

VERSION 1.0
February 19, 2020



BOARD OF DIRECTORS MEETING

FEBRUARY 19, 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

February 19, 2020

Mission Statement

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

The Board will hold a meeting on Wednesday, February 19, 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 January 2020 financial reports and bank reconciliations. (BOD #2020-02-01)**
- 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2020-02-02)**
- 3. Call to the Public. (BOD #2020-02-N/A)**

A.R.S. §38-431.01(H) A public body may make an open call to the public during a public meeting, subject to reasonable time, place, and manner restrictions, to all individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.
- 4. Consideration and possible approval of all consent agenda items listed below (BOD #2020-02-03):**
 - A. Board Meeting Minutes from January 15, 2020
 - B. Executive Meeting Minutes from January 15, 2020
 - C. Renewal of Contract for Property and Casualty Insurance Service
 - D. Arizona Department of Forestry and Fire Management Cooperative Fire Rate Schedule
 - E. Contract Renewal with PhoenixNAP Data Center and Colocation
 - F. Purchase of two (2) LifePac 15 Heart Monitors
- 5. Discussion of the Fiscal Year 2020/2021 Tax Abstract for Pinal and Maricopa Counties, and its impact on the development of the Fiscal Year 2020/2021 Revenue Budget. (BOD #2020-02-04)**

- 6. Discussion and presentation of the Public Safety Personnel Retirement System (PSPRS) actuarial report overview, and an update of the District's DROP participants. (BOD #2020-02-05)**

- 7. Discussion, presentation and possible approval 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 #2020-02-06)**
 - 402 – Fire Investigations
 - 409 – Youth Firesetter Referrals
 - 410 – Fire Watch Services
 - 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

- 8. Discussion and presentation of the following Policies brought for review at February 19, 2020 Board Meeting for final approval at the March 18, 2020 Board Meeting. (BOD #2020-02-07)**
 - 600 - Fire Apparatus Driver/Operator Training
 - 601 – CPR and Automated External Defibrillator Training
 - 602 – Communicable Disease Training Program
 - 603 – Emergency Action Plan and Fire Prevention Plan Training
 - 604 – Hazard Communication Program Training
 - 605 – Hazardous Materials (HAZMAT) Training
 - 606 – Hearing Conservation and Noise Control Training
 - 607 – Heat Illness Prevention Training
 - 608 – Health Insurance Portability and Accountability Act (HIPAA) Training
 - 609 – National Incident Management System (NIMS) Training
 - 611 – Respiratory Protection Training
 - 612 – Wildland Fire Shelter Deployment Training
 - 613 – Training Records
 - 614 – Firefighter Health, Safety and Survival Training
 - 1014 – Personnel Complaints
 - 1020 – Grievance Procedure

- 9. Discussion and possible approval of the Health Equity (H.S.A. provider) integration with Nationwide 457(b) program. (BOD #2020-02-08)**

10. Reports. (BOD #2020-02-09)

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

11. New Business / Future Agenda Items. (BOD #2020-02-10)

12. Announcements (BOD #2020-02-N/A)

13. Adjourn (BOD #2020-02-11)

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

One or more members of the Governing Board may attend the meeting telephonically.

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

Posted on: February 13, 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 – February 19, 2020

Agenda Item: 1

BOD#: 2020-02-01

Agenda Item Title

Review and approval of the January 2020 financial reports and bank reconciliations.

Submitted By

Finance Director Roger Wood

Background/Discussion

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

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

1. Cash Flow – All Governmental Funds.

The Cash Flow report consists of the combined cash balances of all District Funds. These balances include the General (100), Transport Services (150), Capital Projects (200), Bond Proceeds (300), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds. The Cash Flow report is updated monthly with the actual revenues deposited into and actual expenditures disbursed from the District's cash accounts. It is important to note the revenues and expenditures are reported on a Cash Basis. This report is generated to demonstrate that the fire District maintains sufficient cash available to satisfy the projected expenditures budgeted over the course of the fiscal year.

2. Fund Account Bank Reconciliations.

The reconciliation of each of the District's Fund Cash Accounts (General (100), Transport Services (150), Capital Projects (200), Bond Proceeds (300), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds) between the Pinal County Treasurer's monthly bank statement and the District's Fund balance sheet report is provided. To signify Board approval of the monthly financial statements and bank reconciliations, the Board Chairman is requested to sign the attached Letter of Acceptance which will be kept on file at the District.

Financial Impact(s)/Budget Line Item

N/A

Enclosure(s)

*Monthly Financials provided under separate cover

Recommended Motion

"Motion to approve the January 2020 financial reports and bank reconciliations."



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

Pursuant to A.R.S. §48-807, by the signature(s) below, the Governing Board of the Superstition Fire & Medical District attests to the review and approval of the following financial report(s) of the fire district for the month of **January 2020**:

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



January 2020

Governing Board Meeting – February 19, 2020

Agenda Item: 2

BOD#: 2020-02-02

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.

SFMD Historical Information

Firefighter of the Year Award

Engineer **Robert Vande Krol**

Firefighter **Randall Vande Krol**

Transportation Services Employee of the Year Award

EMT **Sarah Koupal**

Administrative Services Employee of the Year Award

Account Clerk Specialist **Lori Hlavin**

Human Resources Generalist **Sherry Mueller**

February Service Anniversaries

30 Years of Service:

Fire Captain / Paramedic **Paul Perkins**

20 Years of Service:

Administrative Services Director **Anna Butel**

Fire Captain / Paramedic **Carlos Rivera**

11 Years of Service:

Fleet Services Manager **Vaughn Croshaw**

7 Years of Service:

Firefighter / Paramedic **Dave Endres**

Firefighter **Monte Fuller**

Firefighter / Paramedic **Chris Furgeson**

Firefighter **Anthony Martinez**



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4 Years of Service:

EMS Coordinator **Eileen Blackstone**

Human Resources Generalist **Sherry Mueller**

2 Years of Service:

Paramedic **Crystal Martin**

1 Year of Service:

Firefighter **John Rankin**

Firefighter **Matt Leon**

Paramedic **Ryan Markham**

Paramedic **Kyle Fischer**

Firefighter Joe Potter Graduates from the Phoenix Fire Academy on 2/7/2020



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Governing Board Meeting – February 19, 2020

Agenda Item: 3

BOD#: 2020-02-n/a

Agenda Item Title

Call to the Public

A.R.S. §38-431.01(H)

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

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

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

Background / Discussion

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

Scheduled

None



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Governing Board Meeting – February 19, 2020

Agenda Item: 4

BOD#: 2020-02-03

Agenda Item Title

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

- A. Board Meeting Minutes from January 15, 2020 – **Appendix A**
- B. Executive Session Minutes from January 15, 2020
- C. Renewal of Contract for Property and Casualty Insurance Service - **Appendix C**
- D. AZ Dept. of Forestry and Fire Management Cooperative Fire Rate Agreement - **Appendix D**
- E. Contract Renewal with PhoenixNAP Data Center and Colocation – **Appendix E**
- F. Purchase of two (2) LifePac 15 Heart Monitors – **Appendix F**

Background/Discussion

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

Recommended Motion

“Motion to approve the consent agenda items for February 19, 2020.”



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Governing Board Meeting – February 19, 2020

Agenda Item: # 5

BOD#: 2020-02-04

Agenda Item Title:

Discussion of the 2020 Fire District Tax Abstract / Levy Limit Worksheet for Pinal and Maricopa counties, and its impact on the development of the Fiscal Year 2020 / 2021 Revenue Budget.

Submitted By:

Roger Wood, Finance Director
Fire Chief Mike Farber

Background/Discussion:

The Combined Pinal County & Maricopa County Fire District Levy Limit Worksheet (Tax Abstract) for FY 2020 / 2021 was delivered on February 8. A summary of the District’s Net Assessed Valuation (NAV) and its impact on the property tax revenues for FY 2020 / 2021 is as follows:

	Pinal	Maricopa	Total	% Increase
Centrally Assessed Property	10,620,728	26	10,620,754	4.32%
Locally Assessed Property	31,238,962	142,419	31,381,381	2.32%
Locally Assessed Personal Property	<u>388,545,184</u>	<u>303,487</u>	<u>388,848,671</u>	<u>6.32%</u>
Total	430,404,874	445,932	430,850,806	5.97%

At the current tax rate of \$3.25 per \$100 of Net Assessed Value, the NAV increase results in an additional \$788,893 in tax revenues for the General (100) Fund.

At the current special assessment rate of \$0.25 per \$100 of NAV, the NAV increase results in an additional \$60,684 in tax revenues for the Capital Replacement (200) Fund.

At the current special assessment rate of \$0.17 per \$100 of NAV, the NAV increase results in an additional \$42,034 in tax revenues for the Debt Principal (500) and Debt Interest (600) funds combined.

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

This information does not require Board action; it is being provided for FY 2020 / 2021 Budgeting purposes for the General (100), Capital Replacement (200), and the Debt Principal (500) and Debt Interest (600) funds.

Enclosure:

2020 Pinal County Fire District Levy Limit Worksheet (Tax Abstract)
2020 Maricopa County Levy Limit Worksheet

Recommended Motion

N/A



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Pinal only

2020 FIRE DISTRICT LEVY LIMIT WORKSHEET

Date: 2/4/2020

MARICOPA & PINAL COUNTIES - SUPERSTITION FIRE & MEDICAL

	PINAL *
ADJUSTMENTS FOR ANNEXED PROPERTY	2019
A.1. Net Assessed Value of Property Annexed for TY 2020	\$0
A.2. A.1. divided by 100	\$0
A.3. Prior Year Actual Tax Rate (excluding debt service tax rate)	\$3.2500
A.4. Adjustment for Annexed Property (A.2. multiplied by A.3.)	\$0
MAXIMUM ALLOWABLE LEVY LIMIT	2020
B.1. Prior Year Maximum Allowable Levy Limit (B.4 from prior year)	\$25,822,809
B.2. Line B.1. multiplied by 1.08	\$27,888,634
B.3. Plus amount attributable to annexed property (Line A.4.)	\$0
B.4. MAXIMUM ALLOWABLE LEVY LIMIT (Line B.2. + B.3.)	\$27,888,634
CURRENT YEAR NET ASSESSED VALUES	2020
C.1. Centrally Assessed Property	\$10,620,728
C.2. Locally Assessed Real Property	\$388,545,184
C.3. Locally Assessed Personal Property	\$31,238,962
C.4. Total Net Assessed Values (C.1. through C.3.)	\$430,404,874
C.5. C.4. divided by 100	\$4,304,049
CURRENT YEAR TAX RATE / LEVY LIMIT CALCULATION	2020
D.1. Current Year Net Assessed Values / 100 (Line C.5.)	\$4,304,049
D.2. Maximum Allowable Levy Limit (Line B.4.)	\$27,888,634
D.3. Tax Rate (D.2. divided by D.1.; rounded to 4 decimals)	\$6.4796
D.4. Maximum Tax Rate (lesser of D.3. or \$3.50) ¹¹	\$3.5000
D.5. Current Year Allowable Tax Rate ¹²	\$3.5000
D.6. Current Year Allowable Levy Limit (D.5. multiplied by D.1.)	\$15,064,171
D.7. Prior Year Excess Collections	
D.8. Prior Year Excess Levy	
D.9. Current Year Allowable Levy Limit (D.6. - D.7. - D.8.)	\$15,064,171

¹¹ Adjusted D.5. to avoid a levy that exceeds the maximum allowable levy limit (Line B.4.)

¹² On November 8, 2016, voters approved a budget override adjusting the maximum allowable tax rate from \$3.25 to \$3.50 for tax year 2017 through tax year 2021. The maximum tax rate will return to \$3.25 for tax year 2022. (Reference Session Law 2016, Chapter 219, SB 1244)

**** Preliminary Worksheet - a combined levy limit worksheet will be distributed by PTOC staff based on values for Maricopa and Pinal Counties.**

Note: The combined prior year maximum allowable levy limit for line B.1 is \$25,850,382 (or \$27,573 for Maricopa and \$25,822,809 for Pinal Counties).

Maricopa only

Assessor



Office of the
Maricopa County
Assessor

2020 Levy Limit Worksheet

Superstition Fire & Medical

A. Annexed Property

A1	Net Assessed Value of Annexed Property (2019 for TY 2020)	\$0
A2	2019 Actual Tax Rate	\$3.2500
A3	Adjustment Annexed Property Levy (A1/100*A2)	0
A4	Total Adjustment for Annexed Property	\$0

B. Maximum Levy

B1	Actual Tax Levy (excluding debt service)	\$28,116
B2	B1 Multiplied by 1.08	\$30,365
B3	Annexed Property Amount (Line A4)	0
B4	Maximum Allowable Levy Limit (Line B2 + B3)	\$30,365

C. Current Net Assessed Value (2020)

C4	Net Assessed Value	\$445,932
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D. Levy Limit Calculation

D1	Current Net Assessed Value / 100	4,459
D2	Maximum Allowable Levy Amount (Line B4)	30,365
D3	Allowable Tax Rate (D2. divided by D1.)	6.8093
D4	Maximum Allowable Tax Rate (Lessor D3 or \$3.25)	3.5000
D5	Current Year Allowable Tax Rate	\$3.5000
D6	Current Year Maximum Allowable Levy Limit (D5. Multiplied by D1.)	\$15,608
D7	Prior Year Excess Collections	0.00
D8	Prior Year Excess Levy	0.00
D9	Current Year Allowable Levy Limit (D6. - D7. -D8.)	\$15,608

G. Sources

- G1. Maricopa County Assessor Reports: Abstracts (SR41110,SR41075,SR41070, SR41095 & SR41085)
- G2. Maricopa County Assessor Reports: Annexations (SF12090)
- G3. Arizona Department of Revenue Annexation Report



2020 Net Assessed Value Detail

Superstition Fire & Medical

Current Net Assessed (2020)	Primary	Primary Growth
C1. Net Centrally Valued Property	26	4.0%
C2. Net Real Property	303,487	5.0%
C4. Net Personal Property	142,419	-1.5%
C4a Exemptions	52,767	-37.2%
C5. Net Assessed	445,932	2.8%

Prior Year Net Assessed Value	February 10, 2019 Primary
F1. Net Centrally Valued Property	25
F2. Net Real Property	289,036
F4. Net Personal Property	144,616
F4a. Exemptions	84,080
F5. Net Assessed	433,677

0

G. Sources

- G1. Maricopa County Assessor Reports: Abstracts (SR41110,SR41075,SR41070, SR41095 & SR41085)
- G2. Maricopa County Assessor Reports: Annexations (SF12090)
- G3. Arizona Department of Revenue Annexation Report

H. Notes

- H1. The Levy Worksheets have been modified to reflect net assessed valuations for the Current Property Subject to Taxation in Prior Year, Current Net Assessed Valuations and Prior Year Net Assessed Valuations.
- H2. The Levy Worksheets have been modified for Tax Year 2013 to combine unsecured and secured Personal Property into a single net assessed valuations for the Current Property Subject to Taxation in Prior Year, Current Net Assessed Valuations and Prior Year Net Assessed Valuations.

Governing Board Meeting – February 19, 2020

Agenda Item: #6

BOD#: 2020-02-05

Agenda Item Title

Presentation and discussion of the Public Safety Personnel Retirement System (PSPRS) results information as of June 30, 2019, an update of the District’s DROP participants and retired employees.

Submitted By

Finance Director Roger Wood
Board Member Larry Strand

Background/Discussion

Per A.R.S. §38-847(D)(7), the Local Pension Board is “To receive and review the District’s actuarial valuation of the system for its group of members.” This report will be presented at the May 12, 2020 Local Pension Board meeting. In addition, the Comprehensive Annual Financial Report (CAFR) for the entire state of Arizona for the period ending June 30, 2019 will be presented.

The intent of this presentation is to give the Governing Board a preview summary of the information to be presented at the May 12 Local Pension Board meeting.

CAFR for all Arizona PSPRS employers

Funded percentage as of June 30, 2019: 46.2% for Tier 1 and Tier 2 Employees’ Pension
 123.1% for Tier 3 Employees’ Pension

GASB 68 Executive Summary for SFMD (All Tiers)

Pension Plan Funded Liability as of June 30, 2019 63.58%

SFMD’s PSPRS Actuarial Valuation from Foster & Foster

- SFMD’s FY20/21 Employer (ER) PSPRS Contribution Rates
 - Tier 1 & Tier 2 Defined Benefit (DB) only: 31.84%
 - Tier 2 Hybrid (DB & Defined Contribution (DC) Supplement): 35.84%
 - Tier 3 DB only: 26.01%
 - Tier 3 DC only: 29.01%
 - Tier 3 Hybrid = 26.48%
- These rates are 2.36 points higher than in FY 19/20

As of February 19, 2020, SFMD has 15 retired employees, and 15 employees participating in the DROP program with the intent to retire within the next 5 years.

