VERSION 1.0

March 20, 2019

BOARD OF DIRECTORS MEETING

March 20, 2019

SUPERSTITION FIRE & MEDICAL DISTRICT BOARD

TODD HOUSE, BOARD CHAIRMAN

KATHLEEN CHAMBERLAIN, BOARD CLERK

JEFF CROSS, BOARD DIRECTOR

JASON MOELLER, BOARD DIRECTOR

LARRY STRAND, BOARD DIRECTOR

Superstition Fire & Medical District

Board of Directors Meeting Agenda

March 20, 2019

Mission Statement

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

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The Board will hold a meeting on Wednesday, March 20, 2019. 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 February 2019 financial reports and bank reconciliations. (BOD #2019-03-01)**

2. **Recognition of employee performance, achievements, and special recognition for community members. (BOD #2019-03-02)**

3. **Call to the Public. (BOD #2019-03-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 #2019-03-03):**

   A. Board Meeting Minutes from February 20, 2019
   B. Executive Session Minutes from February 20, 2019
   C. Purchase of Software for Exchange Server Update

5. **Discussion and possible approval of Resolution 2019-03-20-02 for the annexation of the Arizonian property. (BOD #2019-03-04)**

6. **Discussion, review and possible direction on the Preliminary Budget and the Tax rates for Fiscal Year 2019/2020. (BOD #2019-03-05)**

7. **Discussion, presentation and possible approval of the following Policies brought for review at the February 20, 2019 Board Meeting for final approval at the March 20, 2019 Board Meeting. (BOD #2019-03-06)**
   - 1000 – Recruitment and Selection
   - 1002 – Promotions and Transfers
   - 1003 – Positions
   - 1004 – Classification Specifications
   - 1006 – Fire Officer Development
   - 1007 – Educational Incentives
   - 1010 – Emergency Recall
   - 1012 – Discriminatory Harassment
   - 1013 – Conduct and Behavior

8. **Discussion and presentation of the following Policies brought for review at the March 20, 2019 Board Meeting for final approval at the April 17, 2019 Board Meeting. (BOD #2019-03-07)**

   - 1001 Performance Evaluations
   - 1005 Career Tracks
   - 1007 Educational Incentives
   - 1008 Tuition Reimbursement
   - 1009 Reporting for Duty
   - 1011 Overtime
   - 1016 Personal Projects On-Duty
   - 1017 On-Duty Voting in Statewide Elections
   - 1018 Personnel Records
   - 1019 Commendations & Meritorious Service
   - 1021 Wellness & Fitness Program
   - 1023 Critical Incident Stress Debriefing
   - 1024 Workplace Violence
   - 1025 Lactation Breaks

9. **Reports. (BOD #2019-03-08)**
   <u>Senior Leadership Team (SLT)</u>:
   Fire Chief Mike Farber
   Assistant Chief of Emergency Operations Richard Mooney
   Assistant Chief of Planning & Logistics Richard Ochs
   Administrative Services Director Anna Butel
   Finance Director Roger Wood

10. **New Business / Future Agenda Items. (BOD #2019-03-09)**

11. **Announcements (BOD #2019-03-N/A)**

12. **Adjourn (BOD #2019-03-10)**

NOTICE: The Governing Board may go into executive session for the purpose of obtaining legal advice from the Fire District's attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3).
One or more members of the Governing Board may attend the meeting telephonically.
Governing Board meeting agenda dated and posted (at least 24-hours before the scheduled meeting date and time).

Posted on: March 14, 2019
At: 1500 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 – March 20, 2019
Agenda Item: 1
BOD#: 2019-03-01

Agenda Item Title
Review and approval of the February 2019 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 February 2019 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 **February 2019:**

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

_____ _____

Todd House, Board Chair Date

Governing Board Meeting – March 20, 2019
Agenda Item: 2
BOD#: 2019-03-02

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

Submitted By
Mike Farber – Fire Chief
Richard Ochs – Assistant Chief

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.

Special Recognition for Community Members:

- Troy Mullender, AJPD
- Apache Junction Mounted Rangers

2018 Firefighter of the Year: Ryan Ledbetter
2018 Transportation Services Employee of the Year: Ryan Tonelli

March Service Anniversaries:

13 Years of Service
Fleet & Facilities Support Specialist **Barb Duffel**

7 Years of Service
Firefighter/Paramedic **Matt Dold**
Firefighter/Paramedic **Dan Elliott**
Firefighter **Wayne Emerson**
Firefighter/Paramedic **Lance Frawley**
Firefighter/Paramedic **Brian Garten**
Engineer **Bryan Heun**
Engineer/Paramedic **Ryan Ledbetter**
Firefighter/Paramedic **Matt Perez**
Firefighter/Paramedic **Ryan Philips**
Firefighter/Paramedic **Adam Rodriguez**

2 Years of Service
Paramedic **Joe Potter**

Governing Board Meeting – March 20, 2019
Agenda Item: 3
BOD#: 2019-03-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 – March 20, 2019
Agenda Item: 4
BOD#: 2019-03-03

Agenda Item Title

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

A. Board Meeting Minutes from February 20, 2019 – **Appendix A**

B. Executive Meeting Minutes from February 20, 2019

C. Purchase of Software for Exchange Server Update

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 March 20, 2019."

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Governing Board Meeting – March 20, 2019
Agenda Item: #5
BOD#: 2019-03-04

Agenda Item Title
Discussion and possible approval of Resolution #2019-03-20-02 for the annexation of the Arizonian property.

Submitted By
Fire Chief Mike Farber

Background/Discussion
This annexation will bring $7,500 in annual revenue from the increased Net Assessed Valuation for the District. Once the Board approves the annexation request, the property will become part of the District after 30 days. At that point, the annexation will be recorded by the county.

Financial Impact(s)/Budget Line Item

Enclosure(s)
Resolution #2019-03-20-02

Recommended Motion
"Motion to approve Resolution #2019-03-20-02 for the annexation of the Arizonian property"

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SUPERSTITION FIRE & MEDICAL DISTRICT

Resolution No. 2019-03-20-02
(Annexation of 15976 E. US Highway 60, Gold Canyon, Arizona –
Parcel No. 104-14-001A, 104-14-001E, and 104-14-002C)

[Single Parcel Annexation]

A FORMAL RESOLUTION OF THE ELECTED BOARD OF THE SUPERSTITION FIRE & MEDICAL DISTRICT ORDERING A CHANGE OF THE FIRE DISTRICT BOUNDARIES TO INCLUDE THAT PROPERTY DESCRIBED IN EXHIBIT "A" AS ATTACHED HERETO;

WHEREAS, the Superstition Fire & Medical District Governing Board has been presented with a valid request for annexation of the property described in **Exhibit "A"** as attached hereto, requesting that said property be annexed into the jurisdictional boundaries of the District; and

WHEREAS, the subject property is located within Pinal County and is contiguous to the boundaries of the Superstition Fire & Medical District as shown on the map attached hereto as **Exhibit "B"**; and

WHEREAS, the Superstition Fire & Medical District Governing Board believes that said annexation would be in the best interest of the District and the property owner, and would promote the public health, comfort, convenience, necessity or welfare; and

WHEREAS, all other pertinent requirements of A.R.S. § 48-262 have been addressed and met according to law; and

WHEREAS, the Superstition Fire & Medical District Board has determined that the inclusion of the subject property within the boundaries of the Superstition Fire & Medical District will benefit the Superstition Fire & Medical District and the property owner.

NOW THEREFORE, BE IT RESOLVED that the Fire District Board does hereby find that the proposed annexation satisfies the requirements of A.R.S. § 48-262(I), and does hereby order the change to its boundaries to include the property described above, as more specifically set forth in the attached legal description and map.

APPROVED AND ADOPTED this ____ day of _____, 2019.

_____
Board Chairperson
Superstition Fire & Medical District

_____
Board Clerk

Exhibit A

Application for Annexation Without Petition

(Single Parcel Annexation)

Arizonian Travel Trailer Resort, LLC

APPLICATION FOR
ANNEXATION WITHOUT A PETITION
(Single Parcel Annexation)

Date: February 21, 2019

To: Superstition Fire & Medical District
Attn: Governing Board
565 N. Idaho Road
Apache Junction, AZ 85119

Dear Chairman,

As per A.R.S. § 48-262(I), I would like to request that my property be included into the boundaries of the Superstition Fire & Medical District.

My property is contiguous to the District's current boundaries and is more specifically described as:

Parcel #:	Section/Township /Range:
• 10414001A	• W-658' OF W-1268.75' OF S1/2 NE OF SEC 35-1S-9E 11.99 AC
• 10414001E	• COM AT NW COR OF SW NE OF SEC 35-1S-9E TH E-660' TO POB TH CONT E-610' TH S-1329.69 + OR - TH (APPROX) N-50 DEG W-800' TH N-837.76' TO TPOB SEC 35-1S-9E 14.75 AC
• 10414002C	• BEG @ SE COR. OF W1/2 NE SE OF SEC 35, TH N-403.05' TO POB TH N-49D W-940.22' THE N-1628.68' TH E-708.09' TH S-2242.36' TO POB SEC 35-1S-9E 31.45 AC

Physical Address: 15976 E. US Highway 60
Gold Canyon, AZ 85118

Mailing Address: P.O. Box 28507
if different from above Santa Ana, CA 92799

(A copy of the legal description and a map of this property must be included with this application.)

