

VERSION 1.0
March 18, 2020



BOARD OF DIRECTORS MEETING

MARCH 18, 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

March 18, 2020

Mission Statement

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

The Board will hold a meeting on Wednesday, March 18, 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 February 2020 financial reports and bank reconciliations. (BOD #2020-03-01)**
- 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2020-03-02)**
- 3. Call to the Public. (BOD #2020-03-N/A)**

A.R.S. §38-431.01(H) A public body may make an open call to the public during a public meeting, subject to reasonable time, place, and manner restrictions, to all individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.
- 4. Consideration and possible approval of all consent agenda items listed below (BOD #2020-03-03):**
 - A. Board Meeting Minutes from February 19, 2020
 - B. Intergovernmental Agreement for provisions of Services by Pinal County Recorder and Elections Department
 - C. Banner Occupational Health Clinics Agreement for Services for 3/1/2020 – 3/1/2022
 - D. Revision to Procurement Policy
 - E. Purchase of Ballistic Vests and Helmets
 - F. Disposition of Surplus Property Donation – 7 Recliners
- 5. Discussion, Presentation and possible approval of the Health Equity (H.S.A. provider) integration with Nationwide (457b vendor) program. (BOD #2020-03-04)**

6. **Presentation and discussion with Brian Moore, Phoenix Fire Captain, regarding Public Safety Personnel Retirement System (PSPRS). (BOD #2020-03-05)**
7. **Discussion and review of Budget planning, and approval of the Tax Rates to be used in preparing the Preliminary Budget for Fiscal Year 2020/2021. (BOD #2020-03-06)**
8. **Discussion regarding presumptive cancer and PTSD in the Fire Service. (BOD #2020-03-07)**
9. **Discussion and update regarding accreditation and organizational changes. (BOD #2020-03-08)**
10. **Discussion and possible tentative approval of documents related to the next Fire Chief Selection – Ad-Hoc Committee Request for Proposal (RFP): About SFMD, Fire Chief Job Description and Executive Recruiting RFP for legal review. (BOD #2020-03-09)**
11. **Discussion and possible approval of the purchase of NEOGOV Human Resources Software. (BOD #2020-03-10)**
12. **Discussion, presentation and possible approval of the following Policies brought for review at the February 19, 2020 Board Meeting for final approval at the March 18, 2020 Board Meeting. (BOD #2020-03-11)**
 - 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
13. **Discussion and presentation of the following Policies brought for review at the March 18, 2020 Board Meeting for final approval at the April 15, 2020 Board Meeting. (BOD #2020-03-12)**
 - 701 – Personal Communication Devices
 - 900 – Illness and Injury Prevention Program
 - 901 – Arizona Division of Occupational Safety and Health Inspections
 - 902 – Arizona Division of Occupational Safety and Health Notifications of Illness, Injury or Death
 - 903 – Communicable Diseases - **Continued** >

13. Policies for Review Continued:

- 904 – High-Visibility Safety Vests
- 905 – Soft Body Armor
- 906 – Apparatus / Vehicle Backing
- 907 – Heat Illness Prevention Program
- 908 – Respiratory Protection Program
- 909 – Personal Alarm Devices
- 910 – Health and Safety Officer (HSO)
- 911 – Vehicle Seat Belts
- 913 – Ground Ladder Testing
- 915 – Hazardous Energy Control
- 916 – Hazard Communication

14. Reports. (BOD #2020-03-13)

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

15. New Business / Future Agenda Items. (BOD #2020-03-14)

16. Announcements (BOD #2020-03-N/A)

17. Adjourn (BOD #2020-03-15)

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

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

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

Posted on: March 12, 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 – March 18, 2020

Agenda Item: 1

BOD#: 2020-03-01

Agenda Item Title

Review and approval of the February 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 February 19, 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 **February 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



February 2020

Governing Board Meeting – March 18, 2020

Agenda Item: 2

BOD#: 2020-03-02

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.

Arizona Mounted Rangers will present a check for \$1,000 to SFMD for April Pools Day

SFMD Historical Information – Mike Wolfe, Sr.

February Service Anniversaries

30 Years of Service:

Fire Captain / Paramedic **Paul Perkins**

March Service Anniversaries

14 Years of Service:

Fleet & Facilities Support Specialist **Barb Duffel**

8 Years of Service:

Firefighter / Paramedic **Matt Dold**

Firefighter / Paramedic **Dan Elliott**

Firefighter **Wayne Emerson**

Firefighter / Paramedic **Lance Frawley**

Firefighter / Paramedic **Brian Garten**

Engineer **Bryan Heun**

Engineer / Paramedic **Ryan Ledbetter**

Firefighter / Paramedic **Matt Perez**

Firefighter / Paramedic **Ryan Philips**

Firefighter / Paramedic **Adam Rodriguez**



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Governing Board Meeting – March 18, 2020

Agenda Item: 3

BOD#: 2020-03-n/a

Agenda Item Title

Call to the Public

A.R.S. §38-431.01(H)

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

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

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

Background / Discussion

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

Scheduled

None



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Governing Board Meeting – March 18, 2020

Agenda Item: 4

BOD#: 2020-03-03

Agenda Item Title

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

- A. Board Meeting Minutes from February 19, 2020 – **Appendix A**
- B. - Intergovernmental Agreement for provisions of services by Pinal County Recorder and Elections Department - **Appendix B**
- C. Banner Occupational Health Clinic Agreement for Services for 3/1/2020 – 3/1/2022 - **Appendix C**
- D. Revision to Procurement Policy - **Appendix D**
- E. Purchase of Ballistic Vests and Helmets - **Appendix E**
- F. Disposition of Surplus Property Donation – 7 Recliners - **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 March 18, 2020.”



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Governing Board Meeting – March 18, 2020

Agenda Item: #5

BOD#: 2020-03-04

Agenda Item Title

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

Submitted By

Fire Chief Mike Farber

Background/Discussion

We will have a guest speaker, Matt Gayman from Nationwide to discuss this integration. 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® HSA Investment List

as of 1/1/2019

| Fund Name | Ticker | Investment Category | Expense Ratio |
|---|--------|---------------------------------------|---------------|
| Default HSA Liquid Account eligible for spending | | | |
| Nationwide Guaranteed Interest Account | N/A | Cash Preservation | N/A |
| Target Date Funds | | | |
| TIAA-CREF Lifecycle Index 2015 Instl | TLFIX | US Fund Target-Date 2015 | 0.10 |
| TIAA-CREF Lifecycle Index 2020 Instl | TLWIX | US Fund Target-Date 2020 | 0.10 |
| TIAA-CREF Lifecycle Index 2025 Instl | TLQIX | US Fund Target-Date 2025 | 0.10 |
| TIAA-CREF Lifecycle Index 2030 Instl | TLHIX | US Fund Target-Date 2030 | 0.10 |
| TIAA-CREF Lifecycle Index 2035 Instl | TLYIX | US Fund Target-Date 2035 | 0.10 |
| TIAA-CREF Lifecycle Index 2040 Instl | TLZIX | US Fund Target-Date 2040 | 0.10 |
| TIAA-CREF Lifecycle Index 2045 Instl | TLXIX | US Fund Target-Date 2045 | 0.10 |
| TIAA-CREF Lifecycle Index 2050 Instl | TLLIX | US Fund Target-Date 2050 | 0.10 |
| TIAA-CREF Lifecycle Index 2055 Instl | TTIIX | US Fund Target-Date 2055 | 0.10 |
| TIAA-CREF Lifecycle Index 2060 Instl | TVIIX | US Fund Target-Date 2060+ | 0.10 |
| TIAA-CREF Lifecycle Index Ret Inc Instl | TRILX | US Fund Target-Date Retirement | 0.10 |
| Asset Allocation Funds | | | |
| Nationwide Inv Dest Mod Cnsv R6 | GMIMX | US Fund Allocation--30% to 50% Equity | 0.50 |
| Index Funds | | | |
| Fidelity® International Index Fund | FSPSX | US Fund Foreign Large Blend | 0.05 |
| Fidelity® 500 Index Fund | FXAIX | US Fund Large Blend | 0.02 |
| Fidelity® Mid Cap Index Fund | FSMDX | US Fund Mid-Cap Blend | 0.03 |
| Fidelity® Small Cap Index Fund | FSSNX | US Fund Small Blend | 0.03 |
| Equity Funds | | | |
| Vanguard FTSE Social Index Inv | VFTSX | US Fund Large Blend | 0.18 |
| TIAA-CREF Large-Cap Gr Idx Instl | TILIX | US Fund Large Growth | 0.06 |
| American Funds American Mutual R6 | RMFGX | US Fund Large Value | 0.30 |
| American Funds Capital Income Bldr R6 | RIRGX | US Fund World Allocation | 0.29 |
| Fixed Income Funds | | | |
| American Century Inflation-Adjs Bond R6 | AIADX | US Fund Inflation-Protected Bond | 0.22 |
| Lord Abbett Total Return R6 | LTRHX | US Fund Intermediate-Term Bond | 0.36 |

Contact your Nationwide representative for more information about the Nationwide HSA



• Not a deposit • Not FDIC or NCUSIF insured • Not guaranteed by the institution • Not insured by any federal government agency • May lose value

For more information about the available investment options including all charges and expenses, please consult a fund prospectus. Fund prospectuses and additional information relating to your retirement plan can be obtained by contacting your pension representative or by calling 1-800-626-3112. Before investing, carefully consider the fund's investment objectives, risks, charges and expenses. The fund prospectus contains this and other important information. Read the prospectus carefully before investing.

This material is not a recommendation to buy, sell, hold or roll over any asset, adopt an investment strategy, retain a specific investment manager or use a particular account type. It does not take into account the specific investment objectives, tax and financial condition, or particular needs of any specific person. Investors should work with their financial professional to discuss their specific situation.

Investing involves market risk, including possible loss of principal, and there is no guarantee that investment objectives will be achieved.

Neither Nationwide nor its representatives give legal or tax advice. Please consult with an attorney or tax advisor for answers to your specific questions.

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

The funds are made available through Charles Schwab & Co., Inc., a registered broker-dealer, which is not affiliated with Nationwide or any of its companies.

The Nationwide Guaranteed Interest Account is an unregistered group fixed annuity which is issued by, and any guarantees are subject to the claims-paying ability of, Nationwide Life Insurance Company, Columbus, OH. Nationwide Funds distributed by Nationwide Fund Distributors LLC (NFD), member FINRA, Columbus, Ohio.

Nationwide, the Nationwide N and Eagle and Nationwide is on your side are service marks of Nationwide Mutual Insurance Company. ©2019 Nationwide.

FOR PLAN SPONSOR USE



Nationwide Health Savings Account Agreement and Information Sharing Retirement Plans Operations

1. Plan Information

Plan Name: _____ Plan Number: _____

Plan EIN: _____

2. Agreement

The Plan Sponsor has decided to make available to its participants the Nationwide Health Savings Account administered by HealthEquity. Part of this offering includes a level of technology integration and sharing of Plan and Plan participant information (Retirement Data) between Nationwide and HealthEquity. Per the terms of your Administrative Services Agreement with Nationwide Retirement Solutions (Nationwide), Nationwide only shares Retirement Data with parties and for services expressly authorized in the Administrative Services Agreement unless otherwise authorized by the Plan Sponsor.

Subject to this Agreement, Nationwide agrees to maintain Retirement Data as confidential. The Plan Sponsor and Nationwide agree that Nationwide, its officers, employees, contractors, brokers, registered representatives, affiliates, vendors, non-affiliated business partners and professional advisors (such as attorneys, accountants and actuaries) may use and/or disclose Retirement Data only to enable or assist it in the performance of its duties as disclosed herein or as otherwise authorized by a separate agreement with you. The Plan Sponsor expressly authorizes Nationwide to disclose Retirement Data to HealthEquity for the administration of the Nationwide Health Savings Account administered by HealthEquity.

For this purpose, Retirement Data may include, but is not limited to, the following types of information: total account balance (cash balance and investment balance), contributions year to date (YTD), distributions YTD, and data related to retirement plan and account servicing.

Nationwide will limit the disclosure of Retirement Data to HealthEquity, who must have access to such Retirement Data to enable or assist it in the performance of its duties in making available the Nationwide Health Savings Account administered by HealthEquity. Nationwide and HealthEquity have entered into a separate agreement that further limits such disclosure and distribution of Retirement Data to perform administrative services for Nationwide and the account holders, and restricts HealthEquity's ability to redisclose Retirement Data to other third parties.

Additionally, Nationwide will maintain Retirement Data with reasonable care, which will not be less than the degree of care it would use for its own such confidential information. Furthermore, each party agrees to comply with all applicable privacy laws, rules, regulations and ordinances.

Retirement Data does not include information that (i) was in the public domain prior to the date of this Authorization or subsequently came into the public domain through no fault of Nationwide or by violation of this Authorization; (ii) was lawfully received by Nationwide from a third party free of any obligation of confidence of such third party; (iii) was already in the possession of Nationwide prior to the receipt thereof directly or indirectly from Plan sponsor or participants of the Plan; (iv) is required to be disclosed pursuant to applicable laws, regulatory or legal process, subpoena or court order, or (v) is subsequently and independently developed by employees, consultants or agents of Nationwide without reference to or use of the Retirement Data disclosed under this Authorization.

Notwithstanding anything to the contrary contained herein, it is expressly understood that Nationwide retains the right to use any and all information in its possession in connection with its defense and/or prosecution of any litigation which may arise in connection with this Authorization, the investment arrangement funding the Plan, or the Plan; provided, however, in no event will Nationwide release any information to any person or entity except as permitted by applicable law.

3. Plan Sponsor Authorization

Plan Sponsor:

Name (please print): _____ Title: _____

Signature: _____ Date: _____

Services Order Form
(Nationwide)



| | | | |
|--|--------------------------------------|--|--|
| Employer | | Superstition Fire & Medical District | |
| Employer Address | | 565 N. Idaho Rd., Apache Junction, AZ, 85119 | |
| Effective Date | 02/01/2020 | Term | 02/01/2020-02/01/2023 [e.g. 01/01/2019 - 12/31/2022] |
| Affiliated administrative entities (if any) | | | |
| Health Plan | Retirement Plan Record Keeper | | Other |
| | Nationwide Mutual Insurance Company | | |

Check all Services that apply. PAPM means per account per month.

Health Savings Accounts (HSAs) – Service Schedule A (see Service Schedule for additional fees)

- HSAs (with integrated claims) | \$ _____ PAPM
- HSAs (without integrated claims) | \$ 3.95 PAPM
- Accelerated Contributions (Balance Booster) | \$ _____ PAPM

Reimbursement Arrangements (RAs) – Service Schedule B (see Service Schedule for additional fees)

- Health flexible spending arrangements (with integrated claims) (FSAs) | \$ _____ PAPM
- Health flexible spending arrangements (without integrated claims) (FSAs) | \$ _____ PAPM
- Limited purpose health flexible spending arrangements (LPFSAs) | \$ _____ PAPM
- Health reimbursement arrangements (HRAs) | \$ _____ PAPM
- Dependent care reimbursement arrangements (DCRAs) | \$ _____ PAPM
- Health incentive arrangements (HIAs) (deposit based HRA) | \$ _____ PAPM

Other Services (see applicable Service Schedule for additional fees)

- Commuter (Service Schedule C) | \$ _____ per participant per month
- COBRA (Service Schedule D) | \$ _____ per eligible member per month
- Direct Billing (Service Schedule E) | \$ _____ per participant per month

This Order Form ("Order Form") effective as of the Effective Date set forth above, between HealthEquity, Inc. ("HealthEquity"), and the Employer set forth above ("Employer"), is governed by the General Terms and Conditions located at http://resources.healthequity.com/Documents/Employer/Nationwide_General_Terms_and_Conditions.pdf (the "Terms and Conditions"), incorporated herein by reference. Undefined capitalized terms shall have the meaning set forth in the Terms and Conditions. This Order Form, the Terms and Conditions, and all Service Schedules thereto contain the whole agreement between the parties, unless modified by an amendment signed by both parties after the Effective Date.

In Witness Whereof, Employer and HealthEquity have caused this Services Order Form to be duly executed.

Employer
[Superstition Fire & Medical]

HealthEquity, Inc.

Signature _____
Name _____
Title _____
Date _____

Signature _____
Name Darcy Mott
Title EVP & CFO
Date _____

Governing Board Meeting – March 18, 2020

Agenda Item: #6

BOD#: 2020-03-05

Agenda Item Title

Presentation and discussion with Brian Moore, Phoenix Fire Captain, regarding Public Safety Personnel Retirement System (PSPRS).

Submitted By

Fire Chief Mike Farber

Board Member Larry Strand

Background/Discussion

Financial Impact(s)/Budget Line Item

N/A – For informational purposes only

Recommended Motion

N/A



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Governing Board Meeting – March 18, 2020

Agenda Item: 7

BOD#: 2020-03-06

Agenda Item Title

Discussion and review of Budget planning, and approval of the Tax Rates to be used in preparing the Preliminary Budget for Fiscal Year 2020/2021.

Submitted By

Fire Chief Mike Farber

Finance Director Roger Wood

Background/Discussion

A high level overview of the current plans for Fiscal Year 2020 / 2021 budget that includes options for accomplishing a range of strategic compensation & benefits and operational initiatives by fund will be provided for Board discussion and potential direction.

The Board will be asked to set the Tax Rates for Fiscal Year 2020/ 2021 for planning purposes.

Financial Impact(s)/Budget Line Item

NA

Enclosure(s)

A copy of the presentation will be presented to the Board of Directors at the Board Meeting.

Recommended Motion

“Motion to approve the tax rate of \$3.25 per hundred dollars of secondary valuation for District operations, a \$0.25 special assessment related to the Tax Override Initiative, and \$0.18 special assessment related to the 2018 Refinancing Bond for development of the Tentative Budget for Fiscal Year 2020 / 2021.”



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Governing Board Meeting – March 18, 2020

Agenda Item: #8

BOD#: 2020-03-07

Agenda Item Title

Discussion and presentation regarding presumptive cancer and PTSD in the Fire Service

Submitted By

Fire Chief Mike Farber

Background/Discussion

After a meeting with CEO Bill Adamson of 7710 (workers compensation carrier), we learned some of the challenges and opportunities for the Fire District as we negotiate our workers compensation rates now and in the future.

Financial Impact(s)/Budget Line Item

Enclosure(s)

N/A

Recommended Motion

"N/A"



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Governing Board Meeting – March 18, 2020

Agenda Item: #9

BOD#: 2020-03-08

Agenda Item Title

Discussion and update regarding accreditation and organizational changes.

Submitted By

Fire Chief Mike Farber

Background/Discussion

Discussion pertaining to accreditation: What is accreditation? What are the advantages of being accredited? What is it going to take to get accredited? What are we doing so far?

Organizational changes made in the District in order to accomplish our Mission, Vision and Values.

Financial Impact(s)/Budget Line Item

Enclosure(s)

N/A

Recommended Motion

"N/A"



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Governing Board Meeting – March 18, 2020

Agenda Item: #10

BOD#: 2020-03-09

Agenda Item Title

Fire Chief Selection Ad-Hoc Committee Request for Proposal (RFP)

Submitted By

Jeff Cross, Director

Mike Farber, Fire Chief

Anna Butel, Administrative Services Director

Background/Discussion

The Ad-Hoc committee is tasked with the update and creation of documents for an effective RFP. The RFP was authored for the selection of a recruitment company for the position of fire chief. The committee developed an informational document providing an overview of SFMD, reviewed and updated the fire chief job description, and created the RFP that includes expectations and scope of work.

The RFP contains vendor conflict of interest and disclosure, qualification requirements, the scope of work, cost breakdown, references, and criteria for evaluation and award. Following those items are legal items, cancellation of political subdivision and state contracts, payment terms, and adjustments for incomplete or unacceptable work. Pending the board of directors approval this item will go for legal review and approval.

Financial Impact(s)/Budget Line Item

None at this time.

Enclosure(s)

About SFMD (Informational Document)

Fire Chief Job Description

Executive Recruiting – Request for Proposal

Recommended Motion

“Motion to tentatively approve the following documents about SFMD, Fire Chief Job Description, and Executive Recruiting RFP for legal review.”



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Superstition Fire & Medical District

Serving the Communities of Apache Junction and Gold Canyon since 1955

Phone | (480) 982-4440

Website | sfmd.az.gov

REQUEST FOR PROPOSAL (RFP) FOR EXECUTIVE RECRUITING SERVICES FOR FIRE CHIEF

DUE DATES:

| | |
|--|-----|
| Request for Proposal: | TBD |
| Proposal Due: | TBD |
| Notification of Accepted/Not Accepted Proposals: | TBD |
| Anticipated Contract Start Date: | TBD |

Proposals must be submitted in a portable document file (PDF) to:

- Kathleen Chamberlain, Board Clerk, at Kathleen.Chamberlain@sfmd.az.gov and
- Anna Butel, Administrative Services Director, at Anna.Butel@sfmd.az.gov

This RFP is a single-step procurement process. Take the time to read and understand the RFP. In particular:

- *If anything is unclear or you have a question, ask us to explain via email.*
- *In submitting your RFP, this form must be utilized.*
- *Ensure you have provided all the information requested.*

REQUEST FOR PROPOSAL (RFP)

EXECUTIVE SEARCH FIRM

The Superstition Fire & Medical District Board of Directors invites qualified executive search firms and consultants to submit a written proposal to conduct an executive recruitment campaign for the position of Fire Chief.

Proposals are being solicited for these services per the terms, conditions, and instructions as outlined in the request for proposal. There is no expressed or implied obligation of the Superstition Fire & Medical District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request or for attending any meetings or conferences. The final award will be based on a best value concept: The Board of Directors shall consider the entire proposal for, but not limited to, proposal completeness, ability to meet requested service needs, experience in conducting executive search and recruitment, expertise and availability of key personnel, cost to the Superstition Fire & Medical District, and evaluation of other clients.

To be considered for the award, the proposal must be received by SFMD on or before the due date as indicated on the cover sheet.

| | |
|--|--|
| Name of Company or Individual (Print) | |
| Name/Title of Contact (Print) | |
| Address (Print) | |
| Address (Print) | |
| Telephone Number | |
| Fax Number | |
| Email Address (Print) | |
| Signature | |
| Date | |

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To be completed after the document has been finalized.

INSTRUCTIONS

To be authored and tested after the form has been finalized.

Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with the Superstition Fire & Medical District (SFMD) must complete and return the Vendor Conflict of Interest Disclosure Form to be eligible to be awarded a contract. Please note that all vendors are subject to comply with SFMD's conflict interest policies, as stated within the certification section below.

If a vendor has a relationship with an SFMD official or employee or an immediate family member of an SFMD official or employee, the Vendor shall disclose the information required below.

Certification: I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

1. No SFMD official or employee or employee's immediate family member has an ownership interest in the vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated SFMD official or employee who has been retired or separated from the organization for less than one (1) year has an ownership interest in the vendor's company.
3. No SFMD official or employee is contemporaneously employed or prospectively to be employed with the vendor.
4. The vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any SFMD official or employee to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure

Name of SFMD official, employees or immediate family members with whom there may be a potential conflict of interest.

- () Relationship to employee _____
() Interest in vendor's company _____
() Other _____

I certify that the information provided is true and correct by my signature below:

QUALIFICATIONS (2 Page Limit for Question 1 Reference Form Page 9)

1. Describe the background, experience, and capabilities of your firm as it relates to the Scope of Work.
2. SFMD requires references for the last five executive placements, including any public safety positions.
3. SFMD will accept supporting documentation in addition to this RFP.

SCOPE OF WORK

| Item | Cost | Notes |
|--|------|-------|
| Develop the ideal candidate profile, including knowledge, skills, and abilities required for the position of Fire Chief to be used in a screening rubric for candidates. | | |
| Develop a recruitment strategy, including recommending appropriate advertisement options to the Board of Directors. | | |
| Market the position, including national posting(s), and conduct personal outreach to identified individuals possessing relevant experience. | | |
| Review resumes of applicants, examine candidate qualifications, and confirm information with pre-interview techniques. | | |
| Conduct in-depth reference and background checks to verify the candidates' employment qualifications and education. Prioritize candidates for the SFMD Board, including a written summary of highly qualified candidates for the position. | | |
| Review interview results with the SFMD Board of Directors and consider additional candidates if applicable. | | |
| Prepare and present to SFMD Board of Directors a written summary of at least six candidates with the most promising qualifications and experience. | | |
| Assist SFMD in evaluating these candidates and further identify the top 3 candidates for serious consideration and final interviews. | | |
| Notify applicants who were not selected. | | |
| Assist with compensation negotiations as necessary. | | |
| Provide a list of disqualified candidates with the disqualification reason without providing a name. | | |
| Any other appropriate task oriented considerations. | | |

| Assessment Center Exercises (what exercises do you commonly include) | | | |
|---|-----------------|---------------------|-------------|
| Exercise | Included | Not Included | Cost |
| Management Role Play | | | |
| Presentation to Stakeholders | | | |
| In-Basket Exercise | | | |
| Budget Analysis | | | |
| Written Exercise | | | |
| Leaderless Group Discussion | | | |
| Governing Board Interview | | | |
| Other: | | | |
| Other: | | | |
| Total Assessment Center Cost | | | |

Notes About Assessment Center:

TRAVEL COSTS

Travel costs are estimated to be \$ _____

Explanation of Travel Costs

SFMD will have complete authority over the interview process and the development of the interview questions. All candidate applications will be made available to SFMD before the finalization of a candidate list.

