

VERSION 1.0
January 15, 2020



BOARD OF DIRECTORS MEETING

JANUARY 15, 2020

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

January 15, 2020

Mission Statement

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

The Board will hold a meeting on Wednesday, January 15, 2020. 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 December 2019 financial reports and bank reconciliations. (BOD #2020-01-01)**
- 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2020-01-02)**
- 3. Call to the Public. (BOD #2020-01-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 #2020-01-03):**
 - A. Board Meeting Minutes from December 18, 2019
 - B. Executive Session Minutes from December 18, 2019
- 5. Discussion, presentation, and possible approval for the SFMD's Financial Statements and Independent Auditor's Report for Fiscal year ending June 30, 2019. As required by Arizona Revised Statutes §48-253, submitted by Henry & Horne, LLP. (BOD #2020-01-04)**
- 6. Discussion and possible action regarding the approval and adoption of a planning calendar and process for Fiscal Year 2020/2021 SFMD Revenue and Expenditure Budget. (BOD #2020-01-05)**

7. **Discussion and possible approval of Board's direction on the hiring (procurement) of an external consulting firm to facilitate the search for the next fire chief for the District. (BOD #2020-01-06)**
8. **Discussion and possible action regarding the apparatus purchase of a Pierce Fire Engine. (BOD #2020-01-07)**
9. **Discussion, presentation and possible approval of the following Policies brought for review at the December 18, 2019 Board Meeting for final approval at the January 15, 2020 Board Meeting. (BOD #2020-01-08)**
 - 500 Patient Care Reports
 - 503 Pre-Hospital Medical Care Directives
 - 505 Controlled Substance Accountability
 - 705 Mobile Data Terminal Use
 - 706 – Knox Box and Other Access Box Systems - Revised
 - 710 Non-Official Use of District Property
10. **Discussion and presentation of the following Policies brought for review at the January 15, 2020 Board Meeting for final approval at the February 19, 2020 Board Meeting. (BOD #2020-01-09)**
 - 402 – Fire Investigations
 - 409 – Youth Firesetter Referrals
 - 410 – Fire Watch Services
 - 701 – Personal Communication Devices
 - 703 – Use of District Vehicles
 - 704 – Information Technology Use
 - 707 – Communications Operations
 - 708 – Public Alerts
 - 709 – Photography and Electronic Imaging
 - 1022 - Physical Fitness
 - 1100 - Facility Security
11. **Reports. (BOD #2020-01-10)**
 - Senior Leadership Team (SLT):**
 - Fire Chief Mike Farber**
 - Assistant Chief of Emergency Operations Richard Mooney**
 - Assistant Chief of Planning & Logistics Richard Ochs**
 - Deputy Chief Jeff Cranmer**
 - Administrative Services Director Anna Butel**
 - Finance Director Roger Wood**
 - Captain John Walka**
 - Transportation Services Manager Billy Warren**
12. **Possible vote to go in to Executive Session pursuant to ARS §38-431.03(A)(1) for personnel matters regarding the fire chief's performance evaluation and ARS §38-431.03(A)(3) for legal advice. (BOD #2019-12-11)**
 - a) Confirmation that the fire chief has received at least 24 hours advanced notice of this proposed executive session for the fire chief to determine whether the performance evaluation should occur during the public session.

Note that executive sessions are confidential pursuant to ARS §38-431.03(C)

- 13. Discussion and possible action regarding the Fire Chief Evaluation process. (BOD #2019-12-12)**
- 14. New Business / Future Agenda Items. (BOD #2020-01-13)**
- 15. Announcements (BOD #2020-01-N/A)**
- 16. Adjourn (BOD #2020-01-14)**

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: January 9, 2020

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 – January 15, 2020

Agenda Item: 1

BOD#: 2020-01-01

Agenda Item Title

Review and approval of the December 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 December 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 **December 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



December 2019

Governing Board Meeting – January 15, 2020

Agenda Item: 2

BOD#: 2020-01-02

Agenda Item Title

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

Submitted By

Fire Chief Mike Farber

Assistant Chief Rick Ochs

Background/Discussion

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

Historical Information

January Anniversaries

31 Years – Engineer, **John Christensen**

19 Years – Captain / Paramedic, **Rob Bessee**

17 Years – Engineer / Paramedic, **Chuck Hanson**

3 Years – Firefighter / Paramedic, **Brian Dover**



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Governing Board Meeting – January 15, 2020

Agenda Item: 3

BOD#: 2020-01-n/a

Agenda Item Title

Call to the Public

A.R.S. §38-431.01(H)

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

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

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

Background / Discussion

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

Scheduled

None



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Governing Board Meeting – January 15, 2020

Agenda Item: 4

BOD#: 2020-01-03

Agenda Item Title

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

- A. Board Meeting Minutes from December 18, 2019 – **Appendix A**
- B. Executive Session Meeting Minutes from December 18, 2019

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 January 15, 2020.”



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Governing Board Meeting – January 15, 2020

Agenda Item: 5

BOD#: 2020-01-04

Agenda Item Title

Discussion and possible approval of the Fire District’s Independent Auditor’s Report and related financial statements for the fiscal year ending June 30, 2019, as required by Arizona Revised Statute §48-253, and as presented by Aaron Funk, CPA, Audit Supervisor – Henry & Horne, LLP – Certified Public Accountants.

Submitted By

Roger Wood, Finance Director
Fire Chief Mike Farber

Background/Discussion

The District’s annual audit was completed as required by A.R.S. §48-253. Mr. Funk will be attending the Board meeting to present information regarding the audit, and will be available to answer questions from the Board.

Financial Impact

None.

Enclosures

A hardcopy of Audit report will be provided to Board Member’s at the Board Meeting.

Recommended Motion

“Motion to approve the Fire District’s Independent Auditor’s Report and related Financial Statements for the fiscal year beginning July 1, 2018 and ending on June 30, 2019, as submitted by Aaron Funk, CPA, and to direct Staff to submit the auditor’s report to Pinal County and Maricopa County as required by ARS§48-253.”



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Governing Board Meeting – January 15, 2020

Agenda Item: 6

BOD#: 2020-01-05

Agenda Item Title

Discussion and possible approval of a planning calendar and process for Fiscal Year 2020/2021 SFMD Revenue and Expenditure Budget.

Submitted By

Finance Director Roger Wood

Fire Chief Mike Farber

Background/Discussion

Enclosed for reference and review is the proposed schedule and planning calendar for budget preparation over the next six (6) months. This schedule represents a streamlined version of similar and successful methodologies and processes used in past years to ensure the most efficient use of Staff time.

The schedule details Governing Board planning, activity, and decisions occurring at the regularly scheduled Governing Board meetings (the third Wednesday of each month). The final adoption of the FY 2020/2021 budget is scheduled on July 15, 2020, which coincides with the regularly scheduled meeting for the month.

Following past practice, the proposed budget planning calendar considers key items such as:

- On February 19, 2020, Staff will provide the Governing Board a summary of the preliminary property tax abstracts from Pinal County and the corresponding preliminary Revenue Budget estimate for FY2020/2021.
- Labor and Management will be meeting throughout the budget planning process to ensure discussion and consideration of items of mutual interest. The Labor organization may choose to make a presentation to the Board at the March Governing Board meeting. This allows Staff approximately one month to provide funding information on any Labor proposals for the April Board meeting.
- Staff will also be meeting with the unrepresented employees to discuss their items of interest for the upcoming budget year, as is done for the represented employees.
- At the March 18, 2020 Governing Board meeting, Staff will present the FY2020/2021 Key Initiative(s) Summary, and a high level summary of the status of budget development. This meeting will also be a time when the Board may choose to discuss any funding or program additions or changes they feel may be necessary.
- After receiving specific direction from the Board at the March meeting, the Fire Chief and Staff will discuss the **Preliminary** Budget status at the May 20, 2020 Board meeting.
- The **Tentative** Budget adoption is scheduled for the June 17, 2020 Board meeting, at which time the Board can encourage public comment for the official public hearing that will occur during the board meeting scheduled on July 15, 2020.
- On June 18, in compliance with §A.R.S. 48-805.02(A), the **Consolidated Tentative Budget** will be posted in three public places and a complete copy of the Tentative Budget will be published on the District's website for the required minimum 20 days for public comment.



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- Staff is proposing the regularly scheduled Board meeting on July 15, 2020 be designated as the time for the public hearing and adoption of the FY 2020/2021 budget. The adopted budget will then be submitted to both Pinal and Maricopa County and the State of Arizona before the July 31 deadline.

Staff recommends approval of the Budget Planning Calendar for FY 2020/2021 budget planning.