I appreciate your consideration on this matter and look forward to hearing from you.

Property Owner(s):
Print Name: Arizonian Travel Trailer Resort LLC
Number of people living in this home (if applicable):
Phone Number(s): (949)-836-3123 or (714) 754-1133

Signature of Applicant: (CALVIN M LEUNG)

Signature of Co-Applicant (if applicable): BRIAN LEUNG

For Office Use Only

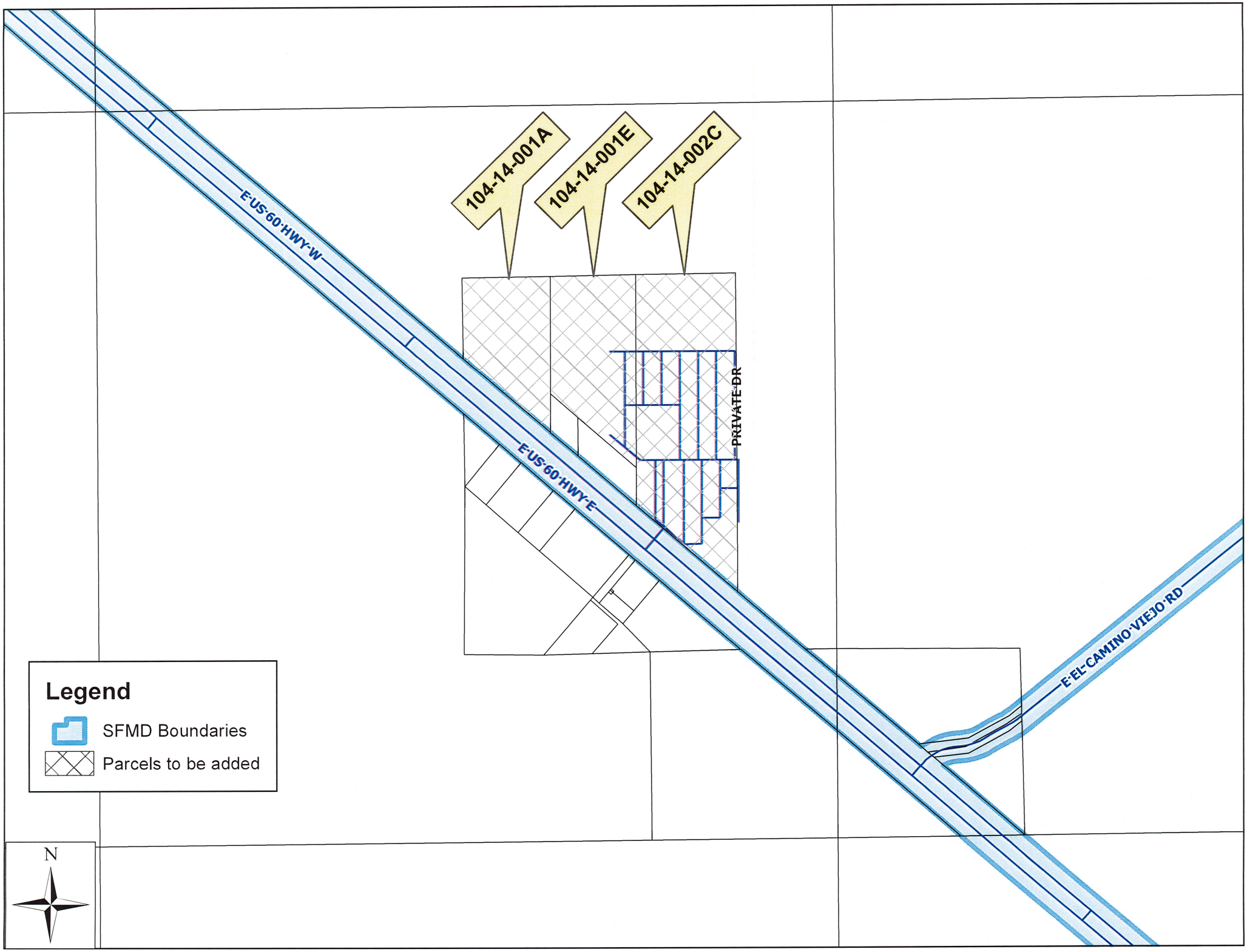
Verification: Is property contiguous to current SFMD property: _____
Date Application received: _____

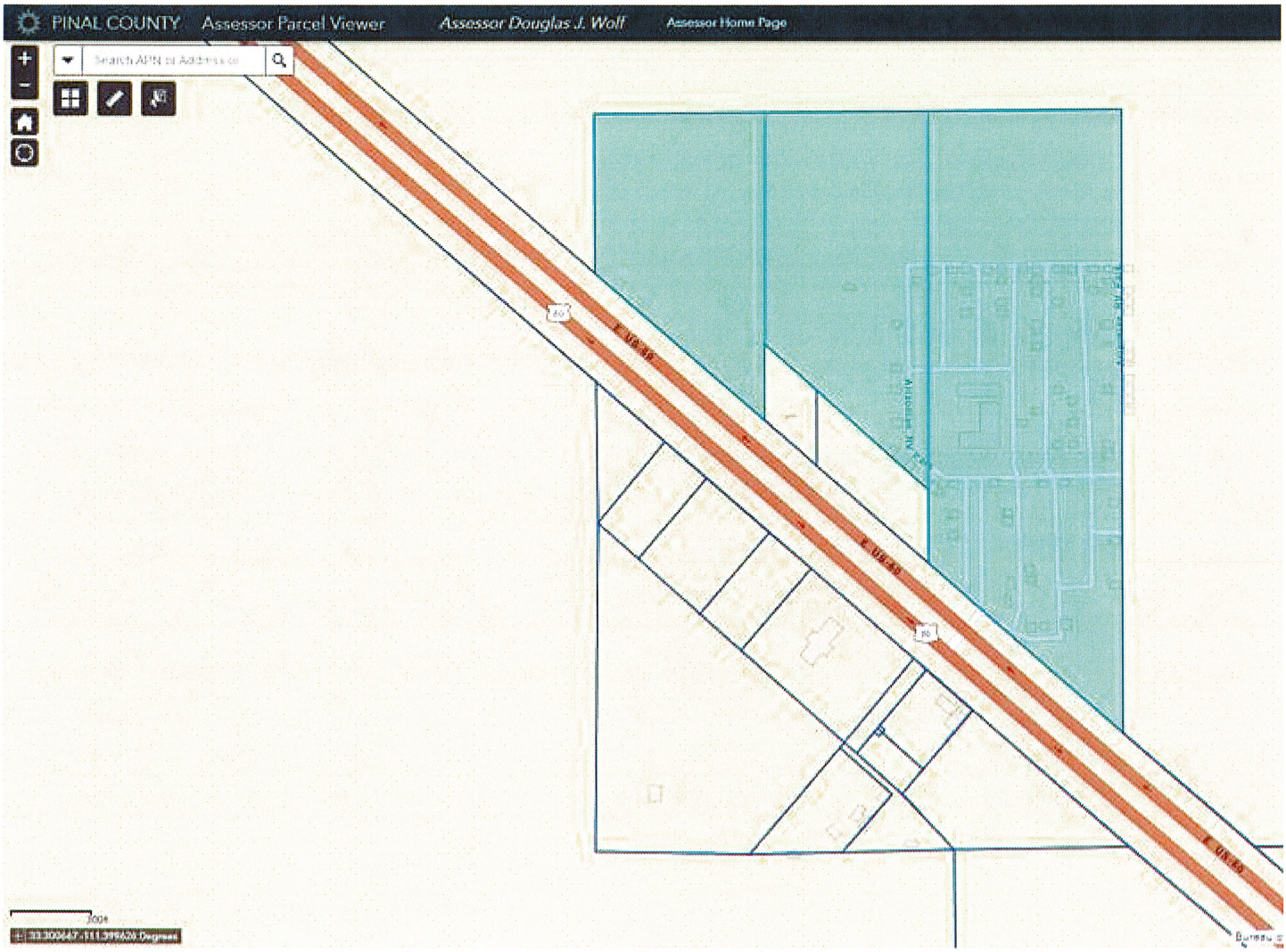
Signature _____ (Title): _____

Exhibit B

Map for Annexation

Arizonian Travel Trailer Resort, LLC


104-14-001A
104-14-001E
104-14-002C
E US 60 HWY W
E US 60 HWY E
PRIVATE DR
E EL CAMINO VIEJO RD
Legend
SFMD Boundaries
Parcels to be added
N



Assessor Parcel Number
10414001A
First Owner Name
ARIZONIAN TRAVEL TRAILER RESORT LLC
Second Owner Name