Financial Impact(s)/Budget Line Item

N/A – For informational purposes only

Enclosure(s)

1. PSPRS CAFR Highlights – 6.30.19
2. SFMD GASB 68 Executive Summary – 6.30.19
3. SFMD PSPRS Actuarial Valuation by Foster & Foster – 6.30.19

Recommended Motion

N/A



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COMPREHENSIVE ANNUAL FINANCIAL REPORT

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

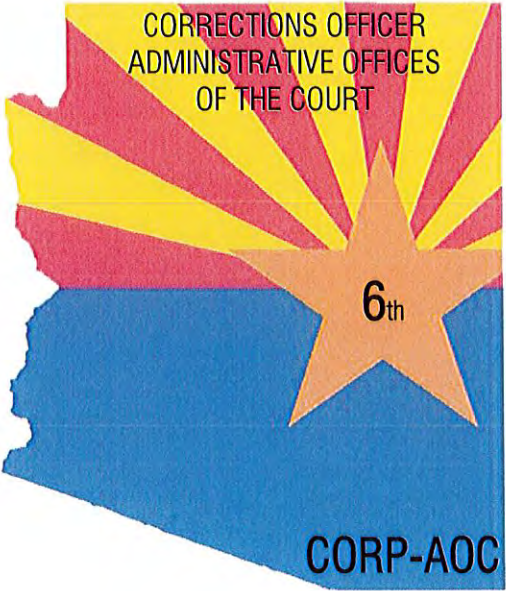
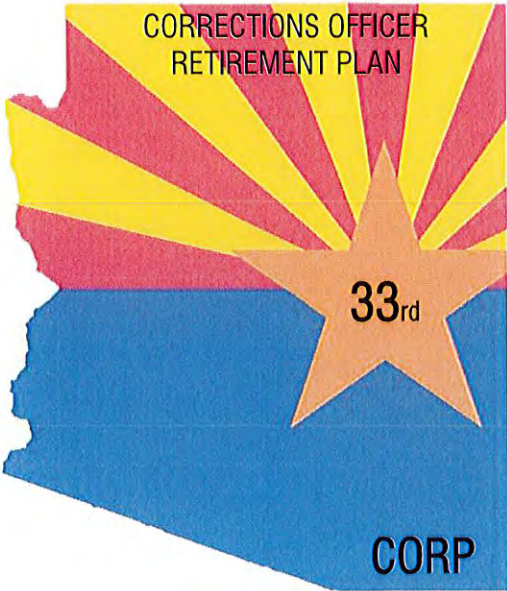
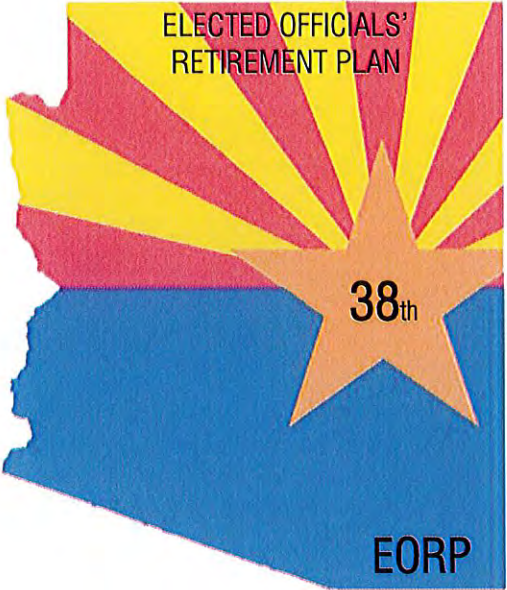
PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM

ELECTED OFFICIALS' RETIREMENT PLAN

CORRECTIONS OFFICER RETIREMENT PLAN

(ADMINISTRATIVE OFFICES OF THE COURTS)

A COMPONENT UNIT OF THE STATE OF ARIZONA



There are many factors that contribute to changes in the funding levels, some having a greater effect than others. Below is a reconciliation from June 30, 2018 to June 30, 2019 showing those contributing factors and their relative effect on the funded status of each plan, including both the pension and Other Post-Employment Benefit (OPEB) or Health assets and liabilities, at the aggregate level. The funded status of each plan is highlighted below:

Funded Status ¹	PSPRS				EORP		CORP	
	TIERS 1 & 2		TIER 3		PENSION	HEALTH	TIERS 1 & 2	
	PENSION	HEALTH	PENSION	HEALTH			PENSION	HEALTH
June 30, 2018	45.8 %	110.4 %	92.1 %	104.2 %	31.3 %	181.3 %	54.1 %	123.6 %
Asset Experience	(0.3)%	(1.0)%	0.2 %	0.5 %	(0.3)%	(1.4)%	(0.3)%	(1.0)%
Liability Experience	0.0 %	3.1 %	(5.6)%	0.6 %	(0.3)%	(1.3)%	0.9 %	5.7 %
COLA	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	(0.5)%	0.0 %
Actuarial Assumption/Method Changes	(0.9)%	(1.5)%	(1.6)%	0.7 %	(0.1)%	(0.4)%	(1.3)%	(1.9)%
Other	1.8 %	9.2 %	38.0 %	128.5 %	0.9 %	(1.8)%	0.2 %	14.4 %
June 30, 2019	46.4 %	120.2 %	123.1 %	234.5 %	31.5 %	176.4 %	53.1 %	140.8 %

¹ Consolidated plan level and individual employer actuarial valuations are available on the PSPRS website. In addition, please refer to the Actuarial Section of the CAFR beginning on p. 80.



Asset Experience

One of the potentially largest contributing factors to contribution rates and funded status are investment returns. In order to calculate appropriate contribution rates today to pay for future pension liabilities, assumptions must be made about future behavior. One of those assumptions is the assumed earnings rate of return on investments. For June 30, 2019, the assumed earnings rate of return was 7.3% (except for Tier 3, which was 7.0%). While the market value rate of return was 6.05% (gross of fees), asset gains and losses for actuarial purposes are smoothed over a seven-year period for Tiers 1 and 2 and five years for Tier 3. Smoothing of investment gains and losses softens the effects of volatility on the contribution rates and funded status. The actuarial smoothed rates of return fell short of the assumed earnings rate, except for PSPRS Tier 3. On a market value basis, over a ten-year period the portfolio has earned 8.14% (net of fees).

Liability Experience

Experience overall was unfavorable when compared to assumptions. Greater than expected active retirements generated losses, which were offset by gains from greater than expected terminations and lower than expected salary increases. The overall decrease in the normal cost had a significant impact on this category.

COLA

When calculating actuarial liabilities, actuaries make assumptions about the probability of retirees receiving permanent benefit increases in future years. Retirees in all three defined benefit plans received a 2% cost of living allowance on July 1, 2019, slightly higher than the assumed 1.75 percent.

Actuarial Assumption Changes

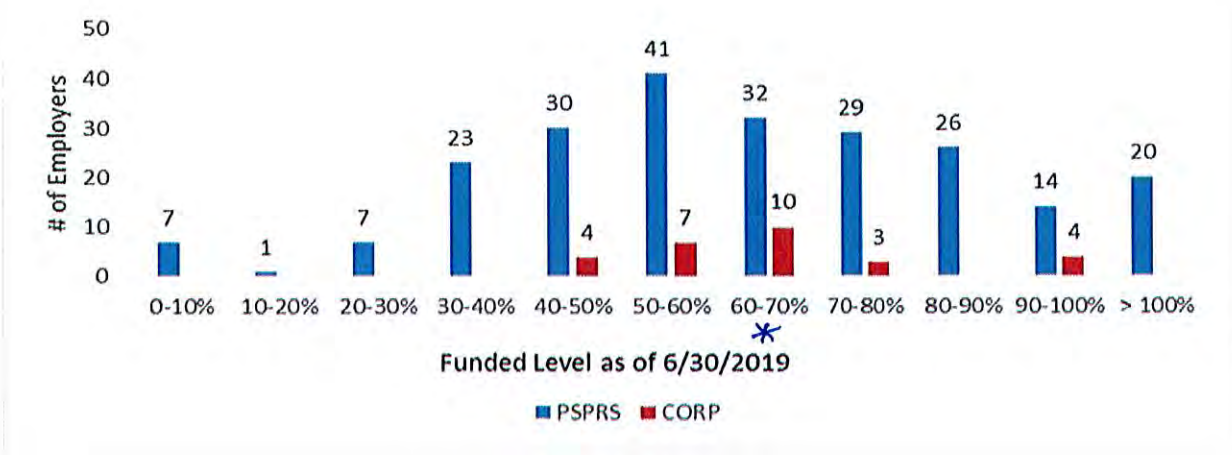
As noted earlier, the Board adopted the new public sector mortality tables, as was recommended by PSPRS's actuary. The Board also decreased the assumed earnings rate from 7.4% to 7.3% for the FY19 actuarial valuation. Both of these resulted in liability losses.

Other

This is the combination of all factors other than those listed above and primarily reflects demographic gains and losses due to experience that differs from actuarial assumptions.

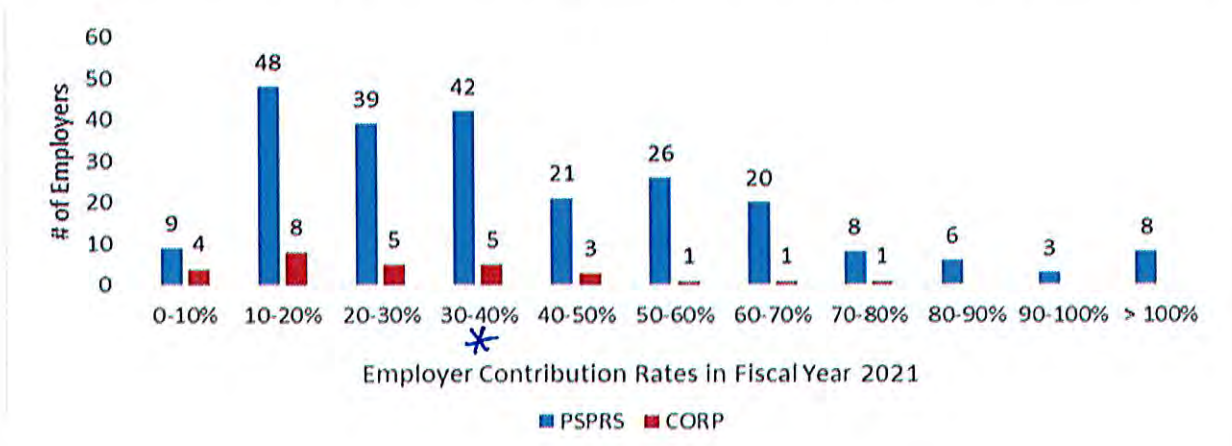
While the numbers above are presented in the aggregate, it is important to remember that any aggregate number calculated for PSPRS and CORP is for comparison and overall general monitoring purposes only and does not necessarily reflect the most accurate picture of the System as a whole.

Because PSPRS and CORP are agent multiple-employer plans, each individual employer has its own funding level. Therefore, another useful and appropriate representation for PSPRS and CORP is a distribution of those employers by their individual funding status as of June 30, 2019, as shown in the following chart:



Employer Contribution Rates

Results of the June 30, 2019 actuarial valuation determine contribution rates that will become effective in Fiscal Year 2021, which begins on July 1, 2020. For most employers, contribution rates will either decrease or will increase less than one (1) percent in FY21. A distribution graph representing those individual plan rates is provided below.



New Developments and Management Initiatives

In 2011, legislation was passed that adjusted service purchase and DROP provisions. The PSPRS Board believes those provisions would be found to be unconstitutional if tested in a court of law, so in 2019 Senate Bill 1146 was passed allowing PSPRS to reverse those provisions. PSPRS members who enter the New DROP program are no longer required to submit contributions, and the interest rate paid on DROP accounts was adjusted. The discount rate used to calculate service purchases was also adjusted.

During FY19, PSPRS adopted the agile/scrum software development methodology in order to better align and meet the business needs of end-users. Business users and software developers are working collaboratively, which has improved the level of communication between departments and resulted in a better product.

MANAGEMENT DISCUSSION & ANALYSIS

As management of Arizona’s Public Safety Personnel Retirement System (“System”), we present this discussion and analysis of the financial activities for the year ended June 30, 2019 (FY19). This narrative is intended to supplement the financial statements which follow this discussion, and should be read in conjunction with the Transmittal Letter.

OVERVIEW OF THE FINANCIAL STATEMENTS

The Basic Financial Statements consist of the Statement of Fiduciary Net Position, the Statement of Changes in Fiduciary Net Position, and the Notes to the Basic Financial Statements. These financial statements report information about the System’s financial condition in an attempt to answer the question: “Is PSPRS better off or worse off as a result of this year’s activities?” These statements are prepared in accordance with generally accepted accounting principles laid out in statements issued by the Governmental Accounting Standards Board (GASB).

The Required Supplementary Information that appears after the Notes to the Basic Financial Statements is not a required part of the Basic Financial Statements, but is supplementary information required by the GASB. The other supplementary information following the required supplementary information is not required, but management has chosen to include such information to increase transparency.

BASIC FINANCIAL STATEMENTS

The *Statement of Fiduciary Net Position* provides a snapshot of account balances at year-end. It reports the assets available for future payments to benefit recipients, along with any liabilities that are owed as of the statement date. The difference between assets and liabilities, called “Fiduciary Net Position Restricted for Pensions and OPEB,” represents the value of assets held in trust for future benefit payments. Over time, increases and decreases in Fiduciary Net Position can be one measurement of whether the System’s financial position is increasing or decreasing.

The *Statement of Changes in Fiduciary Net Position*, on the other hand, shows additions to and deductions from Fiduciary Net Position that took place throughout the year.

The *Notes to the Basic Financial Statements* are an integral part of the Basic Financial Statements and provide additional information about the plans, policies and performance of the System. The Notes include a plan description of the various plans that make up the System, a summary of significant accounting policies, and information about the System’s OPEB plans, contribution requirements, cash and investments, capital assets, net pension liability of participating employers, subsequent events, and other information required by GASB. Dollar amounts are presented in thousands, unless otherwise indicated.

FINANCIAL HIGHLIGHTS

Key financial highlights for fiscal year 2019 (FY19) are as follows:

- The System’s total rate of return (net of fees) was 5.45% in FY19, which was below the target fund benchmark of 6.34% and 1.85% below the assumed earnings rate of 7.3%.
- The System’s Fiduciary Net Position increased 7.10 percent during the year from \$9.90 billion to \$10.60 billion.
- Total additions for FY19 were \$1.82 billion, comprised of contributions of \$1.27 billion and investment gains of \$546.83 million.
- Total deductions for the year increased from \$1.07 billion in FY18 to \$1.12 billion in FY19.



FINANCIAL ANALYSIS OF THE PLAN

The schedules that follow present comparative summary financial statements of the individual plans that make up the System for FY19 in comparison with results for FY18. Following each schedule is a brief summary of the significant changes noted in the schedules and reasons for the changes.

REQUEST FOR INFORMATION

This report is designed to provide a general overview of the finances of the System and the individual plans within the System. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to: Public Safety Personnel Retirement System, 3010 E. Camelback Road, Suite 200, Phoenix, AZ 85016.

Executive Summary

Actuarial Valuation Date	June 30, 2018
Measurement Date of the Net Pension Liability	June 30, 2018
Employer's Fiscal Year Ending Date (Reporting Date)	June 30, 2019

Membership

Number of	
- Retirees and Beneficiaries	17
- Inactive, Non-Retired Members	13
- Active Members	77
- Total	107
Covered Valuation Payroll ⁽¹⁾	\$ 6,684,780

Net Pension Liability

Total Pension Liability/(Asset)	\$ 52,277,121
Plan Fiduciary Net Position	33,240,193
Net Pension Liability/(Asset)	\$ 19,036,928
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	63.58% *
Net Pension Liability as a Percentage of Covered Valuation Payroll	284.78%

Development of the Single Discount Rate as of June 30, 2018

Long-Term Expected Rate of Investment Return	7.40%
Long-Term Municipal Bond Rate ⁽²⁾	3.62%
Last year ending June 30 in the 2019 to 2118 projection period for which projected benefit payments are fully funded	2118
Resulting Single Discount Rate based on the above development	7.40%

Total Pension Expense/(Income)	\$ 3,818,094
---------------------------------------	---------------------

Deferred Outflows and Deferred Inflows of Resources by Source to be recognized in Future Pension Expenses

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 1,074,719	\$ 985,857
Changes in assumptions	3,007,781	0
Net difference between projected and actual earnings on pension plan investments	380,158	0
Total	\$ 4,462,658	\$ 985,857

⁽¹⁾ Does not necessarily represent Covered Payroll as defined in GASB Statement No. 82. This does not include Tier 3 Defined Benefit or Defined Contribution payrolls.

⁽²⁾ Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's "20-Year Municipal GO AA Index" as of June 29, 2018. In describing this index, Fidelity notes that the municipal curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax exempt securities.

**ARIZONA PUBLIC SAFETY PERSONNEL
RETIREMENT SYSTEM**

SUPERSTITION FIRE AND MEDICAL DISTRICT (148)

ACTUARIAL VALUATION
AS OF JUNE 30, 2019

CONTRIBUTIONS APPLICABLE TO THE
PLAN/FISCAL YEAR ENDING JUNE 30, 2021



FOSTER & FOSTER
ACTUARIES AND CONSULTANTS

December 5, 2019

Board of Trustees
Arizona Public Safety Personnel Retirement System
Phoenix, AZ

Re: Actuarial Valuation Report as of June 30, 2019 for Superstition Fire And Medical District (148)

Dear Members of the Board:

We are pleased to present to the Board this report of the annual actuarial valuation of the Arizona Public Safety Personnel Retirement System (PSPRS). The valuation was performed to determine whether the assets and contributions are sufficient to provide the prescribed benefits and to develop the appropriate funding requirements for the applicable plan year.

This report was prepared at the request of the Board and is intended for use by PSPRS and those designated or approved by the Board. It documents the valuation of the consolidated plan and provides summary information for PSPRS participating employers. This report may be provided to parties other than PSPRS only in its entirety and only with the permission of the Board. Foster & Foster is not responsible for the unauthorized use of this report.

The valuation has been conducted in accordance with generally accepted actuarial principles and practices, including the applicable Actuarial Standards of Practice as issued by the Actuarial Standards Board, and reflects laws and regulations issued to date pursuant to the provisions of Title 38, Chapter 5, Article 4 of the Arizona Revised Statutes, as well as applicable federal laws and regulations. In our opinion, the assumptions used in this valuation, as adopted by the Board of Trustees, represent reasonable expectations of anticipated plan experience. Future actuarial measurements may differ significantly from the current measurements presented in this report for a variety of reasons including changes in applicable laws, changes in plan provisions, changes in assumptions, or plan experience differing from expectations. Due to the limited scope of the valuation, we did not perform an analysis of the potential range of such future measurements.

The computed contribution rates shown in the "Contribution Results" section should be considered minimum contribution rates that comply with the Board's funding policy and Arizona Statutes. Users of this report should be aware that contributions made at that rate do not guarantee benefit security. Given the importance of benefit security to any retirement system, we suggest that contributions to the System in excess of those presented in this report be considered.

In conducting the valuation, we have relied on personnel, plan design, and asset information supplied by PSPRS through June 30, 2019 and the actuarial assumptions and methods described in the Actuarial Assumptions section of this report. While we cannot verify the accuracy of all this information, the supplied information was reviewed for consistency and reasonableness. As a result of this review, we have no reason to doubt the substantial accuracy of the information and believe that it has produced appropriate results. This information, along with any adjustments or modifications, is summarized in various sections of this report.

This valuation assumes the continuing ability of the participating employers to make the contributions necessary to fund this plan. A determination regarding whether or not the participating employers are actually able to do so is outside our scope of expertise. Consequently, we did not perform such an analysis.


The undersigned are familiar with the immediate and long-term aspects of pension valuations and meet the Qualification Standards of the American Academy of Actuaries necessary to render the actuarial opinions contained herein. All sections of this report are considered an integral part of the actuarial opinions.

To our knowledge, no associate of Foster & Foster, Inc. working on valuations of the program has any direct financial interest or indirect material interest in the Arizona Public Safety Personnel Retirement System, nor does anyone at Foster & Foster, Inc. act as a member of the Board of Trustees of the Arizona Public Safety Personnel Retirement System. Thus, there is no relationship existing that might affect our capacity to prepare and certify this actuarial report.

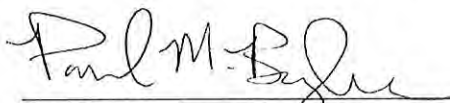
If there are any questions, concerns, or comments about any of the items contained in this report, please contact us at 239-433-5500.

Respectfully Submitted,

Foster & Foster, Inc.

By: 
Bradley R. Heinrichs, FSA, EA, MAAA

By: 
Jason L. Franken, FSA, EA, MAAA

By: 
Paul M. Baugher, FSA, EA, MAAA

I. SUMMARY OF REPORT

The regular annual actuarial valuation of the Arizona Public Safety Personnel Retirement System for the Superstition Fire And Medical District, performed as of June 30, 2019, has been completed and the results are presented in this Report. The purpose of this valuation is to:

- Compute the liabilities associated with benefits likely to be paid on behalf of current retired and active members. This information is contained in the section entitled “Liability Support.”
- Compare accumulated assets with the liabilities to assess the funded condition. This information is contained in the section entitled “Liability Support.”
- Compute the employers’ recommended contribution rates for the Fiscal Year beginning July 1, 2020. This information is contained in the section entitled “Contribution Results.”