Five Executive Placement References

| | |
|------------------------|--|
| Name of Hiring Company | |
| Hiring Company Contact | |
| Contact Phone Number | |
| Contact Email | |
| Position Placed | |
| Placement Date | |
| Notes: | |

| | |
|------------------------|--|
| Name of Hiring Company | |
| Hiring Company Contact | |
| Contact Phone Number | |
| Contact Email | |
| Position Placed | |
| Placement Date | |
| Notes: | |

| | |
|------------------------|--|
| Name of Hiring Company | |
| Hiring Company Contact | |
| Contact Phone Number | |
| Contact Email | |
| Position Placed | |
| Placement Date | |
| Notes: | |

| | |
|------------------------|--|
| Name of Hiring Company | |
| Hiring Company Contact | |
| Contact Phone Number | |
| Contact Email | |
| Position Placed | |
| Placement Date | |
| Notes: | |

| | |
|------------------------|--|
| Name of Hiring Company | |
| Hiring Company Contact | |
| Contact Phone Number | |
| Contact Email | |
| Position Placed | |
| Placement Date | |
| Notes: | |

The Advisor(s) will:

1. Perform the functions as assigned by the Lead Advisor. The Lead Advisor serves as SFMD’s primary point of contact and will oversee the recruitment process.
2. Be reasonably available to perform the services during the normal workweek.
3. Meet as often as necessary for consulting about the scope of work performed with the appropriate SFMD project manager and with the lead advisor.

The Criteria for Evaluation and Award

| Items |
|----------------------------------|
| Development of Candidate Profile |
| Marketing the Position |
| Candidate Screening/Prioritizing |
| Assessment Center |
| Preparation of Candidate Summary |
| Wrap Up |
| Travel Expense |
| Total Cost |
| Other |

Administrative

SFMD will determine whether the offer complies with the instructions for submitting offers, including completeness of offer, which encompasses the inclusion of all required attachments and submissions.

Business Responsibility

The SFMD will determine whether the Offeror is one with whom it can or should do business. Factors that SFMD may evaluate to determine “business responsibility” include, but are not limited to: excessively high or low priced offers, past performance, references (including those found outside the offer), financial stability, and the perceived ability to perform the scope of work as specified.

Overall Proposal

The SFMD will determine how well offers meet its requirements in terms of the response to the specifications and how well the offer addresses the needs of the project. The SFMD will rank offers, without consideration of price, from best to least qualified using a point ranking system (unless otherwise specified) for evaluation purposes. References may be considered again in this portion of the evaluation. Offerors who do not meet the administrative and responsibility requirements and/or do not rank sufficiently high in the evaluation may not be considered for price evaluation and award.

SFMD requires references for the last five executive placements, including any public safety positions.

Pricing Proposal

The SFMD will evaluate the pricing proposal for offers that met the requirements of the RFP. This evaluation includes total and approximate fees and the completeness of the project.

Cancellation of political subdivision and state contracts; definition (ARS 38-511)

- A. The state, its political subdivisions or any department or agency of either may, within three years after its execution, cancel any contract, without penalty or further obligation, made by the state, its political subdivisions, or any of the departments or agencies of either if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state, its political subdivisions or any of the departments or agencies of either is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.
- B. Leases of state trust land for terms longer than ten years cancelled under this section shall respect those rights given to mortgagees of the lessee by section 37-289 and other lawful provisions of the lease.
- C. The cancellation under this section by the state or its political subdivisions shall be effective when written notice from the governor or the chief executive officer or governing body of the political subdivision is received by all other parties to the contract unless the notice specifies a later time.
- D. The cancellation under this section by any department or agency of the state or its political subdivisions shall be effective when written notice from such party is received by all other parties to the contract unless the notice specifies a later time.
- E. In addition to the right to cancel a contract as provided in subsection A of this section, the state, its political subdivisions or any department or agency of either may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state, its political subdivisions or any department or agency of either from any other party to the contract arising as the result of the contract.
- F. Notice of this section shall be included in every contract to which the state, its political subdivisions, or any of the departments or agencies of either is a party.
- G. For purposes of this section, “political subdivisions” do not include entities formed or operating under title 48, chapter 11, 12, 13, 17, 18, 19 or 22.

Payment Terms

The unit bid price shall be the basis for payment for purchased items or services. Payment shall be based on the items or services purchased. Invoicing may be performed after delivery, work has been completed, or monthly, for items or services that have been fulfilled. Invoices are to itemize charges for labor, equipment, and supplies. SFMD will not be responsible for payment of any charges not itemized to the SFMD’s satisfaction.

Prepayment is NOT allowed. Invoices for additional services must include the date and times of the work, the type of services performed; the number of hours or units to be charged, and the name of the person who authorized the work. They are to be sent in duplicate directly to SFMD’s designee for processing and are not to be included on the regular monthly invoice.

Invoices for additional supplies and/or materials must include the quantity, date and times of delivery, a description of the supplies or materials, unit price, shipping and handling charges as applicable, and the name of the person who placed the order. They are to be sent in duplicate directly to SFMD’s designee for processing and are not to be included on the regular monthly invoice.

Adjustments for Incomplete or Unacceptable Work

The SFMD reserves the right to withhold payment for incomplete or unacceptable work. The SFMD shall provide notice of any work that is deemed to be incomplete or unacceptable, for which the Vendor shall rectify that condition to the satisfaction of SFMD. The SFMD will also reduce the bill for any services deemed unsatisfactory. At no time will penalty assessment be recoverable by the Vendor.



Fire Chief Job Description

| | | | |
|----------------------|--|--------------------|-----------------|
| Job Title: | Fire Chief | Reports to: | Governing Board |
| Type: | Appointment | FLSA Class: | Exempt |
| Salary Range: | Contract Position \$137,403.43 - \$184,133.73 | Status : | Full Time |

Position Summary:

The Fire Chief provides administrative direction for all Fire District functions, operations, and personnel through the supervision of subordinate staff and review of their activities.

Responsibilities include: reviewing the general operation of the department to determine efficiency, providing direction on major projects or problem areas, developing and implementing policies and procedures, administration of the merit system; administration of the labor relations program; and providing policy guidance. Also, the Fire Chief is responsible, through study and consultation with elected officials, for developing recommendations for the protection of life and property in the District.

The Fire Chief will exercise strategic and visionary thinking that will have long-term organization-wide application and impact, including the development and implementation of critical programs, and supervision of multiple assigned functions, divisions, and significant resources.

The Board of Directors appoints the Fire Chief. The Fire Chief receives general supervision from the Board of Directors, who reviews work based on overall results achieved. The Fire Chief may consult with the Board of Directors on problems relating to policy planning, but works independently in supervising the global operations and is responsible for the proper administration of all affairs of the Fire District.

Essential Functions:

- Establish and maintain productive working relationships with staff, board members, community organizations, other agencies, and the general public.
- Represent SFMD with effective verbal and written presentations.
- Inform public groups on the plans, programs, and goals of the Fire District.
- Advise District management and the Board of Directors of Fire District progress.
- Respond courteously and tactfully to a demanding and diverse public in answering questions, explaining district policies, and handling complaints.
- Plan, organize, and direct a progressive public Fire District with several functional areas.
- Organize and direct the activities of staff engaged in providing emergency services.

- Plan, direct, and control district activities such as recruitment of personnel; purchase of equipment; assignment of personnel and equipment; and the budgeting and control of expenditures.
- Coordinate Fire District activities in accordance with federal, state, and local emergency services organizations, and city departments.
- Plan, organize, coordinate, prepare, administer, and monitor the Fire District budget.
- Responsible for all personnel matters, which include employment and termination of all district personnel.
- Analyze and resolve operational, procedural, and personnel problems.
- Resolve complex problems involving diverse functional areas.
- Analyze information, statistics, and reports on district activities.
- Develop plans designed to maintain district efficiency and responsiveness.
- Analyze fire service needs, as well as the availability of resources, existing programs, and other related factors in developing district programs to meet those needs.
- Provide direction on major projects or problem areas.
- Develop and implement policies and procedures applicable to administrative functions and provides policy guidance.
- Maintain a cooperative and collective relationship with SFMD membership in the labor/management process with the leadership and membership of Local 2260 of the International Association of Firefighters.
- Work more than 40-hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Knowledge, Skills, and Abilities:

- Knowledge of the theories, principles, and practices of effective public administration, with particular reference to Fire District policies, personnel, and budget administration.
- Knowledge of modern management techniques, supervisory practices, and evaluation methods.
- Knowledge of the modern principles and practices of human resources.
- Knowledge of governmental organization management.
- Knowledge of the principles and practices of effective administration with particular attention to short- and long-term strategic planning.
- Knowledge of the activities, objectives, and ideals of fire services and operations.
- Knowledge of the facilities, equipment, and personnel needed to provide fire and medical services and operations.
- Knowledge of the methods, equipment, and materials used in providing fire and medical services.
- Knowledge of federal, state, and local laws, rules, and regulations as they pertain to Fire District activities.
- Ability to demonstrate a basic understanding of the principles and methods of governmental funding, budget presentation, and monitoring.
- Ability to plan, organize, and direct a progressive public agency with several functional areas.

- Ability to organize and direct the activities of staff engaged in providing optimum fire services.
- Ability to plan, prepare, and administer an annual district budget.
- Ability to effectively analyze and resolve operational, procedural, and personnel problems.
- Ability to develop formal agreements and contracts with other agencies and communities.
- Ability to make effective verbal and written presentations.
- Ability to establish and maintain effective working relationships with district staff, elected officials, community organizations, other agencies, and the general public.

Required Training and Experience:

- Minimum bachelor's degree from an accredited university with a major in Fire Science, Business Administration, Public Administration, or related field.
- Minimum rank of Battalion Chief with extensive experience (5 years plus) and progressive responsibility, including administrative, supervisory, and budgetary experience in fire prevention and suppression work, preferably with a municipal, county, or state fire department or district.

Manager/Supervisor Expected Behavior:

The Fire Chief is expected to embrace, support, and promote the Fire District's core values, beliefs, and culture, which include, but are not limited to, the following:

- High ethical standards
- Train, develop, nurture, and mentor all employees suppression, ground transport, and administrative staff
- Encourage teamwork and participation by all employees
- Lead by example
- Institutionalize and promote safety principles and safety awareness as a culture for SFMD members and external customers
- Provide outstanding customer service to internal and external customers
- Willingness to seek out all possible alternative revenue sources, including grants, bonds, etc.

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. The Fire Chief will comply with any other instructions, direction, and perform any other related duties as may be required by the governing board. Performance of other essential functions may depend upon work location, assignment, or shift.

SFMD is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The District



The Superstition Fire & Medical District is located on the eastern side of the Phoenix Metro area in the state of Arizona. The District encompasses 62 square miles and serves the City of Apache Junction, the unincorporated areas of Gold Canyon, Superstition Foothills, Goldfield Foothills, and Entrada del Oro in Pinal County. The area within the fire district's incorporated boundaries is primarily a bedroom community, with light industrial. A popular winter visitor haven, the population fluctuates from 65,000 full-time residents to over 95,000 residents during the winter months.

An elected five-member board of directors provides fiscal oversight of the District's budget with administrative support functions through the Fire Chiefs office. Administrative direction for the Emergency Services Division and ancillary programs are divided between two Assistant Chiefs and one Deputy Chief. The District provides Advanced Life Support (ALS) and fire-related life safety functions utilizing a three-platoon system. Each platoon has an assigned Battalion Chief that directs daily shift operations, with station Captains providing supervision of direct service-related operations.

As a member of the Valley-Wide Automatic Aid Consortium, regional operational standards related to critical tasking are contained within the adopted Phoenix Regional Standard Operating Procedures Volume 2 (SOP Vol. II). Critical tasking focuses on providing an effective offensive attack capability during active fire scene operations. Effective scene management for emergency medical operations utilizes accepted standards from the American Medical Association. Dispatch activities are contracted with the Mesa Regional Dispatch Center (MRDC) through the City of Mesa utilizing computer-aided dispatch (CAD) technology.

History

In 1955, the Pinal County Board of Supervisors voted to establish the Apache Junction Volunteer Fire District. From a humble beginning, with little more than two used fire trucks and a dozen volunteers, that volunteer fire district grew with the community to become the Apache Junction Fire District, an all-paid, career fire agency. In 2015, the Governing Board voted unanimously to change the District's name to the Superstition Fire & Medical District. This new name better represents the communities we serve, as well as the essential life-saving services we provide.

Also, in 2015, SFMD seized an opportunity to expand medical services by launching the Transportation Services Department. After working tirelessly for a year to obtain a Certificate of Necessity from the Arizona Department of Health Services, SFMD ran its first ambulance transport in January 2016. The Transportation Services Department has grown in the four years since its launch and has taken this essential service, previously run in the private sector, and moved it under the authority of the District.



Organizational Structure and Operations

Under the direction of the Governing Board, the Fire Chief oversees the management of the Fire District and its four divisions: Emergency Services Operations, Planning & Logistics, Administrative Services, and Financial Services. Each division is led by an Assistant Chief or Director who manages the departments inside their division.

Fire and medical services are deployed from five fire stations working 24/7/365, utilizing a three platoon system, with firefighters working a 48/96 schedule. Three fire stations provide service within the City of Apache Junction while two serve Gold Canyon, Peralta Trails, and the surrounding areas. Stations 261, 262, and 265 are ALS engine companies, station 264 is an ALS ladder company, and station 263 deploys an engine and ladder unit for front-line responses. Additionally, SFMD deploys three full-time ALS ambulances and one part-time ALS ambulance (operating 0700-1900) daily. The shift Battalion Chief and Battalion Safety Officer have daily oversight of emergency service operations.

SFMD currently has 130 full-time employees comprised of 89 suppression personnel, 22 full-time transportation personnel, 14 administrative positions, one Training Captain, one Deputy Chief, two Assistant Chiefs, and one Fire Chief. Also, there are five part-time civilian transport personnel.

In addition to the five fire stations, there is an Administrative Office, Regional Training Center, and Fleet Services Shop. The Senior Leadership Team is comprised of the Fire Chief, Assistant Chiefs, Administrative Services Director, Finance Director, and the Union Vice President. Command Staff consists of the Deputy Chief, Battalion Chiefs, and Battalion Safety Officers who meet regularly and facilitate and support the delivery of emergency and non-emergency services to our community. Through these roles and in conjunction with the governing board, the Fire District achieves its mission, goals, and objectives.



Mission, Vision, and Values

Mission: Preserve Life – Protect Property – Add Value to Our Community

Vision: To Be the Premier Fire District in the State of Arizona

Values: Responsive – Innovative – Professional



SFMD is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender identity expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The Superstition Fire & Medical District is seeking to hire only the best and most qualified candidates to support our vision of being the premier fire district in the State of Arizona. SFMD has proudly adopted the hiring motto: “hire for character, train for skill.” Join our team!



Governing Board Meeting – March 18, 2020

Agenda Item: #11

BOD#: 2020-03-10

Agenda Item Title

Discussion and possible approval of the purchase of NEOGOV Human Resources Software.

Submitted By

Mike Farber, Fire Chief

Anna Butel, Administrative Services Director

Background/Discussion

SFMD’s substantial growth over the last several years, most notably the creation of the Transport Services Department, has significantly increased the amount of employee information and data being managed by administrative staff.

NEOGOVS full platform of Human Resources software will electronically automate several of SFMD’s manual processes, including recruitment and hiring, employee feedback and evaluations, as well as the information and paperwork that flows between HR and Payroll. This automation will decrease duplicate data entry by staff, and reduce the potential for errors that are inherent in manual paperwork.

Key features of this software system include:

- Electronic applicant tracking to screen, score, and rank candidates.
- Attract high-quality candidates with job posting to GovernmentJobs.com, the largest public-sector job board in the US.
- Onboarding is automated and electronic, ensuring new hires are ready to work on their first day, and HR has all paperwork completed promptly.
- Workflow management for electronic forms ensures that paperwork is routed for approval through appropriate supervisors and managers.
- Performance management software fosters communication between supervisors and employees, and promotes employee strengths.

Financial Impact(s)/Budget Line Item

There is adequate capital in the 200 fund for this purchase. Currently the 200 account is funded at \$70,585 which covers all of the costs of implementation and licensing fees.

| 1st Year – Account: Computer Software (200-70-73515-15) | |
|---|-----------------|
| Implementation & Training | \$7,500 |
| Annual Fees (Saas – Software As A Service) | \$42,983 |
| Total | \$50,483 |



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| | |
|--|-----------------|
| Future Years – Account: Global Software Licensing (100-10-62105-08 and 150-10-62105-08) | |
| Annual Fees (Saas – Software As A Service) | \$42,983 |
| Total | \$42,983 |

Enclosure(s)

Recommended Motion
“Motion to approve the purchase of NEOGOV Human Resources Software.”





NEOGOV

HUMAN RESOURCES MANAGEMENT SUITE

for the public sector

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ABOUT NEOGOV

NEOGOV is the leading public sector workforce platform provider, delivering an integrated HR, payroll, and talent management solution. Serving over 6,000 organizations, our intelligent HR software supports the entire employee lifecycle.

NEOGOV customers report increased employee productivity and engagement, time and cost savings, improved regulatory requirement compliance, and reduced paper processes, with a net result of better services for citizens.

Why Trust NEOGOV?

6,000+

Public Sector Agencies

250,000+

People Use NEOGOV

100M+

Citizens Served

19+

Years of Experience

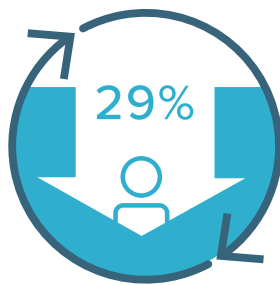
1.5M+

Hires Made

2M+

Courses Taken

THE BENEFITS OF USING NEOGOV



LOWER EMPLOYEE TURNOVER

Effective onboarding lowers the employee turnover rate by **29%**



MOBILE FRIENDLY SOFTWARE

86% of job seekers would use their smartphone to apply for a job¹



CLOSE THE SKILLS GAP WITH TRAINING

64% of SCAs believe a growing skills gap is their greatest workforce challenge²

Our Accolades



OUR SUITE

NEOGOV is the leader in human resources software for the public sector.

Make HR, payroll, and talent management easier with our complete workforce platform that supports you through the entire employee lifecycle.



INSIGHT | Applicant tracking software helps you recruit and hire high quality candidates, complete with compliance reporting.



GOVERNMENTJOBS.COM | The largest public sector specific job board in the US designed to help you attract quality applicants, hire faster, and save on advertising.



ONBOARD | Onboarding software ensures day-one readiness for new employees, accelerates productivity, and helps you keep your hires longer.



EFORMS | Document & workflow management software that helps you easily create online forms, manage documents, and build seamless workflows in minutes.



PERFORM | Performance management software to nurture communication, identify and promote employee strengths, and establish a sense of purpose.




LEARN | Learning management software that increases the productivity, safety, and retention of your workforce with engaging training.



HRIS | Our Human Resources Information System makes it easy for you to automate your Core HR, Payroll, and Time & Attendance and track data.

NEOGOV

INSIGHT

A man with a beard and glasses, wearing a light blue button-down shirt, is smiling broadly while shaking hands with another person. The background is a blurred office setting with a circular light fixture visible in the upper right.

Applicant tracking software helps you attract and hire high quality candidates, complete with compliance reporting.

TRANSFORM HIRING WITH THE LEADING – *applicant tracking system* – FOR THE PUBLIC SECTOR

Built to serve the public sector, NEOGOV's applicant tracking system automates the hiring process and meets compliance requirements, reducing time to hire. With easy-to-use job application templates and an applicant self-service portal, Insight makes it easier to find and hire more qualified candidates.

With Insight, HR teams can quickly and easily manage all applicants and access recruitment data throughout the application process. List open positions on your company website and accept online applications, while ensuring ADA/ Section 508 Compliance. Ensure compliance with the built-in, auditable, and legally defensible hiring process, complete with reporting on applicants, applicant flow, EEO, adverse impact, and passpoint analysis.

Integrated with NEOGOV's online job board GovernmentJobs.com, Insight allows you to broaden your reach by advertising to job seekers nationwide. Show your agency in the best light with a customized Career Page that lets candidates find your job openings and submit online applications.

CREATED FOR YOU *and your candidates*

- ✓ Public Sector Focus
- ✓ Compliance & Fairness Automation
- ✓ Decreases Time to Hire
- ✓ Automates Recruiting and Hiring



HIGHLIGHTED FEATURES

CANDIDATE SCORING

As candidates apply, Insight pre-screens them using auto-scoring to highlight the best candidates. By showing weighted scores and rankings based on screening protocols, tests, and interviews, Insight helps you narrow candidates down and find the best fit.

- Configurable screening hurdles and weights
- Customize scoring rules to rank candidates
- Generate and manage your ranked eligible list

COMPREHENSIVE REPORTING

Insight's easy-to-navigate reports and dashboards help optimize the hiring process by offering data visualization and analysis. With Insight you get more than 90 standard reports, advanced ad-hoc reporting, adverse impact statistics, and dashboards that help you make more informed hiring decisions. Monitor job health and boost job postings to increase your exposure and reach more candidates.

- See real-time applicant flow and job posting health and boost jobs that are not attracting enough candidates
- Perform passpoint analysis to ensure hiring does not result in adverse impact
- Analyze recruitment timelines to identify opportunities to reduce your time to hire

CANDIDATE SELF-SERVICE PORTAL

Maintain transparency and streamline communication for both the applicant and HR with an online self-service portal. Save time by giving applicants the ability to check the status of their application and self-schedule written exams, oral panel interviews, and performance tests.

- Allow candidates to monitor where they are in the application process
- View all email notifications sent by the employer in the job seeker inbox
- Access complete application history for all jobs the candidate has applied for

“Besides making everything a lot easier, what I value most is that NEOGOV listens to the users and implements our ideas.”

JANET FAGER
Kankakee Community College

NEOGOV OHC

Michelle Cline

Dashboard Jobs

Requisition Detail
Police Officer (2016-00002) [Open](#)

Copy Print Cancel Req Edit

Requisition Information Approvals Hire Workflow **Candidates** History

Candidates There are 2 notes

5 records are selected. Select all 57 records Clear selection

| <input type="checkbox"/> | <input type="checkbox"/> | Name | Notices | Master Profile | Total Score | Action Date | Status |
|-------------------------------------|--------------------------|----------------------|---------|----------------|-------------|-------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Mendoza, Brandon X | -- | | 94.00 | 02/17/2017 | Rejected (Pendi... Interviewed - not selected |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ruiz, Kathy B | -- | | 94.00 | 02/17/2017 | Rejected (Pendi... Interviewed - not selected |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ryan, Andrew T | -- | | 94.00 | 02/17/2017 | Rejected (Pendi... Interviewed - not selected |
| <input type="checkbox"/> | <input type="checkbox"/> | Gilpin, Richard H | -- | | 92.00 | 02/17/2017 | Hired Approval In-Progress |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Nichols, Elliot R | -- | | 92.00 | 02/17/2017 | Rejected (Pendi... Interviewed - not selected |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Garrett, Katherine A | -- | | 91.00 | 02/17/2017 | Rejected (Pendi... Interviewed - not selected |
| <input type="checkbox"/> | <input type="checkbox"/> | Nigma, Tammy L | -- | | 91.00 | 02/17/2017 | Interview Scheduled for 05/02/2017 8:00 AM |
| <input type="checkbox"/> | <input type="checkbox"/> | Reyes, Paula E | -- | | 91.00 | 03/27/2018 | Offered Accepted |

MODERNIZING FOR TODAY'S APPLICANT

Enhance both the applicant and staff experience by eliminating paper and automating processes. In today's age of technology, Insight helps your organization stay up-to-date.

- ✓ Integrate job postings with GovernmentJobs.com
- ✓ Configure online job application forms
- ✓ Ask job-specific supplemental questions to better screen applicants
- ✓ Avoid incomplete applications with required fields



86% of job seekers would use their smartphone to apply for a job.
(Source: Staff.com)



Integration: BACKGROUND CHECKS

Accelerate the hiring process by integrating Insight with one of NEOGOV’s recommended background check partners.

Insight’s background check integration shortens time to hire, provides accurate information about candidates, and ensures compliance with public sector hiring laws. Set up processes online to decrease the amount of time spent routing paperwork manually. Shorten the time required to complete background checks by up to 35% and see a cost savings of up to 15% per candidate.

Give candidates and hiring managers visibility into the status of applications as they move through the background check process.

The system is built to meet compliance requirements for EEOC and FCRA. Generate more accurate background reports and field fewer candidate disputes. Our integration partners report a 10x lower dispute rate compared to manual background checks.

- Shorter time to hire
- Lower risk of noncompliance
- Visibility for HR, hiring managers, and candidate

VENDORS INCLUDE

AccuSource

Alliance₂₀₂₀

assurehire

Checkr

ChoiceScreening

CIC CREDIT

ESR
EMPLOYMENT SCREENING RESOURCES*

FIRSTCHECK
APPLICANT SCREENING

GUARDIAN
ALLIANCE TECHNOLOGIES

OPEN
online*

QUICKSEARCH
EMPLOYMENT SCREENING FOR BACKGROUND SCREENING & DRUG TESTING

ScreeningOne®

VerifiedFirst

...and more!

IMPLEMENTATION



PHASE 1 INITIATION

1-2 Weeks

KICK OFF

Bring stakeholders, internal resources, and project team members together to review scope, align expectations, clarify roles and responsibilities, and agree upon milestones.

PROCESS ANALYSIS

Examine your current processes and decide if changes are needed. Using our process-proven implementation workbook as a guide, answer questions designed to make your implementation smoother and faster.

Add-On Service: Business Process Facilitation available for purchase.