Property Address

Mailing Address
PO BOX 28507
City
SANTA ANA
State
CA
Zip
92799
Sub or Condo Name

Property Description
W-658' OF W-1268.75' OF S1/2 NE OF SEC 35-1S-9E 11.99 AC
Calculated Parcel Size
11.99
Use Code
0004
Use Code Description
Vacant Land
Property Class Code
02RL

Property Class
Vacant Land / Non-Profit Imp
Number of Floors

Residential Floor Area

Residential Year Built

Last Assessed Limited Property Value (LPV)
293,297
Last Assessed Full Cash Value (FCV)
312,275
Tax Area Code
4300

Assessor Parcel Number
10414001E
First Owner Name
ARIZONIAN TRAVEL TRAILER RESORT LLC
Second Owner Name

Property Address
15976 E US HIGHWAY 60 GOLD CANYON, AZ 85118
Mailing Address
PO BOX 28507
City
SANTA ANA
State
CA
Zip
92799
Sub or Condo Name

Property Description
COM AT NW COR OF SW NE OF SEC 35-1S-9E TH E-660' TO POB TH CONT E-610' TH S-1329.69 + OR - TH (APPROX) N-50 DEG W-800' TH N-837.76' TO TPOB SEC 35-1S-9E 14.75 AC
Calculated Parcel Size
14.75
Use Code
0850
Use Code Description
Commercial
Property Class Code
0402L
Property Class
Rental Residential
Number of Floors

Residential Floor Area
39
Residential Year Built
2001
Last Assessed Limited Property Value (LPV)
724,047
Last Assessed Full Cash Value (FCV)
795,363
Tax Area Code
4300

Assessor Parcel Number
10414002C
First Owner Name
ARIZONIAN TRAVEL TRAILER RESORT LLC
Second Owner Name

Property Address

Mailing Address
PO BOX 28507
City
SANTA ANA
State
CA
Zip
92799
Sub or Condo Name

Property Description
BEG @ SE COR. OF W1/2 NE SE OF SEC 35, TH N-403.05' TO POB TH N-49D W-940.22' THE N-1628.68' TH E-708.09' TH S-2242.36' TO POB SEC 35-1S-9E 31.45 AC
Calculated Parcel Size
31.45
Use Code
0850
Use Code Description
Commercial
Property Class Code
0402I
Property Class
Rental Residential
Number of Floors

Residential Floor Area
194
Residential Year Built
1999
Last Assessed Limited Property Value (LPV)
3,813,183
Last Assessed Full Cash Value (FCV)
3,813,183
Tax Area Code
4300

Governing Board Meeting – March 20, 2019
Agenda Item: 6
BOD#: 2019-03-05

Agenda Item Title
Discussion and review of Budget planning, and approval of the Tax Rates to be used in preparing the Preliminary Budget for Fiscal Year 2019/2020.

Submitted By
Fire Chief Mike Farber
Finance Director Roger Wood

Background/Discussion
A high level overview of the current plans for Fiscal Year 2019 / 2020 budget that includes options for accomplishing a range of strategic compensation & benefits and operational initiatives by fund will be provided for Board discussion and potential direction.

The Board will be asked to set the Tax Rates for Fiscal Year 2019/ 2020 for planning purposes.

Financial Impact(s)/Budget Line Item
NA

Enclosure(s)
A copy of the presentation will be presented to the Board of Directors at the Board Meeting.

Recommended Motion
"Motion to approve the tax rate of $3.25 per hundred dollars of secondary valuation for District operations, a $0.25 special assessment related to the Tax Override Initiative, and $0.18 special assessment related to the 2018 Refinancing Bond for development of the Tentative Budget for Fiscal Year 2019 / 2020."

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Governing Board Meeting – March 20, 2019
Agenda Item: #7
BOD#: 2019-03-06

Agenda Item Title
SFMD Policy Manual – Policies reviewed in February.

Submitted By
Mike Farber, Fire Chief
Anna Butel, Administrative Services Director

Background/Discussion
The following policies were submitted for review in the February Board of Directors meeting.

- 1000 – Recruitment and Selection
- 1002 – Promotions and Transfers (minor revision made during Labor Management – flat rates went to a percentage so the policy would not require revision if the wage scale changed)
- 1003 – Position Descriptions
- 1004 – Classification Specifications
- 1006 – Fire Officer Development
- 1007 – Educational Incentives
- 1010 – Emergency Recall
- 1012 – Discriminatory Harassment
- 1013 – Conduct and Behavior

These are essential policies and are part of the comprehensive Lexipol/SFMD policy manual.

Financial Impact(s)/Budget Line Item
NA

Enclosure(s)
N/A

Recommended Motion
"Motion to approve policies: 1000-Recruitment and Selection; 1002-Promotions and Transfers; 1003-Position Descriptions; 1004-Classification Specifications; 1006-Fire Officer Development; 1007-Educational Incentives; 1010-Emergency Recall; 1012-Discriminatory Harassment; 1013-Conduct and Behavior."

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Governing Board Meeting – March 20, 2019
Agenda Item: #8
BOD#: 2019-03-07

Agenda Item Title
Policy Review – For possible approval in the April 2019 Board of Director Meeting.

Submitted By
Mike Farber, Fire Chief
Anna Butel, Administrative Services Director

Background/Discussion
As you are aware, SFMD is currently creating a new policy manual through the implementation of Lexipol. After your review, we will be seeking approval in the April meeting. Although, these policies require board approval they will not go into effect until the completion of the policy manual. Ideally, we do not want to burden the board with a large manual that requires approval all at once, and we want to avoid membership confusion by having only manual.

Financial Impact(s)/Budget Line Item
NA

Enclosure(s)

- 1001 Performance Evaluations
- 1005 Career Tracks
- 1007 Educational Incentives
- 1008 Tuition Reimbursement
- 1009 Reporting for Duty
- 1011 Overtime
- 1016 Personal Projects On Duty
- 1017 On-Duty Voting in Statewide Elections
- 1018 Personnel Records
- 1019 Commendation and Meritorious Service
- 1021 Wellness and Fitness Program
- 1023 Critical Incident Stress Debriefing
- 1024 Workplace Violence
- 1025 Lactation Breaks

Recommended Motion
No motion at this time.

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Performance Evaluations

1001.1 PURPOSE AND SCOPE

Discretionary MODIFIED

The purpose of this policy is to detail the Superstition Fire & Medical District performance evaluation system, which is used to record work performance for both the District and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance. The report also provides a guide for mutual work planning and review, and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

1001.2 POLICY

Discretionary

Employee performance evaluations will be undertaken based on job-related factors specific to the position occupied by the employee without regard to race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental disability, marital status or sex.

1001.3 PROCEDURE

Discretionary MODIFIED

Within one year of appointment to a supervisory position, all supervisors should attend an approved supervisory course that includes training on the completion of performance evaluations.

Each evaluation will cover a specific time and should be based on the employee's performance during that period. Evaluations are based on observed or documented behavior. If a supervisor becomes aware of or witnesses either outstanding or unsatisfactory performance by an employee, the performance should be noted and a conversation between the employee and the supervisor should take place as soon as practicable after the performance is noted. This conversation is to immediately reinforce outstanding behavior, or correct and counsel unsatisfactory behavior. The supervisor should create a documentation of the performance and the follow-up conversation and use this documentation at the next evaluation period.

At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation rating criteria with each employee. When a non-probationary employee’s job performance falls below the established standards of the job, the supervisor should, as soon as possible , advise the employee in writing in order to provide an opportunity for the employee to improve performance. The involved employee should be provided the opportunity to initial any such writing and respond in writing, if desired. Failure to meet established performance standards is justification for an unsatisfactory rating. Rating factors that are not observed are assumed to be performed at a standard level.

The performance evaluation report will be completed by the employee’s immediate supervisor. Other supervisors directly familiar with the employee’s performance during the rating period should be consulted by the immediate supervisor for their input.

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1001.4 FULL-TIME PROBATIONARY EMPLOYEES

Discretionary MODIFIED

All personnel will serve a 12-month probationary period before being eligible for certification as permanent employees. Probationary firefighters shall be evaluated during the probationary period.

Performance evaluation reports shall be completed as defined by the Department of Human Resources by specific job classification for all other full-time personnel during the probationary period.

1001.5 FULL-TIME PERMANENT STATUS EMPLOYEES

Discretionary MODIFIED

Permanent employees are subject to three types of performance evaluations:

Regular - A performance evaluation report shall be completed twice each year by the employee's immediate supervisor, once in June and the final in December.

Transfer - If an employee is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, an evaluation shall be completed by the current supervisor with input from the previous supervisor.

1001.5.1 RATINGS

Discretionary

Outstanding - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards - Performance that is better than expected of a fully competent employee. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding status.

Meets standards - Performance expected of a fully competent employee and meets the standards required of the position.

Needs improvement - Performance that is less than that expected of a fully competent employee and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the employee and include a structured plan intended to improve performance, with short-interval interim evaluations.

Unsatisfactory - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Written comments should be used by the rater to document the employee's strengths and weaknesses and make any suggestions for improvement. Any job dimension rating marked unsatisfactory or outstanding should be substantiated in the rater comments section.