1. Key Valuation Results

The funded status as of June 30, 2019 and the employer contribution amounts applicable to the plan/fiscal year ending June 30, 2021 are as follows:

	Tier 1 & Tier 2 Members			Tier 3 Members *		
	Pension	Health	Total	Pension	Health	Total
Employer Contribution Rate	31.56%	0.28%	31.84%	9.21%	0.14%	9.35%
Funded Status	66.4%	118.5%	67.2%	116.9%	205.3%	118.4%

2. Comparison of Key Results to Prior Year

The chart below compares the results from this valuation with the results of the prior year’s valuation, as prepared and reported by Gabriel, Roeder, Smith & Company:

Contribution Rate

Valuation Date	Tier 1 & Tier 2 Members			Tier 3 Members *		
	Pension	Health	Total	Pension	Health	Total
June 30, 2018	29.20%	0.28%	29.48%	9.80%	0.21%	10.01%
June 30, 2019	31.56%	0.28%	31.84%	9.21%	0.14%	9.35%

Funded Status

Valuation Date	Tier 1 & Tier 2 Members			Tier 3 Members		
	Pension	Health	Total	Pension	Health	Total
June 30, 2018	65.0%	98.7%	65.6%	89.3%	110.5%	89.7%
June 30, 2019	66.4%	118.5%	67.2%	116.9%	205.3%	118.4%

* The Tier 3 rates shown are the calculated rates as of the valuation date and do not reflect any Legacy costs that the employer must also contribute.

3. Reasons for Change

Changes in the results from the prior year's valuation can be illustrated in the following tables along with high-level explanations for the entire System below:

Contribution Rate

	Tier 1 & Tier 2		Tier 3 Members	
	Pension	Health	Pension	Health
Contribution Rate Last Valuation	29.20%	0.28%	9.80%	0.21%
Asset Experience	0.20%	0.01%	0.00%	0.00%
Payroll Base	0.41%	0.00%	0.08%	0.00%
Liability Experience	1.03%	0.13%	0.07%	0.00%
Assumption/Method Change	1.75%	0.02%	0.41%	0.00%
Other	<u>(1.03%)</u>	<u>(0.16%)</u>	<u>(1.16%)</u>	<u>(0.07%)</u>
Contribution Rate This Valuation	31.56%	0.28%	9.21%	0.14%

Funded Status

	Tier 1 & Tier 2		Tier 3 Members	
	Pension	Health	Pension	Health
Funded Status Last Valuation	65.0%	98.7%	89.3%	110.5%
Asset Experience	(0.5%)	(0.9%)	0.2%	0.5%
Liability Experience	(0.2%)	5.6%	(4.2%)	0.7%
Assumption/Method Change	(1.4%)	(1.3%)	(1.4%)	0.6%
Other	<u>3.5%</u>	<u>16.4%</u>	<u>33.0%</u>	<u>93.0%</u>
Funded Status This Valuation	66.4%	118.5%	116.9%	205.3%

Assets Experience – Asset gains and losses (relative to the assumed earnings rate) are smoothed over seven years for Tiers 1 and 2 and over five years for Tier 3. The return on the market value of assets for the year ending June 30, 2019 was 5.4% for Tiers 1 and 2 and 9.0% for Tier 3. On a smoothed, actuarial value of assets basis, however, the average return was 6.7% for Tiers 1 and 2 and 7.3% for Tier 3. This fell short of the 2018 assumed earnings rate for Tiers 1 and 2 of 7.4% but exceeded the rate for Tier 3 of 7.0%.

Liability Experience – Experience overall was unfavorable, driven by greater than expected active retirements. Gains from greater than expected terminations and lower than expected salary increases partially offset those losses. A decrease in normal costs has a significant impact on the contribution reconciliation for this bucket, as well.

Payroll Base – Under the current amortization policy for Tiers 1 and 2, the contribution rate is developed as a level percentage of payroll. The payroll is expected to increase each year in line with the growth assumption (currently 3.50%). To the extent that actual payroll is lower/greater than expected, the contribution rate will increase/decrease as a result.

Assumption / Method Change – The interest rate (assumed earnings rate) was decreased from 7.40% to 7.30% and the mortality tables were updated to the latest available information. These changes both resulted in liability losses.

Other – This is the combination of all other factors that could impact liabilities year-over-year, with the primary sources being the transition of actuarial services and changes in member data. Note that Tier 3 is primarily driven by contributions that are currently outpacing accruals; this will stabilize as the plan matures.

4. Looking Ahead

The continuing effect of prior asset losses was dampened by the asset smoothing reflected in the actuarial value of assets and further offset by the effect of lower than expected pay increases. There remain unrecognized investment losses that will, in the absence of other gains, put upward pressure on the contribution rate next year.

If the June 30, 2019 pension valuation results were based on the market value of assets instead of the actuarial value of assets, the pension funded percentage for Tiers 1 and 2 would be 64.2% (instead of 66.4%) and the pension employer contribution requirement would be 32.65% of payroll (instead of 31.56%).

The funded status for Tiers 1 and 2 will continue to improve if assumptions are met and contributions at least equal to the rates determined for each employer are made to the fund. The funded status for Tier 3 will stabilize as the population continues to grow, as contributions appear sufficient to keep the liabilities fully funded.

II. CONTRIBUTION RESULTS

Contribution Requirements

Development of Employer Contributions - Tiers 1 & 2 Members				
Valuation Date	June 30, 2019		June 30, 2018	
Applicable to Fiscal Year Ending	2021		2020	
	Rate	Dollar	Rate	Dollar
Pension				
Normal Cost				
Total Normal Cost	23.14%	\$1,498,040		
Employee Cost	<u>(7.65%)</u>	<u>(495,234)</u>		
Employer (Net) Normal Cost	15.49%	1,002,806	13.81%	
Amortization of Unfunded Liability	<u>16.07%</u>	<u>1,114,411</u>	<u>15.39%</u>	
Total Employer Cost (Pension)	31.56%	2,117,217	29.20%	
Health				
Normal Cost				
	0.45%	\$28,887	0.27%	
Amortization of Unfunded Liability	<u>(0.17%)</u>	<u>(11,789)</u>	<u>0.01%</u>	
Total Employer Cost (Health)	0.28%	17,098	0.28%	
Total Employer Cost (Pension + Health)	31.84%	2,134,315	29.48%	2,043,997
Total Minimum Contribution Requirement (if applicable)	0.00%		0.00%	
Alternate Contribution Rate (ACR) *	16.07%		15.40%	
Underlying Payroll (as of valuation date)		6,473,645		

* The Alternate Contribution Rate is the sum of the positive amortization rates for Tiers 1 & 2 Pension and Health and is charged when retirees return to active status.

The results above are shown both prior to and after the application of the statutory minimum contribution requirement of 8% of payroll (5% of payroll if the actual employer contribution is less than 5% for the 2006/2007 Fiscal Year) and are based on the current amortization schedule approved by the Board of Trustees for your individual plan (see "Actuarial Assumptions and Methods").

A.R.S. 38-843, subsection I allows for the employer to request a one-time increase in the amortization period up to a maximum of 30 years. The costs below are provided to assist with that decision, where needed. If the current approved amortization period is greater than those below, that request has already been made for this plan and the following is provided to facilitate earlier payoff, if desired.

	Rate	Dollar
Total Pension Employer Cost (17-year amortization)	37.59%	2,533,062
Total Pension Employer Cost (22-year amortization)	34.03%	2,286,186

Development of Employer Contributions – Tier 3 Members

Valuation Date	June 30, 2019	June 30, 2018
Applicable to Fiscal Year Ending	2021	2020

Defined Benefit (DB) Retirement Plan

	Rate	Dollar	Rate	Dollar
Pension				
Total Normal Cost	18.41%	\$ 48,767	19.46%	
Amortization of Unfunded Liability	<u>0.00%</u>	<u>0</u>	<u>0.14%</u>	
Total Pension Cost	18.41%	48,767	19.60%	
Employee (EE) Pension Cost	9.21%	24,384	9.80%	
Employer (ER) Pension Cost	9.21%	24,384	9.80%	
Health				
Total Normal Cost	0.28%	742	0.42%	
Amortization of Unfunded Liability	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>	
Total Health Cost	0.28%	742	0.42%	
Employee (EE) Health Cost	0.14%	371	0.21%	
Employer (ER) Health Cost	0.14%	371	0.21%	
Total				
Total Calculated Tier 3 Required EE/ER Individual Cost	9.35%	24,755	10.01%	
Board Approved Tier 3 Required EE/ER Individual Cost ¹	9.94%	26,331	9.94%	
ER Legacy Cost of Tiers 1 & 2 Amort of Unfunded Liabilities ²	16.07%	45,601	15.40%	
Total Calculated Tier 3 Required ER Defined Benefit Cost	25.42%	70,356	25.41%	
Total Board Approved Tier 3 Required ER Defined Benefit Cost	26.01%	71,932	25.34%	13,055
Underlying Payroll (as of valuation date)		264,895		

¹ The Board decided to keep Tier 3 rates level (as calculated with the June 30, 2018 valuation) for the fiscal year ending June 30, 2021.

² Pursuant to ARS § 38-843(B), the amortization of positive unfunded liabilities for Tiers 1 & 2 shall be applied to all Tier 3 payroll on a level percent basis. However, while it is statutorily required to present the rates in this manner, these are the minimums where alternate methods for paying down that unfunded liability is at the discretion of each employer. Further, to understand the effects of reform in relation to Tier 3, compare the total rate of Tier 3 before application of those legacy costs.

Development of Employer Contributions – Tier 3 Members

Valuation Date	June 30, 2019	June 30, 2018
Applicable to Fiscal Year Ending	2021	2020

Defined Contribution (DC) Retirement Plan

	Rate	Dollar	Rate	Dollar
Tier 2 & 3 DB / Non-Social Security				
Employee Cost	3.00%		3.00%	
Employer Cost ¹	3.00%		3.00%	
Tier 3 DC Only				
Employee Cost	9.00%	\$5,335	9.00%	
Employee Disability Program Cost	<u>1.41%</u>	<u>836</u>	<u>1.51%</u>	
Total Employee Cost	10.41%	6,171	10.51%	
Employer Cost	9.00%	5,335	9.00%	
Employer Disability Program Cost	<u>1.41%</u>	<u>836</u>	<u>1.51%</u>	
Total Employer Cost (before Legacy)	10.41%	6,171	10.51%	
ER Legacy Cost of Tiers 1 & 2 Amort of Unfunded Liabilities ²	16.07%	9,527	15.40%	
Total Employer Cost	26.48%	15,698	25.91%	
Underlying Payroll (as of valuation date)		55,340		

¹ Employer rate is 4% for Tier 2 members for a period of time depending on the individual's membership date.

² Pursuant to ARS § 38-843(B), the amortization of positive unfunded liabilities for Tiers 1 & 2 shall be applied to all Tier 3 payroll on a level percent basis. However, while it is statutorily required to present the rates in this manner, these are the minimums where alternate methods for paying down that unfunded liability is at the discretion of each employer. Further, to understand the effects of reform in relation to Tier 3, compare the total rate of Tier 3 before application of those legacy costs.

Contribution Rate Summary

	Tier 1		Tier 2		Tier 3		
	7/1/1968	7/1/1968	7/20/2011	7/20/2011	7/20/2011	7/1/2017	
Membership Date On or After	7/1/1968		7/20/2011		7/20/2011		7/1/2017
Participates in Social Security	N/A		Yes	No	Yes	No	N/A
Available Retirement Plan ¹	DB Only	DB Only	DB Only	Hybrid	DB Only	Hybrid	DC Only
Employee Contribution Rate							
PSPRS DB Rate	7.65%	11.65%	11.65%	11.65%	9.94%	9.94%	
PSPRS DC Rate				3.00%		3.00%	9.00%
PSPDCRP Disability Program Rate							1.41%
Total EE Contribution Rate	7.65%	11.65%	11.65%	14.65%	9.94%	12.94%	10.41%
Employer Contribution Rate							
PSPRS DB Normal Cost	15.94%	15.94%	15.94%	15.94%	9.94%	9.94%	
PSPRS DB Tier 1 & 2 Legacy Cost ²	15.90%	15.90%	15.90%	15.90%	16.07%	16.07%	16.07%
PSPRS DC Rate ³				4.00%		3.00%	9.00%
PSPDCRP Disability Program Rate							1.41%
Total ER Contribution Rate	31.84%	31.84%	31.84%	35.84%	26.01%	29.01%	26.48%

¹ Employers that pay into Social Security on behalf of their members do not participate in the Hybrid Plan.

² Per statute (ARS § 38-843(B)), any positive unfunded liability for Tiers 1 and 2 is to be applied to all Tier 3 (DB and DC) payrolls.

³ The 4.00% employer match for Tier 2 Hybrid members is for a short period of time depending on the membership date of the employee at which point the rate will change to 3.00% (ARS § 38-868(C)).

Exhibit summarizes employee and employer contributions based on Statute and the results of June 30, 2019 actuarial valuation. Pension and health components are combined, where applicable.

Governing Board Meeting – February 19, 2020

Agenda Item: #7

BOD#: 2020-02-06

Agenda Item Title

SFMD Policy Manual – Policies reviewed in January 2020.

Submitted By

Mike Farber, Fire Chief

Anna Butel, Administrative Services Director

Background/Discussion

In the January 2020 Board of Directors meeting, the following policies were submitted for review:

*Please note that because policy 701 Personnel Communication Devices received significant feedback from the membership, it was pulled, revised, and has been resubmitted for review in February and possible approval in March. Additionally, policy 1022 Physical Fitness had a minor change in paragraph six, where it indicates a spotter the words “as needed” were added. Due to many instances of weight lifting can be done without a spotter.

- 402 – Fire Investigations
- 409 – Youth Firesetter Referrals
- 410 – Fire Watch Services
- 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

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: Fire Investigations, Youth Firesetter Referrals, Fire Watch Services, Use of District Vehicles, Information Technology Use, Communication Operations, Public Alerts, Photography and Electronic Imaging, Physical Fitness and Facility Security.”



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Governing Board Meeting – February 19, 2019

Agenda Item: #8

BOD#: 2020-02-07

Agenda Item Title

Policy Review – For possible approval in the March 2020 Board of Director Meeting.

Submitted By

Mike Farber, Fire Chief

Anna Butel, Administrative Services Director

Background/Discussion

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

Enclosure(s)

New Policies for Review: **(Go to Appendix G1 -G16)**

- 600 – Fire Apparatus Driver Operator Training
- 601 – CPR and Automated External Defibrillator Training
- 602 – Communicable Disease Training Program
- 603 – Emergency Action Plan and Fire Prevention Plan Training
- 604 – Hazard Communication Program Training
- 605 – Hazardous Materials (HAZMAT) Training
- 606 – Hearing Conservation and Noise Control Training
- 607 – Heat Illness Prevention Training
- 608 – Health Insurance Portability and Accountability Act (HIPAA) Training
- 609 – National Incident Management System (NIMS) Training
- 611 – Respiratory Protection Training
- 612 – Wildland Fire Shelter Deployment Training
- 613 – Training Records
- 614 – Firefighter Health Safety and Survival Training
- 1014 – Personnel Complaints
- 1020 – Grievance Procedure

Recommended Motion

No motion at this time.



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Governing Board Meeting – February 19, 2020

Agenda Item: #9

BOD#: 2020-02-08

Agenda Item Title

Discussion and possible approval of Health Equity (H.S.A. provider) integration with Nationwide (457b vendor) program.

Submitted By

Background/Discussion

Health Equity, who provides our health savings accounts for employees who are on a high deductible medical plans, has integrated with Nationwide, our 457(b) vendor to optimize every dollar saved. Tax efficient contributions free up more dollars to invest. Thoughtful investment strategy keeps fees low and helps assets grow. Tax efficient distribution give employees more to spend in retirement. Employees with a health savings accounts will be able to sign in to both Health Equity and Nationwide in one single log in. Health Equity retirement offers a solution that can help reduce the cost, risk and work of managing a retirement plan. This integration solution can seamlessly integrate with Health Equity’s H.S.A. to better prepare individuals for retirement.

In this new partnership with Health Equity and Nationwide, nothing would change with the current plan except Nationwide would enhance the underlying investment line-up by increasing the crediting rate on the cash/cash equivalent account and expanding the variable investment line-up to offer more funds/asset allocation categories. Also, participants could see their HSA account on the Nationwide retirement website dashboard along with their 457 plans as well. A one stop shop!

Reduced Costs: Professional investment managers select high performance, low cost funds from Vanguard and purchase services in bulk, which allows Health Equity Retirement to reduce costs by as much as 60%.

Lower Risk: They appoint professional fiduciaries to sign and act as Plan Administrator, Named Fiduciary and investment Manager. This model mitigates the risk of administrative mistakes and correction, IRS and DOL audits and employee lawsuits.

Less Work: They approve loans, track eligibility, manage audits and force-outs, as well as review, sign and file your form 5500.

Financial Impact(s)/Budget Line Item

N/A

Enclosure(s)

Overview flyer

Recommended Motion

“Motion to approve the Health Equity integration with Nationwide program”



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Nationwide[®]
is on your side

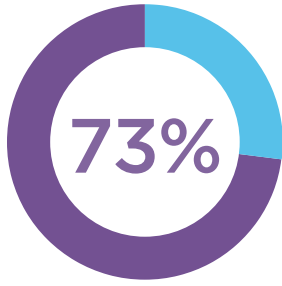
Nationwide HSA

Overview

Help participants save for health care costs in retirement

The Nationwide[®] HSA administered by HealthEquity[®]

FOR ADVISOR USE WITH PLAN SPONSORS



of Americans consider health care costs one of their largest retirement concerns.¹

Drive retirement readiness by offering a solution for funding out-of-pocket health care costs

By adding the Nationwide HSA administered by HealthEquity, you can offer your employees a benefits package that combines two long-term savings needs into one seamless experience. And you get resources designed to:



Educate employees about how to plan for and benefit from the triple tax advantages of HSAs: contributions are pre-tax, investment growth is tax-deferred, and withdrawals are tax-free when used on qualifying medical expenses



Give employees an integrated view of their savings for retirement needs



Build confidence in planning for current and future medical bills

Nationwide's health and wealth solution simplifies two of the most common employee benefits. The Nationwide HSA integrates into your retirement plan, reducing the separate administrative tasks of both. And, our HSA is carrier-neutral, so it can be coupled with most health plan providers.²

Nationwide believes saving for health care expenses down the road is a critical component of a successful retirement plan. By displaying HSA balance and other information with retirement plan account data, we hope to educate participants on the value of using HSAs to enhance their long-term, retirement savings strategy rather than to address short-term needs.

¹ "Health Care and Long-Term Care Consumer Survey," Nationwide Retirement Institute/The Harris Poll (2018). The fourth annual survey was conducted online within the United States from Feb. 5 - 22, 2018, among 1,007 adults ages 50 and older who have a household income of \$150,000 or more ("affluent adults"), and 522 U.S. adults ages 50 and older who are or have been caregivers.

² Employees must be covered by a high-deductible health plan to be eligible for an HSA.

This information is general in nature and is not intended to be tax, legal, accounting or other professional advice. The information provided is based on current laws, which are subject to change at any time, and has not been endorsed by any government agency.