Financial Impact

N/A

Enclosure(s)

FY 2020/2021 Budget Planning Calendar

Recommended Motion

“Motion to adopt the Fiscal Year 2020/2021 Budget Planning Calendar as presented, and to schedule the July Governing Board Meeting for Wednesday, July 15, 2020 at 5:30 pm when the Fiscal Year 2020/2021 budget will be adopted.”



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SUPERSTITION FIRE & MEDICAL DISTRICT FISCAL YEAR 2020 / 2021 BUDGET CALENDAR - GOVERNING BOARD

<i>BUDGET TIMELINE ACTIVITY</i>	<i>DUE DATE</i>	<i>RESPONSIBILITY</i>
Board Meeting: <ul style="list-style-type: none"> • Discuss FY 2020 / 2021 Budget Planning Process • Distribute FY 2020 / 2021 Budget Planning Calendar 	01/15/20	CHIEF FARBER
Board Meeting: Budget Development <ul style="list-style-type: none"> • Review Tax Abstracts & Preliminary Revenue Budget Estimates • Discuss Funding Priorities & Planning Tax Rate 	02/19/20	CHIEF FARBER
Board Meeting: Budget Development <ul style="list-style-type: none"> • Discuss Initiative / Program Goals • Discuss High Level Status of Budget Development 	03/18/20	CHIEF FARBER
Budget Spending Cut-Off Date for Non-Essential Spending	05/01/20	DISTRICT
Board Meeting: Budget <ul style="list-style-type: none"> • Discuss Preliminary Budget Status 	05/20/20	CHIEF FARBER
Board Meeting: Budget <ul style="list-style-type: none"> • TENTATIVE BUDGET ADOPTION FOR FISCAL YEAR 2020 / 2021 	06/17/20	GOVERNING BOARD
Publish & Post Consolidated Tentative Budget <ul style="list-style-type: none"> • 20-Day Public Comment Period Begins (6/18/20 through 7/15/20) 	06/18/20	ADMIN STAFF
Fiscal Year 2020 / 2021 Begins	07/01/20	
Board Meeting: Final Public Hearing & Adoption <ul style="list-style-type: none"> • FINAL PUBLIC HEARING & BUDGET ADOPTION FOR FISCAL YEAR 2020 / 2021 	07/15/20	GOVERNING BOARD
Budget Submittal to Pinal County & State of Arizona	07/16/20	ADMIN STAFF

Governing Board Meeting – January 15, 2020

Agenda Item: #7

BOD#: 2020-01-06

Agenda Item Title

Discussion and possible approval of Board’s direction on the hiring (procurement) of an external consulting firm to facilitate the search for the next fire chief for the District.

Submitted By

Jeff Cross, Board Director / Ad Hoc Committee Member

Kathleen Chamberlain, Board Clerk / Ad Hoc Committee Member

Roger Wood, Finance Director / Ad Hoc Committee Member

Background/Discussion

The Ad Hoc Committee was formed to gather information relevant to the search for the next fire chief of the District when Fire Chief Mike Farber retires.

One of the first steps in the search for the next fire chief is for the Board to decide the following:

- A. Does the Board want to require Competitive Written Bids for the Professional Services?
- B. Or does the Board want to waive the need for Competitive Written Bids for the Professional Services, and pursue a sole source approach?

Based on direction from the Board, the Ad Hoc Committee will bring additional information to the February 19, 2020 Board Meeting, including a draft Request for Proposal (RFP) for the external consulting firm, if that is the direction the Board decides to pursue.

Financial Impact(s)/Budget Line Item

N/A

Enclosure(s)

Preliminary Planning Calendar for the new fire chief search (for discussion purposes).

Recommended Motion

“Motion to require Competitive Written Bids for the procurement of Professional Services related to the search for the new fire chief.”

OR

“Motion to waive Competitive Written Bids for the procurement of Professional Services related to the search for the new fire chief.”



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**Superstition Fire & Medical District
Fire Chief Search Timeline**

Start Date	Days to Complete	End Date	Activity
1/15/2020	Board Meeting		Direction from Board on external consulting firm
1/16/2020	27	2/12/2020	Draft RFP for external consulting firm, review with Board
2/12/2020		2/12/2020	Draft RFP to Sherry for Board Deck
2/19/2020	Board Meeting	2/19/2020	Board approves RFP
2/24/2020	44	4/8/2020	Post RFP and get responses, to Sherry on 4/8/20 for Board Deck
4/15/2020	Board Meeting	4/15/2020	Board review of RFP responses, selection of external consulting firm
4/16/2020	55	6/10/2020	Draft job posting and job description (with external consulting firm)
6/17/2020	Board Meeting	6/17/2020	Board approve job posting and job description
6/18/2020		6/18/2020	Post Job posting for response
6/18/2020	26	7/14/2020	Process job posting responses
7/15/2020	30	8/14/2020	Board review of responses
8/15/2020	30	9/14/2020	7 – 8 Candidates selected for further evaluation
9/15/2020	45	10/30/2020	Candidate evaluation, 3-4 candidates selected for Board interviews
10/31/2020	45	12/15/2020	Interviews scheduled, travel plans made
Holiday Blackout period			
1/17/2021	30	2/16/2021	Board interviews
2/17/2021	Board Meeting	2/17/2021	Board decision on offer
2/18/2021	12	3/2/2021	Offer communicated / Offer Accepted
3/3/2021	60	5/2/2021	60 Days Resignation notice submitted by new chief to current employer
5/3/2021		5/3/2021	First Day for New Chief
Days of Overlap	28		
5/31/2021	Memorial Day	5/31/2021	Final day for Chief Farber at SFMD
6/1/2021			Start date at SFMD

Governing Board Meeting – January 15, 2020

Agenda Item: #8

BOD#: 2020-01-07

Agenda Item Title

Apparatus Purchase, Pierce Fire Engine

Submitted By

Assistant Chief Rick Ochs

Background/Discussion

Senior Staff is seeking Board approval for the purchase of a new Custom Pumper. The SFMD had completed a competitive pricing process in 2018 which resulted in the purchase of a Pumper which is identical to this purchase. The SFMD has now completed a lengthy design process with Hughes Fire Equipment, and through FireRescue GPO / NPPGov. We have chosen to purchase a Pierce Velocity Custom Pumper (proposal attached) through Hughes Fire Equipment. Funding has been allocated for this Pumper in the 2019/2020 fiscal budget in the amount of \$724,518.00.

The attached proposed price of this pumper is \$710,060.87. A few changes to the design have been requested which result in a price increase of approximately \$3,193.60, making the total cost now approximately \$713,254.47. However, it is possible that unforeseen changes could increase the price slightly. SLT is asking the Board to approve the purchase which will not exceed a total price of \$724,518.00. The expected completion date of the apparatus is 8-13 months after contract execution.

The proposed price is based on the SFMD paying 100% of the purchase price (approximately \$713,254.47) prior to January 31, 2020.

Financial Impact(s)/Budget Line Item

Not to Exceed \$724,518

Enclosure(s)

Quote

“Motion to approve the purchase of a new Pierce Velocity Pumper through Hughes Fire Equipment for a total price not to exceed \$724,518.00. The Board is authorizing the Fire Chief and the Finance Director to sign the purchase order and the Hughes/Pierce purchase agreement.”



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CUSTOMER CHANGE ORDER FORM

CUSTOMER: Superstition Fire

JOB #:

Item	Date	A/D	Option Code	Description	Qty	Customer Price	Info/STF	Spcl.
1	1/8/2020	D	555486	Steps 4 door cab dual Imp/Vel	1	(\$981.90)		
2	1/8/2020	A	746365	Steps 4 door cab dual Imp/Vel 2" shorter bottom spacing	1	\$1,980.34		
3	1/8/2020	D	759440	Compartment storage Crew cab both sides roll up door	1	(\$2,305.98)		
4	1/8/2020	A	741802	Compartment storage Crew cab both sides Lap door	1	\$2,938.48		
5	1/8/2020	C	766467	Seats all vinyl all change qty from 6 to 5	1	(\$65.00)		
6	1/8/2020	D	604863	Seat Belt Height Adjustment, 6 Seats, Imp/Vel, Dash CF	1	(\$270.54)		
7	1/8/2020	A	604864	Seat Belt Height Adjustment, 5 Seats, Imp/Vel, Dash CF	1	\$251.99		
8	1/8/2020	A	74012	Scuffplate, Brushed S/S, Inside Each Compt Door qty 12 doors	1	\$2,300.65		
9	1/8/2020	C	4047	Alum, .188" Smooth Aluminum, "DA", on Compt Floor qty 4 to qty 5	1	\$144.23		
10	1/8/2020	A	502354	Hose Reel, 1/2 HP Rewind Motor (EP) IPO 1/3 HP	1	\$131.33		
11	1/8/2020	D	99999	Credit for AC warranty charge previous unit #32973	1	(\$1,530.00)		
12	1/8/2020	A	99999	Estimated cost for light bar change	1	\$600.00		
13						\$0.00		
14						\$0.00		
15						\$0.00		
16						\$0.00		
17						\$0.00		
18						\$0.00		
19						\$0.00		
20						\$0.00		
21						\$0.00		
22						\$0.00		
23						\$0.00		
24						\$0.00		
25						\$0.00		
26						\$0.00		
27						\$0.00		
28						\$0.00		
29						\$0.00		
30						\$0.00		
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32						\$0.00		
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34						\$0.00		
35						\$0.00		
36						\$0.00		
37						\$0.00		
38						\$0.00		
39						\$0.00		
40						\$0.00		
41						\$0.00		
42						\$0.00		
43						\$0.00		
44						\$0.00		
45						\$0.00		
46						\$0.00		
47						\$0.00		
48						\$0.00		
49						\$0.00		
TOTAL CHANGES MADE TO ORDER PER VEHICLE						\$3,193.60		
SALES TAX IS NOT INCLUDED IN CHANGE COST								