1001.6 EVALUATION INTERVIEW

Discretionary

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When a supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results with the employee and answer any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the employee comments section of the performance evaluation report.

1001.7 EVALUATION REVIEW

Discretionary

After the supervisor finishes the discussion with the employee, the signed performance evaluation report should be forwarded to the rater's supervisor for review.

The second-level supervisor should review the evaluation for fairness, impartiality, uniformity and consistency, and evaluate the first-level supervisor on the quality of the ratings provided to the employee.

1001.8 RECORDS MANAGEMENT

Best Practice

The original performance evaluation report should be maintained in the employee's personnel file for the tenure of the employee's employment. A copy should be provided to the employee and a copy should be forwarded to the Department of Human Resources.

Performance evaluation reports will be permanently destroyed in accordance with established records retention schedules.

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Career Tracks

1005.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish specific career tracks for each classification specification within the Superstition Fire & Medical District.

1005.2 POLICY

Discretionary

It is the policy of the Superstition Fire & Medical District to ensure that each member is provided to the full extent, and without any limitation, the same access to advancement available to other members in each classification specification. To increase member job satisfaction and retain quality members, the District shall ensure each member understands his/her career track and the opportunity for career advancement. A career track change may also be available, if the member obtains additional education, certification or licensing, which could open other opportunities.

1005.3 PROCEDURE

Discretionary

The Superstition Fire & Medical Department of Human Resources shall maintain all information on classification specifications, promotional opportunities and career tracks.

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Educational Incentives

1007.1 PURPOSE AND SCOPE

Discretionary MODIFIED

The purpose of this policy is to identify the educational incentives available to Superstition Fire & Medical District members pursuant to the memorandum of understanding or the established personnel agreement, and to establish a system of accessing the benefits.

1007.2 POLICY

Discretionary MODIFIED

It is the policy of the Superstition Fire & Medical District that the educational incentives established in the memorandum of understanding or the established personnel agreement shall be available to all members who meet the defined requirements.

Incentive (Full Time)	Annual Amount
Paramedic (Public Safety Only)	$7,500.00
Technical Rescue Team (Public Safety Only)	$1,800.00
SCBA (Public Safety Only)	$1,800.00
Battalion Safety Officer (Public Safety Only)	$2,100.00

Educational Incentive	Annual Amount
Certificate of Completion (Position Specific)	$600.00
College Degree	$1,200.00

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Tuition Reimbursement

1008.1 PURPOSE AND SCOPE

Discretionary

The District appreciates and encourages members who are willing to devote their time to education and training. This tuition reimbursement policy is intended to encourage members to become better qualified for their present duties and to prepare for advancement within the Superstition Fire & Medical District by taking courses from an accredited institution.

1008.2 POLICY

Discretionary

It is the policy of the Superstition Fire & Medical District to establish a tuition reimbursement policy and to review requests for tuition reimbursement to ensure the following criteria are met.

1008.2.1 ELIGIBILITY

Discretionary

Tuition reimbursement eligibility will be limited to full-time employees who have completed at least one probationary period. To be approved, a course must have as its purpose the objective of improving the capacity of the member to perform the duties to which he/she is assigned or to increase his/her readiness to assume broader responsibilities within the realm of public safety. Where practical, members will be encouraged to attend local, accredited public education institutions.

1008.2.2 FUNDS AVAILABILITY

Discretionary

A portion of the employee's costs may be reimbursed in the amount specified by the District. This includes tuition, registration fees, laboratory or similar materials fees, and fees for parking. Specifically excluded are student body fees and fees levied for student services or social activities.

1008.2.3 MAXIMUM CREDIT HOURS PER YEAR

Discretionary

The maximum amount of credit hours that may be claimed for the purpose of tuition reimbursement is determined by the District. Programs with an accelerated course of study leading to a bachelor's, master's or a doctorate degree may be eligible for reimbursement as determined by the Fire Chief but in no case should exceed the limits outlined elsewhere in this policy.

1008.2.4 OTHER CONSIDERATIONS

Discretionary

Correspondence courses are not included in the scope or intent of this policy unless the training is of exceptional value to the District and is not available from any educational institution located within reasonable distance of the Superstition Fire & Medical District.

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Superstition Fire & Medical District vehicles may not be used for transportation to and from a class and no allowance will be given for mileage or transportation costs.

Class attendance and assignments should be completed on the employee's own time. No compensation in any form will be authorized for class attendance or the completion of class assignments.

In order to request a tuition reimbursement, a grade of satisfactory (e.g., C or better) must be achieved for undergraduate courses and a grade of above average (e.g., B or better) must be achieved for graduate courses.

1008.3 PROCEDURE

Discretionary

Approval of the Fire Chief or the authorized designee should be obtained in advance of enrollment. To request reimbursement, satisfactory evidence of fees paid, other allowable expenses and proof of satisfactory completion of the course must be submitted to the Fire Chief or the authorized designee for approval and then forwarded for processing of the payment. Copies of diplomas, certificates or grade notices shall be retained in the employee's file.

1008.4 RESPONSIBILITY

Discretionary

The Department of Human Resources is responsible for Districtwide administration and coordination of this policy. The District should use this policy for employee development in keeping with city goals and with the current and anticipated district needs. The Fire Chief should administer this policy for the employees within the limits of the funds that have been allocated for this purpose.

1008.5 RECORDS

Discretionary

The Training Officer should retain all records of training completed by employees in accordance with established records retention schedules.

1008.6 TAX CONSIDERATIONS

Discretionary

It is highly recommended that employees receiving a reimbursement consult with their tax adviser. Tuition reimbursement may be considered taxable income in some instances. The District will report tuition reimbursement payments to the Internal Revenue Service (IRS) in accordance with state and federal tax codes.

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Reporting for Duty

1009.1 PURPOSE AND SCOPE

Best Practice

This policy describes the district's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

1009.2 POLICY

Best Practice

It is the policy of this district to identify the expectations required of its members when reporting for duty in order to provide efficient and quality services to the community and to provide for the safety of its members.

1009.3 PUNCTUALITY

Best Practice

All members should be punctual and be ready to immediately perform their duties at the assigned time.

1009.4 RELIEF

Best Practice

Members are required to remain on-duty until relieved. Upon entering the station, it is the member's responsibility to contact the member being relieved and receive a briefing.

Captains shall remain on-duty until change-of-crew unless they are relieved or otherwise directed by a Battalion Chief. Captains may not be absent from their place of assignment without the specific permission of a Battalion Chief.

1009.5 READINESS FOR DUTY

Best Practice

Upon reporting for duty, all members should prepare themselves and their gear to be immediately available to respond to calls for service. This should include, but is not limited to, placing personal protective equipment (PPE) on the member's assigned apparatus.

1009.6 PERSONAL APPEARANCE

Best Practice

All members should don the appropriate uniform prior to the start of their work assignments and be properly attired at all times when representing the District. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

1009.7 CLEANLINESS

Best Practice MODIFIED

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All members should keep their persons, uniforms, desks, district vehicles, beds and lockers in a neat and clean condition. If a persistent problem is noticed, the member should be notified immediately.

1009.8 INABILITY TO REPORT FOR DUTY

Best Practice

Members should notify their Captain at his/her duty assignment location as soon as practicable of any inability to report for duty at the time required. If members are unable to make contact with the Captain at the duty station, members should notify the duty Battalion Chief.

1009.9 EMERGENCY RECALL

Best Practice

Upon receipt of an emergency recall, without delay, members should secure and/or stabilize their home and family, and report for duty at the appropriate work location. Members shall recognize the potential for emergency recall and take measures in advance to properly prepare their families. Except when otherwise instructed, members should travel to their normal work assignment once they have received the notice of recall. Members shall not leave their duty assignments until properly relieved. Members shall follow the procedures detailed in the Emergency Recall Policy.

1009.10 RELIEVED FROM DUTY FOR VIOLATIONS

Best Practice

Any Captain may relieve a member under his/her command from duty, when, in the Captain's judgment, an alleged offense committed is sufficiently serious to warrant immediate action. A report of such action shall be immediately made to the appropriate Battalion Chief, followed by written charges and documentation in accordance with district procedures.

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Overtime

1011.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to identify the use and management of overtime by Superstition Fire & Medical District employees and to establish an overtime compensation request process.

1011.2 POLICY

Discretionary

It is the policy of the Superstition Fire & Medical District to maintain a degree of flexibility concerning the overtime policy due to the nature of fire service work and the needs of the District.

1011.3 PROCEDURE

Federal MODIFIED

Overtime may be available due to unforeseen personnel absences, emergency incidents or constant staffing requirements. The Fire Chief or the authorized designee should develop a plan for the fair distribution of both the workload and the income opportunity if a plan is not stipulated in the memorandum of understanding. The plan should consider the District's interest in managing overtime costs.