PHASE 2 CONFIGURATION

1-3 Weeks

DISCOVER

Choose self-directed learning or purchase on-site / remote instruction to learn how to use and configure Insight's features, allowing you to meet your needs and goals.

CONFIGURE

Within your training environment, set up the system based on your analysis and discovery. Conduct mock recruitments to ensure the workflows, security, and experience meet expectations for all roles involved: HR, Managers, and Applicants. Design and test your Career Pages as an applicant to ensure the experience enhances your reputation.

Add-On Service: On-site training available for purchase.

Best Practice:

Reallocate funds spent on salary studies by utilizing class specs and salary ranges shared in the Community.

PHASE 3 PRODUCTION

2-3 Weeks

PREPARE

Set up your production environment with the best practices and processes you designed within your training environment. Review the set up with your implementation consultant and fine-tune to ensure Insight is ready for use.

TRAIN

Ensure successful adoption through end user training for HR Users and Managers. Leverage the online resources available from NEOGOV to conduct training sessions.

Add-On Service: On-site or remote training for end users available for purchase.

NEOGOV

GOVERNMENTJOBS.COM

The largest public sector job board in the US designed to help you attract quality applicants, hire faster, and save on advertising.

ATTRACT QUALIFIED CANDIDATES – *quickly with the* – #1 PUBLIC SECTOR JOB BOARD

With over 6 million page views a month and more than 14.5 million applications submitted annually, GovernmentJobs.com is the best place to find candidates committed to landing a job in the public sector. Using our job board gives your organization access to 39 million applicant profiles to ensure you find the most qualified candidate for the job.

Host to over 45,000 job postings, GovernmentJobs.com is the #1 public sector job board. Over 1,500 organizations from all 50 states use our job board to advertise their open positions, attracting qualified candidates who are specifically searching for public sector roles.

As you search for candidates, easily track their application process with the seamless integration with NEOGOV's applicant tracking system, Insight. Use Insight to post open positions on GovernmentJobs.com, manage interviews, and even hire through one system. Our solutions work in tandem to help you fill open positions with candidates who are right for your organization.

CREATED FOR YOU *and your applicants*

- ✓ #1 public sector job board
- ✓ 14+ million applications submitted annually
- ✓ Integrates with NEOGOV talent management suite



HIGHLIGHTED FEATURES

#1 PUBLIC SECTOR JOB BOARD

GovernmentJobs.com is the largest job board that's focused exclusively on the public sector. Originally developed for the public sector, it was conceived to meet specific compliance standards for government agencies.

- Top rankings on Google for public sector job searches
- Serving the public sector for over 20 years
- Designed for accessibility, meets 508 compliance requirements

ATTRACT MORE QUALIFIED APPLICANTS

Because GovernmentJobs.com is public-sector focused, it's the fastest and most efficient way to find applicants that already have government experience or are looking to start a career in the public sector.

- Over 39 million applicants have created profiles on GovernmentJobs.com
- Mobile-friendly application submission process
- Reduce other advertising costs by only targeting public sector job seekers

INTEGRATES WITH INSIGHT

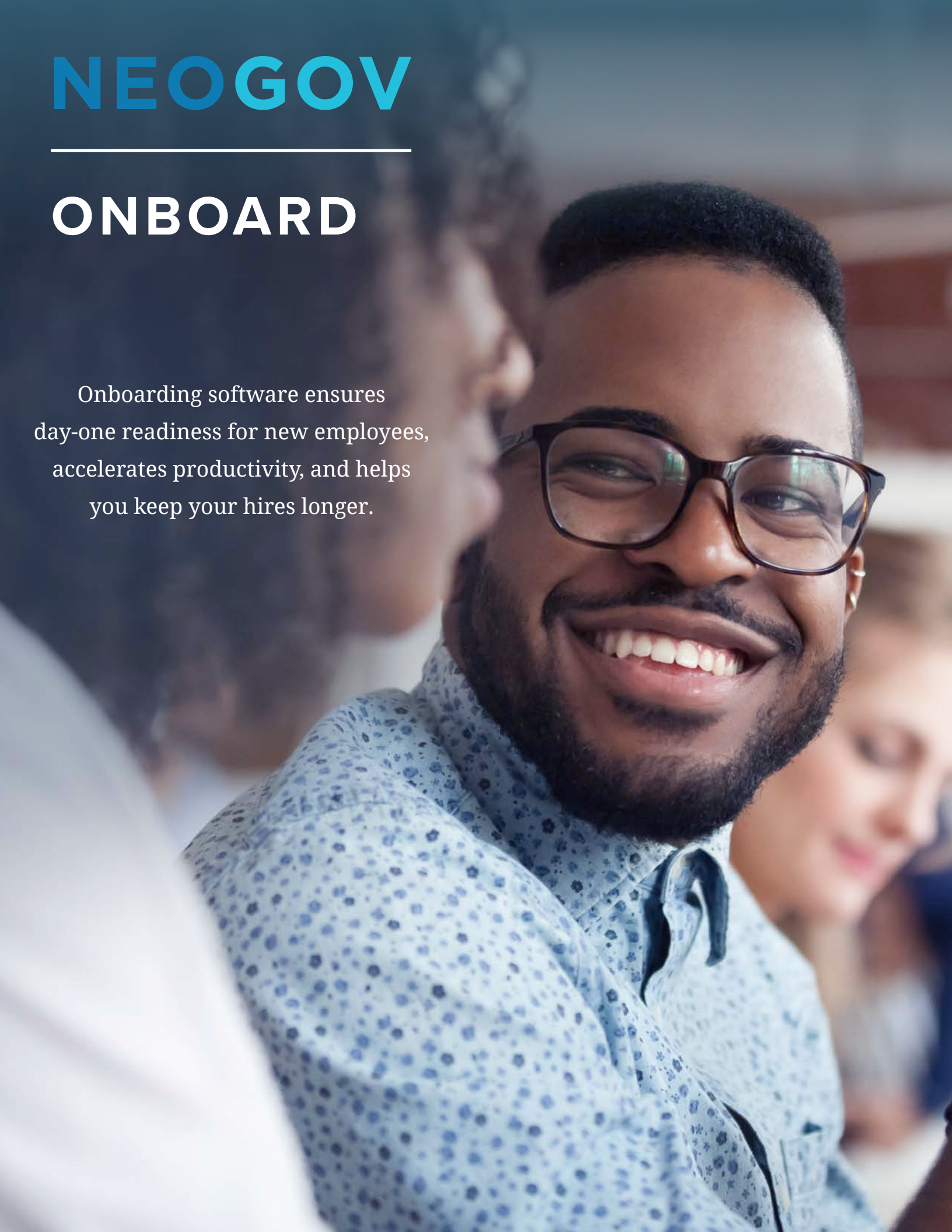
NEOGOV's applicant tracking system integrates directly with GovernmentJobs.com, making it possible for you to post jobs, accept applications, and track candidates all in one place.

- Attract, interview, and hire applicants from one place
- Create job postings in Insight and automatically publish to GovernmentJobs.com
- Enable candidates to self-schedule interviews and view application status
- Includes live support from NEOGOV's customer service agents to reduce applicant calls to your agency

NEOGOV

ONBOARD

Onboarding software ensures day-one readiness for new employees, accelerates productivity, and helps you keep your hires longer.



STIMULATE PRODUCTIVITY – *by empowering new hires to* – BE PRODUCTIVE BEFORE DAY ONE

NEOGOV's onboarding software, Onboard, enables new hires to become more productive before their first day on the job by streamlining new hire paperwork, processes, and training on an easy-to-use platform. Assign checklists to your new hires prior to their start date and create forms specific to employees, groups, or departments. Set up required fields to ensure forms are properly completed by new hires.

Assign employees their own accounts with unique credentials with built-in authentication and security. New hires can complete I9 and W4 forms online in minutes, and HR can easily initiate and complete E-Verify checks. Employees can even electronically sign forms.

Attracting a great candidate is only the first step. Engaging them after they've been hired is key to making them successful. Effectively onboarding new hires helps them to be productive and engage immediately.

CREATED FOR YOU *and your employees*

- ✓ Creates a transparent process for agencies and applicants
- ✓ Automates onboarding tasks
- ✓ Increases productivity and engagement



HIGHLIGHTED FEATURES

Make a great first impression, convey your organization's culture, and get your new hires fired up. The public sector has unique hiring needs and Onboard was specifically created to fill those requirements. Onboard's robust form builder, templates and global form bank, and employee portal are just a few of the ways Onboard supports HR and new hires.

MORE THAN JUST ONBOARDING

Onboard goes beyond onboarding, with the capability to handle pre-boarding and offboarding.

- Seasonal hiring capability

TEMPLATES & GLOBAL FORM BANK

Onboard's form builder allows you to drastically reduce paper forms for new hires. HR can create forms from scratch, use existing form templates, or select from a library of forms being utilized by other public sector agencies. HR can customize any template to make it fit their specific process.

- Library of form templates from other public sector agencies
- Customizable, editable templates
- Adaptable, not one-size-fits-all

EMPLOYEE PORTAL

Onboard's portal helps to communicate organizational culture, provide job clarity, and stay compliant. Clearly spell out onboarding deadlines while giving new hires the freedom to complete required forms at their convenience, leaving more time for HR to engage with their new hires. Configure your new hire portal with checklists and interactive widgets to facilitate structure and collaboration while providing new hires with vital documents, trainings, and videos.

- Communicate relevant training information to new hires
- Share your organization's mission and values

“It's nice to be able to give the new employee information before they start. They get excited to get started & learn more about us.”

MARLENE ERGEN
College of Saint Benedict /
Saint John's University

N

Welcome, Amy!

Welcome to NEOGOV

NEOGOV is the market and technology leader in on-demand human resources software for the public sector. We are passionate about technology, focused on customer success, and have an entrepreneurial environment where risk-taking is encouraged and rewarded. Our environment is fast paced with smart, energetic and passionate people and opportunities for growth.

[VIEW ALL](#)

Checklist




[VIEW ALL \(24\)](#)

39%

| | | | |
|---|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> Meet the design team | <input type="checkbox"/> | <input type="checkbox"/> | ⚠ 2 days past due |
| <input type="checkbox"/> Complete the W-4 form | <input type="checkbox"/> | <input type="checkbox"/> | Due in 3 days |
| <input type="checkbox"/> Complete the parking form | <input type="checkbox"/> | <input type="checkbox"/> | Due in 4 days |
| <input type="checkbox"/> Complete the I-9 form | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Complete |
| <input type="checkbox"/> Complete the benefits form | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Complete |
| <input type="checkbox"/> Meet with design team lead and | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Complete |
| <input type="checkbox"/> Go over protocol for sales | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Complete |
| <input type="checkbox"/> Participate in office safety | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Complete |
| <input type="checkbox"/> Read handbook and sign | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Complete |
| <input type="checkbox"/> Watch welcome video | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Complete |

Company Videos

Learn more about our company culture by watching these videos.


| | | |
|--|-------------------------|------|
|  | In the Community | 7:09 |
|  | Office Vibes | 6:14 |
|  | Brainstorming | 8:10 |

[VIEW ALL \(9\)](#)

Resources & Documentation

Team Photos

Get acquainted with our office and team-building events.



ONBOARDING AND EMPLOYEE RETENTION

Onboarding is a critical part of employee retention. According to NEOGOV's *2019 Job Seeker Report*, public sector organizations that effectively onboard new hires can lower the rate of employee turnover by 29%.

Additionally, solidified onboarding programs increase time to productivity by 64%, according to The Aberdeen Group.



IMPLEMENTATION



PHASE 1 INITIATION

1-2 Weeks

KICK OFF

Bring stakeholders, internal resources, and project team members together to review scope, align expectations, clarify roles and responsibilities, and agree upon milestones.

PROCESS ANALYSIS

Examine your current processes and decide if changes are needed. Using our process-proven implementation workbook as a guide, answer questions designed to make your implementation smoother and faster.

Add-On Service: Business Process Facilitation available for purchase.

PHASE 2 CONFIGURATION

1-3 Weeks

DISCOVER

Choose self-directed learning or purchase on-site / remote instruction to learn how to use and configure Onboard's features, allowing you to meet your needs and goals.

CONFIGURE

Set up your system based on your analysis and discovery. Build your forms, checklists, and portals. Design the new hire process to meet expectations for all roles involved: HR, Managers, Employees, and New Hires.

Add-On Service: On-site training available for purchase.

Best Practice:

Leverage forms shared in the Community using the NEOGOV Global Form Bank.

PHASE 3 PRODUCTION

2-3 Weeks

PREPARE

Conduct mock onboarding to test your system to ensure the functionality, security, and experience all meet your organizational expectations. Review your system set up with your implementation consultant and fine-tune to ensure Onboard is ready to use.


TRAIN

Ensure successful adoption through end user training for HR Users and Employees. Leverage the online resources available from NEOGOV to conduct training sessions.

Add-On Service: On-site or remote training for end users available for purchase.

NEOGOV

EFORMS



Employee document and workflow management software that helps you easily create online forms, manage documents, and build seamless workflows in minutes.

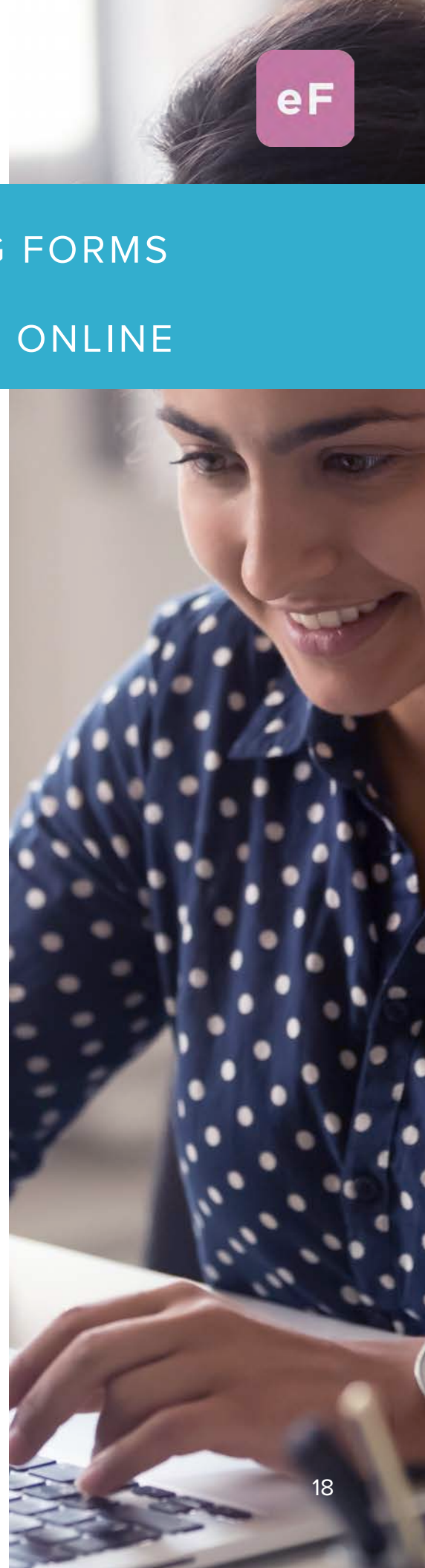
PUT AN END TO CHASING FORMS – *by managing your* – FORMS AND WORKFLOWS ONLINE

Never lose a form or manage deadlines with spreadsheets again with NEOGOV's employee document management solution, eForms. Easily build seamless routing workflows in minutes and create online forms to handle everything from complex life events to simple parking forms. Make organization easy by managing all employee documents electronically and storing all completed forms in an employee personnel file.

Manage employee documents with ease through automated distribution, submission, tracking, and approval of HR forms. Protect sensitive HR data by setting different user roles and controlling permissions. Modernize your processes with customized digital workflows, routing, and eSignatures to eliminate paper and messy spreadsheets. Do away with manual processes and get more time to focus on strategic initiatives.

CREATED FOR YOU *and your employees*

- ✓ Build online forms in minutes
- ✓ Automate routing and reminders
- ✓ Employee document management



HIGHLIGHTED FEATURES

PROCESS & FORM BUILDER

Easily create forms and processes in order to accommodate simple or complex requirements. Processes can be self-initiated or automatically initiated on certain dates specified by HR. Automated email reminders help employees, managers, and HR stay on top of deadlines to ensure tasks are completed on time.

- Easily create forms and automate workflows
- Make all your forms available online
- Ensure public sector compliance

EMPLOYEE SELF-SERVICE

With eForms, you can allow employees to self-initiate processes and track statuses to completion. Save time by eliminating employee questions about the status of approval. Drive accountability through notifications and reporting, ensuring employees take actions.

- Enable employees to self-initiate processes
- Schedule notifications and reminders
- Track status of processes

EMPLOYEE DOCUMENT MANAGEMENT

eForms stores all documents the employee has completed throughout their employee lifecycle. Working cohesively with NEOGOV's other products, eForms acts as a central repository for any employee documents used within the product suite. For example, new hire forms from Onboard can be accessed in eForms.

- Accurate and consolidated records
- One central repository for employee paperwork
- Supports entire employee lifecycle

“This product is a huge game changer for HR.”

DEBORAH ERB
San Luis Obispo

IMPLEMENTATION



PHASE 1 INITIATION

1-2 Weeks

KICK OFF

Bring stakeholders, internal resources, and project team members together to review scope, align expectations, clarify roles and responsibilities, and agree upon milestones.

PROCESS ANALYSIS

Examine your current processes and decide if changes are needed. Using our process-proven implementation workbook as a guide, answer questions designed to make your implementation smoother and faster.

Add-On Service: Onsite Implementation and training available for purchase.

PHASE 2 CONFIGURATION

1-2 Weeks

DISCOVER

Choose self-directed learning or purchase on-site / remote instruction to learn how to use and configure eForms' features, allowing you to meet your needs and goals.

CONFIGURE

Set up your system based on your analysis and discovery. Build your forms and processes. Create processes that can be self-initiated through the employee self service portal. Learn to manage personnel files through our employee document management feature.

Add-On Service: On-site training available for purchase.

Best Practice:

Leverage forms shared in the Community using the NEOGOV Global Form Bank.

PHASE 3 PRODUCTION

1-2 Weeks

PREPARE

Initiate mock processes to test your system to ensure the functionality, security, and experience all meet your organizational expectations. Review your system set up with your implementation consultant and fine-tune to ensure eForms is ready to use.

TRAIN

Ensure successful adoption through end user training for all users. Leverage the online resources available from NEOGOV to conduct training sessions.

Add-On Service: On-site or remote training for end users available for purchase.

NEOGOV

PERFORM

Performance management software nurtures communication, identifies and promotes employee strengths, and establishes a sense of purpose.



TRACK EMPLOYEE PERFORMANCE – *and provide constructive feedback to* – BUILD A MORE CAPABLE WORKFORCE

NEOGOV's employee evaluation software, Perform, is the only full-featured performance management software in the marketplace with specific public sector functionality and a mobile-friendly interface. Perform automates annual and probationary employee evaluations, allowing your HR team to automate the process of identifying skill gaps and areas of improvement in their employees.

Perform is an integrated performance tracking solution that works seamlessly with NEOGOV's Onboard, Insight, and Learn. Use Perform to provide continuous feedback to your employees based on desired competencies established by your organization. Create employee or role-specific criteria for measuring performance, identify areas for growth, and schedule regular check-ins to see how employees are progressing. Avoid recency bias by regularly adding confidential journal entries to help you compose annual performance reviews.

Discover the best performers within departments and those that need more support using one-on-one performance reviews and employee self-rating. Generate individual development plans and recommend trainings based on an employee's competency scores.

CREATED FOR YOU *and your employees*

- ✓ Automate employee performance review processes
- ✓ Increase transparency and engagement between employees and managers
- ✓ Pinpoint shortcomings and growth opportunities for professional development





HIGHLIGHTED FEATURES

PUBLIC SECTOR-FOCUSED

Designed specifically for the public sector, Perform includes multiple features to ensure compliance and accommodate different processes based on each department's requirements.

- Automatically adds shift managers to public safety evaluations
- Multiple managers can collaborate on a single evaluation
- Generate automatic employee acknowledgment tasks
- Handles varying frequencies and approval workflows to maintain efficiency

REPORTING & DATA

With Perform's reports and dashboards, analyze individual employee, team, or departmental data to identify skill gaps across the agency and optimize employee development based on common themes.

- Easily analyze data and identify bottlenecks in the evaluation process
- Track status of performance review completion across managers & departments
- Measure goal achievement progress and determine where additional training is needed within the organization
- Quickly identify employees eligible for a merit increase

CONTINUOUS FEEDBACK

Perform allows for continuous communication with employees regarding manager feedback and goal tracking through email notifications, mobile or desktop journals, and scheduled and recurring check-ins. Managers can complete journal entries throughout the year to document performance and refer back during performance reviews.

- Schedule periodic check-ins to provide feedback and track goal progress
- Implement PIPs (performance improvement plans) and electronically document every step of the process
- Managers can refer to journal entries and check-ins to expedite ratings

“The ease & flexibility of having performance evaluations online has been a huge factor that generates feedback from employees.”

DARCY LOWERY
City of Avondale, AZ

NEOGOV PC Perform ▼ Search Casey Akers

Employees Performance Evaluations ▼ Library ▼ Positions ▼ Administrative ▼ Reports ▼ Help ▼ Feedback + 🕒

Evaluation Dashboard Goal Dashboard

My Tasks [view all](#) >

| | | | | | | |
|------------|-------------|-----------------------|-----------|--------------|------------|--------------|
| 9 Total | 3 Rating | 2 Approve And Sign | 1 Sign | 0 Approve | 3 Other | 3 Overdue |
|------------|-------------|-----------------------|-----------|--------------|------------|--------------|

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| Task | For Employee | Related To | Due Date |
|---|----------------|-----------------------------------|---------------|
| 📌 Sign 2020 Annual Evaluation for Mike Paterson | Mike Paterson | 2020 Annual Evaluation | ⚠️ 01/07/2019 |
| 📧 Add Goals to the Evaluation | Mike Paterson | 2019 Annual Evaluation | ⚠️ 04/07/2019 |
| 📧 Add Tasks to the Development Plan | Mary Anderson | Development Plan for Mary Ande... | ⚠️ 05/01/2019 |
| 📧 Approve and Sign 3 Month Probationary Evaluation for Blake Berry | Blake Berry | 3 Month Probationary Evaluation | 07/27/2019 |
| 📧 Approve and Sign 3 Month Probationary Evaluation for Eric Jackson | Eric Jackson | 3 Month Probationary Evaluation | 07/28/2019 |
| 📧 Add Goals to the Evaluation | Brandon Arnold | 2020 Annual Evaluation | 07/31/2019 |
| 📧 Complete the Recurring Check In | Mary Anderson | 2021 Annual Evaluation | 09/28/2019 |
| ★ Rating For Mary Anderson's 2021 Annual Evaluation | Mary Anderson | 2021 Annual Evaluation | 12/05/2021 |
| ★ Rating For Brandon Arnold's 2021 Annual Evaluation (PT) | Brandon Arnold | 2021 Annual Evaluation (PT) | 12/19/2021 |

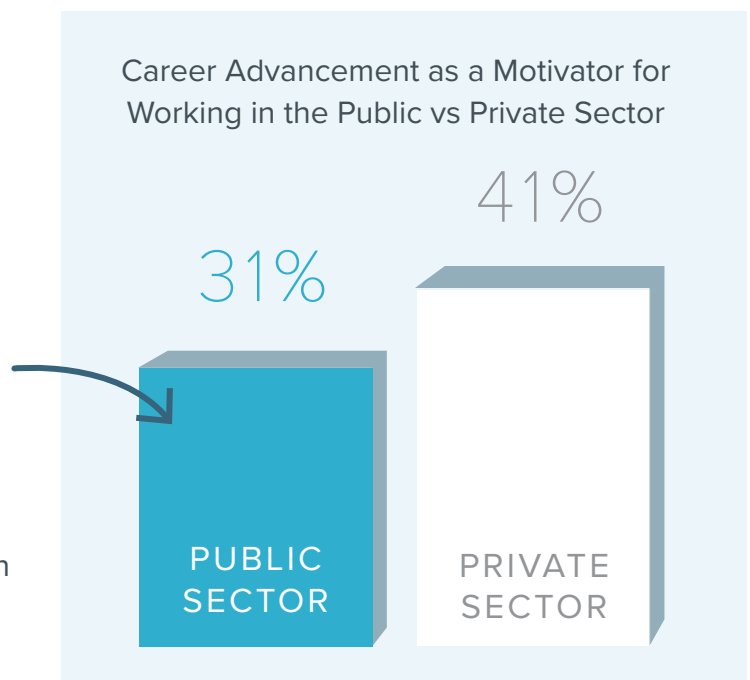
1 - 9 of 9 items

NURTURE EMPLOYEE DEVELOPMENT

Employee development is critical for the public sector. As baby boomers exit the workforce, public sector organizations are struggling to fill the positions that are opening.

According to NEOGOV's *2019 Job Seeker Report*, only 31% of public sector applicants listed Career Advancement as an attractive quality of the sector.

By conducting performance evaluations, HR can help nurture the career and skill development of teams, and ultimately improve the appeal of public sector employment.



IMPLEMENTATION



PHASE 1 INITIATION

1-3 Weeks

KICK OFF

Bring stakeholders, internal resources, and project team members together to review scope, align expectations, clarify roles and responsibilities, and agree upon milestones.

PROCESS ANALYSIS

Examine your current processes and decide if changes are needed. Using our process-proven implementation workbook as a guide, answer questions designed to make your implementation smoother and faster.

Add-On Service: Business Process Facilitation available for purchase.