Changes Authorized by:

Date:



November 22, 2019

Superstition Fire & Medical District, AZ
One (1) Velocity Pumper EM597
Build Location: Appleton, WI

Proposal Price	\$ 682,929.00	
Arizona State Sales Tax @ 5.60%		38,244.02
Phoenix Sales Tax @ 2.70%		18,439.08
PHX Transportation Plan Tax @ 0.3% of \$10,303.00		30.91
Total Bid Price Including Sales Tax		\$ 739,643.01
Less chassis progress payment discount	(11,611.00)	
<small>The chassis progress payment in the amount of \$387,044.00 will be due three (3) months prior to the ready for pick up from the factory date.</small>		
Less payment upon completion @ factory discount	(6,591.00)	
* Deduct for 100% pre-payment with contract	(9,113.00)	
<small>If this option is elected, the discount is in addition to the chassis progress payment discount and the payment upon completion at the factory discount.</small>		
Subtotal including all pre-pay discounts	655,614.00	
Arizona State Sales Tax @ 5.60%		36,714.38
Phoenix Sales Tax @ 2.70%		17,701.58
PHX Transportation Plan Tax @ 0.3% of \$10,303.00		30.91
Total Bid Price Including Pre-Pay Discounts & Sales Tax		\$ 710,060.87

Terms:

Based on the current delivery schedule the unit would be ready for delivery from factory within 7.5 to 13.5 months after contract execution. Delivery is subject to change pending Pierce's delivery schedule at order placement.

The above pricing is valid until January 31, 2020. If order is not submitted prior to that date, a 3% price increase will be required.

The above quote is subject to change.

An invoice will be provided 30 days prior to the chassis payment due date if elected.

If payment discount options are not elected standard payment terms will apply: Final payment will be due 30 days after the unit leaves the factory for delivery. If payment is not made at that time a late fee will be applicable.

Purchasing documents will be between Hughes Fire Equipment and the Customer.

An invoice will be provided upon order processing for the 100% prepayment if elected.

The proposal price is based on the unit being purchased through FireRescue GPO / NPPGov. This pricing is only valid for a FireRescue GPO / NPPGov purchase on PPA MPA for RFP No. 1420. Member ID# M-5718602

Transportation of the unit to be driven from the factory to Apache Junction, AZ is included in the pricing. However, if we are unable to obtain necessary permits, due to the weight of the unit, and the unit must be transported on a flat bed, additional transportation charges will be the responsibility of the purchaser. We will provide pricing at that time if necessary.

One (1) factory inspection trip for two (2) fire department customer representatives is included in the above pricing. The inspection trip will be scheduled at a time mutually agreed upon between the manufacture's representative and the customer. Airfare, lodging and meals while at the factory are included. If the Department elects to forgo an inspection trip \$1,850.00 per traveler (per trip) will be deducted from the final invoice.

Governing Board Meeting – January 15, 2020

Agenda Item: #9

BOD#: 2020-01-08

Agenda Item Title

SFMD Policy Manual – Policies reviewed in December 2019.

Submitted By

Mike Farber, Fire Chief

Anna Butel, Administrative Services Director

Background/Discussion

In the December 2019 Board of Directors meeting, the following policies were submitted for review:

- 500 – Patient Care Reports
- 503 – Pre-Hospital Medical Care Directives
- 505 – Controlled Substance Accountability
- 705 – Mobile Data Terminal Use
- 706 – Knox Box and Other Access Box Systems (*minor revisions removing terminology not used by SFMD*)
- 710 – Non-Official Use of District Property

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

Financial Impact(s)/Budget Line Item

N/A

Recommended Motion

“Motion to approve policies: Patient Care Reports, Pre-Hospital Medical Care Directives, Controlled Substance Accountability, Mobile Data Terminal Use, Knox Box and Other Access Box Systems and Non-Official Use of District Property.”



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Governing Board Meeting – January 15, 2020

Agenda Item: #10

BOD#: 2020-01-09

Agenda Item Title

Policy Review – For possible approval in the February 2020 Board of Directors 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 on these policies in the subsequent month's board 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 comprehensive manual that requires approval all at once, and we want to avoid membership confusion by having only manual.

Financial Impact(s)/Budget Line Item

N/A

Enclosure(s)

New Policies for Review – **Go to APPENDIX "B" for Policies**

- 402 – Fire Investigations
- 409 – Youth Firesetter Referrals
- 410 – Fire Watch Services
- 701 – Personal Communication Devices
- 703 – Use of District Vehicles
- 704 – Information Technology Use
- 707 – Communications Operations
- 708 – Public Alerts
- 709 – Photography and Electronic Imaging
- 1022 – Physical Fitness
- 1100 – Facility Security

Recommended Motion

No motion at this time.



Go to Item 11
Go to Appendix B

Go to Agenda

Governing Board Meeting – January 15, 2020

Agenda Item: 11

BOD#: 2020-01-10

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**

Recommended Motion:

N/A



Go to Item 12

Go to Agenda

Governing Board Meeting – January 15, 2020

Agenda Item: #12

BOD#: 2020-01-11

Agenda Item Title

Possible vote to go in to Executive Session pursuant to ARS §38-431.03(A)(1) for personnel matters regarding the fire chief's performance evaluation and ARS §38-431.03(A)(3) for legal advice. (BOD #2019-12-11)

- a) Confirmation that the fire chief has received at least 24 hours advanced notice of this proposed executive session for the fire chief to determine whether the performance evaluation should occur during the public session.
- b) Note that executive sessions are confidential pursuant to ARS §38-431.03(C)

Submitted By

Legal Counsel William Whittington

Background/Discussion

In the October meeting, the board of directors gave direction for the completion of the annual Fire Chief evaluation. Staff completed the 180 Internal evaluation form and sent them to Mr. Whittington. The SFMD board of directors were to complete the (Professional Growth and Development Guidance) evaluation form for the Fire Chief for the December meeting.

Financial Impact(s)/Budget Line Item

N/A

Enclosure(s)

N/A

Recommended Motion

"Motion to go into Executive Session pursuant to ARS §38-431.03(A)(1) at (STATE TIME) for personnel matters regarding the fire chief's performance evaluation and ARS §38-431.03(A)(3) for legal advice"



Go to Item 13

Go to Agenda

Governing Board Meeting – January 15, 2020

Agenda Item: #13

BOD#: 2020-01-10

Agenda Item Title

Discussion and possible action regarding the Fire Chief Evaluation process.

Submitted By

Legal Counsel William Whittington

Background/Discussion

In the October meeting, the board of directors gave direction for the completion of the annual Fire Chief evaluation. Staff completed the 180 Internal evaluation form and sent them to Mr. Whittington. The SFMD board of directors were to complete the (Professional Growth and Development Guidance) evaluation form for the Fire Chief for the December meeting.

Financial Impact(s)/Budget Line Item

Enclosure(s)

N/A

Recommended Motion

TBD



Go to Item 14

Go to Agenda

Governing Board Meeting – January 15, 2020

Agenda Item: 14

BOD#: 2020-01-13

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 15

Go to Agenda

Governing Board Meeting – January 15, 2020

Agenda Item: 15

BOD#: 2020-01-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 16

Go to Agenda

Governing Board Meeting – January 15, 2020

Agenda Item: 16

BOD#: 2020-01-14

Agenda Item Title

Adjournment

Recommended Motion:

“Motion to adjourn the Board meeting.”



[Go to Agenda](#)

Appendix A

A. Board Meeting Minutes from December 18, 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)

December 18, 2019 Board Meeting Minutes





Superstition Fire & Medical District

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

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565 North Idaho Road
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Governing Board Meeting Minutes

December 18, 2019

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE SUPERSTITION FIRE & MEDICAL DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON WEDNESDAY, DECEMBER 18, 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 Cross.