Any instance of work that requires overtime compensation shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Employees classified as non-exempt by the Fair Labor Standards Act (FLSA) are not authorized to volunteer work time to the District. Non-exempt employees who work authorized overtime and are compensated, either by payment of wages as agreed upon and in effect through the memorandum of understanding or by the allowance of accrual of compensatory time off, should submit a request for overtime payment as soon as practicable after overtime is worked.

The 40 hour administrative employee may request compensatory time in lieu of receiving an overtime payment. However, the employee may not exceed 40 hours as allowed by District rules and regulations, or the FLSA (29 CFR 553.22).

1011.4 OVERTIME COMPENSATION REQUESTS

Discretionary

Employees should submit all overtime compensation requests to their immediate supervisor as soon as practicable for verification and forwarding to the Administrative Services Division. Failure to submit a request for overtime compensation in a timely manner may result in discipline.

1011.5 ACCOUNTING FOR OVERTIME

Discretionary MODIFIED

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Employees should record the actual time worked in an overtime status. In some cases, a memorandum of understanding may stipulate that a minimum number of hours will be paid.

1011.5.1 ACCOUNTING FOR PORTIONS OF AN HOUR

Best Practice **MODIFIED**

Authorized overtime work shall be accounted in the increments as listed or as stipulated in the memorandum of understanding:

TIME WORKED	RECORD
Up to 15 minutes	.25 hour
16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1 hour

1011.5.2 VARIATION IN TIME REPORTED

Best Practice

Where two or more employees are assigned to the same incident or activity, and the amount of time for which compensation is requested varies between the employees, the Battalion Chief or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.

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Personal Projects On-Duty

1016.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

1016.2 POLICY

Discretionary

It is the policy of the Superstition Fire & Medical District to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

(a) Personal projects shall not interfere with emergency response demands.

(b) Personal projects shall not interfere with other assigned station duties.

(c) At their discretion, the Captain or Battalion Chief may deny or revoke permission for a personal project while on-duty.

(d) District equipment or resources shall not be used for personal projects.

(e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.

(f) All district policies must be followed while engaged in the personal project.

1016.3 PROHIBITED PERSONAL PROJECTS

Discretionary

For the purposes of this policy, the following personal projects are prohibited:

(a) Any project for which someone other than the District is compensating the member.

(b) Any project that has no association to the District and/or the fire service.

(c) Any project that has no personal, career-related or promotional value.

(d) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the District.

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On-Duty Voting in Statewide Elections

1017.1 PURPOSE AND SCOPE

State

Although members are encouraged to use alternative voting methods, such as absentee ballots or early voting, this policy provides guidelines to enable members to vote in all statewide elections as prescribed in Arizona law (ARS § 16-206).

1017.2 POLICY

State

It is the policy of the Superstition Fire & Medical District to provide members a reasonable opportunity to vote in all statewide elections in accordance to Arizona law.

1017.3 PROCEDURES

State

Polls are open from 6:00 a.m. to 7:00 p.m. each election day for statewide elections (ARS § 16-565).

Members scheduled to be at work during that time may take up to three consecutive hours off to vote without losing any pay (ARS § 16-402).

Supervisors shall allow members time off to vote according to the following (ARS § 16-402):

(a) Employees may take up to three consecutive hours of paid time off to vote in accordance with Arizona law when application for such time is made prior to the day of the election.

(b) The hours of authorized time off for voting may be specified by the employer in accordance with Arizona law.

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Personnel Records

1018.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish the maintenance of, retention of and access to personnel files in accordance with established law.

1018.1.1 PERSONNEL RECORDS DEFINED

State

Personnel records shall include any record maintained under an individual member's name relating to:

(a) Personal data, including marital status, family members, educational and employment history or similar information.

(b) Medical history, including medical leave-of-absence forms, fitness-for-duty examinations, workers' compensation records, medical releases and all other records that reveal a member's past, current or future medical conditions.

(c) Election of employee benefits.

(d) Member advancement, appraisal or discipline, including member responses to disciplinary actions (ARS § 39-128).

(e) Complaints or investigations of complaints concerning an event or transaction in which the member participated that pertain to the manner in which the member performed official duties.

(f) Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

1018.1.2 EMPLOYEE RECORD LOCATIONS

Best Practice

Personnel records will generally be maintained in one of the following files:

District file - Any file maintained in the office of the District or the Department of Human Resources as a permanent record of a member's employment with the District.

Division file - Any file maintained internally by a member's supervisor in an assigned division for the purpose of collecting information to prepare performance evaluations.

Supervisor log entries - Any written comment, excluding actual performance evaluations, made by a supervisor, concerning the performance or conduct of a member of the District.

Training file - Any file containing the training records of a member.

Investigations file - Any file containing written comments regarding harassment or discrimination claims, misconduct claims, background investigations or reference check responses.

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Medical file - Any separately maintained file that exclusively contains material relating to a member's medical history.

1018.2 POLICY

Best Practice

It is the policy of the District to maintain the confidentiality of its members' personnel records.

1018.3 REQUESTS FOR DISCLOSURE

State

All records kept by Arizona public agencies are considered public unless they are covered by specific disclosure statutes (ARS § 39-121 et seq.).

Upon receipt of a request for disclosure of personnel records, the member's supervisor shall be notified and shall be responsible for notifying the affected member as soon as practicable that such a request has been made.

The Custodian of Records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this may require assistance of the district's legal counsel.

All requests for the disclosure of personnel records that result in access to a member's file shall be logged in the corresponding file.

Nothing in this section is intended to preclude review of personnel files by the Fire Board of Directors, District Counsel or attorneys or representatives of the District in connection with official business.

1018.4 RELEASE OF CONFIDENTIAL INFORMATION

Best Practice

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential personnel file shall be disclosed to any unauthorized person without the express prior consent of the involved member or the written authorization of the Fire Chief or the authorized designee.

1018.5 MEMBER ACCESS TO OWN FILE

State

Any member may request access to his/her own personnel file during the normal business hours of the individual responsible for maintaining such files.

Any member seeking the removal of any item from his/her personnel file shall submit a written request to the Fire Chief via the chain of command. The District shall thereafter remove any such item, if appropriate, or as soon as practicable provide the member with a written explanation why the contested item will not be removed.

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The request and the district's written response shall be retained, with the contested item, in the personnel file. Nothing herein shall require the removal of any item from the file.

Members may be restricted from accessing files containing any of the following information:

- Ongoing investigations, to the extent the District, in its sole discretion, determines that disclosure could jeopardize or compromise the investigation, pending final disposition or notice to the member of the intent to discipline.
- Confidential portions of an investigation which have not been sustained against the member.

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Commendations and Meritorious Service

1019.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines for reporting and collecting reports of exceptional public service and for the evaluation and process for district awards.

1019.2 POLICY

Best Practice

It is the goal of the Superstition Fire & Medical District to recognize members through an awards system for exceptional performance.

1019.3 PROCEDURES

Best Practice

Community and district members may report acts of exceptional public service through any district supervisor.

1019.3.1 TYPES OF AWARDS

Best Practice MODIFIED

The types of awards offered by the Superstition Fire & Medical District include:

(a) Letter of Appreciation from a citizen or coworker

(b) Letter of Appreciation from the Fire Chief

(c) Commendation

(d) Meritorious Service Award

(e) Life-Saving Award

(f) Firefighter of the Year

(g) Transport Services Employee of the Year

1019.3.2 SUBMITTING AWARD NOMINATIONS

Best Practice

Any member may report, in writing, to any supervisor, the exemplary performance of another member.

Any member of the public may submit a nomination by completing an award nomination form, available at all fire stations during normal business hours, and submitting it to the Administrative Services Division.

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Wellness and Fitness Program

1021.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish the guidelines for the Wellness and Fitness Program that will assist members in developing greater stamina and strength; decreasing the risk of injury, disability or death from disease or injury; improving performance; increasing energy; and recovering more quickly from strenuous and exhaustive work.

1021.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District that the wellness and fitness of its members are an organizational priority. The International Association of Fire Fighters (IAFF) and International Association of Fire Chiefs (IAFC) Fire Service Joint Labor Management Wellness-Fitness Initiative (WFI) should serve as a best practice model program for members.

1021.3 PROGRAM COMPONENTS

Best Practice

1021.3.1 MEDICAL EXAMINATIONS

Best Practice

All firefighting members should have an annual medical examination. Medical examination specifics should be established by a qualified health care professional but may include:

- Medical history
- Blood draw/analysis
- Vital signs
- Cardiovascular
- Pulmonary
- Gastrointestinal
- Genitourinary, hernia exam
- Lymph nodes exam
- Neurological exam
- Musculoskeletal
- Urinalysis
- Vision test
- Hearing

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- Chest X-ray (initial baseline and repeat every five years or as required)
- Cancer screening

1021.3.2 FITNESS EVALUATIONS

Best Practice

All firefighting members should have an annual fitness evaluation consisting of an assessment questionnaire (developed by a qualified health care professional or best practice standard) and testing to evaluate both immunization and disease screening, as well as physical fitness and conditioning.