Manage retirement and HSA accounts together online



Participants will see a new HSA link when they log in to their retirement plan account, allowing them to see balances in their retirement account and HSA.



Together with the wealth of tools and information that HealthEquity has on their online portal, participants will be able to better understand their needs and take steps toward retirement readiness.



To learn more about the benefits of adding the Nationwide HSA administered by HealthEquity, call 1-800-626-3112.



Call **1-800-626-3112**



Visit **nationwide.com/retirementplans**



Nationwide[®]
is on your side

HealthEquity Inc. is an IRS-authorized nonbank custodian of health savings accounts (HSAs). Nationwide and HealthEquity are separate and nonaffiliated companies.

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NFM-17779AO.1 (11/18)

Governing Board Meeting – February 19, 2020

Agenda Item: 10

BOD#: 2020-02-09

Agenda Item Title

Reports

Background / Discussion

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

- **Senior Leadership Team**
- **Labor**

Recommended Motion:

N/A



Go to Item 11

Go to Agenda

Governing Board Meeting – February 19, 2020

Agenda Item: 11

BOD#: 2020-02-10

Agenda Item Title

New Business / Future Agenda Items

Submitted By

Board of Directors

Background/Discussion

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

Financial Impact

N/A

Enclosure(s)

N/A

Recommended Motion:

N/A



Go to Item 12

Go to Agenda

Governing Board Meeting – February 19, 2020

Agenda Item: 12

BOD#: 2020-02-n/a

Agenda Item Title

Announcements

Background / Discussion

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

Recommended Motion:

N/A



Go to Item 13

Go to Agenda

Governing Board Meeting – February 19, 2020

Agenda Item: 13

BOD#: 2020-02-11

Agenda Item Title

Adjournment

Recommended Motion:

“Motion to adjourn the Board meeting.”



[Go to Agenda](#)

Appendix A

A. Board Meeting Minutes from January 15, 2020

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)

January 15, 2020 Board Meeting Minutes





Superstition Fire & Medical District

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

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

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Governing Board Meeting Minutes

January 15, 2020

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE SUPERSTITION FIRE & MEDICAL DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON WEDNESDAY, JANUARY 15, 2020. 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 Moeller.

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 attended by phone and Board Secretary and HR Generalist Sherry Mueller attended.

1. Review and approval of the December 2019 financial reports and bank reconciliations. (BOD #2020-01-01)

Motion by Director Moeller to approve the December 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 #2020-01-02)

SFMD Early Organizational History – Captain Bill Taylor



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January Service Anniversaries

31 Years: Engineer **John Christensen**

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

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

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

3. Call to the Public. (BOD #2020-01-N/A)

None.

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

Motion by Director Strand to approve all consent agenda items for January 15, 2020.

Seconded by Director Cross.

Vote 5 ayes, 0 nays, MOTION PASSED.

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)

Finance Director Roger Wood introduced Aaron Funk from Henry & Horne Auditing Firm. Mr. Funk stated this year's audit has a clean opinion that was recorded for the District. There were no findings or significant deficiencies found. There were no difficulties or misstatements encountered with management.

Motion by Director Moeller to approve the Fire District's 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.

Seconded by Director Cross.

Vote 5 ayes, 0 nays, MOTION PASSED.



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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)

Fire Chief Mike Farber stated this item is for our annual planning budget process. Finance Director Roger Wood gave a brief update providing an overview of when important dates will impact the Board. The dates align with regular Board Meetings that are scheduled between now and July 2020. At each one of the Board Meetings, more information on the budget will be provided and issues will be discussed. The tentative budget will be presented for review and approval at the June 17, 2020 Board Meeting. It will then go out to the public for a minimum of a 20-day review and comment period. We will formally adopt the new budget (if everyone is in agreement) at the July 15, 2020 Board Meeting. The calendar is to provide an overview of dates that will impact the Board. There will be a subsequent, much more detailed calendar that Budget Managers will work on with Senior Leadership to stay on track and meet requirements.

Motion by Director Cross 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.

Seconded by Director Strand.

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

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)

Finance Director Roger Wood provided a tentative planning timeline tool for the search for the next fire chief. The Ad-Hoc Committee decided the Board of Directors should provide direction to the committee as to whether they want a "Sole Source" consulting firm that the District would use for the fire chief search or have a competitive bid for the process. The Board Members agreed that they prefer a competitive bid process for the search for the next fire chief.

Motion by Director Moeller to require Competitive Written Bids for the procurement of Professional Services related to the search for the new fire chief.

Seconded by Director Strand.

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

8. Discussion and possible action regarding the apparatus purchase of a Pierce Fire Engine. (BOD #2020-01-07)

MOTION by Clerk Chamberlain 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. The motion includes the authority to review, revise, approve and sign the purchase agreement and ancillary documents by the Chairman, the Clerk, the Chief and the Finance Director.

Seconded by Director Cross.



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Vote 5 ayes, 0 nays, MOTION PASSED.

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

MOTION by Director Cross 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.

Seconded by Director Strand.

Vote 5 ayes, 0 nays, MOTION PASSED.

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 Fire Setter 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

No Motion



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11. Reports (BOD #2020-01-10)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- AFDA Winter Conference January 16th – 18th, 2020
- Neighborhood Meetings:
 - Superstition Mobile Village
 - Mountain View Mobile Ranch
 - Weaver's Needle
- Bid Process – New Bid Assignments

Assistant Chief of Operations Richard Mooney

- Business Inspection Training
- Image Trend Elite Inspection Module
- 2019 Ambulance Transports
- 2019 Company Responses

Incidents:

- Structure Fire, December 26th at 300 W. Apache Trail
- Structure Fire, January 13th at 105 N. Delaware

Deputy Chief Jeff Cranmer

Training:

- Regional Air Bag Ops
- TRT, MCS
- ISO Conference
- Health and Wellness Training
- Forcible Entry Training

Assistant Chief of Planning & Logistics Richard Ochs

- Concrete Repairs at Station 263
- Mold Testing at Station 261 – Negative findings

Growth & Development:

- Super Star Car Wash – Ironwood & Baseline
- Mountain America Credit Union
- Gold Canyon Golf Carts
- Remodels: Montessa, Mountain Brook and AJ City Court

Administrative Services Director Anna Butel

- Lexipol Policies update
 - 7 Lexipol Policies to complete
 - 20 SFMD Policies that may need to merge into Lexipol

Finance Director Roger Wood

- Gilbert Fire – Transport accounting discussion (Billy Warren)



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- Building budget files, communicating budget calendar and expectations to budget managers
- Starting annual Worker's Comp audit
- Payroll working on W2's for distribution by January 31st

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 and ARS §38-431.03(A)(3) for legal advice. (BOD #2020-01-11)

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 Cross 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 6:44 p.m. regarding the fire chief's performance evaluation"

Seconded by Director Strand.

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

13. Discussion and possible action regarding the Executive Session for the Fire Chief evaluation. (BOD #2020-01-12)

The public session resumed at 8:16 P.M. Chairman House stated he thinks Chief Farber is doing a really good job, working well with Labor and has great goals for the future. Director Moeller stated he thinks Chief Farber is doing an exceptional job. He's taken the reins and shown good leadership. There are some areas that could be improved upon. Director Strand told Chief Farber to remember the "Golden Rule" (do unto others....). Director Cross said he appreciates Chief Farber taking over the reins and Chief is doing a good job. There are areas that could be improved. Director Cross likes Chief Farber's attitude. Clerk Chamberlain stated she thinks there have been many accomplishments that have come from Chief's administration. She likes some of the things we are looking at for future goals. Chief Farber thanks the Board Members and thanked his Staff for everything we've accomplished as a team.

No Motion.

14. New Business / Future Agenda Items. (BOD #2020-01-13)

Clerk Chamberlain would like a Pension Board update at the next Board Meeting. Finance Director Roger Wood will bring an update from the Annual Report in February, 2020.

15. Announcements (BOD #2020-01-N/A)



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16. Adjourn (BOD #2020-01-14)

Motion by Director Cross at 8:24 P.M. to adjourn the meeting

Seconded by Director Strand.

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

Governing Board Approval:

Board Clerk Kathleen Chamberlain
Sherry Mueller

Appendix C

C. Renewal of contract for property and casualty insurance service

Submitted By:

Fire Chief Mike Farber
Finance Director Roger Wood

Background / Discussion:

Cindy Elbert Insurance Services is our current broker for our ESIP insurance property damage and liability policies. The quote we received from Cindy Elbert Insurance Services for the period March 1, 2020 – February 28, 2021 is \$159,637, an increase of \$18,692. The increase is due to the following:

	Last Year	This Year	Change	Coverage
A. Auto & Property:	\$108,823	\$124,767	+15,944	Vehicle, Buildings, contents
B. Inland Marine:	20,138	21,860	+ 1,722	Portable equipment
C. Umbrella Liability:	<u>11,984</u>	<u>13,010</u>	<u>+ 1,026</u>	Umbrella, General, Professional
	\$140,945	\$159,637	\$18,692	

The increase in Auto & Property and Inland Marine (A & B above) is caused by the following:

- A. The value of the buildings insured increased \$1,240,520 (5.6%), and the value of vehicles insured increased \$827,246 (8.0%). \$738,400 of the increase is due to the addition of C95 the 2019 Pierce Velocity Pumper and related equipment.
- B. Considering the \$2.07 million increase in assets insured, the actual cost per dollar of insured assets increased 7.48% year-over-year.
- C. The increase in Umbrella Liability insurance (C above) is due to the increased number of calls the District responds to, and the fact that the District now responds to ambulance transport calls.

Additional Items for Consideration.

- 1. Terrorism Coverage.
 - a. Annual premium = \$2,608.
 - b. The Terrorism Risk Insurance Act of 2002 requires insurance companies to offer terrorism coverage.
 - c. The District can deny this coverage.

Financial Impact/Budget Line Item:

\$18,692 additional cost
Accounts 100-10-61700-10 and 150-10-61700-10 (Vehicle / Property / Liability Insurance)

Staff Recommendation:

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

Enclosure(s):

Cindy Elbert Insurance Services Premium Quote





**CINDY ELBERT
INSURANCE
SERVICES**

January 22, 2020

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

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

RE: Arch Insurance Proposal, Effective: 3/1/20-21

Dear Mike,

We are pleased to enclose your quote this year with Arch Insurance Co for your package, inland marine and umbrella policies as follows. Please review and let us know if there are any changes.

**Network Security & Data Breach Liability is now included in this policy
This proposal does not include worker's compensation or group health benefits.**

Package Policy -	\$124,712.00
AZ Auto Fee-	\$ 55.00
Inland Marine-	\$ 21,860.00
Umbrella-	\$ 13,010.00
Total Annual Premium	\$159,637.00

***Terrorism is excluded in the above premiums, if you would like terrorism coverage please include an additional \$2608.00 with your down payment**

Interest Free Payment Plan:

Down Payment due	3/1/20	\$39,950.50 payable to Cindy Elbert Ins. Service
Installment due	6/1/20	\$39,895.50
Installment due	9/2/20	\$39,895.50
Installment due	12/1/20	\$39,895.50

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

1. **Down payment of \$39,950.50 made payable to Cindy Elbert Insurance Services.**
2. **Please sign & date declination of Terrorism form**
3. **Please sign & date Statement of Values**
4. **Optional quote for Accident & Sickness, please sign either accepting or rejecting**

Once we receive the following in our office by fax with originals in the mail No Later Than 2/24/20 we can request the Binder of Insurance, Certificates of Insurance and Vehicle ID Cards.

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

Sincerely,


Cindy Elbert

TERRORISM COVERAGE DISCLOSURE NOTICE

TERRORISM COVERAGE PROVIDED UNDER THIS POLICY

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

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

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

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

DISCLOSURE OF FEDERAL PARTICIPATION IN PAYMENT OF TERRORISM LOSSES

The United States Government, Department of the Treasury, will pay a share of terrorism losses insured under the federal program. **The federal share equals 80% in years 2020 through 2027 of that portion of the amount of such insured losses that exceeds the applicable insurer deductible during Calendar Year 2020 and each Calendar Year thereafter through 2027.**

DISCLOSURE OF CAP ON ANNUAL LIABILITY

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

DISCLOSURE OF PREMIUM

Your premium for terrorism coverage is: \$2,608.00

(This charge/amount is applied to obtain the final premium.)

You may choose to reject the offer by signing the statement below and returning it to us. Your policy will be changed to exclude the described coverage. If you chose to accept this offer, this form does not have to be returned.

REJECTION STATEMENT

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

Policyholder/Legal Representative/Applicant's
Signature

Superstition Fire & Medical District
Named Insured

Print Name of Policyholder/Legal
Representative /Applicant

Arch Insurance Company
Insurance Company

Date:

Policy Number: MEPK07620510, MEIM07656110,
MEUM07602710

Appendix D

D. Arizona Department of Forestry and Fire Management Cooperative Fire Rate Schedule

Submitted By

Captain Mark Gomez
Battalion Chief Brian White
Fire Chief Mike Farber
Finance Director Roger Wood

Background/Discussion

Every two years, the District and the Arizona Department of Forestry & Fire Management enter into a Cooperative fire Rate Schedule to establish the rates that the District will rent out its equipment while on Wildland fires. The renewal of the rate schedule is due April 1, 2020.

The fully loaded labor rate schedule for firefighters and transport employees who respond on Wildland fires supplements the rental rates in the attached equipment rate schedule.

Financial Impact(s)/Budget Line Item

N/A – depends on level of requested and accepted responses to wildland fires.

Enclosure(s)

Arizona Department of Forestry Fire Rate Schedule



Agreement Number:	<u>04-0060-18</u>	IGA Number:	<u>KR94-1165-LNR</u>
Cooperator Name:	<u>Superstition Fire/Medical District</u>	Dates Valid:	<u>04/01/2020 - 04/01/2022</u>
Cooperator's Address:	<u>565 N. Idaho Rd.</u>	DFFM District:	<u>Central A4S</u>
County:	<u>Pinal</u>	Wildland Response Group:	<u>CAWRT East</u>
Cooperator's Phone Number:	<u></u>	Cooperator's Email:	<u></u>
Cooperator's Dispatch Center:	<u>Mesa Regional Dispatch Center</u>	Dispatch Number:	<u>480-644-2640</u>
Dispatch Email:	<u></u>	Federal Employer ID:	<u>86-0311208</u>
Fire Chief's Name:	<u>Mike Farber</u>	Fire Chief's Office Number:	<u></u>
Fire Chief's Email:	<u>mike.farber@sfmd.az.gov</u>	Fire Chief's Cell Phone:	<u></u>
Wildland Coordinator's Name:	<u>Mark gomez</u>	Coordinator's Work Number:	<u>480-982-1299</u>
Coordinator's Email:	<u>mark.gomez@sfmd.az.gov</u>	Coordinator's Cell Phone:	<u>480.229.8974</u>
Equipment work rates listed on the equipment lists are based on all operating supplies being furnished by cooperator (wet)	Resources assigned under this agreement remain employees or property of the cooperator and are subject to Cooperator's supervision and control and are covered by the Cooperator's Workman's Compensation and Insurance.		
Special Provisions: Cooperator will adhere to terms set forth in the General Provisions to the Cooperative Fire Rate Agreement (01/19) attached hereto.			
Agency Representative's Signature	Agency Representative's Name and Title	Date	
State Representative's Signature	State Representative's Name and Title	Date	

Cooperator Name:		Superstition Fire/Medical District					CFRA Cycle				2020	2022
Status	Type	3 Letter ID	LIC # (G-XXXX)	Entire VIN or Serial (REQUIRED)	Radio ID	Year	4x4	CAFS	Base Rate	Age Sub	CAFS Add	Total Rate
	Type 3 Engine	APJ	G-095EK	1HTWEAZRXCI564047	BR262	2012	Yes	No	\$126	0%	\$0	\$126
	Type 6 Engine	APJ	G-012FP	1FDAW57R89EA72449	BR261	2009	Yes	No	\$85	0%	\$0	\$85
	Type 6 Engine	APJ	G-220HG	1FDWWW37P35EA66979	BR264	2005	Yes	No	\$85	0%	\$0	\$85
	Type 6 Engine	APJ	G-791EB	1FDWWW37P55EA76820	BR265	2005	Yes	No	\$85	0%	\$0	\$85
	Type 1 Engine	APJ	G-260HT	4P1BAAGF7GA016780	E263	2016	No	Yes	\$139	0%	\$21	\$160
	Type 1 Engine	APJ	G-094EK	4P1CU01D3CA012703	E262	2012	No	Yes	\$139	0%	\$21	\$160
	Type 1 Engine	APJ	G-996EB	4P1CU01D5CA012704	E265	2012	No	Yes	\$139	0%	\$21	\$160
	Type 1 Engine	APJ	G962EB	4P0CU01H08A007954	E269	2008	No	Yes	\$139	0%	\$21	\$160
	Type 1 Engine	APJ	G-203DX	4P1CT02HX4A003776	E266	2004	No	Yes	\$139	0%	\$21	\$160
	Type 1 Engine	APJ	G-170JN	4P1BAAGF5KA020495	E261	2019	No	Yes	\$139	0%	\$21	\$160

*Note - Appendix E is only required for fire departments, fire districts, and police departments. County governments do not have to complete.

Cooperator Name:		Superstition Fire/Medical District					CFRA Cycle					2020		2022	
Status	Type	3 Letter ID	LIC # (G-XXXX)	Entire VIN or Serial (REQUIRED)	Radio ID	Year	Tactical Also	4x4	CAFS	Base Rate	Age Sub	CAFS Add	Tactical Rate	Support Rate	
	Type 1 Tactical	APJ	G-221HG	1FVHC5DV9GHGZ324	T262	2016	T1	No	No	\$125	0%	\$0	\$127	\$125	
	Type 2 Support	APJ	G-051EK	1HTWGAZT77J385198	T261	2007	No	No	No	\$113	0%	\$0		\$113	
	Type 2 Support	APJ	G-685BY	1FV6JLCB3YHB47326	T264	2000	No	No	No	\$113	15%	\$0		\$96	

*Note - Appendix E is only required for fire departments, fire districts, and police departments. County governments do not have to complete.

Cooperator Name:		Superstition Fire/Medical District										CFRA Cycle: 2020 - 2022			
Status	Type	3 Letter ID	LIC # (G-XXXX)	Entire VIN or Serial (REQUIRED)	Radio ID	Year	4x4	Base Rate	Rate Type	Age Sub	Total Rate				
	Type 1 Ambulance	APJ	G-048DB	1FDWF36F1EDJ6476	M260	2016		\$60	Hour	15%	\$51				
	Type 1 Ambulance	APJ	G-232HG	1FDUF4GT6GEA39854	M261	2016		\$60	Hour	0%	\$60				
	Type 1 Ambulance	APJ	G-231HG	1FDUF4GT8GEA39855	M262	2016		\$60	Hour	0%	\$60				
	Type 1 Ambulance	APJ	G-233HG	1FDUF4GTXGEA39856	M263	2016		\$60	Hour	0%	\$60				
	Type 1 Ambulance	APJ	G-229HG	1FDUF4GT4GEA39853	M264	2016		\$60	Hour	0%	\$60				
	Type 1 Ambulance	APJ	G-230HG	1FDUF4GT4GEA45474	M269	2016		\$60	Hour	0%	\$60				
	REMS Team w/UTV	APJ	5703SA	4XARSE999K8555525	UTV262	2019	Yes	\$1,440	Day	0%	\$1,440				
	Medical Team w/UTV	APJ	5703SA	4XARSE999K8555525	UTV262	2019	Yes	\$740	Day	0%	\$740				
	ALS Kit							\$215	Day	15%	\$183				
	BLS Kit							\$150	Day	15%	\$128				

* Note - Appendix E is only required for fire departments, fire districts, and police departments. County governments do not have to complete.