C. Roll Call

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

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

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

1. Review and approval of the November 2019 financial reports and bank reconciliations. (BOD #2019-12-01)

Motion by Director Strand to approve the November 2019 financial reports and bank reconciliations.

Seconded by Director Cross.

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

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2019-12-02)

SFMD Early Organizational History – Review of Captain Ron Dennis and early organizational history

Special Recognition – Community Member Pam Frentz – saved another community member from a burning home on November 12, 2019

November Service Anniversary

19 Years: Firefighter / Paramedic **July Ritschel**



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December Service Anniversaries

27 Years: Engineer **John Suniga**

7 Years: Fire Mechanic II – **George Nasello**

3. Call to the Public. (BOD #2019-12-N/A)

None.

4. Consideration and possible approval of all consent agenda items listed below (BOD #2019-12-03):

- A. Board Meeting Minutes from November 20, 2019
- B. Executive Session Minutes from November 20, 2019
- C. Pinal County Treasurer's Office and Wells Fargo Bank signature authority
- D. Transfer of funds for the January 1, 2020 debt service interest payment
- E. BK² - Consulting Agreement and Scope of Work
- F. Fire Station 263 – Additional Mediacom
- G. Image Trend Elite Annual Invoice

Motion by Director Moeller to approve all consent agenda items with items E and F subject to the addendum provided by legal counsel to be added.

Seconded by Director Strand.

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

5. Discussion and possible action regarding conflict of interest or potential conflict of interest of SFMD Governing Board Members. (BOD #2019-12-04)

Chairman House stated that anytime a Pinal County issue comes up, it could be a potential conflict of interest as he is the Pinal County Supervisor in District 5 and he would recuse himself.

Director Moeller stated that his wife sits on the Board for Pinal County Parks and Recreation Department and if any conflicts of interest came up, he would recuse himself.

No Motion

6. Discussion and possible approval of the 2020 disclosure statement of meeting notice posting locations and dates for Superstition Fire & Medical District Governing Board Meetings and Local Pension Board Meetings. (BOD #2019-12-05)

Fire Chief Mike Farber stated this is a housekeeping item we do every December, which lists the upcoming meetings for 2020. Both will be sent to the Pinal and Maricopa County Board of Supervisors for record per A.R.S. They will also be posted on our website as well as at our Administrative office, Regional Training Center and in the Community Room Lobby at Station 264.



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Motion by Director Moeller to approve filing of the 2020 disclosure statement of meeting notice posting locations and dates for the Superstition Fire & Medical District Governing Board Meetings and Local Pension Board Meetings. **Seconded** by Director Cross.

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

7. Discussion and possible approval regarding revisions to SFMD's Procurement Policy to provide clarification on the Board's expectations pertaining to required signatures for Professional Services, and to document recent changes in required Staff signatures on payroll forms. (BOD #2019-12-06)

Finance Director Roger Wood presented the revised Procurement Policy to the Board of Directors for review and possible approval. The description of "Professional Services" was discussed along with the requirement or no requirement for written bids for any purchases.

The revised verbiage stated "NOTES: The Board has complete authority to require or waive the need for Competitive Written Bids for Professional Services as defined as open quotation the provision of a service such as accounting, auditing, legal, consulting, and other such services that are provided by individuals or firms with specialized skills and or credentials".

Motion by Director Strand to approve the District's Revised Procurement Policy as presented on December 18, 2019. **Seconded** by Director Cross.

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

8. Discussion, evaluation, and possible approval of the services of the District's internal Finance Director position in comparison to the services of the James Vincent Group. (BOD #2019-12-07)

Staff was asked to provide an overview of SFMD's Finance Director's responsibilities, accomplishments and cost in comparison to the James Vincent Group. Finance Director Roger Wood presented cost savings, revenue increases, forecasts, growth estimates, annual budgets and a general history of his tenure with SFMD since May of 2013 to present. The Board ultimately decided not to pursue a cost quote from the James Vincent Group.

No Motion.

9. Discussion presentation and possible approval of the following Policies brought for review at the October 16, 2019 Board Meeting for final approval at the November 20, 2019 Board Meeting. (BOD #2019-12-08)

- 1008 - Tuition Reimbursement
- 1041 - Military Leave



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MOTION by Director Strand to approve policies: Tuition Reimbursement and Military Leave. **Seconded** by Director Cross.

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

10. Discussion and presentation of the following Policies brought for review at the December 18, 2019 Board Meeting for final approval at the January 15, 2020 Board Meeting. (BOD #2019-12-09)

- 500 Patient Care Reports
- 503 Pre-Hospital Medical Care Directives
- 505 Controlled Substance Accountability
- 705 Mobile Data Terminal Use
- 706 Knox Box and Other Access Box Systems
- 710 Non-Official Use of District Property

No Motion

11. Reports (BOD #2019-12-10)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- AFDA Winter Conference January 16th – 18th, 2020
- IRS – Estimated Settlement date February 10th, 2020
- East Valley Fire Chiefs – Valley Wide Cancer Testing

Assistant Chief of Operations Richard Mooney

Incidents

- Structure Fire, Dec. 12th at 351 N. Meridian
- Structure Fire, Dec. 13th at 725 N. Cortez
- Structure Fire, Dec. 15th at 800 W. Apache Tr.
- Structure Fire, Dec. 16th at 863 S. Stagecoach Dr.
- MVA W/Extrication, Nov. 22nd at Crimson and Guadalupe
- MVA W/Extrication, Dec. 4th at Apache Tr. & Thunderbird

Training

- Regional CMD
- Mayday Training
- Review Actual Events
- Radio Communications
- TRT Qty; MCS, High Directional, Elevate and Lower, TRT Rescue starts – First Water



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Assistant Chief of Planning & Logistics Richard Ochs

Planning & Logistics / Growth & Development

- Concrete repairs at Station 263
- New Apartment Buildings
- New Church, First Assembly of God
- Now open: Panda Express, Stripes Primary Care and Fresh Press Burger
- Ground breaking; Goldview development and Mtn. America Credit Union

Community Outreach

- Dec 18th Deliver Santa to Boys & Girls Club Christmas Party
- Dec. 20th L264 Lead Montessa Golf Cart Christmas Parade
- Dec. 21st Deliver Santa to Eagles Christmas Party

Administrative Services Director Anna Butel

- Paramedic testing was conducted on Dec. 12th, 2019. The process contained a written test, panel interview, and practical assessment.
 - Congratulations – Zach Leon
 - Class starts January, 2020
- ImageTrend Elite Dashboard
 - Charts and Graphs, Live feed of new data
 - Customizable; each user chooses their own charts
 - Up to 6 charts can be placed on the Dashboard
 - Individual Captains and Battalion Chiefs can compare their own Shift/Unit to the average time for the entire district
 - Chiefs can see data for the entire district
 - Drill-down capability on certain types of charts
 - Turnout Time benchmark is 90 seconds and is noted with a red dashed line

Finance Director Roger Wood

- ARCR preparation – due by December 31st, 2019
- Prepping for FY20/21 budget development

12. Possible vote to go into Executive Session pursuant to ARS §38-431.03(A)(1) for personnel matters regarding the fire chief's performance evaluation (BOD #2019-12-11)

- a) Confirmation that the fire chief has received at least 24 hours advanced notice of this proposed executive session for the fire chief to determine whether the performance evaluation should occur during the public session.
- b) Note that executive sessions are confidential pursuant to ARS §38-431.03(C)

MOTION by Director Strand to go into Executive Session pursuant to ARS §38-431.03(A)(1) and possible legal advice pursuant to ARS §38-431.03(A)(3) at 6:48 p.m. regarding the fire chief's performance evaluation"

Seconded by Director Cross.

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



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13. Discussion and possible action regarding the Executive Session for the Fire Chief evaluation.

The public session resumed at 7:44 p.m. The Fire Chief and each Board member was provided with a copy of the completed evaluations. The Fire Chief is to review the evaluation, provide a self-evaluation, and set his goals for the following year. The Board Members and Chief Farber will go over details and set mutual goals at an Executive Session at the January 15, 2020 Board Meeting.

Chief Farber was provided with a copy of each of the Board Members completed evaluations, which he is to review with the Board Member, provide a self-evaluation and set his goals for the following year. He was also provided with a copy of the cumulative and summarized 180° evaluation. The Board Members and Chief Farber will go over details and set mutual goals at an Executive Session at the January 15, 2020 Board meeting.

No Motion.

14. New Business / Future Agenda Items. (BOD #2019-12-13)

None.