1021.3.3 IMMUNIZATION AND DISEASE SCREENING

Best Practice

All firefighting members should have an annual immunization and disease screening to ensure all recommended vaccinations against work-related exposures are current and that members are free from work-related disease. Specific vaccinations and diseases should be identified by a qualified medical professional and may include:

- Tuberculosis
- Hepatitis C
- Hepatitis B
- Tetanus/diphtheria vaccine (booster every 10 years)
- Measles, mumps, rubella (MMR)
- Varicella (chicken pox)
- Polio
- Influenza
- H1N1
- HIV (optional)

1021.3.4 PHYSICAL FITNESS AND CONDITIONING

Best Practice

A physical fitness and conditioning program should correspond to the physical movement patterns and aerobic capacity required in the performance of firefighter duties. The program should also provide, for example, fitness equipment in fire stations with the available space or a fitness club membership to a facility that is within the fire station's response area. The fitness and conditioning program should be developed in coordination with a trained and certified fitness and conditioning trainer and should comply with the Physical Fitness Policy.

1021.3.5 PEER FITNESS TRAINERS

Best Practice

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Volunteers should be solicited to serve as peer fitness trainers (PFTs). Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements. PFTs will assist in the promotion of the Wellness and Fitness Program and be capable of assisting firefighters on a one-to-one basis to increase levels of fitness.

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Critical Incident Stress Debriefing

1023.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish a Critical Incident Stress Debriefing (CISD) program. The Superstition Fire & Medical District recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

1023.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Crisis response services - Consultation, risk assessment, referral and onsite crisis intervention services provided by a critical incident stress management team to a designated member (ARS § 38-1111).

Critical incident stress - A strong emotional, cognitive or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord and loss of ability to function.

Critical Incident Stress Debriefing (CISD) - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

Critical incident stress management team member - An individual who has completed training through a recognized organization that delivers critical incident stress management training and who is part of a law enforcement, probation, firefighter or emergency medical provider crisis response team (ARS § 38-1111).

1023.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District to implement a CISD program to provide support and professional intervention to members of this district following exposure to situations that are likely to create unusually strong emotional reactions.

1023.3 CISD PROGRAM

Best Practice MODIFIED

The District should maintain the CISD program, the peer support team, and employee assistance program (EAP). The district's Health and Safety Officer serves as the Fire Chief's designee for managing all District CISD programs.

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State, local and peer organizations provide CISD programs and critical incident stress management teams. These resources can prove beneficial and reduce costs.

Functions of the committee include, but are not limited to:

- Providing input and assistance to the development and implementation of the CISD program.
- Recommending the type and content of critical incident-related programs, workshops or seminars.
- Distributing CISD-related information to members.
- Providing the administrative and technical support needed to implement CISD and individual crisis response services.
- Assisting in the recruitment and training of peer support personnel and critical incident stress management team members.
- Coordinating and following up on requests for CISD or individual crisis response services.

1023.4 CISD COMPONENTS

Best Practice

The CISD program should include pre-incident, on-scene and post-incident activities, including education, diffusion of emotional reactions and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support personnel and trained professionals, such as physicians, psychologists or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint Labor Management Wellness-Fitness Initiative, developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

1023.4.1 ACTIVATION

Best Practice

The following are examples of incidents that may initiate CISD or individual crisis response services:

- Major disaster or mass casualty incidents
- Serious injury, death or suicide of a firefighter, police officer or other emergency service provider
- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts unusually heavy media attention

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- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate or delayed emotional response
- Cumulative trauma from multiple incidents

Any time it has been determined that a critical incident has occurred and intervention may be needed, a CISD should be requested. The request may be made either directly to peer support personnel or through the CISD committee. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.

Debriefing may be conducted anywhere there is ample space, privacy and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the incident including, but not limited to, communications personnel, law enforcement officers and paramedics or ambulance personnel.

Any member may request peer support, professional help or crisis response services as needed, on an individual basis.

1023.4.2 CISD PROVIDERS

Best Practice

CISD providers should include mental health professionals and peer support members.

(a) The duties and responsibilities of mental health professionals include the following:

1. Supervise and advise on all clinical aspects of the program.
2. Ensure the quality of CISD services.
3. Offer clinical support and program guidance to the CISD committee and peer support personnel.
4. Assist in the selection of new peer support personnel.
5. Provide guidance to peer support personnel.
6. Assist in training peer support personnel and with continuing education.
7. Advise on the development of policy and written operational CISD protocols.

(b) Mental health professionals involved in the CISD program should have the following qualifications:

1. Be a licensed mental health professional.
2. Be trained and experienced in a recognized CISD model.

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3. Demonstrate experience in counseling emergency services personnel.

(c) The duties and responsibilities of peer support members include the following:

1. Assist and support the CISD mental health professionals as necessary.
2. Provide referrals to mental health professionals, where appropriate.
3. Provide support and basic education to members and their families.
4. Serve as a CISD provider with mental health professionals.
5. Complete training and supervision necessary for the role.

(d) Members involved in the CISD program as peer support personnel should have the following qualities:

1. Good negotiating skills
2. Ability to communicate effectively
3. The respect and trust of peers
4. Ability to maintain confidentiality
5. Ability to adhere to established limits and criteria
6. Ability to learn about the psycho-social process
7. Good listening skills
8. Good rapport with fellow emergency workers
9. Sensitivity to the problems of others
10. Be an emergency service provider or a member of a related service
11. Possess experience and knowledge about the types of incidents and situations to which members may be exposed

Peer support personnel should participate in both initial and continuing education and training regarding CISD principles and procedures.

1023.5 DEBRIEFING

Best Practice

The form of CISD utilized should depend upon how early the intervention is activated and the nature of the incident. The use of one format does not preclude the use of others for the same critical incident.

Common formats for CISD include:

(a) On-scene debriefing: Peer support personnel or mental health professionals respond to the scene as observers and advisers to watch for the development of acute

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reactions. They may offer encouragement and support, check on the well-being of personnel and allow for individual discussion of feelings and reactions.

(b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support personnel. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.

(c) Formal debriefing: Debriefing led by a CISD program mental health professional and peer support personnel that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support and understanding.

(d) Follow-up debriefing: If deemed necessary, follow-up may be facilitated by the CISD mental health professional and peer support personnel several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, CISD is not a critique of district operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during a debriefing process. Everyone is equal.

Following any intervention, should members feel a need for additional assistance, contact may be made with peer support personnel or a CISD committee member to obtain information regarding a referral.

1023.6 ATTENDANCE

Best Practice

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in CISD.

Under special circumstances, the supervising officer may make attendance mandatory. Even if attendance is mandatory, members should not be obligated to speak or express their feelings during the CISD.

During debriefings, members involved should be out of service with radios, pagers or other distractions turned off.

1023.7 ROTATION OF PERSONNEL

Best Practice

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Incident Commanders should minimize members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

Trained peer support personnel may make a request to their Captain or Battalion Chief for relief or reassignment during a shift to participate in CISD activities. The peer support personnel should provide a number of on-scene services, including on-site evaluation, encouragement and consultation. They should also be considered an available resource for assignment to rehab, medical or other areas as needed.

Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. The Battalion Chief is responsible for making the appropriate arrangements.

Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

1023.8 CONFIDENTIALITY

State

The District considers all CISD interventions and individual crisis response services, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

The only exceptions to confidentiality should be when (ARS § 38-1111):

(a) There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable and there are means to contact the person.

(b) Participants divulge information that falls under any applicable state mandatory reporting duties.

(c) The member has given express consent to divulge the applicable information.

(d) The member has voluntarily testified to the information, which may compel the CISD member to testify to his/her knowledge of the same.

(e) The information relates to a violation of law or policy that is normally enforced by a law enforcement agency.

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Workplace Violence

1024.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to make clear that the District does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior which is or can be perceived as threatening, hostile and/or violent.

1024.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District to provide and maintain a safe work environment for its employees, volunteers and members of the public.

In responding to any violent behavior in the workplace, the District is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses and those instigating the harm.

1024.3 PROHIBITED BEHAVIOR

Best Practice

No member shall engage in, encourage or promote violent behavior toward any person while conducting district business or on district property.

District management is prohibited from authorizing members to carry weapons while engaged in district business, unless carrying a weapon is required by the assigned duty and there are policies and procedures in place that govern the approval, use and/or display of the weapon.

No member engaged in district business shall carry weapons in violation of applicable state or local laws or this policy.

Also see the Carrying Weapons On-Duty Policy.

1024.4 REPORTING AND INVESTIGATING

Best Practice

1024.4.1 MEMBER RESPONSIBILITY

Best Practice

District members who experience, observe or have knowledge of prohibited behaviors and actions in the workplace have a responsibility to report the situation as soon as practicable to a supervisor, a manager or a human resources representative and to the local police department, if a threat has been made or a crime has occurred.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

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1024.4.2 SUPERVISOR, MANAGER, BATTALION CHIEF AND ASSISTANT CHIEF/ DIRECTOR RESPONSIBILITIES

Best Practice

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

1024.4.3 INVESTIGATION

Best Practice

The Administrative Services Division will promptly, impartially and with as much confidentiality as practicable, coordinate the investigation of all reports of violent behavior.