PHASE 2 CONFIGURATION

2-3 Weeks

DISCOVER

Choose from self-directed learning or purchase on-site / remote instruction to learn how to use and configure Perform's features, allowing you to meet your needs and goals.

CONFIGURE

Set up your system based on your analysis and discovery. Build your performance evaluations, goals, and development plans. Design your evaluation process to meet expectations for all roles involved: HR, Managers, and Employees.

Add-On Service: On-site training available for purchase.

Best Practice:

Use journal entries to help avoid recency bias in employee performance reviews.

PHASE 3 PRODUCTION

2-3 Weeks

PREPARE

Conduct mock evaluations to test your system to ensure functionality, security, and experience meet your organizational expectations. Review your system set up with your implementation consultant and fine-tune to ensure Perform is ready to use.

TRAIN

Ensure successful adoption through end user training for HR Users, Managers, and Employees. Leverage the online resources available from NEOGOV to conduct training sessions.

Add-On Service: On-site or remote training for end users available for purchase.

NEOGOV

LEARN

Centralized tracking, online content, and an intuitive course builder allow for training efficiency in a 3-in-1 solution.

ONLINE EMPLOYEE TRAINING – *to cultivate growth, promote excellence and* – IMPROVE RETENTION

NEOGOV's learning management system eliminates the administrative burden of managing multiple employee training programs by providing a centralized online platform designed for the specific needs of the public sector.

Simplify the training process and reduce barriers to learning, in a system that's easy to use for both employees and managers. Learn's 3-in-1 solution comes with over 400 courses, a course-builder with an easy-to-use intuitive interface, and the ability to add classroom trainings and track employee license and certification renewals specific to the public sector. Learn increases productivity, ensures compliance, and mitigates risk.

With Learn, automatically assign new hire training for streamlined onboarding. Maximize the benefits of Learn by also using Perform, NEOGOV's performance management software, to identify skill gaps and build curricula to address areas of improvement.

CREATED FOR YOU *and your employees*

- ✓ Designed for the public sector
- ✓ Centralize training and tracking
- ✓ Promote employee growth



HIGHLIGHTED FEATURES

CUSTOM COURSE LIBRARY

Build customized courses, upload SCORM, or use any of the 400+ courses in NEOGOV's course library. With a robust and growing catalog, Learn offers pre-built courses in Employment Liability, Human Capital, Health and Safety, Law Enforcement, Public Works, and many more public sector-focused courses. Create your own courses and add quizzes to Word, PowerPoint, Adobe Acrobat, online videos, and more.

- Growing library of 400+ pre-built courses
- Easy to upload or build custom courses and quizzes
- Easily group courses into learning plans for new supervisor training
- Courses specifically for hiring managers, such as Lawful Hiring, Guide to Interviewing, and Uncovering Implicit Bias

REPORTING & COMPLIANCE

Using Learn, reduce risk and liability claims with consistent, trackable courses, and license/certification renewal reminders. Easily store results, completions, and generate the reports you need to show compliance. Use Learn's quick visual indicators of progress across or within departments. View the status of course enrollment, completion, and overdue courses.

- Track course completion
- Monitor individual and department progress
- Reduce risk and liability with reports

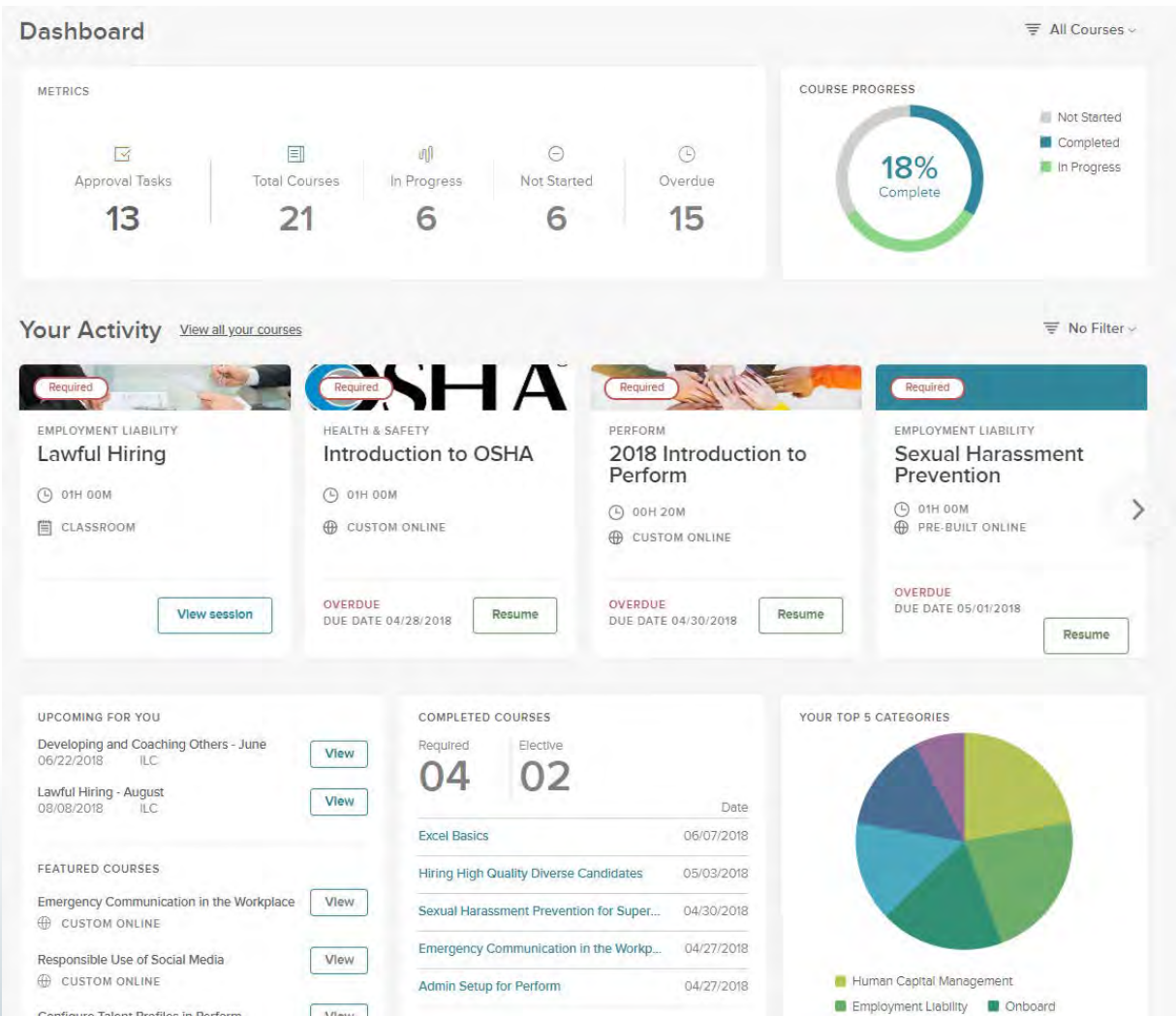
MODERNIZE PROCESSES

Learn's mobile experience and integration with Google and Outlook calendars make it easy for employees to stay informed of course requirements and complete them on the go. Use automated notifications and reminders to increase engagement and improve class attendance rates.

- Automated notifications and reminders
- Mobile-friendly interface
- Increase accountability and participation

“The online products & services they provide are invaluable for fulfilling our diverse & disperse training needs, as well as being affordable, & cost-effective.”

TRACY D. GALLO
State of Vermont



CULTIVATE GROWTH & PROMOTE EXCELLENCE

Help employees reach their full potential with continuous training that results in more competent and proficient employees. Make employees more effective in their current role or visualize a path to promotion. Our catalog includes course topics around communication skills, teamwork, and ethical decision making.

According to Accenture's survey of Chief Administrators, **64%** said a growing skills gap is their greatest workforce challenge. Implementing new training initiatives closes the gap.



IMPLEMENTATION



PHASE 1 INITIATION

1-2 Weeks

KICK OFF

Bring stakeholders, internal resources, and project team members together to review scope, align expectations, clarify roles and responsibilities, and agree upon milestones.

PROCESS ANALYSIS

Examine your current processes and decide if changes are needed. Using our process-proven implementation workbook as a guide, answer questions designed to make your implementation smoother and faster.

Add-On Service: Business Process Facilitation available for purchase.

PHASE 2 CONFIGURATION

1-3 Weeks

DISCOVER

Choose from self-directed learning or purchase on-site / remote instruction to learn how to use and configure Learn's features, allowing you to meet your needs and goals.

CONFIGURE

Test your system to ensure functionality, security, and experience meet expectations. Create and test your courses, then impersonate Employees and Managers to ensure the experience is engaging.

Add-On Service: On-site training available for purchase.

Best Practice:

Leverage the library of 400+ online courses. Add your own courses and share to access other customer-shared courses.

PHASE 3 PRODUCTION

2-3 Weeks

PREPARE

Review your set up with your implementation consultant to fine-tune and ensure Learn is ready to go live. Leverage the online resources available from the NEOGOV Community to conduct training sessions.

TRAIN

Ensure successful adoption through end user training for HR Users, Managers, and Employees. Leverage the online resources available from NEOGOV to conduct training sessions.

Add-On Service: On-site or remote training for end users available for purchase.

NEOGOV

HRIS

Manage all public sector HR needs
with one integrated solution for Core
HR, Payroll, and Time & Attendance



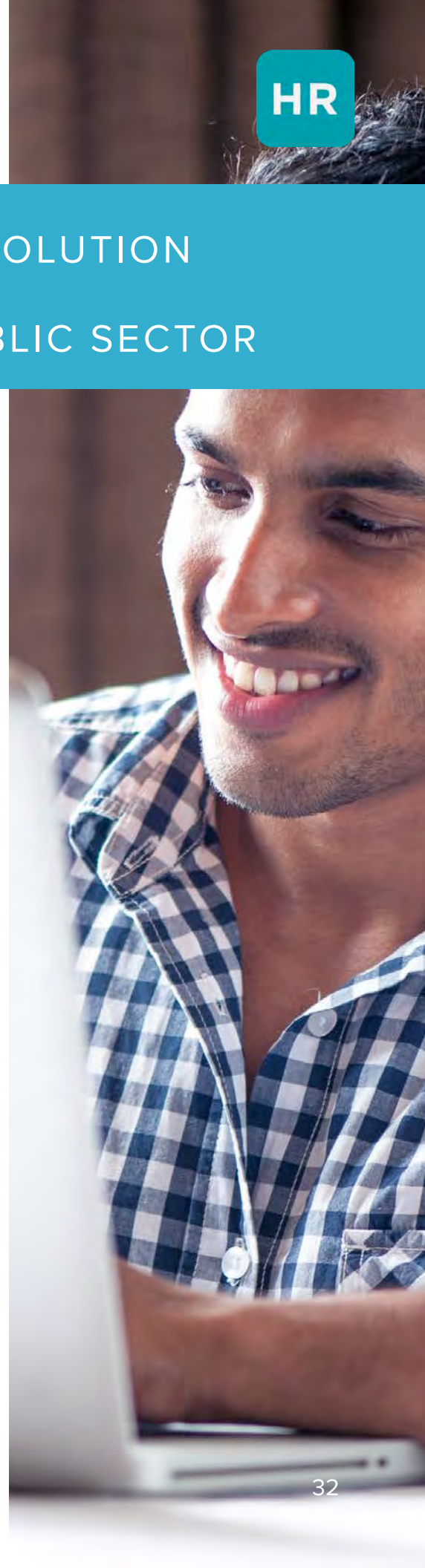
A CENTRAL INTEGRATED SOLUTION – *designed for the* – COMPLEX NEEDS OF THE PUBLIC SECTOR

NEOGOV's Human Resource Information System (HRIS) is your central hub for employee records, salary, benefit administration, and workforce data. With one integrated system for Core HR, payroll, and time and attendance, NEOGOV's HRIS system makes it easy to manage and track human resources data while achieving compliance.

Designed with the public sector in mind, NEOGOV's HRIS automates approval workflows, streamlines HR processes, and minimizes repetitive administration tasks. Highly configurable and intuitive, HRIS lets HR shift their focus to higher value projects. The platform provides visibility across the agency and self-service access so employees can view pay stubs, update contact information, request time-off, change tax elections, and more, while automatically triggering any necessary approvals.

CREATED FOR YOU *and your employees*

- ✓ Fully integrated solution
- ✓ Compliant with public sector requirements
- ✓ Employee self-service



HIGHLIGHTED FEATURES

CORE HR

Centralize all personnel data in one place with NEOGOV's Core HR solution. Core HR's employee self service feature allows employees to view and update their personal information such as benefits, pay stubs, and W2s, and trigger automatic approval notifications. HR can define routing and approval workflows for any form or process created in the system.

- Centralized storage of employee data
- Employee self-service
- Transparency between HR and employees

PAYROLL

NEOGOVS Payroll lets public sector HR teams process accurate payroll on time while ensuring compliance with changing payroll laws. Supporting complex payroll requirements from simple overtime calculations to complex 9/80 time rules, meal penalty and premiums, shift differential paid over midnight and multiple premiums layered onto the same hours, retro-pays, and future dating, our solution integrates easily with any general ledger and accounting suite to accurately track payroll.

- Complex payroll capability (retro-pays, future dating, FLSA, and more)
- Ensure compliance with changing payroll laws
- Integrates easily with any general ledger or accounting suite

TIME & ATTENDANCE

With NEOGOV's highly configurable and automated processes, HR can set up unlimited schedule and shift patterns and provide online timesheets that integrate with time clocks and mobile time entry. By eliminating spreadsheets and tedious manual routines, HR teams are able to automate processes and reduce costly errors that cause incorrect payroll ledgers.

- Highly configurable and automated
- Set unlimited schedule and shift patterns
- Online timesheets and mobile time entry


“The online products & services they provide are invaluable for fulfilling our diverse & disperse training needs, as well as being affordable, & cost-effective.”

TRACY D. GALLO
State of Vermont

NEOGOV Employee Self Service Search Mark Roberts

Home Main

PROFILE

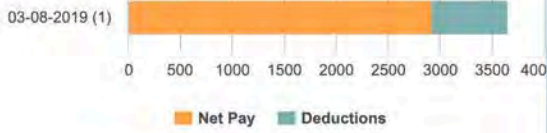


Mark Roberts
HR Director
EE#: 3

| | | |
|-------|-------|----------|
| VAC | PTO | PERSONAL |
| 100.0 | 13.33 | 24.0 |

MY PAYSTUB

Gross Pay: \$3,653.85
Pay Date (Pay #): 03-08-2019 (1)



0 500 1000 1500 2000 2500 3000 3500 4000

Net Pay Deductions

MESSAGES

Notices and News

Task List

| Due Date | Status | Context |
|----------|--------|---------|
| | | |

QUICK LINKS

- My Profile
- Contacts
- Tax
- Banking
- Leave
- Time Sheet
- Pay History
- Life Event
- Open Enrollment
- OE History
- W2

INVEST IN AUTOMATION

NEOGOV's HRIS not only allows HR to spend more time on new initiatives for their employees, but also benefits the organization with a cost saving per employee.

According to Bersin by Deloitte, companies that utilize automated HR systems save an average of 22% per employee.



IMPLEMENTATION



PHASE 1 INITIATION

1-3 Days

KICK OFF Overview of timeline, roles & responsibilities, next steps, questions & answers.

LEARNING Tour of tutorials and/or user guide(s) located within the NEOGOV Community.

PREPARING Gather all relevant documents, rules, and process descriptions.

PHASE 2 CONFIGURATION

1-3 Weeks

CORE HR Meet with Implementation Consultant (IC) to discuss org structure, user roles, approval processes, and reporting needs. Populate workbook with core entity and employee census data.

BENEFITS Provide benefit plan documents including rate tables and eligibility to IC. Update workbook with benefit enrollment details.

PAYROLL Send summary pay register, pay calendar, holiday schedule(s), and other required documents. Populate tax, direct deposit, wage orders, and other related data in the workbook. Ensure pay date information is in the required format, ready for import (January 1 start dates will not require this step).

TIME & ATTENDANCE Ensure required time rules and schedules are documented and sent to IC. Consult with IC around specific time capture needs.

PHASE 3 PRODUCTION

3-8 Weeks

CORE HR Practice activities from the perspective of the employee, manager & HR Admin.

BENEFITS Test life events & benefit eligibility schedules, then practice enrollment changes. Plan and test any carrier connections.

PAYROLL Conduct payroll history conversion and parallel testing. Test general ledger export and import to ERP/financial package.

TIME & ATTENDANCE Review attendance plans and test for accuracy of accrual. Document (in detail) timesheets and rules for overtime, shifts, etc., then test once configured.

PHASE 4 COMPLETION

1 Week

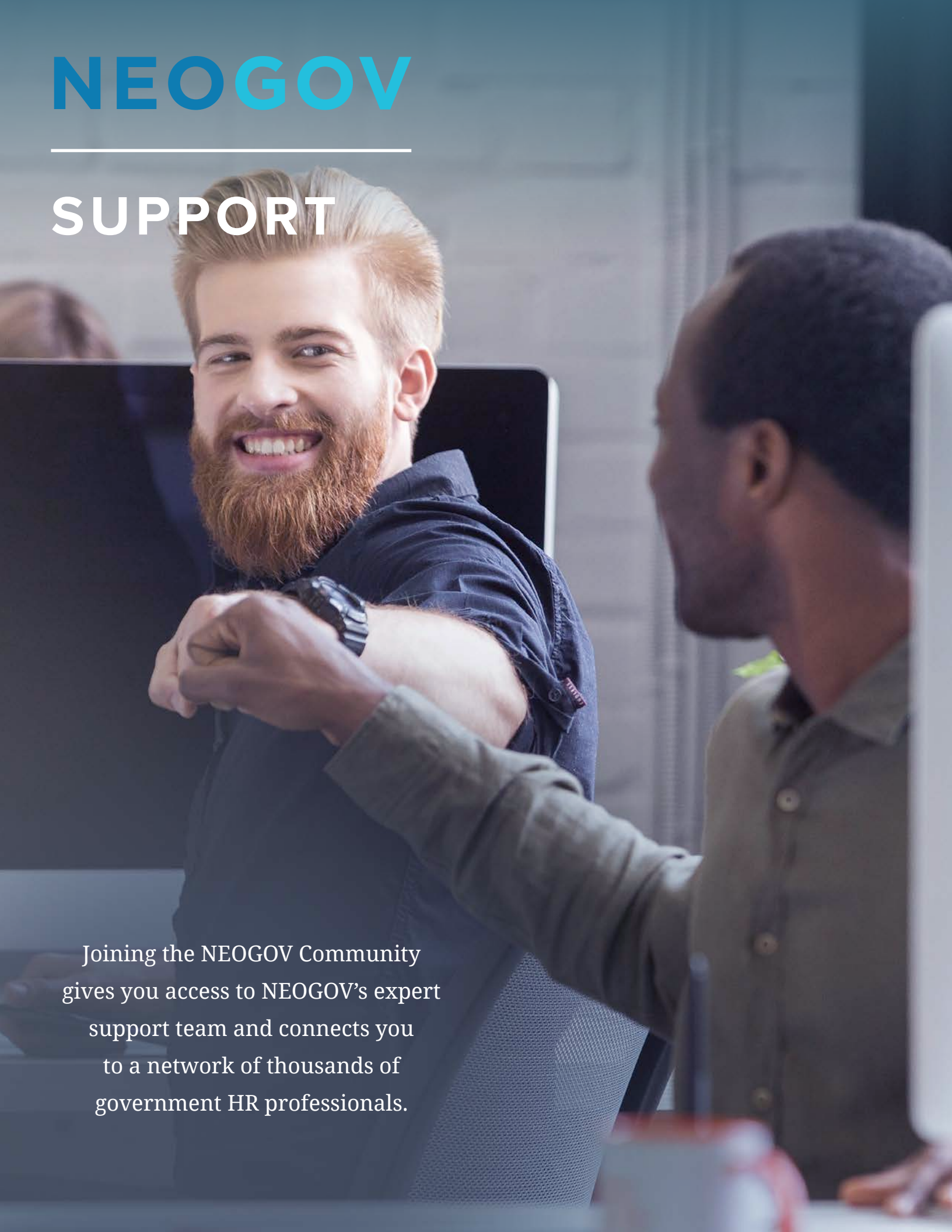
PRODUCTION REVIEW Final overview to ensure the system is set up correctly, to confirm the training process follows what is being used currently in your organization, and to provide another opportunity for Q&A to refine the process.

WRAP UP ICs provide support during final configuration & setup and facilitate transition to Customer Success (NEGOV) for on-going customer support.

COMPLETE SURVEY Fill out Implementation Survey to provide your feedback to NEOGOV's management team.

NEOGOV

SUPPORT

A photograph of two men in an office setting. The man on the left has a full, well-groomed beard and is smiling broadly while pointing towards a computer monitor. He is wearing a dark blue button-down shirt. The man on the right is seen in profile, looking towards the first man. He is wearing a light-colored, button-down shirt. The background is a blurred office environment with a whiteboard and other office equipment.

Joining the NEOGOV Community gives you access to NEOGOV's expert support team and connects you to a network of thousands of government HR professionals.

GREAT SUPPORT

– at your –

FINGERTIPS

CUSTOMER SUPPORT

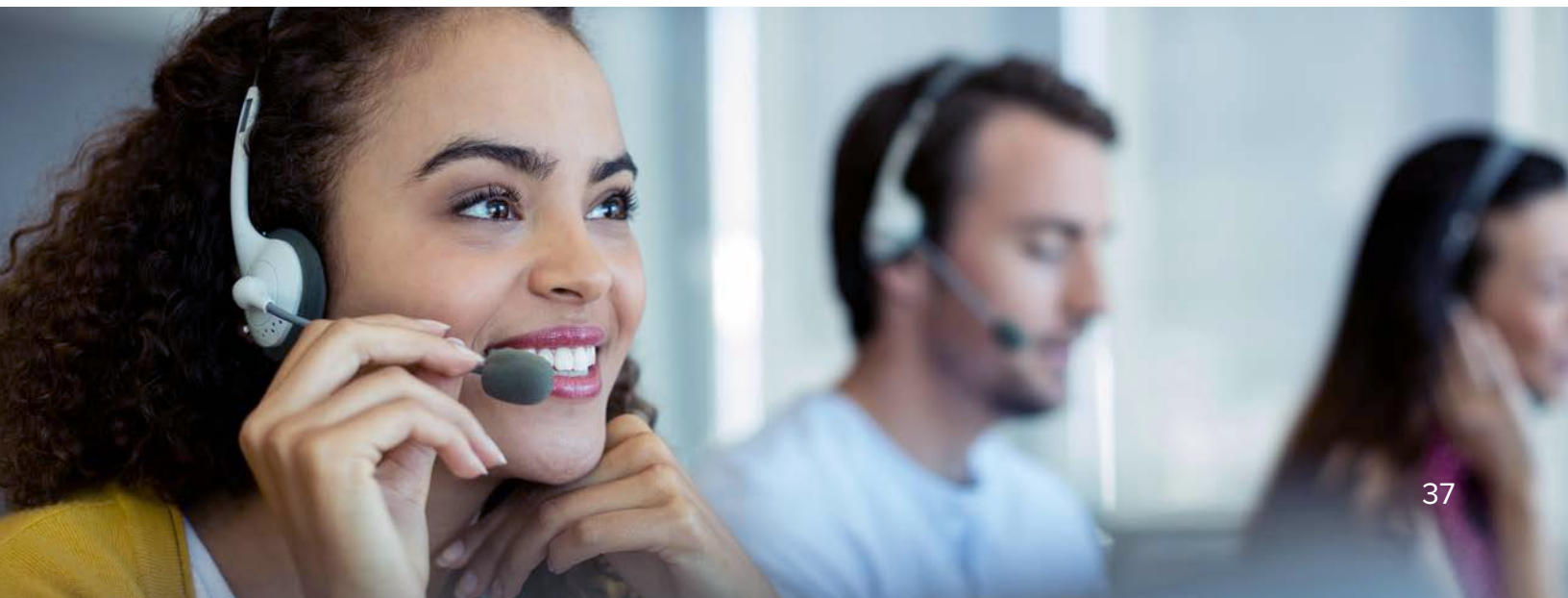
NEOGOV has a team of experienced professionals ready to help you learn our products and answer your questions by phone, email, or logging a case. Our live Customer Care Team is available from 6:00 AM to 6:00 PM (Pacific Time), Monday through Friday (excluding NEOGOV holidays). During these phone support hours, you have an unlimited number of calls available. If you call outside of these hours, or if all our representatives are busy, simply leave a message and your call will be returned once a team member is available.

APPLICANT SUPPORT

Our highly trained applicant support professionals are available for live consultation with applicants to resolve technical issues. Our live Applicant Support Team is available from 6:00 AM to 5:00 PM (Pacific Time), Monday through Friday (excluding NEOGOV holidays). If a call is received outside of these hours, or if all our representatives are busy, the caller can press a button to request a callback.

IMPLEMENTATION SUPPORT

NEOGOV's team of skilled Product Implementation Consultants (many of whom are former HR professionals) are here to help you successfully deploy our products. You'll be assigned an Implementation Consultant to guide you through learning and configuring our products. Rather than a one-time software trainer with limited interaction, your Consultant will serve as your Product Subject Matter Expert, providing you with best practice advice during the entire implementation project.



CONNECT WITH US

COMMUNITY CONFERENCE CALLS

NEOGOVS provides Community Conference Calls. Once you sign into a product, you become subscribed to an email that announces the upcoming times and dates of our Community Conference Calls. The email subscription can be modified within your user settings. These calls focus on sharing new product features and functionality with our users.