Cooperator Name:		Superstition Fire/Medical District										CFRA Cycle: 2020					2022
Status	Type	3 Letter ID	LIC # (G-XXXX)	Entire VIN or Serial (REQUIRED)	Radio ID	Year	4x4	4x4 Add	Base Rate	Mileage	Age Sub	Total Rate					
	1/2 Ton Pickup	APJ	G-236HG	1FTFW1EF3GFA56002	BC261	2016	Yes	\$7	\$42	\$0.42	0%	\$49					
	1/2 Ton Pickup	APJ	G-237HG	1FTEW1EF7GFA56001	CAR261	2016	Yes	\$7	\$42	\$0.42	0%	\$49					
	1/2 Ton Pickup	APJ	G-142HE	1FTFW1EF7EKG08962	CAR262	2014	Yes	\$7	\$42	\$0.42	0%	\$49					
	1/2 Ton Pickup	APJ	G-144HE	1FTFW1EF0EKG08964	CAR263	2014	Yes	\$7	\$42	\$0.42	0%	\$49					
	1/2 Ton Pickup	APJ	G-130EK	1FTFW1EF1EKD62233	CAR264	2014	Yes	\$7	\$42	\$0.42	0%	\$49					
	1/2 Ton Pickup	APJ	G-141HE	1FTFW1EF5EKG08961	TRN262	2014	Yes	\$7	\$42	\$0.42	0%	\$49					
	1/2 Ton Pickup	APJ	G-143HE	1FTFW1EF9EKG08963	CAR269	2014	Yes	\$7	\$42	\$0.42	0%	\$49					
	1 Ton Pickup	API	G-181DX	1FTSW31P14EA50015	S261	2004	Yes	\$7	\$65	\$0.65	0%	\$72					
	1 Ton Pickup	API	G-790EB	1FTWW31P22EA66978	S263	2005	Yes	\$7	\$65	\$0.65	0%	\$72					
	1/2 Ton Pickup	APJ	G-582CH	1GCGK29R2YF475776	S264	2000	Yes	\$7	\$42	\$0.42	15%	\$43					
	1 Ton Pickup	APJ	G-182DX	1FTSW31P34EA50016	S265	2004	Yes	\$7	\$65	\$0.65	0%	\$72					

*Note - Appendix E is only required for fire departments, fire districts, and police departments. County governments do not have to complete.

Cooperator Name:		Superstition Fire/Medical District						CFRA Cycle: 2020 - 2022				
Status	Type	3 Letter ID	LIC # (G-XXXX)	Entire VIN or Serial (REQUIRED)	Radio ID	Year	4x4	CAFS	Daily Rate	Age Sub	CAFS Add	Total Rate
	Aerial Type 1	APJ	G-107EK	4P1CU01D2DA013326	L263	2013		Yes	\$5,590	0%	\$839	\$6,429
	Aerial Type 1	APJ	G-826EB	4P1CU01H98A008083	L264	2008		Yes	\$5,590	0%	\$839	\$6,429

*Note - Appendix E is only required for fire departments, fire districts, and police departments. County governments do not have to complete.

Appendix E

E. Contract Renewal with PhoenixNAP Data Center and Colocation

Submitted By

Anna Butel, Administrative Services Director
Lauren Daniel, Information Systems Coordinator

Background / Discussion

SFMD utilizes PhoenixNAP for offsite server hosting and storage. They provide a secure facility with ideal server storage conditions, as well as multiple redundancies for maximum uptime.

This contract is a renewal of existing services with no pricing increase for a 2-year term starting on March 1, 2020, and ending February 28, 2022.

Financial Impact/Budget Line Item

Account Number	Account Name	Amount
100-10-60630-08	System Server Hosting (100 Fund)	\$264.33
150-10-60630-08	System Server Hosting (150 Fund)	\$132.17
Monthly Lease Price		\$396.50

Enclosure(s)

Contract (for board signature)



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Cover Page for Faxing Documents to your DocuSign Envelope

1. Write the number of pages on the line below.
2. Fax the document and cover page to the appropriate number below:

U.S. and Canada: +1 800 480 7090, +1 206 734 3212
London: +44 330 808 0031
Singapore: +65 3158 7626
Australia: +61 280 155 732

From:	Clifton McKay
Envelope Subject:	Superstition Fire & Medical District: PhoenixNAP Service Order Form
Attachments to Fax:	
Envelope ID:	7f76ab6c-ef83-4f63-bb6b-63b6314975b0
Sender Account Name:	Phoenix NAP, LLC
Number of Pages: (Including cover page)	_____

DocuSign Customer Support: <https://support.docusign.com>

Note:

Fax transmissions take approximately one minute per page faxed.
This page may only be used once. If you would like to fax again, you must print a new cover page.

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Phoenix NAP, LLC 3402 E UNIVERSITY DR. PHOENIX, AZ 85034 Phone: 1.877.749.2656 Fax: 1.480.449.8801 Phoenix NAP Representative: Merilee Dominguez Email: Merilee@phoenixnap.com Phone: 14804010279	Company Name: Superstition Fire & Medical District	
	Client Billing Information: Address: 565 North Idaho Road City, State, ZIP: Apache Junction, Arizona, 85119 Country: United States Contact: Clifton McKay Email: cmckay@pniaz.com Phone: +1.480.982.4440 Other:	Technical Contact 1 Information: Name: Email: Phone: Technical Contact 2 Information: Name: Email: Phone:

Agreement Type: MSA Version Referenced: v.3; 04122016 Agreement URL: https://phoenixnap.com/cs/legal/	SLA Type: Account Number: 9283 Hardware Service Type:
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The Initial Term of this Service Order and the billing for services ordered starts on the Service Commencement Date indicated on Page 3 after provisioned.

The services ordered are provided pursuant to the **Master Service Agreement (MSA)** between PhoenixNAP and the Client. Terms not defined herein shall have the meanings set forth in that document. There are significant Terms and Conditions, Warranty Disclaimers, and Liability Limitations contained in the referenced document. All relevant and referenced documents are located at <https://phoenixnap.com/cs/legal/>.

DO NOT SIGN THIS SERVICE ORDER BEFORE YOU HAVE READ ALL OF THE PROVISIONS OF THE REFERENCED DOCUMENT(S). Your signature on Page 2 indicates that you have read the document and its Addendums or Attachments (as applicable) and agree to be bound by the provisions contained within.

Neither party will be bound by this Service Order until it has been signed by an Authorized Representative of such party.

Acceptance by PhoenixNAP, LLC is subject to payment in full to PhoenixNAP, LLC of any Non-Recurring Charges (NRC) and one month's Monthly Recurring Charges (MRC) as set forth in the Service Order and due upon execution of the agreement.


All MRC for Colocation (COLO) Services are subject to a 0 % annual increase, applied on each one-year anniversary of the Service Order Commencement Date identified below.

Move, Add, Change, Disconnect (MACD) orders: The term and billing of the services ordered starts on the Commencement Date (indicated on page 2 AFTER order provisioned) and continues for the term specified. Pre-payment may be required prior to provisioning.

PhoenixNAP /Provisioning / Commencement Date

You will receive an email notifying you of the Service Ready Date. The Commencement Date no more than ten (10) calendar days from the Service Ready Date or date Client moves into the facility space and commences using services, whichever date occurs first.

_____	John Hardie	_____	_____
PNAP Authorized Signature	Printed	Title	Date
_____	_____	_____	_____
Client Authorized Signature	Printed	Title	Date
_____	Apache Junction	Arizona	85119
565 North Idaho Road	City	State	ZIP
Client Physical Address			

PhoenixNAP Internal Use – SE/QC:  _____

Company Name:	Superstition Fire & Medical District	Order Tracking No.	ORD-07008-G8P3S1
Bandwidth Overage (if applicable):	\$10/mbps	Power Configuration (if applicable):	
Datacenter Location (if applicable):	Phoenix 3402 East University Dr., Phoenix, AZ 85034	Contract Type (applicable to HaaS products only):	

Order Issue Date: 1/29/2020 Order Form Expires if Not Signed By: 2/7/2020

Order Type: Renew (Client Requested) Service Ready Date: 3/1/2020

Pre-Payment Prior to Service Delivery: _____

Product Name and Description	Product Family	QTY	Monthly Lease Price Per Each	TOTAL Monthly Lease Price	One Time Charge Per Each	TOTAL One Time Charge
PROMO CAB Bundle - 1/4 Cab - 10U Locking, 1PDU, 1x 120V 20A, Primary Only (2.4kVA), 20mbps Blended Bandwidth (Overages \$10/mbps), 1 Copper Cross Connect, /29 IP Block	COLO-BUN-R01P1111	1.00	\$299.00	\$299.00		\$0.00
Blended Bandwidth - Burstable - Monthly Mbps commitment (95th percentile)	BANDWIDTH-B001101	30.00	\$3.25	\$97.50	\$0.00	\$0.00
Subtotals:				\$396.50		\$0.00
Totals (All Discounts Included):				\$396.50		\$0.00

Contract Term (Months):	24
Contract Co-termination Date:	

NOTES

Phoenix NAP makes every effort to comply with Technical and Order Detail requests listed in the notes below. Phoenix NAP expressly denies any liability for errors or omissions that may occur. You can distinguish Colocation (COLO) Services and Hardware as a Service (HaaS) products by referring to the Product Family column in the product listing above. Any annual increase in Monthly Recurring Charges (MRC) defined on Page 1 of this contract is applicable to COLO Services only.

Renewal of existing services only, no physical changes.

1/4 CAB PROMO with 20mbps of bandwidth included
Additional 30mbps at \$3.25/mbps

Total bandwidth commit: 50mbps
Overages at \$10/mbps

Renewal effective on 03/01/20

Appendix F

F. Purchase of two (2) LifePac 15 Heart Monitors.

Submitted By

Battalion Chief Amy Brooks

Background / Discussion

Two (2) LifePac 15V4 Heart Monitors were included for purchase in the Capital (200) Fund budget for FY 19/20. All necessary accessories are included in this purchase proposal.

Stryker Medical (who purchased Physio Control) is the sole source distributor for the LifePac monitors within Arizona. This is noted on the attached Procurement Form.

Stryker is providing a \$6,000 discount (\$3,000 each) for the two (2) LifePac 12 monitors being traded in, which, according to Accounting asset records, were purchased in 1998.

Financial Impact/Budget Line Item

Total Cost (both monitors)

\$84,924.43 / 200-70-73420-41 (EMS Capital Medical Equipment)

Enclosure(s)

1. Stryker Quote #10133205 dated 2/11/2020
2. SFMD Procurement Form
3. Purchase Order #018347





Superstition LP15

Quote Number: 10133205
 Version: 1
 Prepared For: SUPERSTITION FIRE AND MED DISTRICT
 Attn:

Remit to: P.O. Box 93308
 Chicago, IL 60673-3308
 Rep: April Espinoza
 Email: april.espinoza@stryker.com
 Phone Number:

Quote Date: 02/11/2020
 Expiration Date: 05/11/2020

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	SUPERSTITION FIRE AND MED DISTRICT	Name:	SUPERSTITION FIRE AND MED DISTRICT	Name:	SUPERSTITION FIRE AND MED DISTRICT
Account #:	1276965	Account #:	1276965	Account #:	1276964
Address:	1455 E 18TH AVE APACHE JUNCTION Arizona 85119	Address:	1455 E 18TH AVE APACHE JUNCTION Arizona 85119	Address:	565 N IDAHO RD APACHE JUNCTION Arizona 85119-4014

Equipment Products:

Qty	Product	Description	Qty	Sell Price	Total
1.0	99577-001957	LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, SpCO, NIBP, 12-Lead ECG, EtCO2, BT.	2	\$31,220.50	\$62,441.00
2.0	41577-000288	Ship Kit -QUIK-COMBO Therapy Cable; 2 rolls100mm Paper; RC-4, Patient Cable, 4ft.; NIBP Hose, Coiled; NIBP Cuff, Reusable, adult; 12-Lead ECG Cable, 4-Wire Limb Leads, 5ft; 12-Lead ECG Cable, 6-Wire Precordial attachment	2	\$0.00	\$0.00
3.0	11577-000004	Station Battery Charger - For the LP15	2	\$1,666.00	\$3,332.00
4.0	21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	4	\$419.90	\$1,679.60
5.0	11171-000082	Masimo™;RC Patient Cable - EMS, 4 FT.	2	\$212.50	\$425.00
6.0	11171-000049	Masimo™Rainbow™ DCI Adult Reusable SpO2, SpCO, SpMet Sensor, 3 FT. For use with RC Patient Cable.	3	\$544.00	\$1,632.00
7.0	11577-000002	LIFEPAK 15 Basic carry case w/right & left pouches; shoulder strap (11577-000001) included at no additional charge when case ordered with a LIFEPAK 15 device	10	\$286.45	\$2,864.50
8.0	11260-000039	LIFEPAK 15 Carry case back pouch	8	\$73.95	\$591.60
9.0	11220-000028	LIFEPAK 15 Carry case top pouch	8	\$51.85	\$414.80
10.0	11996-000369	LIFEPAK Monitor to PC USB Cable	2	\$262.65	\$525.30
12.0	11171-000017	Masimo™ LNCS™ DCI, Adult SpO2 only Reusable Sensor. For use with LNC Patient Cable.	10	\$276.25	\$2,762.50
13.0	11996-000323	Masimo™;RED LNC® Patient Cable, 4 FT. For use with LNCS Patient Sensors.	2	\$175.10	\$350.20
14.0	11996-000480	4G Titan III Trio Modem: Verizon or AT&T WiFi/Cellular/Audio (audio on/off configurable by customer), for use with customer data plan. Customer will obtain SIM card to configure for Verizon or AT&T	2	\$1,950.75	\$3,901.50



Superstition LP15

Quote Number: 10133205
 Version: 1
 Prepared For: SUPERSTITION FIRE AND MED DISTRICT
 Attn:

Remit to: P.O. Box 93308
 Chicago, IL 60673-3308
 Rep: April Espinoza
 Email: april.espinoza@stryker.com
 Phone Number:

Quote Date: 02/11/2020
 Expiration Date: 05/11/2020

#	Product	Description	Qty	Sell Price	Total
15.0	11171-000050	Masimo™Rainbow™ DCIP Pediatric Reusable SpO2, SpCO, SpMet Sensor, 3 FT. For use with RC Patient Cable.	4	\$599.25	\$2,397.00

Equipment List Price:	\$98,020.00
Equipment Discount %:	15.0%
Equipment Total:	\$83,317.00

Trade In Credit:

Product	Description	Qty	Credit Ea	Total Credit
50994-000107	Trade in of LIFEPAK 12 Biphasic 3 features towards the purchase of a Stryker device	2	-\$3,000.00	-\$6,000.00

Price Totals:

Estimated Sales Tax (9.600%):	\$7,422.43
Freight/Shipping:	\$185.00
Grand Total:	\$84,924.43

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.

AUTHORIZED CUSTOMER SIGNATURE

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

Terms: Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

PURCHASING / PROCUREMENT FORM by PURCHASE ORDER (PO)

BOD # _____

PO # _____

LIMITS	REQUIREMENTS	APPROVALS
Goods: \$0 - \$2,499.99	FORM Not Required	Budget Mgr*, Fleet & Facilities Specialist, HR Generalist
Goods \$2,500 - \$24,999.99	3 Written Bids	PO Originator/Budget Mgr*, Fin Director, AND Fire Chief
Services: \$0 - \$4,999.99	FORM Not Required	Budget Mgr*, Fleet & Facilities Specialist, HR Generalist
Services: \$5,000 - \$24,999.99	3 Written Bids	PO Originator/Budget Mgr*, Fin Director, AND Fire Chief
Goods & Service: \$25,000 or MORE	3 Written Bids	PO Originator/Budget Mgr*, Fin Director AND Fire Chief AND Governing Board

* Budget Mgr. includes Asst Chief, Deputy Chief, Battalion Chief, Administrative Services Director, Fleet Manager, Capt - Training Officer, Community Risk Reduction Specialist

Quote # 1

Vendor Name: STRYKER Vendor Phone #: 602-620-4294
 Vendor Address: PO Box 93308 Chicago, IL 60673-3308
 Quote Description: 2 - LifePak 5 ~~5~~ IV Monitors
 See Attached Written Quote \$ 84,924.43

Quote # 2

Vendor Name: _____ Vendor Phone #: _____
 Vendor Address: _____
 Quote Description: _____
 See Attached Written Quote \$ _____

Quote # 3

Vendor Name: _____ Vendor Phone #: _____
 Vendor Address: _____
 Quote Description: _____
 See Attached Written Quote \$ _____

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

- STATE CONTRACT /INTERGOVERNMENTAL
- SINGLE / SOLE SOURCE PROCUREMENT
- EMERGENCY ACTION
- COMPETITION SOLICITED WITH NO OFFERS
- STANDARDIZATION / COMPATABILITY REQUIREMENTS for EQUIPMENT



APPROVAL:
02/11/20
 DATE

[Signature]
 BUDGET MANAGER / PO ORIGINATOR SIGNATURE

DATE

FINANCE DIRECTOR SIGNATURE

DATE

FIRE CHIEF SIGNATURE



Superstition Fire & Medical District

Purchase Order



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

Date: February 11, 2020

TO: Stryker Sales Corporation
 3800 E Centre Ave
 Portage, MI 49002

Vendor ID: STRYCO
 Purchase Order #: **018347**

Requisition #: 17,456

Buyer: EMS
 Created by: JDB
 Created Date: 2/11/2020
 Updated by: JDB
 Updated Date: 2/11/2020

Ship To: Support Services
 1455 E 18th Av
 Apache Junction, AZ 85219

Page #: 1

Order Description: 2 LifePak 15 V4 Monitors

<u>Line</u>	<u>AJFD Product #</u>	<u>Description</u>	<u>GL Acct #</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
1	NIO	2 LifePak 15 V4 Monitors	200707342041	2.00	\$42,462.2150	\$84,924.43

Important Conditions

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

TOTAL **\$84,924.43**

Purchasing Manager

 Fire Chief

Appendix G

G. Policies for review and approval in March 2020

Submitted By

Mike Farber, Fire Chief

Anna Butel, Administrative Services Director

Background/Discussion

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

Enclosure(s)

New Policies for Review



Fire Apparatus Driver/Operator Training

600.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to enhance the safety of members and the public by ensuring that all Superstition Fire & Medical District members, including tiller operators, who operate authorized emergency vehicles as part of their duties, receive appropriate training.

600.1.1 DEFINITIONS

State

Definitions related to this policy include:

Authorized emergency vehicle - Any of the following vehicles (ARS § 28-101(4)):

- (a) A fire department vehicle
- (b) A police vehicle
- (c) An ambulance or emergency vehicle of a municipal department or public service corporation that is designated or authorized by the District or a local authority
- (d) Any other ambulance, fire truck or rescue vehicle that is authorized by the District in its sole discretion and that meets liability insurance requirements prescribed by the District

Tiller operator - The driver of the rear free-axle portion of a ladder truck.