District members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

1024.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR

Best Practice

District members who are victims of domestic violence or other threatening behavior outside of the workplace, or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisor.

Supervisors receiving any such report shall contact the Administrative Services Division as soon as practicable so that any appropriate safety measures or plans may be developed.

1024.5 RETALIATION PROHIBITED

Best Practice

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify his/her supervisor.

1024.6 RESTRAINING ORDERS

Best Practice

Members who obtain a restraining order listing their workplace, person or the District as a protected area must provide a copy of the restraining order to their immediate supervisor or the Administrative Services Director. The District needs this information in order to provide a safe workplace.

1024.7 FOLLOW-UP ACTION

Best Practice

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Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law and the applicable collective bargaining agreement before the District takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include, but are not limited to, the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

1024.8 LEGAL ACTION

Best Practice

The district's legal counsel will determine if a temporary restraining order or injunction should be sought on behalf of the District to reduce future or threatened violent behavior in the workplace.

1024.9 CORRECTIVE ACTIONS

Best Practice

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include, but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the Employee Assistance Program (EAP).
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention and corrective actions.

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1024.10 WORKPLACE VIOLENCE PREVENTION

Best Practice

All district members are responsible for assisting in the prevention of violence in the workplace.

The District will provide appropriate training to members regarding workplace violence.

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy, and shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence.

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Lactation Breaks

1025.1 PURPOSE AND SCOPE

Federal

The purpose of this policy is to provide reasonable accommodations to any member desiring to express breast milk for her infant child.

1025.2 POLICY

Federal

It is the policy of the Superstition Fire & Medical District to provide, in compliance with the Fair Labor Standards Act (FLSA), reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her nursing child for up to one year after the child's birth (29 USC § 207).

1025.3 LACTATION BREAK TIME

Federal

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portions of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid.

Members desiring to take a lactation break shall notify the Dispatch Center or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt district operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1025.4 PRIVATE LOCATION

Federal

The District will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from coworkers and the public (29 USC § 207).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

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Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

1025.5 STORAGE OF EXPRESSED MILK

Best Practice

Any member storing expressed milk in any authorized refrigerated area within the District shall clearly label it as such and shall remove it when the member ends her shift.

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Governing Board Meeting – March 20, 2019
Agenda Item: 9
BOD#: 2019-03-08

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.

- **Senior Leadership Team**
- **Labor**
- **Sanctioned Committees**

Recommended Motion:
N/A

Go to Item 10

Go to Agenda

Governing Board Meeting – March 20, 2019
Agenda Item: 10
BOD#: 2019-03-09

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 11

Go to Agenda

Governing Board Meeting – March 20, 2019
Agenda Item: 11
BOD#: 2019-02-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 12

Go to Agenda

Governing Board Meeting – March 20, 2019
Agenda Item: 12
BOD#: 2019-03-10

Agenda Item Title
Adjournment

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

Go to Agenda

Appendix A

A. **Board Meeting Minutes from Febuary 20, 2019**

Submitted By
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)
February 20, 2019 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

February 20, 2019

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE SUERSTITION FIRE & MEDICAL DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON WEDNESDAY, FEBRUARY 20, 2019. 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 House called the meeting to order at 5:30 PM.

B. Pledge of Allegiance

The Pledge of Allegiance led by Director Strand.

C. Roll Call

Board Members in attendance were Chairman Todd House, Clerk Kathleen Chamberlain, Director Jeff Cross, Director Jason Moeller and Director Larry Strand.

Senior Leadership Team in attendance were Fire Chief Mike Farber, Assistant Chief Richard Mooney, Assistant Chief Rick Ochs, Finance Director Roger Wood, Administrative Services Director Anna Butel and Acting Deputy Chief Jeff Cranmer.

Legal Counsel William Whittington and Board Secretary and HR Generalist Sherry Mueller attended.

1. Review and approval of the January 2019 financial reports and bank reconciliations. (BOD #2019-02-01)

Motion by Director Strand to approve the January 2019 financial reports and bank reconciliations. **Seconded** by Director Moeller.

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

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2019-02-02)

Special Recognition:

Retired Fire Captain/Paramedic **Mike Gregorie** – Presented with a Life Saving Award

Responding Crew: Captain/Paramedic Mark Castaneda, Engineer John Christensen, Firefighter/Paramedic Dave Endres, Firefighter Sean Matuszewski, Paramedic Crystal Martin and EMT Jake Lesher.

February Employee Service Anniversaries were recognized:

- **Paul Perkins,** Captain/Paramedic – 29 Years of Service
- **Anna Butel,** Administrative Services Director – 19 Years of Service
- **Carlos Rivera,** Captain/Paramedic – 19 Years of Service
- **Vaughn Croshaw,** Fleet Services Manager – 10 years of Service
- **David Endres,** Firefighter/Paramedic – 6 Years of Service
- **Monte Fuller,** Firefighter – 6 Years of Service
- **Anthony Martinez,** Firefighter – 6 Years of Service
- **Chris Furgeson,** Firefighter/Paramedic – 6 Years of Service
- **Eileen Blackstone,** EMS Coordinator – 3 Years of Service
- **Sherry Mueller,** Human Resources Generalist – 3 Years of Service
- **Crystal Martin,** Paramedic – 1 year of Service

3. Call to the Public. (BOD #2019-02-N/A)

None.

4. Consideration and possible approval of all consent agenda items listed below (BOD #2019-02-03):

A. Board Meeting Minutes from January 16, 2019
B. Work Session Minutes from January 28, 2019
C. Renewal of Contract for Property and Casualty Insurance Service

Motion by Director Moeller to approve all consent agenda items.
Seconded by Director Cross.

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

5. Discussion of the Fiscal Year 2019/2020 Tax Abstract for Pinal and Maricopa Counties, and its impact on the development of the Fiscal Year 2019/2020 Revenue Budget. (BOD #2019-02-04)

Finance Director Roger Wood stated that we received information from Pinal and Maricopa County regarding the NAV FY19/20. Our NAV (Net Asset Value) went up 5.26%. The NAV increase that we received from Pinal and Maricopa County represents approximately $650,000 for the General Fund. The NAV increase of 5.26% for the 200 Fund (Capital Fund) is worth an additional $50,472 in tax revenues. We still have not heard from Salt River Project (SRP). SRP's NAV will be coming to us in March, which will be approximately $5000. This is informational only and no action is required by the Board.

6. **Discussion and possible approval of Resolution #2019-02-20-01 for the annexation of the Kauffman Homes properties. (BOD #2019-02-05)**

Fire Chief Mike Farber said Kaufman Homes will be building over 250 homes in 2019 in Apache Junction and want to be annexed into the District. This will mean over $100,000 in revenue for the District. The City of Apache Junction unanimously approved this annexation. This must also be brought to the SFMD Board for approval. If approved, the Kaufman Homes will become a part of the district 30 days after your approval.

Motion by Director Strand to approve Resolution #2019-02-20-01 for the annexation of the Kauffman Homes properties.
Seconded by Director Cross.

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

Fire Chief Mike Farber asked that before we move on to the next item, he would like to recognize some individuals for an incident we had with AJPD Captain Mullander. Due to the quick thinking of Paramedic Joe Potter, Firefighter Nat Erickson and EMT Jack Hafer, they were instrumental in saving the life of Captain Mullander.

7. **Discussion and possible approval of annexation of the Arizonian properties. (BOD #2019-02-06)**

Fire Chief Mike Farber said the owner of the Arizonian Properties is anxious to be annexed into the District. We have started the application process for this to happen. We will be adding this item to the March 2019 Board meeting.

8. **Discussion, presentation and possible approval of the following Policies brought for review at the January 16, 2019 Board Meeting for final approval at the February 20, 2019 Board Meeting. (BOD #2019-02-07)**

- 201 - Emergency Action Plan & Fire Prevention
- 210 - Solicitation of Funds
- 318 - Safe Haven Newborn Law
- 321 - Scene Preservation
- 322 - Child Abuse
- 323 - Disposition of Valuables
- 324 - Carrying of Weapons on Duty
- 325 - Performance of Duties
- 326 - Adult Abuse
- 327 - Traffic Collisions

- 328 - Line of Duty Death & Serious Injury Investigations
- 329 - National Fire Incident Reporting System (NFIRS)
- 332 - Grocery Shopping On-Duty

The Board of Directors were provided with a revised copy of policy 332 – Grocery Shopping On-Duty, which had been slightly modified from the original version.

Motion by Director Cross to approve policies Emergency Action Plan & Fire Prevention, Solicitation of Funds, Safe Haven Newborn Law, Scene Preservation, Child Abuse, Disposition of Valuables, Carrying Weapons on-Duty, Performance of Duties, Adult Abuse, Traffic Collisions, Line-of-Duty Death & Serious Injury Investigations, National Fire Incident Reporting System (NFIRS) and Grocery Shopping on-Duty. **Seconded** by Director Strand.