ONLINE SUPPORT

When you join NEOGOVS, you become part of our Online Community, a 24-hour resource where customers can connect and interact with each other. Our team ensures up-to-date materials are available for you, from training guides and video tutorials to announcements, FAQs, and product enhancement release notes. Connect with other HR professionals through the Community Forum, where you can share knowledge, resources, ask and answer each other's questions. Collaboratively use the Idea Board to suggest improvements to our products and vote or comment on your peers' ideas. All of these features and more are available for your unlimited use.

CONNECT USER CONFERENCE

NEOGOVS's CONNECT Conference and Pre-Conference Training are annual, live, in-person events focused on providing customers with training and information to enhance their use of NEOGOVS products and their professional knowledge. Pricing for tickets is published once available and varies from year to year.

The Pre-Conference Training is a day-long selection of classes about NEOGOVS products. The Conference is a two-day series of sessions providing additional product and best practices information to grow customers' knowledge base — some of which qualify for SHRM and/or HRCl credits. We also host a social event at the Conference to foster relationships between members of the NEOGOVS Community.



LET'S GET TECHNICAL

SUPPORT SERVICE LEVELS

We take all of your support requests very seriously. In order to ensure all your phone and online bug reports are appropriately addressed, we confirm all requests through case receipts. These case receipts are promptly shared with you. A NEOGOV employee will discuss and review the ticket with you to assess priority. After internal investigation, we'll update you with a resolution timeline.

HOSTING & SECURITY

NEOGOV places a priority on data security and implements industry-leading protection and resilience measures including, but not limited to:

| INFRASTRUCTURE | SECURITY |
|---|---|
| Tier 3 fully redundant Data Centers located in different geographic zones | Best in class Endpoint Protection Platform (EPP) |
| No single point of failure | IDS/IPS |
| Multiple biometrics required for physical access | Automated and manual penetration testing |
| SOC1 type 2 certified Data Centers | Bug bounty program |
| Portable IP block accessible across multiple locations | Automatic DoS and DDoS preventative measures |
| Resilient routing using BGP across multiple ISPs | Application aware firewall filtering and AV scans |
| Latest Cisco UCS and EMC hardware | Only TLS1.2 ciphers allowed |
| COMPLIANCE | Inbound packet inspection |
| SOC2 type 2 certified | Multi-vendor firewalls |
| NIST 800.53 aligned | Data encryption in transit |
| PCI-DSS self-certified | Data encryption at rest using AES256 |

NEOGOV

Intelligent HR

📞 1.888.NEOGOV1

✉ SALES@NEOGOV.COM

🌐 WWW.NEOGOV.COM

🐦 @NEOGOV

Governing Board Meeting – March 18, 2020

Agenda Item: #12

BOD#: 2020-03-11

Agenda Item Title

SFMD Policy Manual – Policies reviewed in February, 2020 for Approval on March 18, 2020.

Submitted By

Mike Farber, Fire Chief

Anna Butel, Administrative Services Director

Background/Discussion

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

- 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

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 Apparatus Driver/Operator Training, CPR and Automated External Defibrillator Training, Communicable Disease Training Program, Emergency Action Plan and Fire Prevention Plan Training, Hazard Communication Program Training, Hazardous Materials (HAZMAT) Training, Hearing Conservation and Noise Control Training, Heat Illness Prevention Training, Health Insurance Portability and Accountability Act (HIPAA) Training, National Incident Management System (NIMS) Training, Respiratory Protection Training, Wildland Fire Shelter Deployment Training, Training Records, Firefighter Health, Safety and Survival Training, Personnel Complaints and Grievance Procedure”.*“



Go to Item 13

Go to Agenda

Governing Board Meeting – March 18, 2019

Agenda Item: #13

BOD#: 2020-03-12

Agenda Item Title

Policy Review – For possible approval in the April 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.

Financial Impact(s)/Budget Line Item

N/A

Enclosure(s)

New Policies for Review:

- 701 – Personal Communication Devices
- 900 – Illness and Injury Prevention Program
- 901 – Arizona Division of Occupational Safety and Health Inspections
- 902 – Arizona Division of Occupational Safety and Health Notifications of Illness, Injury or Death
- 903 – Communicable Diseases
- 904 – High-Visibility Safety Vests
- 905 – Soft Body Armor
- 906 – Apparatus/Vehicle Backing
- 907 – Heat Illness Prevention Program
- 908 – Respiratory Protection Program
- 909 – Personal Alarm Devices
- 910 – Health and Safety Officer (HSO)
- 911 – Vehicle Seat Belts
- 913 – Ground Ladder Testing
- 915 – Hazardous Energy Control
- 916 – Hazard Communication

Recommended Motion

No motion at this time.



Go to Item 14

Go to Agenda

Personal Communication Devices

701.1 PURPOSE AND SCOPE

Best Practice MODIFIED

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

701.2 POLICY

Best Practice MODIFIED

The Superstition Fire & Medical District allows members to utilize district-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations.

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

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

701.3 PRIVACY EXPECTATION

Best Practice MODIFIED

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

701.4 DISTRICT-ISSUED PCD

Best Practice MODIFIED

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

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

701.5 PERSONALLY OWNED PCD

Discretionary MODIFIED

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

Superstition Fire & Medical District

Policy Manual

Personal Communication Devices

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

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

701.6 USE OF PCD

Best Practice **MODIFIED**

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

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

701.7 SUPERVISOR RESPONSIBILITIES

Best Practice **MODIFIED**

The responsibilities of supervisors include but are not limited to:

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

701.8 OFFICIAL USE

Best Practice **MODIFIED**

Superstition Fire & Medical District

Policy Manual

Personal Communication Devices

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

701.9 USE WHILE DRIVING

State

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

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

Illness and Injury Prevention Program

900.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the Superstition Fire & Medical District, in accordance with the requirements of the Arizona Division of Occupational Safety and Health (ADOSH) (29 CFR 1910.11 et seq.; AAC § R20-5-602).

Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by district procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Districtwide safety efforts.

900.2 POLICY

Best Practice

The Superstition Fire & Medical District will adopt an Illness and Injury Prevention Program (IIPP) in order to increase the safety of its members.

900.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

State MODIFIED

The Battalion Chief assigned to Health and Wellness is the designated Health and Safety Officer (HSO). The HSO is responsible for developing an IIPP.

The HSO will provide oversight for the Health and Wellness Committee, which will:

- (a) Meet regularly.
- (b) Prepare a written record of safety and health committee meetings.
- (c) Review accidents and exposures.
- (d) Make suggestions to command staff for the prevention of future incidents.
- (e) Review alleged hazardous conditions.
- (f) Submit recommendations to assist in the evaluation of member safety suggestions.
- (g) Assess the effectiveness of efforts made by the District to meet standards.

The HSO must conduct and document a review of the IIPP at least annually.

900.4 BATTALION SAFETY OFFICERS

Best Practice MODIFIED

Battalion Safety Officer responsibilities include but are not limited to:

- (a) Ensuring member compliance with injury and illness prevention guidelines and answering questions from members about this policy.

Superstition Fire & Medical District

Policy Manual

Illness and Injury Prevention Program

- (b) Counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors should reiterate safety instructions given by the Battalion Safety Officers.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing the required forms and reports relating to injury and illness prevention.
- (e) Notifying the HSO when:
 - 1. New, previously unidentified hazards are recognized.
 - 2. Occupational injuries and illnesses occur.
 - 3. Workplace conditions warrant an inspection.

900.5 HAZARDS

Best Practice **MODIFIED**

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

900.6 RECORDS

Best Practice

Records relating to injury and illness prevention will be maintained in accordance with the established records retention schedule.

Arizona Division of Occupational Safety and Health Inspections

901.1 PURPOSE AND SCOPE

State

This policy establishes guidelines and responsibilities for Superstition Fire & Medical District members to follow in the event that an Arizona Division of Occupational Safety and Health (ADOSH) inspector requests access to district property or work operations (AAC § R20-5-610).

This policy does not address those inspections requested by the Superstition Fire & Medical District as part of a consultation service by ADOSH.

901.2 POLICY

State

It is the policy of the Superstition Fire & Medical District for the Fire Chief or the authorized designee to designate one or more district representatives who will be responsible for facilitating an ADOSH inspection. An adequate number of representatives shall be designated to accommodate the needs of the ADOSH inspector without excessive delays. Designated representatives shall make every reasonable effort to promptly meet with the ADOSH inspector once he/she has arrived (AAC § R20-5-615).

District members should work cooperatively with any ADOSH inspector to provide access to all necessary areas, equipment and records to facilitate a cohesive inspection process. Failure on the part of the District to begin the inspection in a timely manner could result in the ADOSH inspector obtaining an inspection warrant to enter district property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

901.3 PROCEDURE

State

The ADOSH inspections may be unannounced. Typically inspections occur when there has been a serious accident, serious injury or occupational fatality; when a member has charged that a serious safety violation exists; or at a work site where an imminent danger has been identified (AAC § R20-5-613).

Upon entering the district work site, the inspector will present his/her identification and will ask to meet with the district representative. There will usually be an initial meeting during which the inspector will (AAC § R20-5-614):

- Explain the nature and scope of the inspection.
- Request that a member/representative accompany the inspector.
- Ask to review appropriate safety records, plans and documentation.

Superstition Fire & Medical District

Policy Manual

Arizona Division of Occupational Safety and Health Inspections

The ADOSH inspectors are, by law, permitted to interview members in private, take photographs, conduct tests and collect environmental samples (AAC § R20-5-614).

District representatives should make reasonable accommodations to provide inspectors access to available members and materials required to complete the inspection. Any statements made to inspectors are admissible in judicial hearings. Questions of a sensitive nature or to which the member is unsure of how to respond may be referred to the person at the District who is the subject matter expert on the topic.

At the conclusion of the inspection, the ADOSH inspector will hold a closing meeting with the district representative to discuss any alleged safety standard violations and any requirements for abatement (AAC § R20-5-614).

Any time there is an ADOSH inspection, violation and/or citation, the Fire Chief shall ensure that notifications are made to the district's Health and Safety Officer, risk manager and legal counsel, and that the District conducts an appropriate internal investigation and adequately addresses all ADOSH findings.

Arizona Division of Occupational Safety and Health Notification of Illness, Injury or Death

902.1 PURPOSE AND SCOPE

Federal

The purpose of this policy is to provide guidelines for the District to notify the Arizona Division of Occupational Safety and Health (ADOSH) of employment-related illnesses, injuries or deaths of any district members (29 CFR 1904.39; AAC § R20-5-629).

902.2 POLICY

State

The District will comply with ADOSH reporting requirements in the event of a serious illness, injury or death.

902.3 MANDATORY NOTIFICATION

State

The ADOSH shall be notified within eight hours after the death of any member as a result of a work-related incident and within 24 hours of an in-patient hospitalization of one or more members or a member's amputation or loss of an eye, as a result of a work-related incident (29 CFR 1904.39; AAC § R20-5-629). Notification should be by phone or by electronic submission of the ADOSH Serious Event Reporting Form.

902.4 REQUIRED INFORMATION

State

The ADOSH requires the information necessary to complete the ADOSH Serious Event Reporting Form, if available, to be submitted with the notification. The information required for the form includes:

- (a) Information about the location where the incident occurred.
- (b) Information about the incident.
- (c) Employer Information.
- (d) Information about persons whom ADOSH can contact.
- (e) Information for each of the involved members, including if there was a fatality, hospitalization, amputation or loss of an eye.

Communicable Diseases

903.1 PURPOSE AND SCOPE

Best Practice

This policy provides general guidelines to assist in minimizing the risk of district members contracting and/or spreading communicable diseases.

903.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Superstition Fire & Medical District (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

903.2 POLICY

Best Practice

The Superstition Fire & Medical District is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

903.3 EXPOSURE CONTROL OFFICER

State

The Health and Safety Officer shall serve as the district's Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

- (a) Exposure-prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that district members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Compliance with all relevant laws or regulations related to communicable diseases, including:

Superstition Fire & Medical District

Policy Manual

Communicable Diseases

1. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
2. Exposure control precautions in 29 CFR 1910.1030 (AAC § R20-5-602).
3. Procedures for post-exposure reporting, testing and investigation (AAC § R20-5-164).
4. Reporting contagious diseases to the appropriate board of health or health department (ARS § 36-621).

The ECO should also act as the liaison with the Arizona Division of Occupational Safety and Health (ADOSH) and may request voluntary compliance inspections. The ECO shall periodically, at a minimum annually, review and update the exposure control plan and review implementation of the plan (29 CFR 1910.1030; AAC § R20-5-602).

903.4 EXPOSURE PREVENTION AND MITIGATION

State

903.4.1 GENERAL PRECAUTIONS

Best Practice

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; AAC § R20-5-602):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or district vehicle, as applicable.
- (b) Wearing district-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., laryngoscope, firefighting gloves, clothing, portable radio) as soon as possible if the equipment is a potential source of exposure.

Superstition Fire & Medical District

Policy Manual

Communicable Diseases

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

903.4.2 IMMUNIZATIONS

State

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; AAC § R20-5-602).

903.5 POST-EXPOSURE

State

903.5.1 INITIAL POST-EXPOSURE STEPS

Best Practice

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable.

903.5.2 REPORTING REQUIREMENTS

State

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (29 CFR 1910.1030; AAC § R20-5-602):

- (a) Name and Social Security number of the members exposed
- (b) Date, incident number and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure

Superstition Fire & Medical District

Policy Manual

Communicable Diseases

- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting and Illness and Injury Prevention Program policies).

903.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

State

District members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary (29 CFR 1910.1030; AAC § R20-5-602).

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

903.5.4 COUNSELING

State

The District shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (29 CFR 1910.1030; AAC § R20-5-602).

903.5.5 SOURCE TESTING

State

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Seeking a court order pursuant to ARS § 13-1210.
- (c) Seeking HIV testing pursuant to ARS § 36-663.
- (d) Seeking disclosure from a health care provider with communicable disease information under ARS § 36-665.

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Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the District Counsel to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

903.6 CONFIDENTIALITY OF REPORTS

State

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well (ARS § 36-664).

High-Visibility Safety Vests

904.1 PURPOSE AND SCOPE

Federal

The purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment and to comply with applicable safety regulations including requirements contained in the federal Manual on Uniform Traffic Control Devices for Streets and Highways pursuant to 23 CFR 655.601.

904.2 POLICY

Federal

It is the policy of the Superstition Fire & Medical District that all members shall wear class II high-visibility safety vests in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where members are subject to the hazards of moving traffic, construction vehicles or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat or hazardous materials are expected to wear a high-visibility vest. This includes pump operators, support personnel and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate PPE at the time of dispatch.

High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

904.3 PROCEDURE

Best Practice

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

Should the need arise, other district personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances or to render assistance with direct firefighting.

904.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

Discretionary

High-visibility vests shall be assigned to members or apparatus as follows:

- (a) Vests will be assigned to each emergency response apparatus for each member.
- (b) Vests will be assigned to each ambulance unit for each member (one additional for a paramedic trainee).
- (c) Two vests will be assigned to each Battalion Chief.

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- (d) One vest each will be assigned to the Fire Chief, Assistant Chiefs, Assistant Chief/Directors, safety officers, investigators and the Public Information Officer.
- (e) One vest will be assigned to each support vehicle used by district members who may be required to work on or near roadways.

904.3.2 STORAGE AND CARE

Best Practice

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions or the guidelines in the Personal Protective Equipment Policy.

Soft Body Armor

905.1 PURPOSE AND SCOPE

Best Practice

The Superstition Fire & Medical District is committed to reducing or eliminating occupational risks and hazards whenever possible in an effort to improve member safety. The purpose of this policy is to identify soft body armor as a practical safety measure that should be used to reduce some of the occupational risks and hazards confronting members.

905.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District to provide soft body armor to district members who may be exposed to any of the occupational risks and hazards the armor is designed to protect against. The Superstition Fire & Medical District authorizes members to utilize district-issued soft body armor whenever members believe it may be prudent or appropriate to do so. It is not the intent of the District to have members utilize soft body armor on a routine basis, but rather to have soft body armor available to personnel for situations that may be violent, potentially violent or otherwise a risk to safety that the use of soft body armor could reduce or eliminate.

A supervisor may mandate the use of soft body armor in any situation or circumstance that he/she feels may warrant the use of armor.

Apparatus/Vehicle Backing

906.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

906.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Apparatus - Any district vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

Driver - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

Officer - The member responsible for directing the operation of the vehicle or apparatus and its personnel.

Spotter - A member designated to direct the driver while backing up the vehicle or apparatus. This position may also be referred to as a backup person.

Vehicle - Any automobile, emergency vehicle, staff vehicle or light utility vehicle owned or leased by the Superstition Fire & Medical District and used for district business.

906.2 POLICY

Best Practice

To promote firefighter safety, it is the policy of the Superstition Fire & Medical District that drivers, when feasible, will drive around the block rather than backing an apparatus or vehicle. If backing the apparatus or vehicle is necessary, the driver shall utilize spotters to avoid any potential danger. Backing the apparatus or vehicle without the aid of a spotter should only take place in unique circumstances. Hose lines shall be picked up by driving forward over the hose rather than backing.

906.3 OFFICER AND DRIVER RESPONSIBILITIES

Best Practice **MODIFIED**

Firefighter safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of such operations should reduce the incidence of firefighter injuries and fatalities.

Before backing an apparatus or vehicle, all potential impediments should be evaluated to ensure that the area is clear of obstructions.

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The officer, or the driver if there is no officer present, shall deploy spotters when backing up or as necessary to allow the safe movement of an apparatus or vehicle.

The driver should not move the vehicle or apparatus until the spotters are in place.

If the driver loses sight of the spotter, the driver shall stop the apparatus or vehicle until the spotter is back in sight.

In unique circumstances where a spotter is not available and the apparatus or vehicle must be moved, the driver shall perform a complete walk-around of the vehicle or apparatus to identify any potential hazards. The driver should back the apparatus or vehicle, attempting to use minimal reverse motion prior to being able to proceed forward. In the event that the apparatus or vehicle must be backed repeatedly or for more than a short distance, the driver should repeat the walk-around as many times as necessary.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or vehicle or in the direction the apparatus or vehicle is headed.

906.4 SPOTTER RESPONSIBILITIES

Best Practice **MODIFIED**

Spotter responsibilities include, but are not limited to:

- (a) Be constantly aware of the surroundings while performing this function.
- (b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.
- (c) Stop any oncoming hazard or stop the vehicle or apparatus being backed up.
- (d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.
- (e) Be attentive to ground-level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).
- (f) Maintain visual contact with the driver at all times.
- (g) Be in the line-of-sight of the mirrors of the vehicle or apparatus at all times.
- (h) Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.
- (i) Use headsets or portable radios when applicable.
- (j) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.

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- (k) Stand on the ground, never on the apparatus or vehicle.
- (l) Practice skills as time permits.

Heat Illness Prevention Program

907.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program requiring member participation and implementing an effective training program (see the Heat Illness Prevention Training Policy).

The intent is to establish methods to lower the risk of illness or injury due to exposure to high-heat working conditions and to establish fireground rehabilitation guidelines to ensure that the physical and mental condition of members does not deteriorate to the point that it negatively affects their safety or emergency operations.

907.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District to require member participation in the heat illness prevention program and the accompanying training.

907.3 REQUIREMENTS

Best Practice MODIFIED

This heat illness prevention program shall apply to all emergency operations and training exercises where personnel are exposed to heavy physical exertion and/or extreme heat conditions.

A rehabilitation group will be established by the Incident Commander (IC) when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include, but are not limited to:

- **Length of the operation** - The two-bottle rule should generally be observed. After the use of two self-contained breathing apparatus (SCBA) air bottles (or 30 to 60 minutes of strenuous activity), a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second-alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples.
- **Amount of exertion** - Captains should maintain an awareness of the exertion/exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any gastrointestinal illness are particularly susceptible to early onset of heat illness.
- **Adverse climatic conditions** - Temperatures in excess of 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts should generally be established when ambient air temperature is over 85 degrees and there is a potential for extended operations. High humidity also plays a role and should be considered.
- **Communication** - It may be difficult for the IC to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, he/she is responsible for

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communicating his/her needs to a supervisor. If one individual is experiencing heat exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

It is the responsibility of the IC to make an early determination of situations that may require a rehabilitation group and institute the appropriate rehabilitation efforts accordingly.

It is the responsibility of every Captain to monitor the condition of all firefighters for signs of heat stress or fatigue. When these conditions are noted, the officer shall advise the IC or assigned Incident Safety Officer and request assignment of the company to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisor if they are feeling the strain of overexertion. There is a point at which even the most physically fit individual becomes a liability rather than an asset due to intense physical exertion in turnout clothing. Taking 10 to 20 minutes in rehabilitation to cool down and rehydrate can prevent illness and injury.

For more information on Heat Illness Prevention, see the following Volume II SOG's:

- Heat Stress Management
- Rehab Sector

Respiratory Protection Program

908.1 PURPOSE AND SCOPE

State

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the District, the requirements and guidelines for the use of respirators and the other mandates associated with their use.

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards (29 CFR 1910.134; AAC § R20-5-602).

908.1.1 DEFINITIONS

State

Definitions related to this policy include:

Immediately dangerous to life or health (IDLH) - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types (29 CFR 1910.134; AAC § R20-5-602).

Respiratory protection - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

908.2 POLICY

Best Practice MODIFIED

It is the policy of the [agencyName] to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a [Captain] or Incident Commander (IC) based upon their evaluation of the hazard. Members shall not be required or allowed to enter or work in hazardous conditions without proper respiratory protection and shall be trained in the proper use and care of the devices.

908.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

State MODIFIED

The [agencyHead] will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the [Department_Agency] meets any legal mandates related to respiratory protection.

The administrator shall (29 CFR 1910.134; AAC § R20-5-602):

- (a) Maintain, implement, and administer a written respiratory protection program.
- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.

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- (c) Ensure the procedures and written respiratory protection program address relevant mandates.
- (d) Ensure selected respirators continue to effectively protect members.
- (e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- (f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following:
 - 1. Respirator fit during use
 - 2. Any effects of respirator use on work performance
 - 3. Respirators being appropriate for the hazards encountered
 - 4. Proper use under current worksite conditions
 - 5. Proper maintenance
- (g) Ensure the [Department_Agency] covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel costs, and wages, as applicable.
- (h) Provide direction for respirator selection.
- (i) Require medical evaluations for members who use respiratory protection as set forth in 29 CFR 1910.134.

908.4 USE OF RESPIRATORY PROTECTION

State

Members exposed to harmful environments in the course of their assigned activities shall use respiratory protection devices.

Members using respiratory protection shall ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function (29 CFR 1910.134; AAC § R20-5-602).

Members shall not wear corrective glasses, goggles or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 29 CFR 1910.134, App. B-1 or other district-approved procedures recommended by the respirator manufacturer.

Captains shall monitor members using respiratory protection and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the Captain shall reevaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when:

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- (a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- (b) The member detects vapor or gas breakthrough, or when there is a change in breathing resistance or leakage of the facepiece.
- (c) The member needs to replace the respirator or the filter, cartridge or canister.

Members who detect vapor or gas breakthrough, changes in breathing resistance or leakage of the facepiece shall replace or repair the respirator before returning to the work area.

908.4.1 USE OF SELF-CONTAINED BREATHING APPARATUS

State

Self-contained breathing apparatus (SCBA) are atmosphere-supplying respirators for which the breathing air source is designed to be carried by the user.

Members shall use SCBA when entering an atmosphere that may be IDLH (29 CFR 1910.134; AAC § R20-5-602). These situations may include, but are not limited to:

- Entering an area that may be oxygen deficient such as confined spaces, trenches, unventilated structures or septic tanks.
- Engaging in any firefighting operations, with the possible exception of a vegetation fire.
- Entering the hot zone of a hazardous materials incident.
- Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- Any time use is specified by the Captain or IC.

Facepieces should be donned and regulators attached before entering any smoke-filled area or IDLH environment. Use of SCBA shall not cease until approved by the IC.

908.4.2 USE OF FULL-FACE RESPIRATORS

State

Full-face respirators are respirators that fit over the full face to protect the face and eyes from contaminants at the same time they filter air (29 CFR 1910.134; AAC § R20-5-602).

Captains or the IC may allow the use of full-face respirators in situations where, due to the duration of the incident and level of exposure, the use of SCBA is not necessary or practical. These situations may include, but are not limited to:

- (a) Hazardous materials incidents where members are not working in the hot zone.
- (b) Overhaul operations where the structure has been fully ventilated and the atmosphere has been tested for unsafe levels of carbon monoxide and adequate levels of oxygen.
- (c) Incidents involving weapons of mass destruction where members are outside of the hot zone and not directly exposed to any known hazard.
- (d) Certain emergency medical responses where additional protection is warranted.

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Full-face respirators shall not be used when there is a potential for an oxygen-deficient atmosphere.

908.4.3 USE OF CARTRIDGE RESPIRATORS

State

Cartridge respirators are a type of air-purifying respirator. They may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. The correct cartridge must be selected prior to use (29 CFR 1910.134; AAC § R20-5-602).

A Captain or IC may specify the use of cartridge respirators in situations where the use of an SCBA or a full-face respirator is not necessary. These incidents may include vegetation fires, exposure to a patient with a communicable disease and certain other incidents. Cartridge respirators shall not be used if there is a potential for an oxygen-deficient atmosphere or a risk of exposure to the member's face or eyes.

Cartridge respirator filters shall be replaced whenever:

- The wearer begins to smell, taste or be irritated by a contaminant.
- The wearer begins to experience difficulty breathing due to filter loading.
- The cartridges or filters become wet.
- The expiration date on the cartridges or canisters has been reached.