15. Announcements (BOD #2019-12-N/A)

Chief Farber - Paramedic Graduation this Friday, December 20th at the Apache Junction High School Performing Arts Building. Firefighter Sean Matuszewski will become SFMD's newest paramedic.

Chairman House – Starting his 7th annual Diaper Drive. The Fire District and all are welcome to donate diapers. They will be distributed throughout the community.

Clerk Chamberlain wanted to say that the quality of reports that the crews are doing are impressive and very thorough.

16. Adjourn (BOD #2019-12-14)

Motion by Director Strand at 7:48 p.m. 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 B

B. Policies for Review

Submitted By

Administrative Services Director Anna Butel

Background / Discussion

- 402 – Fire Investigations
- 409 – Youth Firesetter Referrals
- 410 – Fire Watch Services
- 701 – Personal Communication Devices
- 703 – Use of District Vehicles
- 704 – Information Technology Use
- 706 – Knox Box and Other Access Box Systems - Revised
- 707 – Communications Operations
- 708 – Public Alerts
- 709 – Photography and Electronic Imaging
- 1022 – Physical Fitness
- 1100 – Facility Security



Fire Investigations

402.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to ensure that all fires and explosions responded to by the Superstition Fire & Medical District and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws as well as national standards.

402.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

402.3 RESPONSIBILITIES

Best Practice **MODIFIED**

The Fire Chief has overall responsibility for fire investigations. The Fire Marshal is responsible for the management of the fire investigations program. The Incident Commander (IC) of each incident is responsible for ensuring that each fire is investigated for origin and cause.

District first responders are responsible for recognizing or attempting to recognize the origin of a fire and preserving evidence for further investigation. The first-in Captain is responsible for conducting a first responder-level investigation for origin, cause, and circumstances. The IC is responsible for determining when the Superstition Fire & Medical District and/or law enforcement investigators are needed to investigate an incident.

When the Superstition Fire & Medical District assumes responsibility for the investigation, fire investigators assigned to an incident are responsible for pursuing the investigation through completion and providing complete written documentation. Arson investigators are responsible for investigating suspected incidents of arson.

402.4 INCIDENT REPORTS

Best Practice **MODIFIED**

To ensure district incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report directly to NFIRS. All areas of the report are to be filled out and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Fire Marshal is responsible for reviewing and approving the investigative reports.

If the cause of the fire is determined to be suspicious or criminal in nature, the Fire Marshal shall immediately report the results to local law enforcement. If the building in which the fire occurred is under the jurisdiction of the Arizona Office of the State Fire Marshal (OSFM), they shall be notified immediately.

Fire Investigations

402.5 PROCEDURE

Best Practice MODIFIED

The first-in Captain should conduct a preliminary investigation of every fire to determine the origin, cause and circumstances. If the Captain is unable to make a determination as to the origin and cause of a fire or suspects that a crime has been committed, and the magnitude of the fire would require thorough investigation and documentation, a fire investigator may be requested in accordance with this policy.

The assistance of a fire investigator at an incident does not relieve the Captain of the responsibility to investigate the origin, cause and circumstances of a fire.

- (a) The immediate response of an investigator shall be requested when any of the following circumstances exist:
 1. Major or unusual fires that exceed the investigative abilities of a Captain or a Battalion Chief
 2. Any fire resulting in a major injury or loss of life
 3. Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity or any other circumstance deemed appropriate by the Battalion Chief
- (b) The immediate response of an investigator shall be requested, along with a law enforcement investigator or a regional investigation team, when any of the following circumstances exist:
 1. Arson and/or incendiary devices are involved or the origin of the fire is otherwise suspicious
 2. Any explosion
 3. Evidence or suspicion of any crime having occurred in connection with a fire or explosion
 4. Death resulting from a fire or explosion
 5. Any fire started by a juvenile
 6. Any illegal activity that potentially could cause a fire and/or explosion
 7. Any fire or explosion related to a crime or a suspected crime

402.6 EQUIPMENT

Best Practice MODIFIED

The fire investigator's vehicle should be stocked with the following equipment to help investigate fire cause, origin, and circumstance:

- Digital camera
- Spare batteries

Fire Investigations

- Voice recording device and spare media
- Fire investigator toolbox
- Shovels, rake, broom, and sifter
- Disposable latex evidence collection gloves
- Evidence collection markers and labels for canisters

402.6.1 USE OF PROTECTIVE GEAR

Best Practice

Fire investigators are responsible for using personal protective equipment (PPE) and respiratory protection appropriate for the conditions present at an investigation scene.

When entering any fire scene during the fire, before or during overhaul, or when there is a chance of reignition, fire investigators shall wear full structural PPE and self-contained breathing apparatus (SCBA).

See the Respiratory Protection Program Policy and the Personal Protective Equipment Policy for additional guidance.

402.6.2 LOGBOOK

Best Practice

Each investigator should maintain a logbook of field training, continued professional training hours, and investigative experience. The purpose of this log is to assist in establishing the member as an expert witness in court appearances.

402.7 FIRE INVESTIGATORS

Best Practice

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire Marshal and request the assistance of an investigator with arrest authority, if appropriate.

402.7.1 FIRE INVESTIGATOR QUALIFICATIONS

Best Practice **MODIFIED**

Fire investigators should:

- (a) Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
- (b) Complete any necessary certification requirements for fire investigators.
- (c) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

Superstition Fire & Medical District

Policy Manual

Fire Investigations

All Captains are qualified to perform first responder-level origin and cause investigations in addition to the Superstition Fire & Medical District investigators.

Youth Firesetter Referrals

409.1 PURPOSE AND SCOPE

Best Practice **MODIFIED**

The purpose of this policy is to provide district personnel with resources for helping youth firesetters and their families receive the help they need through education, diversion, assessment and psychological services, in cooperation with local nonprofit organizations.

409.2 POLICY

Discretionary

It is the policy of the Superstition Fire & Medical District to participate in a coordinated effort with local nonprofit organizations to provide appropriate referral or treatment services to juveniles from this jurisdiction.

409.3 PROCEDURE

Discretionary **MODIFIED**

Entry into a youth firesetter program may be recommended for children 4-12 years of age by district personnel following a request from parents, guardians or caregivers, or as a result of a fire incident. Children between the ages of 12 and 18 may be referred to other programs such as those provided by the City of Mesa Fire & Medical Department or City of Phoenix Fire Department.

There are multiple types of referrals:

409.3.1 CAREGIVER REFERRALS

Discretionary **MODIFIED**

Parents or guardians who contact the Superstition Fire & Medical District for assistance will be directed to a member trained in youth firesetter intervention. When possible, telephone contact should be made with the parents within 48 hours of the District being contacted. Fire district personnel will acquire the parent/guardian names and contact information. This information is to be forwarded to the district's Community Risk Reduction Specialist by email and/or by phone at (480) 416-9775 who will contact the parents/guardians and schedule an appointment.

409.3.2 WALK-IN REFERRALS

Discretionary **MODIFIED**

If someone comes to a fire station with a child who may be involved with firesetting, that person should be referred to the district's Community Risk Reduction Specialist. Fire district personnel will be forwarded to the district's Community Risk Reduction Specialist by email and/or by phone at (480) 416-9775 who will contact the parents/guardians and schedule an appointment.

409.3.3 FIRE DEPARTMENT REFERRALS

Discretionary **MODIFIED**

If a youth firesetter is identified at a fire scene, the Incident Commander (IC) should complete a youth firesetter referral form. The form should be forwarded to the district's Community

Superstition Fire & Medical District

Policy Manual

Youth Firesetter Referrals

Risk Reduction Specialist. The IC should be contacted by the Community Risk Reduction Specialist confirming the receipt of the referral form and advising what action is being taken with the juvenile and his/her family.

If evidence at a fire scene indicates a juvenile started the fire, the IC must **contact law enforcement** and report this involvement in a fire incident report. The report should indicate that:

- The person involved in the ignition of the fire was a child or a person under the age of 18.
- The fire was a result of a child experimenting with fire or arson.
- The information known about the juvenile (e.g., name, age, sex, address).
- The parent or guardian information, if known.

A copy of the report should be sent to the Community Risk Reduction Specialist.

The IC should call a fire investigator any time there is evidence of arson, when there are witnesses with information that could identify the youth firesetter or when the suspect is still at the scene.

A youth who has been referred to the District by the juvenile justice court will be assigned to a member of the Community Risk Reduction Specialist. If the youth fails to attend any mandated program sessions, the Community Risk Reduction Specialist should notify the court or the youth's probation officer. If the youth successfully attends all required sessions and completes the program, the Community Risk Reduction Specialist member should send a program completion letter on district letterhead to the juvenile's probation officer.

409.4 PROGRAM COMPONENTS

Discretionary **MODIFIED**

The following components should be included in any youth firesetter program. Depending on the individual situation, some of the steps may not apply.