600.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District that all members who operate firefighting apparatus, including tiller operators, shall successfully complete driver training that meets or exceeds the requirements of National Fire Protection Association (NFPA) 1002 or a recognized driver/operator training program.

Training should include written, oral and practical evaluations to demonstrate proficiency. The Training Officer shall annually audit and update driver/operator training materials to ensure compliance with local, state and federal requirements.

600.3 PROCEDURES

Best Practice

All members who operate firefighting apparatus, including tiller operators, should have certification and training validating competent operational and driving skills consistent with NFPA 1002 or the International Fire Service Accreditation Congress (IFSAAC) driver/operator certification standards.

600.4 TRAINING OFFICER RESPONSIBILITIES

Best Practice

Superstition Fire & Medical District

Policy Manual

Fire Apparatus Driver/Operator Training

It shall be the responsibility of the Training Officer to ensure that any member required to drive fire apparatus as a part of his/her normal duties has received all training required for competent, safe operation of the apparatus. The Training Officer shall coordinate with the district member appointed to monitor driver license status to ensure members have valid driver licenses, in accordance with the Driver License Requirements Policy.

CPR and Automated External Defibrillator Training

601.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to perform CPR and to utilize an Automated External Defibrillator (AED).

601.1.1 DEFINITIONS

State

Definitions related to this policy include:

Automated External Defibrillator (AED) - An external defibrillator capable of cardiac rhythm analysis and that will charge, with or without further operator action, and deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia (ARS § 36-2261).

Qualified instructor - An individual who is qualified to teach AED/CPR techniques for adults, pediatric patients, and infants consistent with the American Heart Association recommendations.

601.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District that all members whose duties include the use of an AED or the performance of CPR shall receive initial and recertification training to maintain the current and valid certificate that is required to utilize such equipment and/or skills. Initial training and recertification will consist of courses consistent with the American Heart Association recommendations and will be provided by qualified instructors at the health care provider level.

601.3 REQUIREMENTS

Best Practice

CPR and AED training should include:

- Proper use, maintenance and periodic inspection of the AED.
- The importance of CPR, defibrillation, Advanced Life Support (ALS), adequate airway care and internal emergency response system, if applicable.
- Assessment of an unconscious patient to include evaluation of the airway, breathing and circulation to determine cardiac arrest.
- The administration of CPR, obstructed airway and other health care provider CPR curriculum skills.
- Information relating to AED safety precautions to enable the administration of a shock without jeopardizing the safety of the patient, rescuers or other nearby persons.

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CPR and Automated External Defibrillator Training

- Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
- Rapid, accurate assessment of the patient's post-shock status.
- The appropriate continuation of care following a successful defibrillation.

In order to be authorized to perform CPR and utilize the defibrillator, an individual shall pass a written and skills examination with a pre-established standard. The skills test measures the ability to evaluate and manage the conditions listed above.

601.4 TRAINING RECORDS

Best Practice

The Training Officer shall be responsible for maintaining records of all CPR and AED training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of the persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

601.5 REPORTING

Best Practice

The EMS supervisor shall be responsible for collecting and recording AED use data from district-approved Patient Care Reports (PCRs). Those PCRs shall be maintained as required by the administrative medical director and shall be available for inspection by the Bureau of Emergency Medical Services & Trauma Systems (AZ BEMS). It will be necessary to establish procedures for the collection, maintenance and evaluation of patient medical records in order to report annually to the AZ BEMS on the total number of patients defibrillated and appropriate patient follow-up data, as required.

Communicable Disease Training Program

602.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish a training program to ensure members have the skills and knowledge to protect themselves against communicable diseases.

602.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District to make members' health and safety a priority by providing initial and recurring communicable disease training.

602.3 TRAINING REQUIREMENTS

State

The Health and Safety Officer, working with the Training Officer, shall be responsible for:

- (a) Developing and implementing a training program on the Communicable Diseases Policy and an exposure control plan.
- (b) Remaining current on all legal requirements concerning communicable disease training mandates and reasonable training goals.
- (c) Maintaining an up-to-date list of personnel requiring training.
- (d) Maintaining class rosters and quizzes and periodically reviewing and updating the training program.
- (e) Ensuring that the training mandates set forth in 29 CFR 1910.1030 are included in the training program and are met by all members (AAC § R20-5-602).

602.4 MEMBER TRAINING

State

Any member whose duties place him/her at risk for exposure to communicable disease shall receive district-provided, no-cost training during working hours.

602.5 TRAINING RECORDS

Best Practice

The Training Officer shall be responsible for maintaining records of all communicable disease training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

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Communicable Disease Training Program

The Training Officer should maintain the training records in accordance with established records retention schedules.

Emergency Action Plan and Fire Prevention Plan Training

603.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish training in support of the Superstition Fire & Medical District Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) in a manner consistent with *state regulations* for all Superstition Fire & Medical District facilities (29 CFR 1910.38(e); 29 CFR 1910.39(d); AAC § R20-5-602).

603.2 POLICY

State

It is the policy of the Superstition Fire & Medical District to provide training to all members regarding the EAP and FPP.

603.3 TRAINING OFFICER RESPONSIBILITIES

Best Practice

The Training Officer shall be responsible for developing and scheduling the district's EAP and FPP training. The Training Officer shall maintain records of all EAP and FPP training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Hazard Communication Program Training

604.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish the required training regarding the district's hazard communication program. This policy identifies who must receive training, training content requirements, when additional or supplemental training is required and what record keeping is necessary to comply with state law (29 CFR 1910.1200; AAC § R20-5-602).

604.1.1 DEFINITIONS

State

Definitions related to this policy include (29 CFR 1910.1200; AAC § R20-5-602):

Hazardous chemical - Any chemical that is classified as a physical hazard, health hazard, simple asphyxiant, combustible dust, pyrophoric gas or hazard not otherwise classified.

Health hazard - A chemical that is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure), skin corrosion or irritation, serious eye damage or eye irritation, respiratory or skin sensitization, germ cell mutagenicity, carcinogenicity, reproductive toxicity, specific target organ toxicity (single or repeated exposure), or aspiration hazard.

604.2 POLICY

State

It is the policy of the Superstition Fire & Medical District, in accordance with the Hazard Communication Policy, to provide members with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced.

604.3 TRAINING REQUIREMENTS

State

The initial hazard communication program training shall include, but is not limited to, the following topics (29 CFR 1910.1200; AAC § R20-5-602):

- (a) Members shall be informed of any operations in their work area where hazardous chemicals are present.
- (b) Members shall be informed of the location and availability of information regarding any hazardous chemicals and Safety Data Sheets (SDS), as required by the state.
- (c) Members shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
- (d) Members shall be trained in the physical and health hazards of the chemicals in the work area and the measures they can take to protect themselves, including specific procedures the District has implemented to protect them from exposure to hazardous

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Hazard Communication Program Training

chemicals. These include appropriate work practices, emergency procedures and personal protective equipment (PPE).

- (e) Members shall be provided with an explanation of the labeling system and the SDS, and how they can obtain and use the appropriate hazard information.

Hazardous Materials (HAZMAT) Training

605.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish training that will meet state requirements regarding the Superstition Fire & Medical District Hazardous Materials (HAZMAT) response program. This policy identifies the level of training members must receive, when additional or supplemental training is required and the training records required to meet the requirements of 29 CFR 1910.120 (AAC § R20-5-602).

605.2 POLICY

State

It is the policy of the Superstition Fire & Medical District that any member whose duties include a role in the HAZMAT response program shall receive training to the level at which they are expected to operate in a HAZMAT environment or at an incident involving hazardous materials.

605.3 TRAINING REQUIREMENTS

State

HAZMAT training shall be based on the duties and functions to be performed by each member. This includes training specific to the Incident Commander (IC), awareness or operations level, and HAZMAT technician or specialist (29 CFR 1910.120(q)(6); AAC § R20-5-602).

Competencies required for all new members shall be conveyed to them through training before participating on an incident. Any member who participates or is expected to participate in an emergency response involving HAZMAT shall objectively demonstrate competency in the following areas.

605.3.1 FIRST RESPONDER AWARENESS

State

First responder awareness level training should be provided to all individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. A member with this level of training should demonstrate competency in the understanding and recognition of a hazardous substance release (29 CFR 1910.120(q)(6); AAC § R20-5-602).

605.3.2 HAZMAT FIRST RESPONDER OPERATIONS (FRO)

State

First responder operations (FRO) level training should be provided for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property or the environment from the effects of the release. A member with this level of training is trained to respond in a defensive fashion without actually trying to stop the release. This member's function is to contain the release from

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Hazardous Materials (HAZMAT) Training

a safe distance, keep it from spreading and prevent exposures (29 CFR 1910.120(q)(6); AAC § R20-5-602).

605.3.3 HAZMAT TECHNICIAN

State

HAZMAT technician level training should be provided to all individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. A member with this level of training would assume a more aggressive role by approaching the point of release in order to plug, patch or otherwise stop the release of a hazardous substance (29 CFR 1910.120(q)(6); AAC § R20-5-602).

605.3.4 HAZMAT SPECIALIST

State

HAZMAT specialist level training should be provided to all individuals who respond with, and provide support to, HAZMAT technicians. A member with this level of training has a more direct or specific knowledge of the various hazardous substances requiring containment. A HAZMAT specialist may also act as a site liaison to government authorities regarding site activities (29 CFR 1910.120(q)(6); AAC § R20-5-602).

605.3.5 HAZMAT INCIDENT COMMANDER

State

HAZMAT IC level training should be provided to all individuals who could be responsible for all decisions relating to the management of a HAZMAT incident (29 CFR 1910.120(q)(6); AAC § R20-5-602).

605.3.6 HAZMAT EMERGENCY RESPONSE PLAN

State

An emergency response plan shall be developed and implemented to address pre-emergency planning and coordination with additional responders prior to the commencement of emergency response operations. The plan will identify members' roles, lines of authority and communications for all members. The plan shall be in writing and available for inspection and copying by employees, their representatives and Arizona Division of Occupational Safety and Health (ADOSH) personnel.

605.3.7 HAZMAT ANNUAL REFRESHER TRAINING

State

Members who receive an initial level of training in accordance with this policy shall receive annual refresher training of sufficient and necessary content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly (29 CFR 1910.120(q)(8); AAC § R20-5-602).

605.4 BASELINE PHYSICAL FOR HAZMAT TEAM MEMBERS

State

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Hazardous Materials (HAZMAT) Training

Members of an organized, designated HAZMAT team and HAZMAT specialists shall receive a baseline physical examination. The federal Occupational Safety and Health Administration (OSHA) requires that medical examinations and consultations be made available to members of HAZMAT teams within prescribed time periods. All members of a designated HAZMAT team shall receive medical examinations and consultations on the following schedules (29 CFR 1910.120(q)(9); AAC § R20-5-602):

- (a) Prior to assignment
- (b) At least once every 12 months
- (c) At termination of employment or reassignment to duties not covered by this policy
- (d) As soon as possible upon notification that the employee has developed signs or symptoms indicating possible overexposure to hazardous substances or health hazards
- (e) As soon as possible upon notification that the employee has been injured or exposed above the permissible exposure limits or published exposure levels in an emergency situation

The frequency of a member's examinations may be increased if the examining physician determines that it is medically necessary. Medical examinations should include medical and work history. Emphasis should be placed on any symptoms related to the handling of, or exposure to, hazardous substances or health hazards. Medical examinations should address fitness for duty, especially as it pertains to wearing personal protective equipment under conditions that may be encountered on-duty. The content of medical examinations should be made available to the member as determined by the attending physician.

605.4.1 HAZMAT MEDICAL SURVEILLANCE

State

Members of an organized and designated HAZMAT team and HAZMAT specialists shall receive a baseline physical examination and be provided with medical surveillance (29 CFR 1910.120(q)(9); AAC § R20-5-602).

Any emergency response member who exhibits signs or symptoms which may have resulted from exposure to hazardous substances during the course of an emergency incident, either immediately or subsequently, shall be provided with medical consultation (29 CFR 1910.120(q)(9); AAC § R20-5-602).

Accurate records of the medical surveillance required by this policy shall be retained for the duration of the member's employment plus 30 years. This record shall contain at a minimum the following information (29 CFR 1910.120(q)(9); AAC § R20-5-602):

- (a) The name and Social Security number of the member.
- (b) The physician's written opinions, recommended limitations and results of examinations and tests.

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- (c) Any member medical complaints related to exposure to hazardous substances.
- (d) A copy of the information provided to the physician by the District, with the exception of district policies and OSHA standards.

605.5 TRAINING RECORDS

State

The Training Officer shall be responsible for maintaining records of all HAZMAT training provided to members. Records should include, but are not limited to:

- (a) Dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
 - 1. Specific content required by regulation covered
 - 2. Manufacturer's recommendations (as applicable)
 - 3. Manufacturer's operations/service/maintenance manuals (as applicable)
- (c) The names or other identifiers and job titles of all members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.
- (e) Demonstration that learning took place (e.g., evaluation, quiz, test).

The Training Officer should maintain the training records in accordance with established records retention schedules.

Hearing Conservation and Noise Control Training

606.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish and maintain hearing conservation and noise control training for members exposed to noise above levels predetermined by Arizona law and federal regulation (29 CFR 1910.95; AAC § R20-5-602).

606.2 POLICY

State

It is the policy of the Superstition Fire & Medical District to promote member health and safety by establishing hearing conservation and noise control training and requiring member participation. The hearing conservation program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the district's efforts in compliance with state and federal requirements.

606.3 RESPONSIBILITIES

State

The following procedures shall comprise the hearing conservation and noise control training for the Superstition Fire & Medical District. The Training Officer shall be responsible for ensuring that the appropriate members are enrolled in the training. Captains shall be responsible for ensuring that members attend scheduled testing and training.

606.3.1 NOISE EXPOSURE LIMITS

State

The Superstition Fire & Medical District shall ensure that each member is provided with protection against the effects of noise exposure any time the sound levels exceed those shown in 29 CFR 1910.95, App. A.

606.3.2 HEARING PROTECTORS

State

If control measures fail to reduce sound levels to an acceptable level for the amount of exposure, the District shall provide personal protective equipment to all members subject to the noise exposure and require that it be used. Employees shall have the opportunity to select hearing protectors from a variety provided by the District 29 CFR 1910.95, App. B.

The District shall ensure proper initial fit and correct use of hearing protectors and shall provide training in the use and care of the equipment.

606.3.3 MONITORING

State

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Hearing Conservation and Noise Control Training

The Superstition Fire & Medical District shall monitor noise levels in the workplace by either area monitoring or personal monitoring that is representative of a member's exposure, to enable the proper selection of hearing protectors 29 CFR 1910.95, App. G.

606.3.4 AUDIOMETRIC TESTING PROGRAM

State MODIFIED

The Superstition Fire & Medical District shall provide audiometric testing and evaluation to all members who are exposed to noise levels in excess of those permissible pursuant to 29 CFR 1910.95, App. C and App. D. The District shall provide baseline audiometric testing annually.

Each member's annual audiogram shall be compared to that member's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred.

All audiometric testing shall be conducted by properly trained audiometric professionals in compliance with state testing requirements.

606.4 TRAINING RECORDS

Best Practice MODIFIED

The Training Officer shall be responsible for maintaining records of all hearing conservation program training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer shall maintain the training records in accordance with established records retention schedules.

Heat Illness Prevention Training

607.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish and maintain a training program that complies with Superstition Fire & Medical District policy for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members must receive training, the required curriculum, supervisory training and responsibilities, and training record documentation.

607.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Acclimatization - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

Heat-related illness - A serious medical condition resulting from the body's inability to cope with a particular heat load and includes, but is not limited to, heat cramps, heat exhaustion, heat syncope (temporary loss of consciousness usually related to insufficient blood flow to the brain) and heat stroke.

607.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District to promote member health and safety by establishing a heat illness prevention training program and requiring member participation. In addition to the safety precautions described in the Heat Illness Prevention Program Policy, the District shall ensure that effective training is provided to members before the member begins work that should reasonably be anticipated to result in heat illness.

607.3 TRAINING REQUIREMENTS

Best Practice

Training shall be provided to all members whose duties may include exposure to high-heat conditions and shall include:

- (a) The environmental and personal risk factors for heat illness.
- (b) The district's procedures for complying with the Heat Illness Prevention Program Policy for the prevention of heat illness.
- (c) The importance of frequent consumption of small quantities of water and electrolyte replacement fluid, up to four cups per hour, when the work environment is hot and members are likely to be sweating more than usual in the performance of their duties.
- (d) The importance of acclimatization.
- (e) The different types of heat illness and the common signs and symptoms of heat illness.

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Heat Illness Prevention Training

- (f) The importance of members immediately reporting to a supervisor, directly or through others, symptoms or signs of heat illness in themselves or in coworkers.
- (g) The district's procedures for responding to symptoms of possible heat illness, including how Emergency Medical Services (EMS) will be provided if necessary.
- (h) The district's procedures for contacting EMS and, if necessary, for transporting members to a place where they can be reached by an EMS provider.
- (i) The district's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided to other emergency responders.

607.4 SUPERVISOR TRAINING REQUIREMENTS AND RESPONSIBILITIES

Best Practice

Supervisors shall be provided additional training on the following topics prior to supervising members who will be working in the heat:

- (a) The procedures to follow to implement the applicable provisions in this policy
- (b) The procedures to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures
- (c) The procedures for moving or transporting a member to a rendezvous location accessible to an EMS provider, if necessary

Health Insurance Portability and Accountability Act (HIPAA) Training

608.1 PURPOSE AND SCOPE

Federal

The purpose of this policy is to ensure all members receive proper training in recognizing and handling protected health information (PHI), as set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations (42 USC § 201; 45 CFR 164.530).

608.1.1 DEFINITIONS

Federal

Definitions related to this policy include (45 CFR 160.103):

Health information - Information, whether oral or recorded in any form or medium, that is created or received by a health care provider, health plan or employer and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care.

Individually identifiable health information - Health information, including demographic information, created or received by a covered entity or employer that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual.

Protected health information (PHI) - Individually identifiable health information that is created or received by a covered entity or employer. Information is protected whether it is in writing, in an electronic medium or communicated orally.

608.2 POLICY

Federal

It is the policy of the Superstition Fire & Medical District to provide HIPAA privacy training to all members as necessary and appropriate for their duties, and to apply appropriate sanctions against members who violate the privacy policies and procedures (45 CFR 164.530(b); 45 CFR 164.530(e)).

It is also the policy of the District that no member shall be retaliated or discriminated against for filing a complaint about violations of HIPAA regulations (45 CFR 164.530(g)).

608.3 TRAINING REQUIREMENTS

Federal

To ensure confidentiality and compliance with the HIPAA regulations, the District shall provide training to all members likely to have access to PHI. The training shall be completed for all newly

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Health Insurance Portability and Accountability Act (HIPAA) Training

hired members prior to being allowed access to PHI. Training for all current members shall also occur any time material changes are made to the district's privacy policies and procedures.

