Van Safety & Security Checklist
- Motor Vehicle Record (MVR) Reviews
- Sample Policies & Policy Reviews
- Hazardous Materials & Incident Command Pocket Guides
- Employment Practices Hotline
- Alcohol Server Training
- Safe Patient Handling Training
- Sample Liability Waivers
- Safety Posters
- Specialized Safety Forms, Checklists, and Self-Inspection Sheets
- Driver Training & Evaluation Info, including EVOC, accident investigation guides, etc.
- Risk Management Surveys & Recommendations, to help identify potential areas of loss

Don't Forget About

E-LEARNING* BY McNeil&Co.

E-Learning is our internet-based training and tracking management platform with instant, 24/7 access to a wide range of courses. This platform enables your members to access vital information and training anywhere with an internet connection, including via most mobile devices. Our management tools empower your organization's leaders to create customized training programs, track user activity, and easily maintain detailed records. We also offer document dropbox for uploading your own policies and training materials. Training specialists are available to help set up E-Learning for your organization, lead system walkthroughs and tutorials, and provide technical support. Best of all, these services come at no additional cost to you!

For more information on our Risk Management Services or E-Learning, visit esip.com or call 1-800-822-3747 ext. 176.

PREMIUM SUMMARY

ESIP BY McNeil&Co.

Policy Premium

Commercial Package	Included
Commercial Inland Marine	Included
Commercial Umbrella	Included
Total (Including Terrorism):	$140,073

Policy Fees

Arizona Automobile Theft Authority Fee	$53.00
Total:	$53.00

Additional Coverage Lines Available

Accident & Health

Group Life

24hr AD&D

Binding Requirements

*Signed statement of values
*Signed election form
*Signed terrorism disclosure if rejecting coverage