Assessment - The first step is generally a family interview including a Federal Emergency Management Agency (FEMA) assessment at a location designated by the Superstition Fire & Medical District. Assessments may be conducted at the child's home or living environment of the child and family members are encouraged to attend.

Diversion - Diversion is a process that allows the child to complete all or some of the program after which a citation can be dismissed or not processed. A parent or legal guardian and the child must attend a diversion hearing, where the child will be asked to describe behaviors and to answer questions to assess whether the child is at risk of repeating his/her offense. The child's parents or legal guardians and the child may be asked to sign a contract that requires specific actions to qualify the child for continued participation in the firesetter program. When the child successfully completes the program the District will process a request to dismiss the citation.

Educational intervention - In this step families attend a fire safety session. It is recommended that all family members attend. Sessions may be conducted several times throughout the year and child/family placement is subject to availability. Sessions should be broken into age-appropriate

Superstition Fire & Medical District

Policy Manual

Youth Firesetter Referrals

classes for the juveniles. Informational training seminars should be included for parents and guardians.

Counseling - The District may recommend family counseling. If a child and family have been referred to counseling, it is strongly recommended that the counseling occur concurrently with academy attendance. A list of local organizations and resources should be provided to the family.

Behavioral update - After completing the academy and/or counseling, a representative from the firesetter program may follow up with adults in the child's home to discuss the child's behavior and review any progress.

The Community Risk Reduction Specialist should produce regular reports specific to youth firesetters and outcomes. Reports should be included in district training programs as part of awareness and disposition outcomes.

Fire Watch Services

410.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish guidance for the District regarding incidents or situations which may require a fire watch in buildings under the jurisdiction of the Superstition Fire & Medical District due to required automatic fire protection and/or detection services that are inoperable, construction/demolition activities, hot work or other high-risk activities or events which may have an adverse impact on public safety.

Any fire watch in lieu of an operational fire protection system in any state or county facility, public school or private school not located in a city with a population of 100,000 or more shall be approved by the Arizona State Fire Marshal's Office (OSFM) (ARS § 37-1383).

410.1.1 DEFINITIONS

Discretionary MODIFIED

Definitions related to this policy include:

Fire guard - A person who is properly trained and whose sole duty is to patrol the premises and watch for fire. This person should be equipped with an approved means of contacting the District in the event of a fire. Several fire guards might comprise a single fire watch.

Fire watch - A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the Superstition Fire & Medical District. Fire watch may be conducted by district personnel, but it is the responsibility of the building owner.

High life-risk occupancy - Hospitals, care facilities, schools, high-rise buildings and certain assembly occupancies.

Hot work - Operations including cutting, welding, Thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems or any other similar activity.

410.2 POLICY

Discretionary

It is the policy of the Superstition Fire & Medical District that the District will, where required, ensure appropriate measures are taken to protect building occupants, spectators or other attendees of certain events in accordance with the Fire Code.

410.3 RESPONSIBILITIES

Discretionary MODIFIED

Upon notification that hot work activities are being performed or that required automatic fire protection or detection systems are inoperable and the building or occupancy has not been

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Fire Watch Services

evacuated, the Fire Marshal or the authorized designee shall ensure that a fire watch is implemented.

During special events or other activities, the Fire Marshal or the authorized designee should make a determination whether the location, premises, building or event has a high life-risk occupancy and, if so, require or implement a fire watch. If the location does not have a high life-risk occupancy, the Fire Marshal or the authorized designee shall evaluate each set of unique circumstances and make a determination whether the property owner or event manager shall implement a fire watch.

The following responsibilities apply for a fire watch:

- (a) The owner or the authorized designee shall immediately notify the Superstition Fire & Medical District any time an automatic fire protection or detection system is not in operation.
- (b) Any repair or corrective action should be immediately initiated by the owner or the authorized designee. After repair or corrective action is completed and the system is back in service, the Superstition Fire & Medical District and occupants should again be notified by the owner or the authorized designee.
- (c) A fire watch should be provided when the system cannot be repaired in a timely manner (more than 24 hours) and/or the lack of protection creates a building or safety hazard as determined by the Fire Marshal or the authorized designee. A fire watch shall be established immediately, when required fire protection, detection and alarm systems are not in operation in high life-risk occupancies, such as hospitals, care facilities, schools, high-rise buildings and certain assembly occupancies.
- (d) Personnel used to conduct the fire watch are subject to the approval of the Superstition Fire & Medical District. The person performing fire watch duties shall have at least one means of direct communication with the Mesa Regional Dispatch Center at (480) 644-2600 and their sole duty shall be to perform constant patrols and watch for the occurrence of fire.
- (e) Building occupants must be notified within 24 hours of a fire watch being established.
- (f) The minimum level of fire watch service shall be one fire guard per floor in multi-story buildings and one fire guard for each fire protection system zone in a single-story building. Additional fire guards may be needed, depending on the hazard and building design. The fire watch service will continue until the automatic fire protection or detection system is placed back in service.
- (g) During the fire watch patrols, the fire guards shall make a thorough inspection of all buildings or spaces including concealed areas, such as attics, unoccupied storage areas, etc.

Personal Communication Devices

701.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the District or personally owned, while on-duty or when used for authorized work-related purposes.

701.2 POLICY

Best Practice MODIFIED

The Superstition Fire & Medical District allows members to utilize district-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the District, may be subject to public records requests.

Members are advised and cautioned that the use of a personally owned PCD either on-duty or off-duty for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable Arizona Public Records Law.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Best Practice MODIFIED

The [Department_Agency] reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the [Department_Agency], including any [department_agency]-issued PCD or personally owned PCD that has been used to conduct [department_agency]-related business. This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through [department_agency] PCDs or networks.

701.4 DISTRICT-ISSUED PCD

Best Practice MODIFIED

Depending on a member's assignment and the needs of the position, the District may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. District Fire Chief District

Unless a member is expressly authorized by the Fire Chief or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of duty or will be turned off when leaving the workplace.

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Personal Communication Devices

701.5 PERSONALLY OWNED PCD

Discretionary **MODIFIED**

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- The District accepts no responsibility for loss of or damage to a personally owned PCD.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor, or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or memorandum of understanding (MOU) agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in district business-related communications. district District

701.6 USE OF PCD

Best Practice **MODIFIED**

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct district business:

- (a) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times unless an emergency exists.
- (b) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.
- (c) Members are prohibited from taking pictures, audio or video recordings, or making copies of any such picture or recording media unless it is directly related to official district business. Disclosure of any such information to any third party through any means, without the express authorization of the Fire Chief or the authorized designee, may result in discipline.
- (d) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

Best Practice **MODIFIED**

The responsibilities of supervisors include but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
 1. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Fire Chief or the authorized designee.

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Personal Communication Devices

701.8 OFFICIAL USE

Best Practice **MODIFIED**

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. district

701.9 USE WHILE DRIVING

State

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions, and present a negative image to the public. Firefighters operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren should not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (ARS § 28-914). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

Use of District Vehicles

703.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to establish the procedures for the off-duty use of district take-home vehicles. The use of take-home vehicles is an essential component of the district's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate district needs, members may be allowed to take district vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

703.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

Emergency recall - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.

Investigative recall - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.

Take-home vehicle - A vehicle owned by the District that is authorized for commuting between work and home and/or off-duty use. District vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered take-home vehicles.

703.2 POLICY

Best Practice MODIFIED

The District provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the District, emergency and investigative recall, and other considerations.

703.3 PROCEDURE

Best Practice MODIFIED

District members authorized to use take-home vehicles must adhere to the following guidelines:

- (a) Vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to district-related business and recall to duty outside their regular work hours.
- (b) Members authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.

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Use of District Vehicles

- (c) District members are prohibited from driving district vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages.
- (d) District take-home vehicles are to be left at a fire facility during vacations or other periods of leave in excess of seven days unless approved by the Fire Chief or the authorized designee.
- (e) District members shall not relinquish control of, nor allow any person to operate, district vehicles if that person is not a member of the District, except in the case of an emergency where the member is unable to drive him/herself.

703.3.1 ASSIGNED VEHICLE AGREEMENT

Discretionary **MODIFIED**

Members who have been assigned a take-home vehicle may use the vehicle to commute to their workplace and for district-related business. The member must be approved for an assigned vehicle by the Fire Chief and shall sign an agreement that includes the following criteria:

- (a) The member must live within a 30-minute commute of his/her regularly assigned work location (based on average traffic flow). A longer response time may be allowed based on special assignment of the member.
- (b) District-owned vehicles shall not be used for personal errands or other personal business unless approved by a supervisor for exceptional circumstances.
- (c) The District should provide necessary care and maintenance supplies.
- (d) Off-street parking shall be available at the member's residence.
- (e) Vehicles shall be locked when not attended.
- (f) All district identification, portable radios and equipment should be secured.