908.4.4 USE OF N95 MEDICAL MASKS

State

N95 medical masks are a class of disposable respirators that are approved by the Food and Drug Administration (FDA) and the National Institute for Occupational Safety and Health (NIOSH) as suitable for use where fluid resistance is a priority. The masks protect against particulate contaminants that are 0.3 microns or larger, and meet the Centers for Disease Control and Prevention (CDC) guidelines for the prevention of tuberculosis (TB) exposure. Misuse of the N95 respirators may result in serious injury or death. N95 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists.

908.4.5 TRAINING

Best Practice

Members should not use respirators unless they have completed the mandatory training requirements for the selected device (see the Respiratory Protection Training Policy).

908.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS

State

908.5.1 SCBA REQUIREMENTS

State

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Superstition Fire & Medical District's SCBA shall meet the standards found in the most current National Fire Protection Association (NFPA) publication and approved for use by NIOSH (29 CFR 1910.134; AAC § R20-5-602).

The Superstition Fire & Medical District shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR 84.1 et seq.

908.5.2 COMPRESSED BREATHING AIR

State

Compressed breathing air used in SCBA should meet at least the requirements for Grade D breathing air as described in the American National Standards Institute (ANSI) Compressed Gas Association Commodity Specification for Air (G-7.1-1989) (29 CFR 1910.134; AAC § R20-5-602).

908.6 RESPIRATOR FIT TESTING

State

Fit tests are used to qualitatively or quantitatively evaluate the fit of a respirator on an individual. Each new member shall be fit tested before being permitted to use SCBA in a hazardous atmosphere. Fit tests may only be administered by persons determined to be qualified by the program administrator (29 CFR 1910.134; AAC § R20-5-602).

After initial testing, fit testing shall be repeated:

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

908.6.1 RESPIRATOR FIT TESTING PROCEDURES

State

Fit testing is to be done only in a negative-pressure mode. If the facepiece is modified for fit testing, the modification shall not affect the normal fit of the device. Such modified devices shall only be used for fit testing and not for field use (29 CFR 1910.134; AAC § R20-5-602).

908.6.2 FIT TESTING RECORDS

State

The Training Officer shall be responsible for maintaining records of all fit testing.

Current fit test records shall be retained as required by the district records retention schedule, but in all cases at least until the next fit test is administered. Fit test records shall include (29 CFR 1910.134; AAC § R20-5-602):

- (a) Name of person tested.

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- (b) Test date.
- (c) Type of fit test performed.
- (d) Description (type, manufacturer, model, style and size) of the respirator tested.
- (e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a print out or other recording of the test).
- (f) The written guidelines for the respirator fit testing program, including pass/fail criteria.
- (g) Instrumentation or equipment used for the test.
- (h) Name or identification of test operator.

908.7 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

State

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter as well as if any of the following conditions arise between annual tests (29 CFR 1910.134; AAC § R20-5-602):

- (a) A member reports medical signs or symptoms that are related to his/her ability to use a respirator.
- (b) A Physician or Licensed Health Care Professional (PLHCP), supervisor or the respirator program administrator informs the employer that an employee needs to be reevaluated.
- (c) Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for an employee reevaluation.
- (d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the District to determine which, if any, members need to complete physical examinations.

The Training Officer shall be responsible for maintaining records of all respirator medical evaluation questionnaires and any subsequent physical examination results.

908.8 SCBA INSPECTION, MAINTENANCE AND STORAGE

Best Practice

Prior to each shift, members are required to physically inspect and operate all SCBA and respirators that are on frontline fire apparatus. If the equipment is not in daily use, it should be inspected at least once a week and after each cleaning. Inspection should include, but is not limited to:

- (a) All alarm devices on the SCBA should be tested for proper operation.

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- (b) Any SCBA or respirator which is not operating properly or is below district standard air volume shall be taken out of service immediately until the problem is remedied.
- (c) Rubber facepiece:
 - 1. Excessive dirt
 - 2. Cracks, tears, holes
 - 3. Distortion from improper storage
 - 4. Cracked, loose or scratched lenses (full facepiece)
 - 5. Broken or missing mounting clips
- (d) Head straps:
 - 1. Breaks or tears
 - 2. Loss of elasticity
 - 3. Broken or malfunctioning buckles or attachments
 - 4. Excessively worn serrations of the head harness which might allow the facepiece to slip
- (e) Inhalation and exhalation valves:
 - 1. Detergent residue, dust particles or dirt on the valve seal
 - 2. Cracks, tears or distortion in the valve material or valve seal
 - 3. Missing or defective valve covers
- (f) Filter elements:
 - 1. Proper filter for the hazard
 - 2. Approved designation (NIOSH)
 - 3. Missing or worn gaskets
 - 4. Worn thread
 - 5. Cracks or dents in filter housing

908.8.1 MAINTENANCE, INSPECTION AND ANNUAL SERVICE

State

Members should thoroughly clean and sanitize all SCBA and respirators after each use (29 CFR 1910.134; AAC § R20-5-602).

Respirators may be washed with mild detergent and warm water using a brush, followed by a thorough rinsing with fresh water and drying in a contaminant-free location. Sanitizing of respirators is performed with cotton swabs and/or isopropyl alcohol pads.

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All partially empty bottles should be replaced with full bottles. Members should perform the inspections noted above before placing an SCBA or respirator back in service.

Every SCBA shall be inspected monthly by the District and serviced on an annual basis by individuals who have been trained and certified by the SCBA manufacturer to perform such annual servicing (29 CFR 1910.134; AAC § R20-5-602). SCBA bottles shall be hydrostatically tested pursuant to applicable federal regulations, state standards and manufacturer recommendations.

All maintenance and inspection mandates of 29 CFR 1910.134 shall apply.

908.8.2 STORAGE

State

Respirators in storage shall be protected against (29 CFR 1910.134; AAC § R20-5-602):

- Dust
- Sunlight
- Heat
- Extreme cold
- Excessive moisture
- Damaging chemicals

Freshly cleaned respirators can be stored in reusable plastic bags or in a storage cabinet. Care must be taken so that distortion of the rubber or elastic parts does not occur. Respirators shall not be stored in lockers or vehicles unless the respirators are stored in individual containers and are protected from damage.

All filters, cartridges and canisters shall be properly labeled and color-coded with NIOSH approval labels. Labels shall not be removed and must remain legible (29 CFR 1910.134; AAC § R20-5-602).

908.8.3 FLOW TESTING

State

The District shall conduct annual flow testing on all SCBA. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The District shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent (29 CFR 1910.134; AAC § R20-5-602).

Exposing SCBA to extreme temperatures, water or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure, it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

Respiratory Protection Program

All annual flow testing must be performed by a certified SCBA technician.

908.9 EXPOSURES

Best Practice

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Symptoms of hazardous atmosphere exposure may include, but are not limited to:

- Difficulty breathing.
- Dizziness, headache or other distress symptoms.
- A sense of irritation.
- A smell or taste of contaminants.

If a member feels ill or impaired in any way, a supervisor should be notified, and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet (SDS) for the exposure agent should be obtained.

Personal Alarm Devices

909.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or other immediately dangerous to life and health (IDLH) conditions that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU) or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement.

909.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District to provide all members engaged in interior structural firefighting activities or other emergency operations that require use of an SCBA with a personal alarm device.

909.3 USE OF PERSONAL ALARM DEVICES

Best Practice

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) 1982.

Members should wear a personal alarm device any time they are in atmospheres that are IDLH.

The Incident Commander (IC) shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

909.4 MAINTENANCE OF PERSONAL ALARM DEVICES

Best Practice

All personal alarm devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations.

Health and Safety Officer (HSO)

910.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

910.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District that the HSO will be appointed by the Fire Chief or the authorized designee, and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire Chief or the authorized designee shall identify a replacement.

910.3 QUALIFICATIONS

Best Practice

The district's HSO should be a member with qualifications and training that include:

- (a) Knowledge of federal, state and local laws regarding occupational health and safety applicable to the fire service.
- (b) Knowledge of the health and physical fitness factors unique to the fire service.
- (c) Knowledge of health and safety hazards involved in firefighting and related activities.
- (d) Experience in fire suppression, Emergency Medical Services (EMS) and instruction.
- (e) Familiarity with the operation of the district's apparatus and equipment, including emergency communications equipment.
- (f) Management skills appropriate to the operation of a Health and Safety program.
- (g) The physical capability to conduct operations at an incident scene.
- (h) The following certifications and courses:
 1. Fire Instructor I (NFPA Instructor I)
 2. NFPA Instructor II
 3. NFPA Fire Officer I
 4. Training program management
 5. Incident Safety Officer
 6. Health and Safety Officer

910.4 ADMINISTRATIVE RESPONSIBILITIES

Best Practice

Superstition Fire & Medical District

Policy Manual

Health and Safety Officer (HSO)

The HSO's administrative responsibilities shall include, but are not limited to:

- Developing and maintaining the Illness and Injury Prevention Program (IIPP) and general district safety standards, and serving as the chair of the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).
- Ensuring that health and safety regulations are followed and that any violations or deficiencies are immediately corrected and reported to the Fire Chief or the authorized designee.
- Ensuring that information provided to the Fire Chief or the authorized designee involving safety issues is also provided to the Health and Safety Committee for review.
- Conducting regular safety inspections.
- Serving as a resource for district officers regarding health and safety matters.
- Identifying, documenting and notifying members of workplace safety hazards.
- Researching, identifying and recommending appropriate safety equipment and personal protective equipment (PPE).
- Coordinating with the Training Officer for the development and implementation of health and safety training topics.
- Providing safety supervision at training activities when requested.
- Developing and distributing safety information to members.
- Ensuring that accidents, exposures and injuries are thoroughly investigated.
- Developing and maintaining accident, injury and exposure statistics, reporting on trends and making recommendations to prevent a reoccurrence.
- Ensuring accidents are investigated and procedures are in place so that investigations will be handled appropriately.

910.5 RESPONSE DUTIES

Best Practice

Whenever available, the HSO will respond to the following incidents and assume the position of Incident Safety Officer to monitor scene safety and enforce appropriate health and safety practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials (HAZMAT) incidents
- Rescue response incidents, including trench, confined space, high angle, structural collapse and water rescues

Superstition Fire & Medical District

Policy Manual

Health and Safety Officer (HSO)

- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

910.6 HEALTH AND SAFETY INCIDENT REVIEW

Best Practice

The HSO should review health and safety incident reports and ensure copies are forwarded to the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).

Vehicle Seat Belts

911.1 PURPOSE AND SCOPE

State

The purpose of this policy is to ensure that all members of the District wear seat belts while operating or riding in district vehicles or privately owned vehicles while conducting district business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision (ARS § 28-909).

911.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this district, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained.

911.3 INOPERABLE SEAT BELTS

Best Practice

No person shall operate district vehicles in which the seat belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle seat belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

Ground Ladder Testing

913.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to ensure that ground ladders are periodically inspected and tested for compliance with the standards set forth by the National Fire Protection Association (NFPA). This is a safety measure designed to reduce or eliminate the risk of injury to district members when using ground ladders.

913.2 POLICY

Best Practice MODIFIED

It is the policy of the [agencyName] to perform annual testing, inspection, and certification of all ground ladders for the safety of [department_agency] members and to comply with applicable standards.

913.3 INSPECTION AND TESTING

Best Practice MODIFIED

All district-owned ground ladders should be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process.

Ground ladders shall also be tested after repair and before being placed back in service. Ladders will be tested in accordance with applicable NFPA standards. Load testing minimums will vary based on ladder construction and type.

All ground ladders should be inspected thoroughly after each use. Any defect noted in the inspection shall be repaired and the ground ladder tested prior to being returned to service.

Ground ladder testing and certification should be performed by a trained, qualified district member or a qualified vendor.

913.4 RECORDS

Best Practice MODIFIED

The Fleet Services Manager shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder.

Hazardous Energy Control

915.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish the minimum hazardous energy control requirements mandated by 29 CFR 1910.147 (AAC § R20-5-602).

The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and inspection requirements.

915.1.1 DEFINITIONS

State

Definitions related to this policy include:

Affected member - A member whose job duties require him/her to work in an area where hazardous energy exposure could result from cleaning, repairing, servicing, setting up or adjusting machines or equipment under lockout or tagout.

Authorized member - A member who is qualified to perform lockout or tagout of machines or equipment, in order to clean, repair, service, set up or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

Hazardous energy - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

Lockout or tagout - The use of devices, positive methods and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e.g., mechanical, hydraulic, pneumatic, chemical, electrical or thermal).

915.2 POLICY

State

It is the policy of the Superstition Fire & Medical District to implement and maintain a written hazardous energy control program to prevent the unexpected release of stored energy or unexpected start-up of machines or equipment.

915.3 RESPONSIBILITIES

State

The Fire Chief or the authorized designee shall have overall responsibility for meeting the requirements of the hazardous energy control program. District members shall be trained commensurate with their duties to perform lockout/tagout and other hazardous energy control

Superstition Fire & Medical District

Policy Manual

Hazardous Energy Control

procedures. The program should include, but is not limited to (29 CFR 1910.147; AAC § R20-5-602):

- (a) Guidelines and procedures that specifically outline the scope, purpose, authorization, rules and techniques to be utilized when working in proximity to, and for the control of, hazardous energy and the means to enforce compliance, including, but not limited to:
 - 1. A statement of the intended use of the procedure.
 - 2. Procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
 - 3. The procedural steps for the placement, removal and transfer of lockout and tagout devices.
 - 4. The requirements for testing a machine or equipment to determine and verify the effectiveness of lockout, tagout and other hazardous energy control devices.
- (b) As needed, the District shall develop separate procedural steps for the safe lockout or tagout of each machine or piece of equipment affected by the hazardous energy control program.
- (c) The District shall develop and maintain a list of all machines or equipment affected by the hazardous energy control program. The list may include, but is not limited to:
 - 1. Extrication tools
 - 2. Chain saws
 - 3. Hydraulic systems (e.g., rack, jacks)
 - 4. Complex electrical systems (e.g., generators, pumps, radios)

915.4 LOCKOUT AND TAGOUT

State

An authorized member shall be responsible for the following, before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system (29 CFR 1910.147; AAC § R20-5-602):

- (a) Notification of all involved personnel.
- (b) Locking the disconnecting means in the “open” position with the use of lockable devices (e.g., padlocks or combination locks), or disconnecting the conductor or other positive methods or procedures. This will effectively prevent unexpected or inadvertent energizing of a designated circuit, machine or appliance.
- (c) Tagging the disconnect means with appropriate accident prevention tags. Lockout is not required when the tagging procedures are used as specified here and where the disconnect means is accessible only to personnel trained in tagout procedures.

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Policy Manual

Hazardous Energy Control

- (d) Blocking the operation or dissipation of energy of all stored energy devices that present a hazard (e.g., capacitors or pneumatic, spring-loaded mechanisms).

915.5 INSPECTIONS

State

The Superstition Fire & Medical District shall conduct a periodic inspection of the hazardous energy control program components at least annually to evaluate its continued effectiveness and to determine the necessity for updating any methods or procedures (29 CFR 1910.147; AAC § R20-5-602).

- (a) The periodic inspection shall be performed by an authorized member other than the members utilizing the hazardous energy control procedures that are being inspected.
- (b) Where lockout and/or tagout are used for hazardous energy control, the inspector shall provide a review of roles and responsibilities to the authorized members.
- (c) The Health and Safety Officer (HSO) shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment that was inspected, the date of the inspection, the authorized members included and the name of the person performing the inspection.

915.6 TRAINING

State

The Training Officer shall be responsible for ensuring that members receive training on hazardous energy control methods and procedures, based on the reasonably expected workplace exposure. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include, but is not limited to, the following topics (29 CFR 1910.147; AAC § R20-5-602):

- (a) Definitions of hazardous energy
- (b) Workplace hazards
- (c) Work techniques, hazards and injuries involved in energized equipment
- (d) Lockout and tagout procedures, equipment and its proper use
- (e) Authorized and affected employees
- (f) Safety precautions required when energized electrical equipment is not under the control of an authorized member
- (g) Refresher training on an annual basis, depending on the results of the annual inspection process

915.7 TRAINING RECORDS

Best Practice

Superstition Fire & Medical District

Policy Manual

Hazardous Energy Control

The Training Officer shall document the hazardous energy control training provided to members both initially and annually and shall retain those records for one year. Documentation shall include:

- (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 ranks of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

Hazard Communication

916.1 PURPOSE AND SCOPE

State

The purpose of this policy is to protect the health and safety of district members who may be occupationally exposed to hazardous chemicals in the workplace.

916.2 POLICY

State

It is the policy of the Superstition Fire & Medical District to develop, implement and maintain a written chemical hazard communication program for members to use as a reference. The program shall minimally describe how district members will receive information and training on the criteria specified for labels and other forms of warning and Safety Data Sheets (SDS).

916.3 PROCEDURE

State

The Fire Chief or the authorized designee should develop, implement and maintain a written chemical hazard communication program that includes, but is not limited to (29 CFR 1910.1200; AAC § R20-5-602):

- (a) A list of hazardous chemicals known to be present in the workplace. The list may be compiled for the workplace as a whole or for individual work areas.
- (b) The methods the District will use to inform and train members of the hazards of non-routine tasks and the hazards associated with chemicals in unlabeled pipes in member work areas.
- (c) The District shall make the written chemical hazard communication program available, upon request, to members, to their designated representatives, to Arizona Division of Occupational Safety and Health (ADOSH) and to the National Institute of Occupational Safety and Health (NIOSH).
- (d) The District shall establish a procedure to ensure that each container of a hazardous chemical is labeled, tagged or marked with the following information:
 1. Identity of the hazardous chemical
 2. Appropriate hazard warnings
 3. Name and address of the manufacturer, importer or other responsible party

916.4 SAFETY DATA SHEETS

State

Superstition Fire & Medical District

Policy Manual

Hazard Communication

The District shall have an SDS for each hazardous chemical that is in use in the workplace. The SDS concerning a hazardous chemical shall be readily accessible to members and prepared in accordance with 29 CFR 1910.1200(g)(2) (AAC § R20-5-602).

916.5 TRAINING REQUIREMENTS

State

See the Hazard Communication Program Training Policy.

Governing Board Meeting – March 18, 2020

Agenda Item: 14

BOD#: 2020-03-13

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 15

Go to Agenda

Governing Board Meeting – March 18, 2020

Agenda Item: 15

BOD#: 2020-03-14

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 16

Go to Agenda

Governing Board Meeting – March 18, 2020

Agenda Item: 16

BOD#: 2020-03-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 17

Go to Agenda

Governing Board Meeting – March 18, 2020

Agenda Item: 17

BOD#: 2020-03-15

Agenda Item Title

Adjournment

Recommended Motion:

“Motion to adjourn the Board meeting.”



[Go to Agenda](#)

Appendix A

A. Board Meeting Minutes from February 19, 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)

February 19, 2020 Board Meeting Minutes





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Governing Board Meeting Minutes

February 19, 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, FEBRUARY 19, 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 Chairman House.

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 Rick Ochs, Finance Director Roger Wood, Deputy Chief Jeff Cranmer and Administrative Services Director Anna Butel. Legal Counsel William Whittington and Board Secretary and HR Generalist Sherry Mueller attended.

1. Review and approval of the January 2020 financial reports and bank reconciliations. (BOD #2020-02-01)

Motion by Director Strand to approve the January 2020 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 #2020-02-02)

SFMD Early Organizational History

Fire Chief Edward Stark 1955 - 1960

➤ Rehab of original Fire Truck

Fire Chief Francis Dangler 1960 – 1967

Fire Chief Howard Jones 1967 - 1971

Firefighters of the Year Award - 2019

Randall Vande Krol, Firefighter

Robert Vande Krol, Engineer



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Transportation Services Employee of the Year Award – 2019

Sarah Koupal, EMT

Administrative Services Employee of the Year Awards – 2019

Lori Hlavin, Account Clerk Specialist

Sherry Mueller, Human Resources Generalist

January Service Anniversaries

30 Years: Fire Captain/Paramedic Paul Perkins

20 Years: Fire Captain / Paramedic Carlos Rivera

11 Years: Fleet Services Manager Vaughn Croshaw

7 Years: Firefighter / Paramedic David Endres

Firefighter **Monte Fuller**

Firefighter **Anthony Martinez**

Firefighter / Paramedic **Chris Furgeson**

4 Years: EMS Coordinator Eileen Blackstone

Human Resources Generalist **Sherry Mueller**

2 Years: Paramedic Crystal Martin

1 Year: Firefighter John Rankin

Firefighter **Matt Leon**

Paramedic **Ryan Markham**

Paramedic **Kyle Fischer**

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

3. Call to the Public. (BOD #2020-02-N/A)

None.

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 Session 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



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Motion by Director Moeller to approve all consent agenda items for February 19, 2020.
Seconded by Director Cross.

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

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)

Finance Director Roger Wood presented the following numbers to the Board of Directors:

NAV increase for Pinal County: 5.97%
for Maricopa County: 2.83%
Combined increase: 5.97%
+\$788,893 for 100 Fund at \$3.25 tax rate
+\$ 60,684 for 200 Fund at \$0.25 special assessment
+\$ 42,034 for Debt Principal/Interest Funds at \$0.17 special assessment

No Motion

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)

Director Larry Strand talked about the PSPRS investments report and the current net investment balance of \$10,600,000,000. Director Strand also discussed the number of people currently in the DROP (15 employees) along with those who have retired (15 retirees) from SFMD. Director Strand would like to invite PSPRS representative / Phoenix Fire Captain Brian Moore to give a presentation and overview of PSPRS.

Finance Director Roger Wood presented the following numbers related to PSPRS to the Board of Directors:

Arizona Funded % 46.2% for Tier 1 & 2
123.1% for Tier 3
SFMD Funded % 63.58% for all tiers

SFMD ER Contribution rates for FY20/21
Tier 1 & 2 31.84% - 35.84% up 2.36 pts
Tier 3 26.01% - 29.01% up 0.67 pts

No Motion



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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 – Revised
- 1100 - Facility Security

NOTE: Policy 701 – *Personal Communication* Devices policy was pulled from this list for further discussion.

MOTION by Director Strand 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.

Seconded by Director Cross.

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

8. Discussion and presentation of the following Policies brought for review at the 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



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- 1014 – Personnel Complaints
- 1020 – Grievance Procedure

No Motion

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

This item was pulled from the Agenda until the March 18, 2020 Board Meeting.

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

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- Tour of East Mart with City Officials
- Fireworks ban discussion with the City Council
- Attended the State of the City address
- Organizational changes – Job Duties Alignment – Streamline processes

Deputy Chief Jeff Cranmer

Incidents

- Structure Fire, February 6th at 710 S. Warner Dr.
- Structure Fire, February 12th at 856 E. Friar Ave.

Training:

- Qty. Driver/Pumping training
- TRT Training
- ACLS recertification class

Assistant Chief of Planning & Logistics Richard Ochs

- Contact work at FS261 – Grout cleaning/sealing
- Annual Radio upgrades
- EMS Standby Events

Community Events

- February is American Heart Health Month
- 400 Six Grade Students will learn how to save a life with Hands-Only CPR
- Feb. 24th & 27th Headstart Preschool Community Helpers Week.
- Crews will visit classes
- Feb. 29th SFMD will lead annual LDD Parade
-

Growth & Development

- Superstition Ridge – 152 Apartment units
- Villas on Superstition – 52 Town Home units
- Hatfield Medical Group



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- Tres Banderas – now Toast Gios

Administrative Services Director Anna Butel

National Fire Protection Association (NFPA)

- Each year SFMD participates in the Fire Experience survey which produces nationwide fire statistics. Details:

- The average age of a SFMD firefighter is 43
- There were zero civilian fire deaths
- The highest property loss for 2019 was \$200,000
- One structure fire was intentionally set
- One vehicle fire was intentionally set
- There were three vehicle accidents with zero injuries
- National Fire Incident Reporting (NFIRS)
- SFMD also sends all response data to NFIRS each year.
- Data has been sent to NFIRS since the early 2000's.
- NFIRS reporting is required for federally funded program such as grants.
- SFMD remains compliant with reporting requirements.

Brief discussion on possible new software to help streamline Administrative Services:

*NeoGov vs. Kronos

Assistant Chief of Operations Richard Mooney

- Attending a Leadership class in Prescott Valley – CAFFA
- One of twenty candidates selected for a prestigious program put on by IFC International and Motorola for mentoring future fire chiefs

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

Chairman House would like an overview and education on cancer presumption and PTSD in the fire service and any pending legislation on this subject.

Director Strand would like an update on the accreditation process at a future Board Meeting.

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

Chairman House will not be participating in the Lost Dutchman Days Parade this year due to him being in Washington D.C. at that time.



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

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

Motion by Director Strand at 6:36 P.M. to adjourn the meeting

Seconded by Director Cross.

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

Governing Board Approval:

Board Clerk Kathleen Chamberlain
Sherry Mueller

Appendix C

c) Intergovernmental Agreement for provisions of Services by Pinal County Recorder and Elections Department

Submitted By

Interim Fire Chief Mike Farber
Human Resources Generalist / Board Secretary Sherry Mueller

Background/Discussion

In order to supply our District with Election and Voter Registration services, this Intergovernmental Agreement (IGA) must be completed.

Upon approval, the IGA will be returned to ensure that all statutory and legal requirements are met (by all parties), the signed IGA must arrive at the Pinal County Recorder's Office / Election's Office at least one hundred and twenty days prior to the Election Date.