The Training Officer shall be responsible for establishing a periodic schedule for retraining and a method of ensuring that all members acknowledge receipt of all HIPAA training (45 CFR 164.530(b)).

Training should include a review of the:

- (a) District's statutory obligations imposed by HIPAA.
- (b) Patient Medical Record Security and Privacy Policy, including a thorough treatment of the security procedures the District uses to protect written and electronic health information.
- (c) Methods and procedures to be used during the collection of PHI.
- (d) HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.
- (e) Proper procedures when responding to media requests for information regarding incidents at which the District provided medical services.
- (f) Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, Patient Care Reports or other documents containing PHI.
- (g) Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.
- (h) Photography and Electronic Imaging Policy as it pertains to PHI.
- (i) District's procedures for protecting employee health information.

608.4 TRAINING RECORDS

Federal

The Training Department shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j)).

National Incident Management System (NIMS) Training

609.1 PURPOSE AND SCOPE

Federal

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) and the National Incident Management System (NIMS).

609.2 POLICY

Federal

It is the policy of the Superstition Fire & Medical District to utilize NIMS/ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All Superstition Fire & Medical District members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

609.3 PROCEDURE

Federal MODIFIED

All district personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the District or the role of a member within the District as follows:

- (a) Entry Level:
 1. FEMA IS-700: NIMS, An Introduction
 2. ICS-100: Introduction to ICS or equivalent
- (b) First Line, Single Resource, Captains, and Field Supervisors:
 1. IS-700.A, ICS-100 and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Battalion Chiefs, Strike Team Leaders, Division Supervisors, Emergency Operations Center Staff:
 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200 and ICS-300
- (d) Command Staff and General Staff, Area Emergency and EOC Managers:
 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200, ICS-300 and ICS-400

Refresher training will be offered on a regular basis to ensure that NIMS/ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex

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National Incident Management System (NIMS) Training

multijurisdictional incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

609.4 TRAINING RECORDS

Best Practice

The Training Officer shall be responsible for maintaining records of all NIMS training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Respiratory Protection Training

611.1 PURPOSE AND SCOPE

State

The purpose of this policy is to protect the health of members through appropriate training on the use of respirators to avoid breathing air that is contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays and vapors.

This policy identifies which members must receive respiratory protection training, the minimum training curriculum and the requirements for recurrent training (29 CFR 1910.134; AAC § R20-5-602).

611.1.1 DEFINITIONS

State

Definitions related to this policy include:

Respirator or respiratory protection - Personal protective equipment (PPE) designed to protect the wearer from airborne contaminants, oxygen deficiency or both.

611.2 POLICY

State

It is the policy of the Superstition Fire & Medical District to protect the health of members by providing respiratory protection training.

611.3 TRAINING REQUIREMENTS

State

611.3.1 IDENTIFICATION OF MEMBERS TO BE TRAINED

State

The District shall provide effective respiratory protection training to all members who are required or expected to utilize respirators.

Members shall be trained, based on their duties, if they (29 CFR 1910.134; AAC § R20-5-602):

- (a) Use respirators.
- (b) Supervise respirator users.
- (c) Issue, repair or adjust respirators.

611.3.2 MANNER OF TRAINING

State

The District will present effective training using qualified instructors. Training may be provided using audiovisuals, slide presentations, formal classroom discussion, informal discussions during safety meetings, training programs conducted by outside sources or a combination of these methods.

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Respiratory Protection Training

Instructors should be available to provide responses to questions, evaluate the participants' understanding of the material and provide other instructional interaction.

Respirators used in training shall be cleaned and disinfected after each use (29 CFR 1910.134; AAC § R20-5-602).

611.3.3 FREQUENCY OF TRAINING

State

The District will provide respiratory protection training:

- (a) Initially, before work site respirator use begins.
- (b) Periodically but within 12 months of the previous training.
- (c) Additionally, when the following occurs:
 1. The member has not retained knowledge or skills.
 2. Changes in the work site or type of respirator make previous training incomplete or obsolete.

After completing initial training, each member shall practice, at least quarterly, for each type and manufacturer of respiratory equipment that is available for use, the step-by-step procedure for donning the respirator and checking it for proper function (29 CFR 1910.134; AAC § R20-5-602).

611.3.4 CONTENTS OF TRAINING

State

Members shall receive training for each type and manufacturer of respiratory equipment that is available for their use, including the step-by-step procedure for donning the respirator and checking it for proper function. Required training shall include (29 CFR 1910.134; AAC § R20-5-602):

- (a) Recognizing hazards that may be encountered.
- (b) Understanding the components of the respirator.
- (c) Understanding the safety features and limitations of the respirator.
- (d) Donning and doffing the respirator.

Members shall be thoroughly trained in accordance with the manufacturer's instructions on emergency procedures, such as the use of the regulator bypass valve, corrective action to take for facepiece and breathing tube damage, and breathing directly from the regulator (where applicable).

611.3.5 SUCCESSFUL COMPLETION

Best Practice

In order to successfully complete training, members must be able to demonstrate the following knowledge and skills, as required by their duties:

Respiratory Protection Training

- (a) Why the respirator is necessary, including identifying respiratory hazards, such as hazardous chemicals, the extent of the members' exposure and potential health effects and symptoms.
- (b) The respirator's capabilities and limitations, including how the respirator provides protection and why air-purifying respirators cannot be used in oxygen-deficient conditions.
- (c) How improper fit, use or maintenance can compromise the respirator's effectiveness and reliability.
- (d) How to properly inspect, put on, seal check, use and remove the respirator.
- (e) How to clean, disinfect, repair and store the respirator.
- (f) How to use the respirator effectively in emergency situations, including what to do when a respirator fails and where emergency respirators are stored.
- (g) Medical signs and symptoms that may limit or prevent the effective use of respirators.

611.4 TRAINING RECORDS

State

The Training Officer shall be responsible for maintaining records of all respiratory protection training that is provided to members (29 CFR 1910.134; AAC § R20-5-602). At a minimum, the District should document:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Wildland Fire Shelter Deployment Training

612.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to ensure members who may participate in wildland firefighting, who perform in-field investigations of wildland fires or who provide in-field support services to wildland firefighting operations have thorough and recurrent training on the quick and effective deployment of a wildland fire shelter.

612.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District to provide initial and recurrent wildland fire shelter deployment training to all district members who may be exposed to wildland fire conditions.

The highest priority for a firefighter in wildland fire conditions is to stay out of situations that can lead to entrapment. A fire shelter does not guarantee safety. It is a last resort in emergency conditions when there are no other options.

612.3 PROCEDURE

Best Practice

The Training Officer shall be responsible for scheduling wildland fire shelter deployment training annually, prior to the anticipated beginning of the main wildland fire season. All new members shall receive wildland fire shelter deployment training prior to being assigned to field operations.

Annual fire shelter deployment training shall include, but is not limited to:

- (a) A review of the National Wildfire Coordinating Group (NWCG) pamphlet entitled National Fire Equipment System (NFES) #2710 "The New Generation Fire Shelter."
- (b) Either instructor-based fire shelter orientation or viewing of the NWCG Fire Shelter Training video NFES #2711 or #2712.
- (c) Performance of practice fire shelter deployment using NWCG-recommended tasks and scenarios that include:
 1. Standard fire shelter deployment, including clearing a 4-foot by 8-foot site in preparation for deploying the shelter.
 2. Proper use of fire shelter shake handles. Members should practice locating and grasping the shake handles correctly to ensure that the shelter opens quickly, allowing the user to get inside the shelter quickly.
 3. Deployment of the shelter while lying on the ground, including practical exercises in deploying the shelter from the ground.

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Wildland Fire Shelter Deployment Training

4. Practical exercise of discarding extra gear and removing the shelter while escaping and utilizing the partially unfolded shelter as a heat shield while escaping.
5. Practical exercise of deploying the fire shelter in a strong wind (utilizing natural or machine-created wind).
6. Practical exercise of lying inside the shelter for a prolonged time.

Fire shelter deployment training should not be conducted in a live fire situation.

612.4 TRAINING RECORDS

Best Practice

The Training Officer shall be responsible for maintaining records of all wildland fire shelter deployment training that is provided to members. Training documentation should include:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Training Officer should maintain training records in accordance with established records retention schedules.

Training Records

613.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

613.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District to maintain comprehensive records of all training provided by the District and all training received by district members. The Training Officer or the authorized designee shall be responsible for creating and maintaining training records. All members of the District are responsible for assisting the Training Department in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using district-approved secure electronic file storage systems.

613.3 MASTER TRAINING CALENDAR

Best Practice

The Training Department will create and maintain an annual master training calendar for the District. This calendar will document all district-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The training opportunities in the master training calendar should include, but are not limited to:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing, including annual audiograms and fit testing for Occupational Safety and Health Administration/National Institute for Occupational Safety and Health (OSHA/NIOSH)-approved masks and respirators.
- (c) All Arizona Center for Fire Service Excellence and other training provided by the District.

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Training Records

- (d) Specific training and certification for “all-hazards” positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or other NIMS-compliant incident management system.
- (e) All NIMS, ICS and NIMS-compliant incident management system courses.
- (f) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the District.
- (g) Any training opportunity scheduled through the Training Department and intended to be provided division-wide to each of the Divisions.
- (h) Any training opportunity utilizing instruction from outside the District.
- (i) Any interagency cooperative training program or activity.
- (j) Any regularly scheduled skills, drills or job performance training and testing evolutions.

Copies of each year’s master training calendar will be maintained and retained in the Training Department files based on district-established records retention schedules.

613.4 DIVISION TRAINING RECORDS

Best Practice **MODIFIED**

The Training Officer shall be responsible for maintaining records of all training provided by all Divisions of the District. All Divisions are required to submit documentation for each training session offered. The information in each record shall include, but is not limited to:

- (a) The course title.
- (b) An outline of the subject matter and specific details of any information mandated by federal or state code, Arizona Division of Occupational Safety and Health regulation or other requirement.
- (c) The dates the course was provided to members.
- (d) The instructor names, qualifications and/or certifications.
- (e) Copies of course curriculum, course duration, information sheets or other course content provided to students.
- (f) Attendance records for each course session, including each member’s name or other identifier.

613.5 INDIVIDUAL TRAINING RECORDS

Best Practice

The Training Department will create and maintain an individual training file for each member of the District. The training files will be kept separate from the district’s personnel files. The member training files should be used to document a member’s training courses and training-related programs and activities.

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Training Records

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the District.

When a member ends employment with the District, that member's training file will be archived and maintained in accordance with the district's established records retention schedule.

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Department should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Training Officer. Members may not add any documents or entries to their training file without the approval of the Training Officer or other approved member of the Training Department staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include National Wildfire Coordinating Group (NWCG) coursework, NWCG position task books and certifications, NIMS certifications, ICS certifications, Arizona Center for Fire Service Excellence certifications, International Fire Service Accreditation Congress certifications, and Arizona Bureau of Emergency Medical Services & Trauma System pre-hospital care provider continuing education coursework, licensing and certification records (Emergency Medical Care Technician).

613.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS

Best Practice

Members of the District may submit training records from previous employers to the Training Department for inclusion in their individual training file. The Training Department staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Department copies of any licenses, certifications and coursework that are pertinent to their position with the Superstition Fire & Medical District.

The Training Department staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their Superstition Fire & Medical District training file.

Training Records

613.7 RELEASE OF FORMER MEMBER TRAINING RECORDS

Best Practice

Upon written request, the individual training file of any former Superstition Fire & Medical District member may be copied and released to either the former member or to a third party upon receipt of a signed written request from the former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the District. In the event that the former member is requesting that copies of his/her file be sent directly to a third party, the written request should include a statement authorizing the Superstition Fire & Medical District to release copies to the named third party.

Firefighter Health, Safety and Survival Training

614.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

614.2 POLICY

Best Practice

The Superstition Fire & Medical District is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

614.3 MEMBER RESPONSIBILITIES

Best Practice

Members are responsible for participating in health, safety and survival training required by the District. Members are also responsible for their own actions and are expected to follow Superstition Fire & Medical District safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should report the behavior to his/her supervisor as soon as reasonably practicable.

614.4 SUPERVISOR RESPONSIBILITIES

Best Practice

Captains are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

614.5 TRAINING OFFICER RESPONSIBILITIES

Best Practice

The Training Officer is responsible for identifying health, safety and survival training required by the District.

Required training may include safety-related courses of the National Fallen Firefighters Foundation (NFFF), National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

Required training should include the Courage to Be Safe® course of the NFFF for all members and should include the Leadership So Everyone Goes Home® course of the NFFF for all supervisors.

Firefighter Health, Safety and Survival Training

614.6 TRAINING RECORDS

Best Practice

The Training Officer is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

Personnel Complaints

1014.1 PURPOSE AND SCOPE

Best Practice

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this district and the service provided by this district. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1014.2 POLICY

Best Practice **MODIFIED**

This district takes seriously all complaints regarding service provided by the District and the conduct of its members.

The District will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any memorandum of understanding.

It is also the policy of this district to ensure that the community can report misconduct without concern for reprisal or retaliation.

1014.3 PERSONNEL COMPLAINTS

Best Practice

Personnel complaints consist of any allegation of misconduct or improper job performance that, if true, would constitute a violation of district policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate district policy or rule or federal, state or local law, may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the District.

1014.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

Best Practice

1014.4.1 AVAILABILITY OF COMPLAINT FORMS

Best Practice **MODIFIED**

Personnel complaint forms will be available and clearly visible in public access locations within facilities and on the district website.

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Battalion Chief or other supervisor any suggestions for improvement or changes.

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Personnel Complaints

[See attachment: Citizen Concern or Complaint Form.pdf](#)

[See attachment: Employee Concern or Complaint Form.pdf](#)

1014.4.2 SOURCES OF COMPLAINTS

Best Practice MODIFIED

- (a) Members of the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any district member becoming aware of alleged misconduct shall immediately notify their immediate supervisor and second-line supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that, if true, could result in corrective action.
- (d) Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.
- (e) Citizen complaints regarding code enforcement are not considered personnel complaints and shall be forwarded to the Fire Prevention Department.

1014.4.3 ACCEPTANCE OF COMPLAINTS

Best Practice MODIFIED

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the District, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a Citizen Complaint Form as appropriate.

The Fire Chief or the authorized designee shall be notified of all citizen complaints.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

Supervisors shall ensure that all complaints are documented on the appropriate complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

1014.5 DISCIPLINARY INVESTIGATIONS

Best Practice

All allegations of misconduct will be investigated as follows:

1014.5.1 SUPERVISOR RESPONSIBILITIES

Best Practice MODIFIED

- (a) District supervisors should respond to all complaints in a courteous and professional manner.

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Personnel Complaints

- (b) A supervisor receiving a complaint involving allegations of a potentially serious nature shall ensure that the Battalion Chief, Assistant Chief/Director and Fire Chief are notified as soon as practicable.
- (c) A supervisor should:
 - 1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
 - 2. When appropriate, provide immediate medical attention and take photographs of alleged injuries as well as accessible areas of non-injury.
- (d) When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Department of Human Resources and the Battalion Chief, Assistant Chief/Director, or Fire Chief for direction regarding his/her role in addressing the complaint.
- (e) Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the District receiving the complaint. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Battalion Chief, Assistant Chief/Director, or Fire Chief.

1014.5.2 INVESTIGATION PROCEDURES

Best Practice **MODIFIED**

The following procedures should be followed with regard to any accused member subject to investigation by the District:

- (a) Prior to any interview, the member should be informed of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable work hours of the member and, if the member is off-duty, the member shall be compensated if required.
- (c) No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstanding.
- (d) All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.
- (e) No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions and subject to discipline for failing to do so. Nothing administratively ordered may be provided to a criminal investigator.
- (f) The interviewer should record all interviews of members and witnesses. The member may also record the interview.
- (g) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing during any interrogation. However, in order to maintain the integrity of each individual member's statement, involved

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members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed, however, members may meet individually with their representatives.

- (h) All members shall provide complete and truthful responses to questions posed during interviews.
- (i) The SFMD will not use or compel any member to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

1014.5.3 INVESTIGATION FORMAT

Best Practice **MODIFIED**

Investigations of complaints should be timely, detailed, complete and follow this format:

Introduction - Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a very brief summary of the facts giving rise to the investigation.

Summary of allegations - List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.

Evidence as to each allegation - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1014.5.4 ADMINISTRATIVE LEAVE

Best Practice **MODIFIED**

When a complaint of misconduct is of a serious nature, or when circumstances dictate that allowing the accused to continue to work would adversely affect the mission of the District, the Fire Chief or the authorized designee may temporarily assign an accused employee to administrative leave. The Fire Chief or the authorized designee shall notify the Department of Human Resources in writing of the employee's administrative leave and the cause for the leave.

See attachment: [Administrative Leave Agreement.pdf](#)

1014.6 POST-INVESTIGATION PROCEDURES

Best Practice **MODIFIED**

Upon completion, the report should be forwarded to the Fire Chief through the chain of command of the involved member. Each level of command should review and include their comments in writing before forwarding the report. The Fire Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

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1014.6.1 ASSISTANT CHIEF/DIRECTOR RESPONSIBILITIES

Best Practice

Upon receipt of any completed personnel investigation, the Assistant Chief/Director of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Assistant Chief/Director may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Fire Chief, the Assistant Chief/Director may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Fire Chief, the Assistant Chief/Director shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1014.6.2 RESPONSIBILITIES OF THE FIRE CHIEF

Best Practice **MODIFIED**

Upon receipt of any written recommendation for disciplinary action, the Fire Chief shall review the recommendation and all accompanying materials. The Fire Chief may modify any recommendation and/or may return the file to the Assistant Chief/Director for further investigation or action.

Once the Fire Chief is satisfied that no further investigation or action is required by staff, the Fire Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary action is proposed, the Fire Chief shall provide the member with written notice of the following information:

- (a) Access to all of the materials considered by the Fire Chief in recommending the proposed discipline.
- (b) An opportunity to respond verbally or in writing to the Fire Chief within 14 days of receiving the notice.
 1. Upon a showing of good cause by the member, the Fire Chief may grant a reasonable extension of time for the member to respond.
 2. If the member elects to respond verbally, the presentation shall be recorded by the District. The member may also record the presentation for reference.
- (c) Once the member has completed their response, or if the member has elected to waive any such response, the Fire Chief shall consider all information received in regard to the recommended discipline. The Fire Chief shall thereafter render a written decision within 14 days to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Fire Chief has issued a written decision, the discipline shall become effective.

1014.7 PRE-DISCIPLINE MEMBER RESPONSE

Best Practice **MODIFIED**

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The pre-discipline process is intended to provide the accused member with an opportunity to present a written or verbal response to the Fire Chief after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:

- (a) This response is not intended to be an adversarial or formal hearing.
- (b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Fire Chief to consider.
- (d) In the event that the Fire Chief elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.
- (e) The member may thereafter have the opportunity to further respond verbally or in writing to the Fire Chief on the limited issues of information raised in any subsequent materials.

1014.8 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

Best Practice

In the event that a member tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file. The tender of a retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1014.9 POST-DISCIPLINE APPEAL RIGHTS

Best Practice **MODIFIED**

Non-probationary members may appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step and termination from employment. The member may appeal using the procedures established in any operative memorandum of understanding and/or personnel rules.