Members are cautioned that under Internal Revenue Service (IRS) rules, personal use of a district-owned vehicle may create an income tax liability to the member. Questions regarding IRS rules should be directed to the member's tax adviser.

The assignment of vehicles is at the discretion of the Fire Chief. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

703.3.2 VEHICLES SUBJECT TO INSPECTION

Discretionary **MODIFIED**

All district-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.3 ACCESSORIES AND/OR MODIFICATIONS

Discretionary **MODIFIED**

No modifications, additions or deletions of any equipment or accessories shall be made to district vehicles without written permission from the designated vehicle manager.

Information Technology Use

704.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to provide guidelines for the proper use of district information technology resources, including computers, electronic devices, hardware, software and systems.

704.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Superstition Fire & Medical District that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the District or district funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system, including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

704.2 POLICY

Best Practice MODIFIED

Superstition Fire & Medical District members shall use information technology resources, including computers, software and systems, that are issued or maintained by the District in a professional manner and in accordance with this policy.

704.3 PRIVACY EXPECTATION

Best Practice MODIFIED

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any district technology system.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including the district email system, computer network or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a username or password

Information Technology Use

will not create an expectation of privacy if it is accessed through district computers, electronic devices or networks.

704.4 RESTRICTED USE

Best Practice MODIFIED

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisor or Fire Chief.

Members shall not use another person's access passwords, login information and other individual security data, protocols and procedures.

704.4.1 SOFTWARE

Best Practice MODIFIED

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any district computer. Members shall not install personal copies of any software on any district computer.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the District while on district premises, computer systems or electronic devices. Such unauthorized use of software exposes the District and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of district- or District-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff.

704.4.2 HARDWARE

Best Practice MODIFIED

Access to technology resources provided by or through the District shall be strictly limited to district-related activities. Data stored on or available through district computer systems shall only be accessed by authorized members who are engaged in an approved district-related project or program or who otherwise have a legitimate district-related purpose to access such data.

704.4.3 INTERNET USE

Best Practice MODIFIED

Internet access provided by or through the District should be limited to district-related activities. Internet sites containing information that is not appropriate or applicable to district use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography,

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Information Technology Use

gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

704.4.4 OFF-DUTY USE

Best Practice

Members shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other off-the-clock work-related activities. This also applies to personally owned devices that are used to access district resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

704.5 PROTECTION OF SYSTEMS AND FILES

Best Practice **MODIFIED**

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure district computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system and shall be changed at intervals as directed by IT staff.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

704.6 INSPECTION AND REVIEW

Best Practice **MODIFIED**

The district's IT contractor may extract inspect, or review computer system malfunctions, problems or general computer system failure, an alleged or suspected violation of any district policy, a request for disclosure of data, or a need to perform or provide a service.

Knox-Box® and Other Access Box Systems

706.1 PURPOSE AND SCOPE

State

The purpose of this policy is to provide information about the Knox-Box® Rapid Entry System or other access box systems and the roles and responsibilities of district members with regard to access-key security, storage and accountability. This policy shall apply to all buildings or sites within the Superstition Fire & Medical District jurisdiction where it has been determined that an access-keyed device is needed or has been provided for accessibility for emergency responders (AA C R4-36-201).

706.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

Computer-Aided Dispatch (CAD) premise information file - A file entered in a CAD system to automatically notify responding units of certain information, including the presence of an access box, about a facility to which they have been dispatched.

Access tag - Attached to each key in an access box to identify its function.

Knox-Box, Emergency Access Systems box or other access box - A locked box used for securely storing the keys to a gate, building or rooms within a building.

Knox Company - The manufacturer/vendor of Knox-Box, cabinets, key switches, padlocks and related accessories.

Access box master key - A key carried on all fire apparatus that enables district members to unlock any keyed access box within the jurisdiction.

706.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District to be registered with the Knox Company or other access box system manufacturer to participate in a rapid entry system, providing safe and secure nondestructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

The Fire Chief or the authorized designee shall appoint an access box program coordinator, who shall be responsible for ensuring that all aspects of the program are administered in accordance with state fire code, local ordinance and manufacturer requirements.

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Knox-Box® and Other Access Box Systems

706.3 ACCESS BOX KEY ACCOUNTABILITY

Best Practice **MODIFIED**

No individual member shall be issued an access box master key. Appropriate fire apparatus shall be equipped with locking units that are accessed by an individual pin code. Once the master key is released, it should be used to access the keyed device at the location of the emergency and be immediately returned to the secured unit.

The Fire Chief is ultimately accountable for access box master keys issued to the District. Any missing master key shall be **immediately** reported verbally to a supervisor and followed up with a written explanation to the Fire Chief or the authorized designee by the end of the applicable/assigned shift.

Maintenance and security of the access box master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated and appropriate action initiated. If the key cannot be recovered, all access box master keys in the jurisdiction may have to be replaced at district expense.

Communications Operations

707.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the District in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

707.1.1 FEDERAL COMMUNICATIONS COMMISSION (FCC) COMPLIANCE

Federal

All Superstition Fire & Medical District radio operations shall be conducted in accordance with FCC procedures and guidelines.

707.2 POLICY

Best Practice

The Superstition Fire & Medical District will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and the Dispatch Center. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated, and for local and regional interagency/multi-agency incidents.

707.3 RADIO COMMUNICATIONS

Best Practice MODIFIED

707.3.1 RADIO TESTING

Best Practice MODIFIED

Members assigned to an apparatus for a shift should check for radio functionality at the beginning of each shift to ensure that the mobile and portable radios are working as designed.

Public Alerts

708.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to provide guidelines for notifying the public of vital fire safety information and/or emergency evacuation instructions.

708.2 POLICY

Discretionary MODIFIED

It is the policy of the Superstition Fire & Medical District to use Public Media Alerts to notify the public of critical fire prevention campaigns, fire hazard warnings and emergency evacuation instructions. A Public Alert shall require the authorization of a Battalion Chief, the Public Information Officer, or higher rank.

708.3 PROCEDURE

Discretionary MODIFIED

Public Alerts are intended to inform the public about incidents and recruit public assistance through proactive activities via a widespread media alert. In addition to any local radio, television and press affiliates, the public will be notified of the circumstances of an emergency affecting the health and safety of people in a geographic area, and what the public can do to assist emergency responders during the incident.

The Public Information Officer should be involved in any communiqué released via a Public Alert, if time permits, but certainly in the case of fire prevention campaigns, fire hazard warnings, weather alerts or notification of health information (e.g., pandemics, heat events).

In the event of a widespread emergency, such as a hazardous material (HAZMAT) release, biological threat or a major fire, the Dispatch Center will likely be operating at or beyond capacity. Any Public Alert should include a telephone number outside the Dispatch Center for the public to call for additional information and explicit instructions not to call the Dispatch Center for additional information. In the case of SFMD, the Pinal County Emergency Management phone number is (520) 866-6684.

A Public Media Alert should include, but is not limited to:

- (a) The Superstition Fire & Medical District has generated the alert.
- (b) The nature of the alert.
- (c) The location and scope of the incident/prevention campaign/fire hazard.
- (d) What the listener should do to assist in the effort.
- (e) Established routes and/or destinations, if applicable.
- (f) Where the listener can call to get additional information, if applicable.
- (g) Instructions regarding what the listener should not do, if applicable.

Photography and Electronic Imaging

709.1 PURPOSE AND SCOPE

Federal MODIFIED

The purpose of this policy is to authorize district members to utilize photography and electronic imaging to document non-incidents and incidents while also protecting the privacy of citizens and ensuring district compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA) and Arizona law. Records management and HIPAA restrictions are covered in detail under separate sections in this Policy Manual.

This policy establishes legal ownership of all photographs and electronic images collected by district members; establishes the parameters for the types of incidents, subjects and activities that may be photographed or electronically imaged; and establishes restrictions on the use of such photographs and electronic images.

709.2 POLICY

Federal MODIFIED

It is the policy of the Superstition Fire & Medical District to authorize members to utilize photography and electronic imaging to document incidents and district activities that are subject to compliance with specific regulations, conditions, restrictions and guidelines.

The use of photography or electronic imaging of medical patients, injured victims or other people who are medically evaluated or treated by district members must also comply with the requirements of HIPAA and Arizona law.

The Superstition Fire & Medical District shall respect the privacy rights established in the state and federal constitutions.

709.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

Federal MODIFIED

All photographs and electronic images taken by district members while on-duty or acting in an official capacity are the sole property of the District and may not be sold, transferred for commercial use, bartered or otherwise distributed for profit by any member of the District without the express prior approval of the Fire Chief (17 USC § 201).