Financial Impact(s)/Budget Line Item

N/A

Staff Recommendation:

Approval of the IGA

Enclosure(s)

Pinal County / Elections IGA



To be completed by Special District:

Contact name Sherry Mueller

Title Human Resources Generalist

Address 565 N. Idaho Road
Apache Junction, AZ 85119

Phone Number (480) 982-4440 x-131

Completed Agreement filed and
returned to:
Pinal County Elections Dept.

P. O. Box 1592
Florence, AZ 85132

**INTERGOVERNMENTAL AGREEMENT FOR PROVISION OF SERVICES
BY THE PINAL COUNTY ELECTIONS
AND RECORDER DEPARTMENT**

THIS AGREEMENT is entered into this 18th day of March, 2020,

between Pinal County, a political subdivision of the State of Arizona, hereinafter referred to as "County",
and Superstition Fire & Medical District, hereinafter referred to as "District".

WHEREAS, A.R.S. Section 11-952 allows public agencies to contract for services and enter into agreements; and,

WHEREAS, District may hold Special/Regular elections for bond issues, recalls, overrides, etc pursuant to A.R.S. Sections 48-802, 48-2019, 48-2681, 48-3011, 48-3444, 19-201 et seq., and,

WHEREAS, County is authorized, pursuant to A.R.S. Sections 11-251(3), 16-172, and 16-511, et seq., to perform services concerning elections, and,

WHEREAS, County and District have determined that the use of certain services of the Pinal County Elections Department and the Pinal County Recorder's Office is in the public interest, and the County agrees to provide such services.

NOW, THEREFORE, in consideration of the mutual covenants of and stipulations set forth herein, the parties agree as follows:

1. The purpose of this Agreement is to secure the services of the County for the preparation and conduct of Board of Directors election (s) to be held on November 3, 2020.

Name of election
Date of election

2. The Services provided by the County Election Department are:

- a. Prepare ballot formats for the District to be approved by the Jurisdiction.
- b. Provide the sample ballots with the District measures' positions according to precincts within the boundaries of the District.
- c. Provide sample ballots, if required, for public distribution and issue them through the District.
- d. Provide ballots to be used in each precinct, which will allow qualified electors to vote for the District Candidates and/or Measures.
- e. Conduct logic and accuracy tests as required by law and publishing all legal notices in connection therewith.
- f. Provide nominating petitions and other necessary information to prospective candidates for board positions.
- g. Accept candidates' nomination documents for filing.
- h. Accept candidates' financial disclosure statements.
- i. Accept all campaign statements and expenditure reports from candidates and/or candidates' campaign committees.
- j. Prepare and issue certificates of election to candidates declared to be elected.
- k. Tally official results of the election(s), utilizing paper ballots or electronic ballot counting equipment as mutually agreed upon between District and County.
- l. Cause the precinct election boards to utilize the copies of precinct registers, prepared from the records of the County Recorder, for the purpose of identifying the electors qualified to vote in the above-mentioned election(s).

3. The Services provided by the County Recorder are:

- a. Provide copies of precinct registers of qualified electors for precincts contained partially or wholly within the District limits. Said registers shall be prepared from the voter registration records of the County Recorder

b. Early Voting – Indicate only one below:

District authorizes County Recorder to handle all Early Voting Functions.

District will be handling Early Voting functions. The County Recorder will provide the following:

- ◆ A list of qualified electors who are eligible to vote early: such lists are to be used solely by the District for Early Voting, or such other election related purposes as may be specifically authorized by law.
- ◆ A list of permanent early voters within the District that are to automatically be mailed an early ballot. Said lists shall be generated from the voter registration records of the County Recorder.

4. Obligation of District. The District or designate thereof agrees to:

- a. Provide the Elections Department with a certification of the measures to appear on the official ballot for the Special/Regular election.
- b. Publish all legal notices in connection with district election with the exception of the logic and accuracy test notification as described in Section 2(e) of this agreement
- c. If the District chooses to conduct their own early voting, provide the County Recorder, upon receipt and prior to processing early ballots, copies of the complete Applications of Early Ballots for signature comparison by the County Recorder or other officer in charge of elections as required by A.R.S. Section 16-550(A). These copies can be provided by mail, hand delivery, or fax as time constraints dictate.
- d. Pay to County, on a reimbursable basis, all costs of personnel, election materials, and supplies expended by County pursuant to this Agreement. District will make said payment to County within fourteen (14) days after presentation by County of demand for said payment.
- e. If the District chooses to conduct their own early voting, a list of all “Inactive Status” electors who voted in the election pursuant to A.R.S. Section 16-583 shall be provided to the County Recorder.
- f. Agree to be a point of contact regarding conditional provisional ballots – in that a voter of a conditional provisional ballot can take an acceptable type of personal identification to qualify the subject conditional provisional ballot; document what type of identification is provided indicating any identification numbers and issue dates; provide a daily receipt of identification forms from conditional provisional ballot holders by District clerk office that will be forwarded to the Voter Registration Department of the Pinal County Recorder. This can be done by fax or hand-carried.

5. **Manner of Financing and Budgeting.** Each party represents that it has sufficient funds available in its current fiscal year budget to discharge the funding obligation imposed by this Agreement, and agrees that such funds shall be solely available therefore.
6. **Termination.** This Agreement shall terminate upon all matters connected with the election being resolved, legal challenges excepted or upon written notice by either party to the other within thirty (30) days of the effective date of this Agreement. Should the election herein be challenged or questioned for any reason whatsoever, then, in such event, District shall be solely responsible for defending, legally or otherwise, said election.
7. **Indemnification of County.** To the extent allowed by law, the County agrees to indemnify and hold harmless the District from all injuries to persons or property caused by the acts or omissions of the County arising out of the County's activities under this Agreement. To the extent allowed by law, the District agrees to indemnify and hold harmless the County from all injuries to persons or property caused by the acts or omissions of the District arising out of the District's activities under this Agreement.
8. **Conflict of Interest.** The parties have been advised of and are aware that the Pinal County Attorney's Office represents both Pinal County and also the District and have been informed to seek the advice of outside counsel. The parties expressly and mutually waive any adverse interest that may exist and also waive any allegations of conflict of interest by the Pinal County Attorney's Office and expressly approve of the Pinal County Attorney's Office dual representation.
9. **Effective Date and Term of Agreement.** This Agreement shall be effective upon approval by the Pinal County Board of Supervisors, and shall terminate as provided in 6 above.

- 10. Nondiscrimination.** The parties shall comply with Executive Order 99-4 and all other applicable State and Federal employment laws, rules, and regulations, mandating that all persons shall have equal access to employment opportunities, and that no person shall be discriminated against due to race, creed, color, religion, sex, national origin or disability.
- 11. Severability.** If any provisions of this Agreement or application thereof to the County, District, person or circumstances is held invalid; such invalidity shall not affect other provisions or applications of this Agreement, which can be given effect, without the invalid provision or application and to the end the provisions of the Agreement are declared to be severable.
- 12. E-Verify/Immigration.** The parties warrant and represent to each other that they are in compliance with the Federal Immigration and Nationality Act (FINA), A.R.S. Sections 41-4401 and 23-214, and all other federal and state immigration laws and regulations.
- 13. Cancellation.** This Agreement may be canceled by either party for conflict of interest pursuant to A.R.S. Section 38-511.
- 14. Governing Law.** This Agreement shall be construed under the laws of the State of Arizona and by applicable federal law.
- 15. Entire Agreement.** This Agreement contains the entire agreement between parties concerning its subject matter and any amendment to this Agreement shall not be made except by mutual written agreement of the parties.
- 16. Notices.** All notice *required* by this Agreement, such as notice of termination, shall be sent by U.S certified mail, return receipt requested, or delivered by hand to the party at the address indicated or such other address requested by notice to the other party. A notice shall be considered given when received.

County: Pinal

Name, Title: Pinal County Elections Dept.

Address: P. O. Box 1592, Florence, AZ 85131

District: Superstition Fire & Medical District

Name, Title: Sherry Mueller, Human Resources Generalist

Address: 565 N. Idaho Road, Apache Junction, AZ 85119

Notwithstanding the above, any routine communications between the parties that do not affect the rights or obligation of the parties, such as communications regarding the election(s), results, canvass, or otherwise may be sent and received via email.

- 17. Waiver.** A waiver by either party of any of the terms, conditions and covenants to be performed by the other shall not be construed to be a waiver of any succeeding breach, nor of any other term, condition, or covenant contained in this Agreement.

IN WITNESS WHEREOF, the parties hereby have executed this Agreement the day and year first above written.

DISTRICT

PINAL COUNTY

Printed Special Taxing District Name

BY:

Michele Forney
Pinal County Elections Director

BY: _____
Name/Title

PINAL COUNTY BOARD OF SUPERVISORS

ATTEST:

BY:

Chairman

BY: _____
District Clerk

Approved as to form:
And within the powers and authority granted under the laws of this State to the District

ATTEST:

BY:

Clerk, Board of Supervisors

BY: _____
District Attorney

Approved as to form:

BY:

Deputy County Attorney

PINAL COUNTY ELECTIONS

MICHELE FORNEY

Subject: Intergovernmental Agreements

In order to supply your Special District with Election and Voter Registration services, please complete the attached Intergovernmental Agreement (IGA).

Fill-in all applicable areas and obtain signatures from the appropriate parties (including your legal counsel).

Upon completion, please return the IGA to the address listed on the upper right hand corner of the agreement. To ensure that all statutory and legal requirements are met (by all parties), the signed IGA must be in our office at least one hundred twenty days prior to the Election Date.

After all signatures have been obtained and the IGA is approved by the Pinal County Board of Supervisors, you will receive an approved copy. If you have any questions, please contact our Elections Department at (520) 866-7557.

188 S. MAIN STREET * COOLIDGE, AZ 85128
P. O. BOX 1592 * FLORENCE, AZ 85132
PH (520) 866-7557 * FAX (520) 866-7551 * TDD (520) 866-6851
pinalcountyz.gov/Departments/Elections

Appendix C

C. Banner Occupational Health Clinics Agreement for 3/1/2020 – 3/2/2022

Submitted By

Background / Discussion

Banner provides employers and employees medical evaluations and health screenings as required by Superstition Fire & Medical District policies or as requested by SFMD.

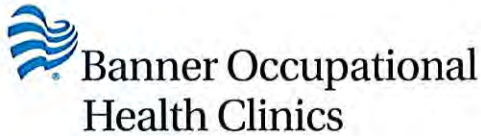
The term of this agreement shall commence on March 1, 2020 and continue for a period of two (2) year term unless terminated sooner as provided herein.

Financial Impact/Budget Line Item

Enclosure(s)

Banner Occupational Health Clinics Agreement





February 14, 2020

Superstition Fire & Medical District
Sherry Mueller
565 N. Idaho Road
Apache Junction, AZ 85119

Dear Ms. Mueller:

Thank you for choosing Banner Ambulatory Provider Group d/b/a Banner Occupational Health - Arizona, LLC, an Arizona limited liability company ("Banner") as your occupational healthcare provider. Banner is committed to providing employers with employee medical evaluations and health screenings as required by Superstition Fire & Medical District personnel policies or as requested by an employer, subject to federal and state law. Upon your request, Banner shall provide reports to Superstition Fire & Medical District, except for certain reports, which are by law required to be confidentially reported to the employee unless otherwise authorized by the employee. Superstition Fire & Medical District will be solely responsible for the use and dissemination of these reports. Superstition Fire & Medical District shall hold Banner harmless from claims arising out of the disclosure and use of information reported to Superstition Fire & Medical District. Performance of certain services may be subject to receipt of an informed consent by the employee; Banner will initiate procurement of such informed consents.

The term of this letter agreement shall commence on March 1, 2020 (the "Effective Date"), and continue for a period of a two (2) year term unless terminated sooner as provided herein. Any amendments will be effective for at least one (1) year or until this letter agreement is terminated. This letter agreement may be terminated by either party upon thirty (30) days' prior written notice to the other party. As of the Effective Date, this letter agreement terminates, supersedes and replaces that certain letter agreement between Superstition Fire & Medical District and Banner dated effective March 1, 2018 (Contract #0241-02-54056 A3).

Services:

| | |
|-----------------------------------|-------|
| Audiogram | \$30 |
| Breath Alcohol Test | \$35 |
| Chem Panel/CBC/Cardiac Risk/UA | \$53 |
| Chest X-Ray 1-View | \$95 |
| Chest X-Ray 2-View | \$130 |
| DOT Certification w/Fire Physical | \$35 |
| DOT Physical | \$95 |
| Drug Screen Collection | \$35 |
| Drug Screen 11-Panel | \$65 |
| EKG | \$60 |
| Exercise Stress Treadmill | \$260 |

| | |
|----------------------------------|----------------|
| Fit for Duty Exam | \$290 per hour |
| Hepatitis A Vaccine | \$100 each |
| Hepatitis B Titer | \$60 |
| Hepatitis B Vaccine | \$98 each |
| MMR Titer | \$75 |
| MMR Vaccine | \$80 |
| Occult Blood | \$40 |
| Pelvic Exam & PAP Smear | \$125 |
| PFT | \$40 |
| Physical Exam | \$130 |
| Provider Visit after positive TB | \$55 |
| PSA | \$60 |
| Return to Work Type 1 | \$100 |
| Return to Work Type 3 | \$200 |
| TB Skin Test | \$30 |
| TB Questionnaire | \$30 |
| Tetanus Vaccine | \$45 |
| Titmus Vision | \$25 |
| Varicella Titer | \$55 |
| Varicella Vaccine | \$135 each |

Injury Care for Workers Compensation billed according to State fee schedule.

HIV Post Exposure Prophylaxis (PEP) Pricing (needle sticks, blood exposures):

| | |
|---|----------|
| 1. Nurse Triage Call | \$80.00 |
| 2. Licensed Practitioner Intervention | \$175.00 |
| 3. Initial Visits | \$100.00 |
| 4. Results Visits | \$50.00 |
| 5. Follow-up Visit (1 week if on meds) | \$75.00 |
| 6. Follow-up Visit (2 weeks if on meds) | \$75.00 |
| 7. Follow-up Visit (3 weeks if on meds) | \$75.00 |
| 8. Follow-up Visit (4 weeks if on meds) | \$75.00 |
| 9. Follow-up Visit (12 weeks) | \$75.00 |
| 10. Follow-up Visit (24 weeks) | \$75.00 |

Costs billed in addition to visits:

Patient Testing:

| | |
|-----------------------------------|--------------|
| 1. ALT Liver function | \$25.00 |
| 2. Blood Chem/CBC/UA (if on meds) | \$40.00 |
| 3. Hepatitis B Titer | \$60.00 |
| 4. Hepatitis B Vaccine | \$98.00 each |
| 5. Hepatitis C Test | \$90.00 |
| 6. HIV Test | \$90.00 |
| 7. Tetanus | \$45.00 |
| 8. Tdap | \$65.00 |
| 9. HBIG | Market price |
| 10. Hep C RNA | \$350.00 |

Source Testing:

| | |
|------------------------|---------|
| 1. HIV Test | \$90.00 |
| 2. Hepatitis C Test | \$90.00 |
| 3. Hepatitis B Antigen | \$60.00 |

Medications:

One week supply of the following medications (maximum of four (4) weeks on meds) (Pricing below is estimated pricing as medications and pricing fluctuate based on medical standard and market prices):

| | |
|--|------------|
| Isentress-HIV - | \$420.00** |
| Truvada-HIV | \$420.00** |
| Ondanstron-Nausea (used as needed, price per pill) | \$5.00** |

***All prices are subject to change.*

All services provided by Banner will be subject to the terms of this letter. We look forward to meeting your occupational health needs. Should you wish to discuss the terms of our services, please call Rebecca Twyman-Adams at 602-255-7515.

Sincerely,

Amanda Carranza

Amanda Carranza

Occupational Health Support Director

Signature Date: February 18, 2020 | 7:39 PM MST

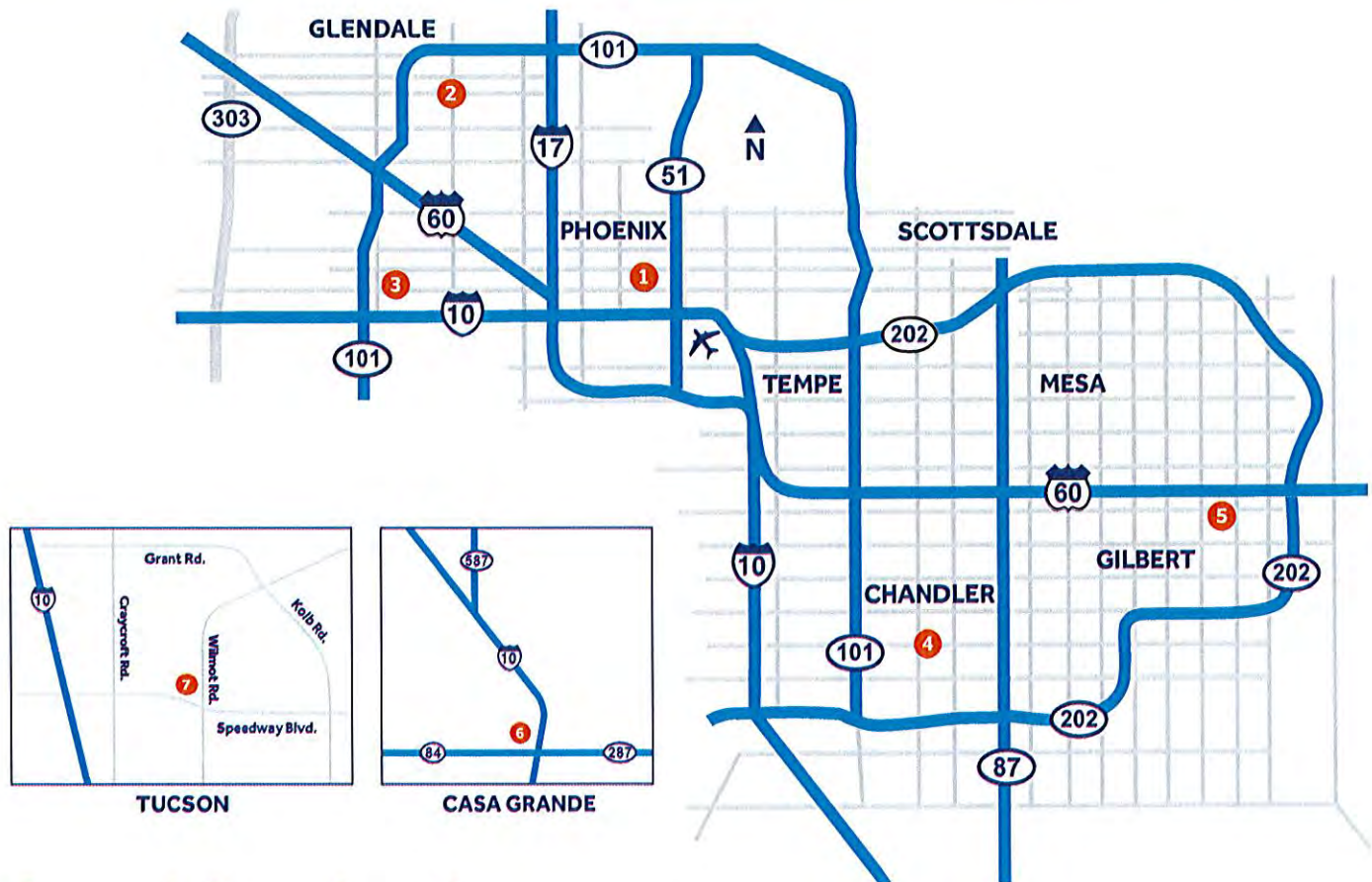
ACCEPTED AND AGREED:

Superstition Fire & Medical District

Signature: _____

Printed Name: _____

Signature Date: _____



Seven Arizona locations

- 1 Banner Occupational Health Clinic-University Medical Center Phoenix**
 Located in the Edwards Medical Plaza
 1300 N. 12th St., Ste. 520
 Phoenix, AZ 85006
 Phone: 602.255.7520
 Hours: Monday - Friday
 6 a.m. - 10 p.m.
 Saturday/Sunday, 8 a.m. - 4 p.m.
- 2 Banner Occupational Health Clinic-Thunderbird**
 Located in the Paseo Medical Plaza
 5601 W. Eugie Ave., Ste. 213
 Glendale, AZ 85304
 Phone: 602.865.5618
 Hours: Monday - Friday
 7 a.m. - 6 p.m.
- 3 Banner Occupational Health Clinic-Estrella**
 Located in the Estrella Medical Plaza 1
 9305 W. Thomas Rd., Ste. 235
 Phoenix, AZ 85037
 Phone: 623.327.4100
 Hours: Monday - Friday
 7 a.m. - 6 p.m.
- 4 Banner Occupational Health Clinic-Dobson and Ray**
 Located at Dobson and Ray
 1979 W. Ray Rd.
 Chandler, AZ 85224
 Phone: 480.827.5685
 Hours: Monday - Friday
 7 a.m. - 6 p.m.
- 5 Banner Occupational Health Clinic-Gateway**
 Located in the Gateway Medical Pavilion
 1920 N. Higley Rd., Ste. 108
 Gilbert, AZ 85234
 Phone: 480.543.3300
 Hours: Monday - Friday
 7 a.m. - 6 p.m.
- 6 Banner Occupational Health Clinic-Arizola and McMurray**
 Located at Arizola and McMurray
 1676 E. McMurray Blvd., Ste. 2
 Casa Grande, AZ 85122
 Phone: 520.381.6783
 Hours: Monday - Friday
 7:30 a.m. - 4 p.m.
- 7 Banner Occupational Health Clinic-Wilmot and Speedway**
 Located at Wilmot and Speedway
 1101 N. Wilmot Rd., Ste. 101
 Tucson, AZ 85712
 Phone: 520.694.2550
 Hours: Monday - Friday
 7:30 a.m. - 4 p.m.

Appendix D

D. Revision to Procurement Policy

Submitted By

Roger Wood, Finance Director

Background / Discussion

An end-to-end review of the policies and procedures governing the use of District provided credit cards identified that current policies did not address the “practice” of prohibiting the use of personal credit cards for District business.

The District’s Procurement Policy has been modified to include the following language:

E.1. Credit Card.

“The use of personal credit cards for the purchase of District goods and services is strictly prohibited when access to a District credit card is available unless there is a documented emergency need, or if the expense related to the purchase of items on wild land deployments, or for uniform related purchases or college tuition that the employee is reimbursed for per District policy. Any personal credit card usage in emergency situation(s) must be approved by the Fire Chief prior to reimbursement.”

Staff recommends the Board approve the recommended revision to the District’s Procurement Policy.


Financial Impact/Budget Line Item

N/A

Enclosure(s)

Procurement Policy: Documentation for the Purchase of Goods and Services, and/or Additions / Changes to Payroll – Revised March 2020



| | | |
|---|--|-----------------------------------|
|  | Policy: | Volume X: SFMD Board of Directors |
| | Subject: Procurement Policy: Documentation for the Purchase of Goods and Services, and/or Additions / Changes to Payroll | |
| | Effective Date: March 1, 2020 | Revision Date: March 2020 |
| | Approved By: SFMD Board of Directors | |

General

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

Purpose

To establish policy and procedure for the procurement of **all expenditures** for supplies, equipment, materials and services (“Goods and Services”), and/or additions / changes to employee’s compensation and benefits (“Payroll”) necessary for the effective and efficient provision of services to the community. This policy is to apply to all personnel who are directly or indirectly involved with the procurement of Goods and Services and/or the processing of Payroll for SFMD.

Policy

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

It is the policy of SFMD to ensure the terms and conditions of A.R.S. §38-511 be included in any agreement or contract negotiated on behalf of SFMD. The agreement or contract is to include definitive language recognizing A.R.S. §38-511 and its legally binding effects on the agreement or contract in question, and all parties associated with the agreement or contract.


| | | |
|--|--|-----------------------------------|
|  <p>Policy</p> | Policy: | Volume X: SFMD Board of Directors |
| | Subject: Procurement Policy: Documentation for the Purchase of Goods and Services, and/or Additions / Changes to Payroll | |
| | Effective Date: March 1, 2020 | Revision Date: March 2020 |
| | Approved By: SFMD Board of Directors | |


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|  | Policy: | Volume X: SFMD Board of Directors |
| | Subject: Procurement Policy: Documentation for the Purchase of Goods and Services, and/or Additions / Changes to Payroll | |
| | Effective Date: March 1, 2020 | Revision Date: March 2020 |
| | Approved By: SFMD Board of Directors | |

Policy for Procedure of Goods and Services

A. Purchase Order (PO) Requirements / Types

1. Standard PO

Regardless of the amount of the purchase, a PO must be completed for each procurement request, all supporting documentation (invoice, packing slip(s), bids if applicable, and procurement form) must be attached to the PO, and the PO must be signed by the originator before being submitted for review and approval per this Policy. It is the responsibility of the PO originator to ensure that all required signatures are documented on the PO, and that all required supporting documentation are turned into Accounting in a timely manner.

It is SFMD's intent that a PO be prepared completely with all required approval signatures prior to the purchase of Goods and Services. However, in instances where an item is needed in an emergency for SFMD to protect the public (see C3 below), an approved PO can (and must) be submitted after the purchase has occurred. In all cases, the buyer/purchaser is to ensure all applicable taxes and fees are included in the total amount of expenditure documented in the PO.


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

2. Annual PO

An Annual PO is used for the procurement of Goods and Services which involves a recurring, frequent, or monthly purchase from a specific vendor during the fiscal year. An Annual PO number will be issued by Accounting to the awarded vendor and will be utilized throughout the fiscal year. This method does not preclude competitive quote and bid requirements. This method only applies to the procurement of Goods and Services as described on the Annual PO(s).