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

9. Discussion and presentation of the following Policies Brought for review at the February 20, 2019 Board Meeting for final approval at the March 20, 2019 Board Meeting. (BOD #2019-02-08)

- 1000 – Recruitment and Selection
- 1002 – Promotions and Transfers
- 1003 – Positions
- 1004 – Classification Specifications
- 1006 – Fire Officer Development
- 1007 – Educational Incentives
- 1010 – Emergency Recall
- 1012 – Discriminatory Harassment
- 1013 – Conduct and Behavior

Board review only. No Motion.

10. Discussion and possible approval of Sick Leave Buy-Out at the time of retirement. (BOD #2019-02-09)

Fire Chief Mike Farber began with an overview of previous discussions on the subject of Sick Leave Buy-Out with the Board. He discussed previous years and hours of sick time used going back to Fiscal Year 2011/2012. In April 2014, Telestaff went into effect. With Telestaff, instead of calling in sick, employees could just go into Telestaff and use sick time. In Fiscal Year 2014/2015, we went from 100% sick time buyout to 60% sick time buyout at the time of retirement. Sick time usage steadily increased after Fiscal Year 2014/2015. The overall perception of our employees was that our sick leave is not worth what it used to be.

Overtime costs began to increase as sick time usage increased. We believe that changing the sick time buyout back to 100% (at the time of retirement) may decrease sick time usage and decrease overtime costs. If we were to decide to do this, it wouldn't cost the District anything for 2 years. Over a five-year period, it would cost the District $244,000 considering all those in DROP at this time.

Clerk Kathleen Chamberlain is concerned that we do not really know if this will impact the use and/or abuse of sick time. We don't really know what the impact in 2021 will be, which may be significant. Clerk Chamberlain thinks we should put a committee together to come up with some other possible ideas that would reduce the use of sick time abuse (if it is occurring), not encourage people that are sick to not use their sick time, while at the same time come up with a payout system for those who are not using sick time.

Director Cross agreed with Clerk Chamberlain on all the points that she made and we should form a committee to explore alternatives. Director Cross supports the Galveston plan/process, which may be expensive, but so would a 100% buyout. Director Strand also agrees that a committee should be formed before we make any decisions.

Captain John Walka (VP Labor Union) and Director Moeller supports the 100% buyout.

No Motion was made. Chairman House directed Staff to form a committee and bring more options back to the Board in the April 2019 Board meeting.

11. Discussion and possible approval regarding the District's Annual PSPRS Pension Funding Policy #2019-02 (House Bill 2097) effective on July 1, 2019. (BOD #2019-02-10)

Fire Chief Mike Farber stated that this is for the purpose of transparency to the public on how we plan to fund our pension going forward, which is a requirement of House Bill 2097. This will be reviewed on an annual basis.

Motion by Director Strand to approve the District's PSPRS Annual Pension Funding Policy #2019-02 in accordance with House Bill 2097 and ARS §38-863.01

Seconded by Director Cross.
Vote 5 ayes, 0 nays. **MOTION PASSED.**

12. Reports (BOD #2019-02-11)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- Station 264 and Chaplain Doubt served a homeless man and his dog by feeding them and Chaplain Doubt drove the man and his dog to Globe, where he needed to go.
- Calvin Leung, owner of the Arizonian, agreed to annexation of the Arizonian for next month's Agenda
- Safety Audit – great review
- All employee evaluations have been completed for the first time in more than 20 years.
- Labor and management with Chief Duran on the RBO process
- Served as a judge for a talent show
- New Recruits start February 25th
    - Chris Wohlforth, Mark Nelson, John Rankin, Matt Leon

Assistant Chief of Operations Richard Mooney

- Golden Sun RV Resort
    - Bake Potato Bar – 200 attendees
    - Donated $1400 to Wildland Div.
    - A-Shift E263/B261 accepting
- Phoenix Recruit Academy Graduation; January 25th
    - Clint Musgrave
    - Brian Dover
    - Kevin Montgomery
    - RTO; Captain Dustin Farber
- MVA at San Marcos & Broadway, January 29th
    - All three Probationary Firefighters were at the scene (First 3N1)
- January 24th: Dryer Fire at 1540 S. Tomahawk – KOA
- February 18th: Structure Fire at 2175 W. Southern – Defensive Fire
- TRT Training
    - Rope Rescue with new Petzel Belay System

Assistant Chief of Planning & Logistics Richard Ochs

- Work has begun on our new Pierce Engine
- Risk Management Report – McNeil & Co.
- Campground USA (Tomahawk and US60)
- Bela Corona development (area of Ironwood and Southern)
- February; approx. 400 sixth grade students will learn Hands Only CPR
- February 9th Participated in the City of AJ Outdoor Expo
- February 16th First Aid with AJ Little League Coaches
    - Captain Rivera and Crew
- February 23rd SFMD to Lead Lost Dutchman Days Parade
- February 21-24 Serving as EMS Provider for LDD Rodeo

- February 28th SFMD Hosting Arizona Fire & Burn Educators Association Quarterly Meeting/Training at the RTC.

Administrative Services Director Anna Butel

- Deputy Chief Testing Process; March 26, 2019
- Benefits Kick Off Meeting; February 26, 2019
- Dave Bowen and Brian Olsen hired as new TSP 42 Hour EMT's

Finance Director Roger Wood

- 2018 Worker's Compensation Audit is complete.
  - District owed an additional $3,272, which equates to an additional 2.1% of budgeted total.
- Capital Replacement Schedule Update meeting planned for February 26th.
  - Summary presented to Board at March BOD meeting.
- Refinancing Bond forecasts being prepared.
  - Pay off early?
  - Results presented to Board at March BOD meeting.

Pension Board
N/A
Board Sanctioned Committees
N/A

13. Executive Session for discussing the Bourgeois letter. The Board may vote to go into executive session pursuant to §ARS 38-431.03(A)(3) for discussion or consultation for legal advice and possible instructions to the District's attorney relating to the same pursuant to §ARS 38-431.03(A)(4). (BOD #2019-02-12)

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.

Motion by Director Strand to go into Executive Session 6:40 PM pursuant to §ARS 38-431.03(A)(3) for legal advice with an attorney regarding the Bourgeois letter and possible instructions to the District's Attorney relating to the same pursuant to §ARS 38-431.03(A)(4).

Seconded by Director Moeller.
Vote 5 ayes, 0 nays. **MOTION PASSED.**

14. Possible instructions to legal counsel regarding the Bourgeois letter. (BOD #2019-02-13)

The Board reconvened into the Public Session at 6:59 PM.

Motion by Director Moeller to proceed as directed by Legal Counsel in the Executive Session.
Seconded Director Strand.

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

15. New Business / Future Agenda Items. (BOD #2019-02-14)
Add Sick Leave committee results on the April 2019 Board Agenda.

16. Announcements (BOD #2019-02-N/A)

The Lost Dutchman Days Parade is on Saturday2/23/19). Any Board Member who would like to ride on the Fire Engine during the Parade is welcome to do so.

17. Adjourn (BOD #2019-02-15)
Motion by Director Strand at 7:02 PM to adjourn the meeting. **Seconded** by Director Cross.

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

Governing Board Approval:

_____
Board Clerk Kathleen Chamberlain
Sherry Mueller

Appendix X

C. Purchase of Software for Exchange Server Update

Submitted By
Anna Butel, Administrative Services Director
Lauren Daniel, Software Administrator & IT Specialist

Background / Discussion
This software update will bring SFMD's Microsoft Exchange (email) server to the most up-to-date version. As new software versions are released, the older versions are no longer supported by Microsoft. They need to be updated to maintain proper functionality and security.

This is a planned expenditure that is part of a 5-year plan for the District's technology infrastructure.

Financial Impact/Budget Line Item
200-70-73520-15 – Computer Software
$19,098.57

Enclosure(s)
PNI Estimate 9579

4625 S. Ash Ave
Suite J-5
Tempe, AZ 85282
602.454.0471
480.775.6069

Quote

Date	Estimate #
1/31/2019	9579

Name / Address

Superstition Fire & Medical District
565 N. Idaho Rd.
Apache Junction, AZ 85219

Description	Qty	Cost	Total
Exchange Server Replacement			
Microsoft Windows Server 2019 Standard - License - 2 Core - Volume - Microsoft Open License - Single Language - PC 2LIC	5	136.25	681.25T
Microsoft Exchange Server 2019 Standard - License - 1 Server - Volume - Microsoft Open License - Single Language - PC	1	861.25	861.25T
Microsoft Exchange Server 2019 Standard CAL - License - 1 User CAL - Volume - Microsoft Open License - Single Language	150	107.50	16,125.00T

Subtotal	$17,667.50
Sales Tax (8.1%)	$1,431.07
Total	**$19,098.57**

The numbers represented above are to be used as an estimate for the projects discussed. The above Cost Summary does in no way constitute a warranty of final price. Estimates are subject to change if project hardware specifications or availability are changed or costs for outsourced services change. All Pricing is good for no longer than 7 days subject to hardware availability. There will be no refunds/returns on ordered product. Estimates do not include shipping costs. If you agree to purchase this equipment/service you agree to the terms and conditions stated in this estimate.

Signature _____