709.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

Best Practice

709.4.1 NON-INCIDENT EVENTS

Best Practice MODIFIED

Photography and electronic imaging may be utilized by district members for non-incident events, including:

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- (a) Documentation of district training events, exercises, lectures, classes or activities, and all fire academy-related activities.
- (b) Documentation of internal district events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops and other activities involving district members.
- (c) Documentation of public events, such as safety seminars, fire station open house events, Planning and Logistics education events and activities, school safety presentations and club or service organization events.
- (d) Documentation of all district vehicles, apparatus, tools and equipment, facilities and other district-owned property.
- (e) Creation and maintenance of a photo/image bank depicting all district members.
- (f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks and recreational areas within the district's jurisdiction for later use in disaster mitigation, recovery and cost-recovery efforts.
- (g) Documentation of any condition, activity or event related to the district's code enforcement responsibilities.
- (h) Documentation of inspections, code compliance activities or any other activity of Planning and Logistics.
- (i) Unless prohibited elsewhere in this policy, documentation of any district activity for future use in training.
- (j) For any other purpose authorized by the Fire Chief, Battalion Chief or any Assistant Chief/Director.

709.4.2 INCIDENT-RELATED EVENTS

Best Practice **MODIFIED**

Photography and electronic imaging may be utilized by district members at incident scenes, including:

- (a) Documentation of the conditions on arrival and during suppression activities at any fire incident.
- (b) Documentation of fire, smoke, water, structural collapse or any other damage or conditions resulting from any fire or fire-related event.
- (c) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- (d) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- (e) Documentation of the location, position, trauma, injuries or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.
- (f) Documentation of the condition of vehicles, apparatus, bicycles or other items involved in collisions, accidents, entrapments or other rescue or medical events.

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- (g) Documentation of the extrication of trapped individuals in any rescue situation.
- (h) Documentation of the cause, location, extent, severity and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse or other authorized representative who assumes medical care for the patient.
- (i) Documentation of all aspects of any incident involving hazardous materials.
- (j) Documentation of severe weather events, including any damage, injuries or fatalities caused by such events.
- (k) Documentation of any other event, situation or activity as deemed appropriate and necessary by the Incident Commander of any event.

709.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING

State **MODIFIED**

District members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include, but is not limited to:

- (a) Photographs and/or electronic images may not be taken, transmitted or used in violation of any HIPAA regulation and Arizona law.
- (b) Photographs and/or electronic images may not be taken, transmitted or used for personal purposes.
- (c) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- (d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the treatment of the patient, no photographs or electronic images should be taken of a patient under 18 years of age during a medical aid response.
- (e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by district members (ARS § 13-3019).
- (f) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by district members if the person expresses or indicates that he/she does not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient and the identity of the witness present shall be included in a Patient Care Report and/or incident report for the response.

Physical Fitness

1022.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to provide physical fitness guidelines. The District provides on-duty time for physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

1022.2 POLICY

Best Practice MODIFIED

It is the policy of the Superstition Fire & Medical District to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness and safety of members.

Physical fitness activities should not interfere with primary job duties (e.g., emergency responses, public education, training activities, other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The District retains the right to prohibit any physical fitness activity which, in its sole discretion, presents greater risks than benefits.

1022.3 PROCEDURE

Best Practice MODIFIED

Station physical fitness equipment: Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.

1022.4 PHYSICAL FITNESS GUIDELINES

Best Practice MODIFIED

Physical fitness and conditioning activities should be designed to maintain or improve flexibility, muscular strength, endurance and anaerobic and aerobic capacity. They should also correspond to the physical movement patterns required in the performance of firefighter duties. Activities may include, but are not limited to:

- (a) Stretching.
- (b) Running, jogging, walking or rowing.
- (c) Weight training (with spotter present).

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- (d) Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle).
- (e) Core strengthening.
- (f) Firefighter-specific activities (e.g., hose drag, simulated ventilation, dummy drag).
- (g) Physical fitness activities as recommended by the District Wellness and Fitness Program and/or peer fitness trainers (PFTs).

Member participation in competitive or contact sports is not recommended while on-duty.

1022.5 INJURY PREVENTION

Best Practice **MODIFIED**

- (a) When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include, but are not limited to:
 - 1. Insufficient warm-up.
 - 2. Poor core stabilization.
 - 3. Exceeding physical capabilities.
 - 4. Improper equipment use.
 - 5. Defective equipment.
 - 6. Lack of proper instruction.
- (b) Members who are participating in physical fitness activities are expected to:
 - 1. Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
 - 2. Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
 - 3. Maintain realistic goals and limits for physical fitness routines.
 - 4. Develop an understanding of how to use fitness equipment properly and safely.
 - 5. Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable and disable equipment to prevent others from using it, if necessary.
 - 6. Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age and previous injuries or limitations, to avoid fitness-related injuries.

1022.6 ADMINISTRATIVE PERSONNEL GUIDELINES

Agency Content

Administrative personnel may utilize physical fitness time during work hours, under the following guidelines:

- 1. Each member is allotted one hour per day, three days per week.

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2. Travel time shall be included in the one hour of physical fitness time.
3. Members who are late or utilize sick leave will not be eligible to use physical fitness time during the remainder of that week.
4. Vacation leave use during the week will have the following effects:
 - (a) One day of vacation used will drop physical fitness eligibility to two days that week.
 - (b) Two days of vacation used will drop physical fitness eligibility to one day that week.
 - (c) Three days of vacation used - no eligibility that week.
5. Physical fitness time may be used at the following locations:
 - (a) SFMD Fitness Center
 - (b) City of Apache Junction Multi-Gen Center
 - (c) Walking outside or around the workplace
6. The use of physical fitness time does not interfere with any pending deadlines.

Proper coverage at the Administration Building, Regional Training Center, and Fleet Services Facility is the first priority. Office buildings should be kept open with personnel available during regular business hours. Administrative personnel should work together to ensure proper coverage is maintained and that all personnel have an opportunity to utilize this policy.

Supervisors will ensure the above criteria are met.

Facility Security

1100.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to establish guidelines for the physical security of fire stations and other district facilities. The safety and security of district members is the primary purpose of this policy.

1100.2 POLICY

Best Practice MODIFIED

It is the policy of the Superstition Fire & Medical District to provide physical security measures for all facilities under district control.

1100.3 GUIDELINES

Best Practice MODIFIED

District members should apply the following guidelines whenever practicable.

1100.3.1 ADMINISTRATION OFFICES

Best Practice MODIFIED

Public access facilities should only be accessible to the public during published business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information.

No public access to the facility should be permitted outside of the published business hours. The facility should be secured against unauthorized entry when closed or when sufficient district personnel are not available to monitor visitor access.

1100.3.2 FIRE STATIONS

Best Practice MODIFIED

Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports, or other protected materials.

A member of the [Department_Agency] should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay at the fire station. In the event of emergency traffic, visitors will be asked to leave the station. The general public with minor children are to be supervised by the responsible guardian at all times. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings. Visitors should not be allowed to take photographs, electronic images, or other recordings while inside a fire station unless it is essential to the purpose of the visit.

Facility Security

In the event that a family member is visiting an SFMD facility, they must remain in the day room if the crew is not in quarters. Access to the bay or fitness areas within a station are prohibited without SFMD members present.

1100.3.3 BREACH OF SECURITY

Best Practice **MODIFIED**

All members are responsible for assisting in maintaining the security of [department_agency] facilities.

Any breach in security should be reported as soon as practicable, through the chain of command, to the chief officer or division manager responsible for the facility.

Any criminal activity that occurs and that poses a threat to [department_agency] members should immediately be reported to the Fire Chief and local law enforcement. If warranted by conditions or circumstances, all on-duty members should be notified of the incident and any recommended precautions as soon as practicable. Other members of the [Department_Agency] should be notified of the incident as soon as practicable, given the totality of the circumstances.

1100.3.4 SUSPICIOUS ACTIVITY

Best Practice **MODIFIED**

District members should be vigilant about any suspicious activity occurring in or around district facilities and should report any such activity, through the chain of command, to the chief officer or division manager responsible for the facility. In some circumstances it may be necessary to immediately contact law enforcement to investigate a suspicious activity or circumstance. Suspicious activity may include, but is not limited to:

- Anyone loitering in the vicinity of the facility for an extended period of time.
- Unknown individuals photographing or taking images of the facility, of members of the District assigned to the facility or of district vehicles or apparatus.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.
- Anyone attempting to gain access or requesting access to district facilities without proper authorization.
- Any abandoned packages or other items left on district grounds or adjacent to district facilities.
- Any unknown or abandoned vehicles left on district grounds or adjacent to the district facility.