Office of Administrative Hearings (OAH), State of Arizona

The governing board, through an intergovernmental service agreement has retained the Office of Administrative Hearings (OAH), State of Arizona, for the purpose of conducting appeal hearings under these rules. The OAH will appoint a competent and experienced administrative law judge (ALJ) according to the expertise of the ALJ to hear the appeal. All appeal hearings will be held at the Phoenix location of the OAH. The ALJ should determine if the appeal is allowed under SFMD Volume I and should not consider appeals not covered by these rules. The appointed ALJ of the OAH will conduct a fair and impartial hearing for all parties concerned under the general guidance of the Uniform Administrative Hearing Procedures of Title 41 and the rules of the OAH.

For information on an appeal hearing, reference the attached Appeal Hearing Procedure.

[See attachment: Appeal Hearing Procedure.pdf](#)

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1014.10 AT-WILL AND PROBATIONARY MEMBERS

Best Practice **MODIFIED**

At-will and probationary members may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any time. These members are not entitled to any rights under this policy.

Any probationary period may be extended at the discretion of the Fire Chief in cases where the member has been absent for more than a week or when additional time to review the member is considered to be appropriate.

Attachments

Citizen Concern or Complaint Form.pdf



Citizen Concern/Complaint Form

Citizen Name:	Date:
Citizen Contact Information:	
Concern/Complaint Received by Supervisor:	

Description of Concern / Complaint: <i>(Rule or Policy Violation)</i>	
Objective:	
Solution(s):	
Comments:	

Employee Signature:	Date:
Supervisor Signature:	Date:

Disposition:
<input type="radio"/> Resolved <input type="radio"/> Unresolved <input type="radio"/> Requires Action <input type="radio"/> ↑ Chain of Command <input type="radio"/> Tabled

Employee Concern or Complaint Form.pdf



Employee Concern/Complaint Form

Employee Name:		Date:
Job Title:	Supervisor:	

Description of Concern / Complaint: <i>(Rule or Policy Violation)</i>	
Objective:	
Solution(s):	
Comments:	

Employee Signature:	Date:
Supervisor Signature:	Date:

Disposition:
<input type="radio"/> Resolved <input type="radio"/> Unresolved <input type="radio"/> Requires Action <input type="radio"/> ↑ Chain of Command <input type="radio"/> Tabled

Administrative Leave Agreement.pdf



Superstition Fire & Medical District Administrative Leave Agreement

Employee Name:	Date:
Job Title:	Supervisor:

The Fire Chief may authorize administrative leave when it is believed to be in the best interest of the District and/or its employee(s). Administrative leave serves to protect the confidentiality of both employees and the organization and is intended to help preserve the reliability and accuracy of information collected during an investigation. Administrative leave may be necessary when the fire chief determines an investigation or fact-finding mission is warranted and where the integrity of that investigation could be compromised by employee contact.

An employee placed on administrative leave shall be “retrievable” and able to respond to a request from the organization within a reasonable time frame as defined in this administrative leave agreement. In most cases, requests from SFMD will be scheduled during traditional business hours which include Monday – Friday, 7:00 a.m. – 6:00 p.m. Although rare, some meetings may have to occur outside this time frame if the SFMD determines it necessary.

This agreement may be altered or edited at the request of either party to tailor its contents and conditions to better benefit the nature of the investigation and/or the interests of the parties involved.

SFMD understands circumstances may occur outside one’s control that could prohibit an employee from meeting some of the requirements in this agreement. Those circumstances will be evaluated on a case-by-case basis with the understanding that the employee is duty-bound to make every reasonable effort to adhere to these conditions.

For the purposes of this agreement, the following conditions will apply:

Conditions of Administrative Leave	Employee Initials	HR Initials
1. I understand that while on administrative leave, I should have no unauthorized contact with another SFMD employee (within my control) and that I am restricted from visiting any SFMD work site. This includes contact via social media. I also understand that should it become necessary to contact the SFMD that I may only contact the persons authorized in this agreement under Condition #3.		
2. I understand that only the following persons are authorized as primary points of contact for the SFMD, this includes an employee representative (if utilized) Contact #1: _____ Contact #2: _____		
3. I understand during this administrative leave I will generally be required to be at “home” during my regularly scheduled work time and that this condition may be subject to verification by telephone, home visit or by some other means.		
4. I claim the following address(s) as “home” during the course of this leave: _____		
5. I understand that I must utilize earned leave for any personal obligations, travel or business that requires my presence outside my home during my regularly scheduled work shift. I also acknowledge that I must first notify and obtain authorization from the HR Director or his/her designee before such leave is utilized. Prescheduled vacation or other obligations will be reasonably accommodated whenever possible to do so.		



Superstition Fire & Medical District Administrative Leave Agreement

<i>Conditions of Administrative Leave</i>	<i>Employee Initials</i>	<i>HR Initials</i>
6. I'm claiming the following date(s) as "prescheduled vacation" as verified with TeleStaff and/or my supervisor: _____		
7. I understand that while on administrative leave during my normal work hours I am considered to be "at-work" and "on-duty" and therefore subject to all applicable federal, state and local laws and SFMD policies and procedures.		
8. I understand that I must be "retrievable" during the course of this administrative leave and that my presence may be requested by SFMD at any time to facilitate the administration of this investigation. Retrievable will imply that when my presence or response is requested by my employer that I am (within reason) willing and able to respond to phone calls, text messages, voice mail messages and/or respond in-person to a designated meeting location.		
9. I claim the following "personal obligations" that may prevent me from being retrievable during my administrative leave and which may prevent me from meeting some of the obligations stipulated in this agreement:		
10. The following are "other conditions" that may prevent me from being retrievable during my administrative leave and which may prevent me from meeting some of the obligations stipulated in this agreement:		
11. For purposes of this agreement, I agree to one of the following: <input type="checkbox"/> Phone, voice or text communications within 1 hour. <input type="checkbox"/> Requests for in-person meetings within 1 hour 30 minutes. <input type="checkbox"/> I have been temporarily assigned to a 40-hour work week (M-Th, 0700-1800).		
12. I understand any time I'm requested to be on-site and meet in-person outside my regularly scheduled work time, I will be compensated in accordance with SFMD payroll practices which may result in compensation at one and one half times my normal rate of pay.		
13. I acknowledge that I have been advised of the reason(s) for this administrative leave. I have been advised of the following:		

Employee Signature:	Date:
Witness Signature:	Date:

Appeal Hearing Procedure.pdf



SFMD Appeal Hearing Procedure

Right of Appeal

1. Only those matters subject to a formal grievance proceeding should be eligible for an appeal hearing.
2. The governing board, through an intergovernmental service agreement has retained the Office of Administrative Hearings (OAH), State of Arizona, for the purpose of conducting appeal hearings under these rules.
3. The OAH will appoint a competent and experienced administrative law judge (ALJ) according to the expertise of the ALJ to hear the appeal.
4. All appeal hearings will be held at the Phoenix location of the OAH.
5. The ALJ should determine if the appeal is allowed under SFMD Volume I and should not consider appeals not covered by these rules.
6. The appointed ALJ of the OAH will conduct a fair and impartial hearing for all parties concerned under the general guidance of the Uniform Administrative Hearing Procedures of Title 41 and the rules of the OAH.

Method of Appeal

Requests for an appeal hearing shall be in writing and must be filed with HR within five (5) working days of the final decision of the Fire Chief in a matter presented as a formal grievance.

The request for an appeal hearing should clearly explain the matter appealed, and should set forth a brief summary of the final action taken by the Fire Chief as well as the employee's reasons for disagreeing with that final action.

Notice

Upon receipt of the request for an appeal hearing, HR will contact the OAH who should schedule a time for an appeal hearing for a date not to exceed 45 days of a request from the fire district.

HR will provide written notification to the respective parties of the scheduled hearing, incorporating the date, time, and location of the hearing as scheduled by the OAH, including notice that the matter has been transferred to the OAH pursuant to this rule.

Procedure

1. Pre-Hearing Procedure

- a. Pre-Hearing Statements
 - i. Upon receipt of the request for an appeal hearing HR should provide each party to the appeal a pre-hearing statement form to be completed by each party. The pre-hearing statement should include the following:
 - ii. The names, addresses, and phone numbers of all parties to the appeal
 - iii. The names, addresses, and phone numbers of legal counsel or representatives for the parties.
 - iv. A list of witnesses including addresses and phone numbers, and brief summaries of their testimony.
 - v. A description of the exhibits to be used at hearing.

- vi. A statement of the facts supporting the party's position.
- b. The completed pre-hearing statement should be filed with the ALJ within ten working days of receipt by the parties of the pre-hearing statement form.
- c. Each party to the appeal should provide the opposing party with a copy of the pre-hearing statement and copies of exhibits to be used within ten (10) working days of the receipt of the pre-hearing statement. Each party is responsible for keeping the ALJ and the opposing party updated on additional witnesses and exhibits through the use of an amended pre-hearing statement. The party amending the pre-hearing statement should submit on copy to the ALJ and should provide the opposing party with a copy of the amended statement and a copy of additional exhibits, if any.
- d. Under no circumstances should witness or exhibits be added within five (5) working days of the hearing. Not witness testimony or exhibits should be admissible if not identified by the proponent five (5) working days prior to the necessary for rebuttal or impeachment.

2. Timing of Motions

Absent good cause, or unless otherwise provided by law, these rules or the rules for the OAH, written motions will be filed with the OAH at least 15 days before the hearing.

A party should file a written response stating any objection to the motion within 5 days of service, or as directed by the ALJ.

Pre-Hearing Motions

Any party to an appeal may file a pre-hearing motion. Motions should be in writing and should set forth the specific action requested of the ALJ and basis for the requested action. The ALJ should rule on all pre-hearing motions submitted in the pre-hearing conference or in the course of the hearing. The ALJ ruling on motions should be reflected in the ALJ findings.

Motion for Summary Judgment

In instances where there is no genuine issue of material fact in dispute, either party may request by written motion that the ALJ rule on the entire matter which is the subject of the appeal or any portion of the matter which is the subject of the appeal. The ALJ may rule on a motion for summary judgment prior to or in the course of the hearing. The ALJ ruling on motions for summary judgment should be reflected in the ALJ findings.

Submission in Good Faith

The person submitting a motion, pre-hearing statement or other document in the appeal process is obligated to do so in good faith. Factual statements shall be deemed given under oath or penalty of perjury.

Pre-Hearing Conference

After acceptance of an appeal and designation of representatives, if any, the ALJ may, at the request of the parties or on own initiative, schedule a pre-hearing conference at a time convenient to all parties.

At the pre-hearing conferences the ALJ may request exhibits, define the issues, and accept stipulations of the parties. The ALJ may rule on the admissibility of disapprove witnesses whose testimony is irrelevant or cumulative.

Appeal Hearing Procedure

1. Confidentiality

- a. Unless otherwise provided by law, all hearings are open to the public.
- b. The appealing employee should appear personally, unless physically unable to do so, before the ALJ at the time and place of the hearing.
- c. The appealing employee may be represented by an attorney or any person other than a member of SFMD HR, the Fire Chief's Office, or a member of the SFMD Governing Board.

2. Order, Burden, and Manner of Proof

- a. The ALJ may commence the hearing with the consideration of any pending motions or procedural matters.
- b. The ALJ may request each party to make a brief opening statement.
- c. The employee initiating the appeal should proceed next by presenting evidence by testimony or document or a combination thereof supporting their basis of the appeal. The employee is directed to show that the employment action taken was not reasonable.
- d. The administration should proceed by its Fire Chief or legal counsel or a combination thereof, by presenting evidence by testimony or document or combination or thereof supporting the action taken which is the subject of the appeal or rebutting the presentation of the employee. The administration is directed to show that the employment action taken was reasonable.
- e. The ALJ may allow rebuttal evidence to be presented by either party before the ALJ.
- f. Direct testimony should be presented under penalty or perjury, supported oath of affirmation. Cross examination should be allowed. Hearings need not be conducted according to technical rules relating the evidence and witnesses.
- g. The conduct and decorum of the hearing should be under the control of the ALJ, with due regard for the rights and privileges of the parties and witnesses appearing before it.
- h. The burden of proof should be by a preponderance of evidence.
- i. The ALJ may request each party to give a closing statement.
- j. The ALJ, in their discretion, may continue postpone or reschedule the hearing at any time.
- k. The ALJ should consider the matter and may render their decision immediately following the presentation of evidence or at a later date. The ALJ may request any party to submit its proposed findings for the ALJ consideration.

Record of the Proceedings

The OAH will create a digital record of the hearing proceedings suitable for transcription. If a copy of the transcript is requested by either party to the appeal, the OAH will arrange for transcription and the requesting party will be responsible.

Findings of the ALJ

1. At the conclusion of the hearing, the ALJ should prepare written findings of fact reflecting the evidence presented, and should prepare written conclusions of law that affirm, reverse or modify the final action of the Fire Chief complained of in the appeal.
2. If the ALJ determines the appealed action was arbitrary or taken without reasonable cause, the action
3. The decision of the ALJ should be final and binding upon both the employee and the SFMD, and therefore, not subject to further administrative appeal to any office or governing body of the SFMD.
4. The findings of fact and conclusions of law should be transmitted to the fire district by the OAH within 20 days of the conclusion of the hearing.

Grievance Procedure

1020.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy establishes processes for resolving disputes or concerns regarding conditions of employment, unethical or wasteful conduct or other inappropriate conduct.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law, or a violation of district policy or the standards established in the Personnel Complaints Policy.

This policy does not prohibit adverse administrative action taken for legitimate nondiscriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state law, local ordinance or memorandum of understanding.

1020.1.1 GRIEVANCE DEFINED

Best Practice MODIFIED

A grievance is any difference of opinion concerning terms or conditions of employment or a dispute involving the interpretation or application of any of the following documents:

- A memorandum of understanding
- This Policy Manual
- Rules and regulations covering personnel practices or working conditions of members

A grievance includes any claim of waste, abuse of authority, or gross mismanagement and any practice within the District which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

1020.2 POLICY

Best Practice

It is the policy of this district that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, whether or not there is a basis for the grievance. It is the philosophy of this district to promote free verbal communication between members and supervisors.

1020.3 RETALIATION PROHIBITED

Best Practice

Superstition Fire & Medical District

Policy Manual

Grievance Procedure

No member may retaliate against any person for reporting or making a complaint under this policy or for opposing a practice believed to be improper, unethical, wasteful or retaliatory or participating in any investigation pursuant to this policy or any other policy in this Policy Manual (see the Anti-Retaliation Policy).

Employees found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

1020.4 PROCEDURE

Best Practice **MODIFIED**

Except as otherwise required under a memorandum of understanding, grievances, as defined above, should be resolved using the following procedure or as stated in the memorandum of understanding.

1020.4.1 COMMUNICATING GRIEVANCES

Best Practice

Members are encouraged to communicate with supervisory personnel regarding any workplace problem or issue they feel needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/her immediate supervisor may report this information directly to the Fire Chief or Department of Human Resources without first reporting the information to their immediate supervisor or following the chain of command.

This alternate process shall not be used to circumvent or avoid addressing issues through the normal chain of command.

1020.4.2 GRIEVANCE RECEIPT

Best Practice **MODIFIED**

Upon receipt of a verbal or written grievance, the receiving supervisor will promptly document the grievance on the Employee Grievance Form, initiate the investigative process and ensure that the appropriate supervisor and the Department of Human Resources are notified.

[See attachment: Employee Grievance Form.pdf](#)

Investigations are generally more effective when the identity of the grieving member is known, thereby allowing investigators to obtain additional information from the reporting member. However, a grievance may be made anonymously.

All reasonable efforts should be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some

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situations, the investigative process may not be complete unless the source of the information and a statement by the member is produced as part of the process.

The supervisor receiving the grievance should explain to the grieving member how the matter will be handled.

1020.4.3 RESOLVING GRIEVANCES

Best Practice **MODIFIED**

- (a) Supervisors receiving grievances should attempt to resolve the issue through informal discussion with the member.
- (b) If after a reasonable amount of time, generally ten days, the grievance cannot be settled by the immediate supervisor, the member may request a meeting with the second-line supervisor.
- (c) If a successful resolution is not found with the second-line supervisor, the member may request a meeting with the Fire Chief.
- (d) If the member and the Fire Chief are unable to arrive at a mutual solution, then the member shall proceed as follows:
 1. Submit a written statement of the grievance and deliver one copy to the Fire Chief and another copy to the immediate supervisor and include the following information:
 - (a) The basis for the grievance
 - (b) What remedy or goal is being sought by this grievance
- (e) The Fire Chief will receive the written grievance. The Fire Chief will review and analyze the facts or allegations and respond to the member within 14 calendar days. The response shall identify any corrective measures or other remedies as appropriate. The decision of the Fire Chief is considered final.

1020.5 RESPONSIBILITIES

Best Practice

1020.5.1 MEMBER RESPONSIBILITIES

Best Practice **MODIFIED**

This policy is intended to support efforts to identify and remediate workplace issues appropriately. Members are encouraged to identify workplace issues to bring about positive change in the District. Members shall act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another member.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements

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made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law, constitutional provision or memorandum of understanding.

Any employee who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command or to the Department of Human Resources.

1020.5.2 SUPERVISOR RESPONSIBILITIES

Best Practice **MODIFIED**

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the District before issues escalate to the grievance level. Once a member has made the decision to file a grievance, supervisors shall not attempt to discourage the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel will:

- (a) Document all grievances received and all steps taken to resolve the issue.
- (b) Forward the documentation to the Administrative Services Assistant Chief/Director through the chain of command.
- (c) Monitor the work environment to ensure that any member making a grievance is treated with respect and no different than any other employee.
- (d) Communicate to all members the obligation not to engage in retaliation and follow-up periodically with the grieving member to ensure that retaliation is not occurring.

1020.5.3 COMMAND STAFF RESPONSIBILITIES

Best Practice

Command staff should ensure prompt resolution of all grievances, including the following:

- (a) Timely grievance recognition and acceptance
- (b) Appropriate documentation of the process and investigation
- (c) Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- (d) Timely communication of the outcome to the grieving member

1020.6 MEMBER REPRESENTATION

Best Practice

Members are entitled to have representation during the grievance process and may seek advice, counsel or the assistance of other employees or representatives in their presentation of a grievance.

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1020.7 GRIEVANCE RECORDS

Best Practice **MODIFIED**

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Assistant Chief and Administrative Services Director for records retention.

Attachments

Employee Grievance Form.pdf



Employee Grievance Form

Employee Name (may be left blank):		Date:
Job Title:	Supervisor:	

Use this form when:	A grievance is any difference of opinion concerning terms or conditions of employment, or a dispute involving the interpretation or application of any of the following documents: <ul style="list-style-type: none">• Memorandum of Understanding• The Policy Manual• Rules and regulations covering personnel practices or working conditions of members
Description of Grievance: <ul style="list-style-type: none">• Claim of waste• Abuse of authority• Gross mismanagement• Health, safety, and security concerns	
Solution(s):	

Disposition:
<input type="radio"/> Resolved <input type="radio"/> Unresolved <input type="radio"/> Requires Action <input type="radio"/> ↑ Chain of Command <input type="radio"/> Tabled

Comments:	
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