3. Contract PO

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

| | | |
|--|--|-----------------------------------|
|  <p>Policy</p> | Policy: | Volume X: SFMD Board of Directors |
| | Subject: Procurement Policy: Documentation for the Purchase of Goods and Services, and/or Additions / Changes to Payroll | |
| | Effective Date: March 1, 2020 | Revision Date: March 2020 |
| | Approved By: SFMD Board of Directors | |

B. Procurement – Competitive Pricing / Written Bids

1. The purchase of **Goods** up to \$2,499.99 do not require a quote to support the corresponding PO.
2. The purchase of **Goods** \$2,500.00 and greater must be supported by three (3) written bids. The three written bids are to be attached to the Procurement Form. The Procurement Form and the three written bids are to be attached to the PO.
3. The purchase of **Services** up to \$4,999.99 do not require a quote in support of the corresponding PO.
4. The purchase of **Services** \$5,000.00 and greater must be supported by three (3) written bids. The three written bids are to be attached to the Procurement Form. The Procurement Form and the three written bids are to be attached to the PO.


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

Also, the Board has complete authority to mandate whether or not the Request for Proposal (RFP) competitive bid process is to be used, and/or if sealed bids are to be required for any purchase.

C. Waiver of Competition

Although the overriding intent of this policy is that competitive pricing is required whenever possible, there are times when competitive pricing may be waived pursuant to this section. Competitive pricing (See Section B above) may be waived for the following conditions:

1. Government, State Contract & Inter-Governmental Agency Agreement.
When using State Contracted vendors, items \$5,000 or greater, must still follow the three (3) written bid process. If a vendor comes in with a lower responsible quote, they can be used even though they are not State Contracted. **The Contract # and Agency must be documented on the PO.**
2. Single source procurement (**attach supporting information**).
3. Emergency purchase (**The Fire Chief is to be notified of all emergency purchases as he must send an explanation to the BOD within 72 hours**).
4. Efforts to obtain competitive pricing result in no competing offers.
5. Standardization/Compatibility requirements prevent the use of alternative vendors.

| | | |
|--|--|-----------------------------------|
|  <p>Policy</p> | Policy: | Volume X: SFMD Board of Directors |
| | Subject: Procurement Policy: Documentation for the Purchase of Goods and Services, and/or Additions / Changes to Payroll | |
| | Effective Date: March 1, 2020 | Revision Date: March 2020 |
| | Approved By: SFMD Board of Directors | |

D. Signature Approval – Authorized Personnel

The following positions are authorized by the BOD to approve the purchase of Goods and Services. All purchases of Goods and Services must be properly approved prior to placing the order (with the exception of emergency purchases – see Section C3 above).

1. Up to \$2,499.99 – Can be approved by each of the following positions individually: Budget Manager (including Deputy Chief and Administrative Services Director), Assistant Chief, Battalion Chief, Fleet Manager, and Fleet & Facilities Support Specialist.
2. \$2,500.00 to \$24,999.99 – Must be signed by the originator of the PO, the Finance Director, and the Fire Chief.
3. \$25,000.00 and greater – Must be signed by the originator of the PO, the Finance Director, the Fire Chief, **AND must be submitted to the BOD for approval prior to purchase.**

E. Other Means of Procuring Goods and Services

1. Credit Card.


The use of Credit Cards must follow all Procurement Policy guidelines as listed above. A PO **must** be prepared for all credit card purchases and all appropriate receipts must be provided to Accounting.

The use of personal credit cards for the purchase of District goods and services is strictly prohibited when access to a District credit card is available unless there is documented emergency need, or if the expense relates to the purchase of items on wild land deployments, or for uniform related purchases, or college tuition that the employee is reimbursed for per District policy. Any personal credit card usage in emergency situation(s) must be approved by the Fire Chief prior to reimbursement.

2. Expense Reimbursement.

Employees seeking reimbursement for required and authorized expenditures must:

- Complete an SFMD Personal Expense Reimbursement Form.
- Attach all receipt(s) to the form.
- If mileage reimbursement is requested, a map showing miles to and from must be attached. Mileage reimbursement will be based on the current federal rate for mileage.

| | | |
|--|--|-----------------------------------|
|  <p>Policy</p> | Policy: | Volume X: SFMD Board of Directors |
| | Subject: Procurement Policy: Documentation for the Purchase of Goods and Services, and/or Additions / Changes to Payroll | |
| | Effective Date: March 1, 2020 | Revision Date: March 2020 |
| | Approved By: SFMD Board of Directors | |

- The Reimbursement Form must have Department Head approval prior to submission to Accounting for payment.
- Expense reimbursement requests must be submitted within the fiscal year of expense.

F. Processing of Transport Refunds.

When a transport refund is required, they will be processed as follows:

1. An annual PO will be established by Accounting against which all refunds will be processed. Since the annual PO will be used for refunds of undetermined amount and number, the annual PO will have an undefined dollar limit.
2. All requests for transport refunds will be approved by the Transportation Services Manager and the Finance Director.

Policy for Additions / Changes to Payroll

It is SFMD's intent that all changes to an employee's Payroll (compensation and/or benefits) be approved prior to implementation of the change.


A. Addition of New Employees.

The budget for the addition of all new employee(s) must be included in the annual Fiscal Budget adopted by the BOD. The processing of the new employee's payroll, benefits, and accruals are documented in sections B, C, and D below.

B. Changes to Employee Payroll.

All Payroll changes must be documented in writing with the following information documented on the Payroll Change Form:

- Employee Name and Employee Number.
- Employee's division and shift (e.g., 56-Hour Sworn, 42-Hour Transport, etc.).
- Effective Date of Payroll Change.
- Employee's Current and New Job Grade, Step, and Annual Base Wages.
- Percent Change in Base Wages resulting from Payroll Change.

| | | |
|--|--|-----------------------------------|
|  Policy | Policy: | Volume X: SFMD Board of Directors |
| | Subject: Procurement Policy: Documentation for the Purchase of Goods and Services, and/or Additions / Changes to Payroll | |
| | Effective Date: March 1, 2020 | Revision Date: March 2020 |
| | Approved By: SFMD Board of Directors | |


- All appropriate current and future annual incentives (e.g., TRT, BSO, SCBA, Paramedic, and/or educational incentive).
- FLSA Gross Up if applicable.
- Total current and total future annual compensation (wages and incentives).
- For Salaried employees, current and future bi-weekly and hourly total compensation.
- For Hourly employees, current and future total hourly regular, overtime, and FLSA rates.
- FLSA Status of the employee.
- Reason for the change in Compensation.
- Cell Phone Incentive, if applicable, and the amount per pay period.
- Timing and nature of the next Payroll Change.

All Payroll Change Forms must be signed by the HR Generalist (originator), and approved in writing by the Finance Director and the Fire Chief (or his delegate).

C. Changes to Employee Benefits.

All employee benefit changes and contributions must be documented in writing with the following information documented on the Employee Benefit Enrollment Form:

- Employee Name and Employee Number.
- Effective Date of Benefit Change.
- District Section 125 Benefits:
 - Per Pay Period (PPP) Benefit Dollars.
 - PPP premium amount for all insurance coverages selected by the employee (medical, dental, vision, and/or AFLAC).
 - PPP premium coverage provided by Benefit Dollars.
 - PPP remaining Benefit Dollars, if any, that must be deposited into either a Health Saving Account (if the employee has selected a Health Saving Medical Plan), or the employee’s 457(b) Deferred Compensation account.

| | | |
|--|--|-----------------------------------|
|  <p>Policy</p> | Policy: | Volume X: SFMD Board of Directors |
| | Subject: Procurement Policy: Documentation for the Purchase of Goods and Services, and/or Additions / Changes to Payroll | |
| | Effective Date: March 1, 2020 | Revision Date: March 2020 |
| | Approved By: SFMD Board of Directors | |

- PPP premium coverage not provided by Benefit Dollars that will be withdrawn from the employee's after tax take-home compensation.
- PPP premium amount for short term and/or long term disability and voluntary life insurance, if selected by employee. These premium amount(s) will be withdrawn from the employee's after tax take-home compensation.
- District 457(b) Deferred Compensation Benefit:
 - PPP 457(b) Deferred Compensation being contributed by the employee.
 - PPP 457(b) Deferred Compensation being matched by the District (the current benefit is a dollar-for-dollar match with a maximum of \$61.00 PPP by the District for every dollar contributed by the employee.

Employees can contribute to their Health Savings Account and/or 457(b) Deferred Compensation account up to the annual maximum allowed by federal IRS guidelines.

The Employee Enrollment Form is to be signed by the employee, the HR Generalist, and the Finance Director.

D. Changes to Employee Vacation and Sick Leave Accruals.

All employee vacation accrual changes must be documented in writing with the following information documented on the Employee Accrual Change Form:


- Employee Name and Employee Number
- Effective Date of Accrual Change.

Payroll will apply the accrual change within the pay period it becomes effective. There is no prorating of the change.

- Reason for Accrual Change

The vacation and sick leave accrual balances for employees transitioning from a 56-hour to a 42-hour shift or 40-hour shift are to be factored to reflect their new shift parameters as of the effective date of the shift transition. All accruals and usage from the effective date forward are to be accounted for to reflect their new shift parameters.

The Employee Accrual Change Form is to be signed by the HR Generalist, and the Finance Director.

| | | |
|--|--|-----------------------------------|
|  <p>Policy</p> | Policy: | Volume X: SFMD Board of Directors |
| | Subject: Procurement Policy: Documentation for the Purchase of Goods and Services, and/or Additions / Changes to Payroll | |
| | Effective Date: March 1, 2020 | Revision Date: March 2020 |
| | Approved By: SFMD Board of Directors | |

E. Termination / Resignation / Retirement of Employee.

The final compensation (wages earned, accrued vacation, and accrued sick leave, if applicable) for an employee who is ending their employment with the District is to be documented on the Employee Final Paycheck Form.

All employee insurance premiums owed to the District along with the date each insurance benefit ends, and/or any tuition reimbursement that is refundable to the District per policy, that are to be subtracted from the final compensation of all employees is to be noted on the Employee Final Paycheck Form.

The Employee Final Paycheck Form must be signed by the HR Generalist (originator), and approved in writing by the Finance Director and the Fire Chief (or his delegate).

Appendix E

E. Purchase of Ballistic Vests and Helmets

Submitted By

Deputy Chief Jeff Cranmer

Background / Discussion

Body Armor purchase which includes 29 sets of armor plates, vests, medical gear pouches and helmets.

Financial Impact/Budget Line Item

\$39,481.79

Enclosure(s)

Three quotes included



PURCHASING / PROCUREMENT FORM BY PURCHAS ORDER (PO)

BOD # _____

PO # 18447, 18448, 18449

| 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: <u>Armored Republic, Skaggs, North American Rescue</u> | Vendor Phone #: _____ |
| | Vendor Address: _____ | |
| | Quote Description: <u>(Armored-Full Coat, Trama Pads) (Skaggs-Cumberbund & Helmets) (Chase CC-Chest Pouchs)</u> | |
| | See Attached Quote - \$ <u>39,481.79</u> | |

| | | |
|-----------------|---|-----------------------|
| Quote #2 | Vendor Name: <u>Skaggs, Skaggs, TriTech Forensics</u> | Vendor Phone #: _____ |
| | Vendor Address: _____ | |
| | Quote Description: <u>(Armored-Full Coat, Trama Pads) (Cumberbund & Helmets) (Chase CC-Chest Pouchs)</u> <u>(Armored-Full Coat, Trama Pads) (Cumberbund & Helmets) (Chase CC-Chest Pouchs)</u> | |
| | See Attached Quote - \$ <u>38,322.46</u> | |

| | | |
|-----------------|---|-----------------------|
| Quote #3 | Vendor Name: <u>Skaggs, FX Tactical, Chinook</u> | Vendor Phone #: _____ |
| | Vendor Address: _____ | |
| | Quote Description: <u>(Armored-Full Coat, Trama Pads) (Skaggs-Cumberbund & Helmets) (Chase CC-Chest Pouchs)</u> | |
| | See Attached Quote - \$ <u>40,176.57</u> | |

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

- STATE CONTRACT/INTERGOVERNMENTAL **(State Contract Number or Government Agency Must Be On PO)**
- SINGLE/SOLE SOURCE PROCURMENT **(Supporting Documentation Must Be With PO)**
- EMERGENCY ACTION **(Explanation Sent to Governing Board Must Be With PO)**
- COMPETITION SOLICITED WITH NO OFFERS
- STANDARDIZATION/COMPATIBILITY REQUIREMENTS FOR EQUIPMENT

APPROVAL:

3/10/2020 
DATE 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: March 09, 2020

TO: Armored Republic, LLC
17431 N Black Canyon HWY
Phoenix, AZ 8023

Vendor ID: ARMREP

Purchase Order #: 018447

Requisition #: 17,556

Buyer: FMM

Created by: BAD

Created Date: 3/9/2020

Updated by: BAD

Updated Date: 3/9/2020

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

Page #: 1

Order Description: 58) Full Coat, Trama Pad

| Line | AJFD Product # | Description | GL Acct # | Quantity | Unit Price | Amount |
|------|-------------------|----------------------|--------------|----------|---------------|-------------|
| 1 | 200FIREPROTEQL58) | Full Coat, Trama Pad | 200707274040 | 1.00 | \$15,687.1600 | \$15,687.16 |

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

\$15,687.16


Purchasing Manager

Fire Chief



QUOTE #18001144

17431 North Black Canyon Hwy
Phoenix, Arizona 85023
Website: <https://ar500armor.com>
Phone: (602) 501-9607

Date: 02/12/2020
Valid Until: 03/13/2020
Prepared By: Jared Mount

BILLING ADDRESS

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

SHIPPING ADDRESS

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

| PRODUCT ID | DESCRIPTION | QTY | PRICE | DISCOUNT | AMOUNT |
|------------|--|-----|----------|----------|------------|
| 9197 | Level III+ Lightweight 10" x 12" FULL Multi-Curve, Build Up Coat | 58 | \$169.00 | 15.00% | \$8,331.70 |
| 4977 | AR500 Armor® Blunt Force Trauma Pad - 10" x 12" | 58 | \$35.00 | 15.00% | \$1,725.50 |
| 9193 | Level III+ Lightweight 6" x 6" Multi-Curve, Build Up Coat | 58 | \$89.00 | 15.00% | \$4,387.70 |

Subtotal \$14,444.90
Discount 0.00%
Tax \$1242.26
Shipping \$0.00

TOTAL \$15,687.16

If you have any questions about this price quote, please contact:
Jared Mount, (602) 501-9607, JMount@ar500armor.com

Thank You For Your Business!



Superstition Fire & Medical District

Purchase Order

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



Date: March 09, 2020

TO: Skaggs Companies
2602 W Baseline Rd #12
Mesa, AZ 85202

Vendor ID: SKAGGS

Purchase Order #: 018448

Requisition #: 17,557

Buyer:FMM
Created by:BAD
Created Date:3/9/2020
Updated by:BAD
Updated Date:3/9/2020

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

Page #: 1

Order Description: 29) Cumberbund and Helmets

| Line | AJFD Product # | Description | GL Acct # | Quantity | Unit Price | Amount |
|------|----------------|------------------------|--------------|----------|---------------|-------------|
| 1 | 200FIREPROTEQL | Cumberbund and Helmets | 200707274040 | 1.00 | \$21,918.6300 | \$21,918.63 |

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 **\$21,918.63**

Purchasing Manager

Fire Chief



Superstition Fire & Medical District

Purchase Order

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



Date: March 09, 2020

TO: Chase
Cardmember Service
PO Box 6294
Carol Stream, IL 60197-6294

Vendor ID: CHASEM

Purchase Order #: 018449

Requisition #: 17,558

Buyer:FMM
Created by:BAD
Created Date:3/9/2020
Updated by:BAD
Updated Date:3/10/2020

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

Page #: 1

Order Description: TriTech Forensics, 29) Chest Pouch

| Line | AJFD Product # | Description | GL Acct # | Quantity | Unit Price | Amount |
|------|----------------|---------------------------------------|--------------|----------|--------------|------------|
| 1 | 200FIREPROTEQL | North American Rescue 29) Chest Pouch | 200707274040 | 1.00 | \$1,979.9300 | \$1,979.93 |
| 2 | 200-USETAX | North American Rescue | 200102125010 | (1.00) | \$103.9300 | \$(103.93) |

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 **\$1,876.00**

Purchasing Manager

Fire Chief



NORTH AMERICAN RESCUE
www.NARescue.com 888.689.6277

35 Tedwall Court Greer SC 29650
Phone: (864) 675-9800
Fax: (864) 675-9880

QUOTE

QUOTE
Q53306

Quote Date: 03/05/2020

BILL TO: PROSPECT

Superstition Fire and Medical District

SHIP TO:

PO #: DOLD3520

Superstition Fire and Medical District
Matthew Dold
TBD
APACHE JUNCTION, AZ 85119

Entered By: *Joi Ferguson*

jferguson@narescue.com

Date/Time Printed: 03/06/20 10:18

| Contact Name | Contact Phone | Shipping Method | FOB Type | Payment Terms | Master # | Exp. Date |
|--------------|---------------|-----------------|----------|---------------|----------|------------|
| Matthew Dold | 480-982-4440 | 970-BESTWAY | ORIGIN | CREDIT CARD | 454,766 | 04/04/2020 |

| Quantity | UOM | Item Number | Item Description | Item Weight | Ext. Weight | Unit Price | Extended Price |
|----------|-----|-------------|------------------------------|-------------|-------------|------------|----------------|
| 29 | EA | 80-0169 | BAG, NAR-4 CHEST POUCH - BLK | 0.38 | 11.02 | \$64.00 | \$1,856.00 |

Use 103.93

NAR TAX ID: 27-1030140
NAR DUNS: 832426782
CAGE CODE: 06ST7

| | |
|-----------------|-------------------|
| Subtotal | \$1,856.00 |
| Discount | \$0.00 |
| Freight | \$20.00 |
| Tax | \$0.00 |
| Total | \$1,876.00 |

Subject to NAR's Terms & Conditions. For details, please visit:
<https://www.narescue.com/legal/terms-and-conditions>.

Please visit us at www.narescue.com

1979.93

SKAGGS™

Public Safety Uniforms & Equipment

Company / Agency: **Superstition Fire** Date: **2-26-2020**

Contact: **Monte Fuller monte.fuller@sfmt.az.gov** Phone #:

Skaggs Contact: **Garrard Moren**

Store: **480-831-5199** Cell: **480-265-1197**

gmoren@skaggscompanies.com

| PART NO. | DESCRIPTION | SIZE | COST | QT. | TOTAL |
|--------------------------------|---|------------------|------------------|---------------|-----------------------|
| ARX-PELTB013310126H | TRITON STEEL III-SA 10X12 SINGLE CURVE GHOOTHERS CUT | 10X12 | \$160 | 29 | \$4,640 |
| ARX-PELTB013310126C | TRITON STEEL III-SA 10X12 SINGLE CURVE FULL CUT | 10X12 | \$160 | 29 | \$4,640 |
| ARX-PELTB0133006C | TRITON STEEL III-SA 6X8 SINGLE CURVE FULL CUT | 6X8 | \$135 | 36 | \$7,890.00 |
| ARX HELB3AFC* | BALLISTIC HELMET AMP-1E LEVEL IIIA FULL CUT | OSFA | \$545 | 29 | \$15,805 |
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|-----------|--------------------|
| SUBTOTAL: | \$22,915.00 |
| TAX: | \$2,794.05 |
| TOTAL: | \$25,709.05 |

15805.7
1311.81
17116.81



8770 Trade Street • Leland, NC 28451
 910/457.6600 • FAX 910/457.0094 • 800/438.7884

QUOTE
QUOTE # 6002641

PROFORMA QUOTATION

Page 1/1

BILL TO:
 Superstition Fire and Medical District
 Matthew Dold
 565 N Idaho Rd.
 Apache Junction, AZ 85119
 P: 4809824440 x263

SHIP TO:
 Superstition Fire and Medical District
 Matthew Dold
 565 N Idaho Rd.
 Apache Junction, AZ 85119
 P: 4809824440 x263

| Customer ID | Ship Via | Sales Rep | Terms | Date |
|-------------|------------|-----------|--------|-----------|
| RESUPERAZFD | UPS GROUND | TAYLOR | PREPAY | 2/24/2020 |

| Quantity | UOM | Item # | Description | Unit Price | Extended Price |
|----------|------|---------|-------------------------|------------|----------------|
| 30 | EACH | 70-0791 | NAR-4 Chest Pouch-Black | \$87.99 | \$2,639.70 |

Handwritten:
 VAD
 Jaf
 14782

| | |
|----------------|-------------------|
| Subtotal | \$2,639.70 |
| Misc | \$0.00 |
| Tax | \$0.00 |
| Freight | \$18.00 |
| Trade Discount | \$130.00 |
| Total | \$2,527.70 |

Handwritten: 2675.52

PRICES QUOTED ARE FIRM FOR 30 DAYS FROM THE ABOVE DATE
 This is not an invoice; do not use to make payment. Sales Tax may be applied when applicable. Please provide your sales rep with your tax exempt certificate to have your account updated accordingly.

#3

SKAGGS

Public Safety Uniforms & Equipment

#3

Company / Agency: Superstition Fire Date: 2-26-2020

Contact: Monte Fuller monte.fuller@sfmtf.dz.gov Phone #:

Skaggs Contact: Store: 480-831-5199 Garrard Moren Cell: 480-265-1197

gmoren@skaggscompanies.com

| PART NO. | DESCRIPTION | SIZE | COST | QT. | TOTAL |
|---------------------------|---|--------------------|---------------------|---------------|--------------------|
| POI 02666BV01 | Point Blank FRK-360 Gen II Carrier | VARIOUS | \$189.00 | 29 | \$5,461 |
| CUMMERBUND | CUMMERBUND FOR FRK-360 Gen II Carrier | VARIOUS | \$62 | 29 | \$1,798 |
| STEEL PLATES | | | | | |
| POI SPLT52SCSQ-PLT452SC | SA3+ PLATE STEEL PLATE 555, 10X12 SHOOTER'S CUT | 10X12 | \$122 | 58 | \$7,076 |
| POI PLT6006600-PLT600-6X6 | SA3+PLATE SPLT600 SPLT600 STEEL PLATE, 6X6 SIDE PLATE | 6X6 | \$98 | 58 | \$5,684 |
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SUBTOTAL: ~~\$20,000.00~~ 12760.02
 TAX: ~~\$4,668.24~~ 1059.08
 TOTAL: ~~\$24,702.24~~ 13819.08

#3

FX TACTICAL

QUOTE

8948 W. CACTUS RD, PEORIA, AZ 85381

PHONE: 623-877-1257

jgregory@fx-tactical.com

DATE: 03-05-2020

TO:
MONTE FULLER
SUPERSTITION FIRE & MEDICAL

monte.fuller@sfmd.az.gov

| TERMS | | EST DELIVERY | VALID | SHIP VIA | SALESPERSON |
|---------------|-------|--|-------|------------|--------------|
| NET 30 | | 45 DAYS | | UPS | JEFF GREGORY |
| ITEM NO. | QTY | DESCRIPTION | UNIT | UNIT PRICE | TOTAL |
| FRK-360-CIIIA | 29.00 | PARACLETE FRK-360 PLATE CARRIER WITH CIIIA-2 SOFT ARMOR CUMMERBUND | EA | \$353.70 | 10,257.30 |
| HLM104KT00 | 29.00 | PARACLETE LEVEL 3A BALLISTIC HELMET WITH MSS SUSPENSION SYSTEM, FULL CUT | EA | \$410.00 | 11,890.00 |

Tax rate: 8.1 %

| | |
|----------------------|-----------|
| Subtotal | 22,147.30 |
| Tax | 1,793.93 |
| Sub Total | 23,941.23 |
| Ship-Handling | \$0.00 |

w/ chinook



Custom Medical Solutions for the Harshesht Environments

54 Girard St, Suite A
Durango, Colorado 81303 USA
Phone: 970-375-1241 Fax: 970-375-6343
sales@chinookmed.com
www.chinookmed.com

Quote

Order Number: 0089527
Date: 2/24/2020
Customer Number: 0034227
Salesperson: TT
Prepared By: MG
Quote Valid Until: 5/24/2020

Billed To:
Superstition Fire District
565 N. Idaho Rd.
Apache Junction, AZ 85119 US

Ship To:
Superstition Fire District
565 N. Idaho Rd.
Apache Junction, AZ 85119 US

Confirm To: Matt Dold

| Customer P.O. | Ship VIA | F.O.B. | Terms |
|---------------|------------|----------------|--------------|
| | UPS GROUND | ORIGIN PREPAID | Prepaid - CC |

| Line | Quantity | Unit | NSN | Item Number | Price | Amount |
|------|----------|------|-----------------------|---------------|---------|----------|
| 1 | 30.00 | EACH | NAR-4 Chest Pouch, BK | COTS 600348BK | 75.6714 | 2,270.14 |
| 99 | 1.00 | EACH | Freight Charge | /FREIGHT | 19.0000 | 19.00 |

*Use Jay
127.12*

GSA Orders are eligible for 1% Net 20 Terms. Items on our GSA Schedule are designated with "GSA"
Items not on our Schedule are designated with "COTS" (Commercial Off The Shelf/Open Market).

| | |
|------------------------|-----------------|
| Net Order: | 2,289.14 |
| Less Discount: | 0.00 |
| Freight: | 0.00 |
| Sales Tax | 0.00 |
| Order Total USD | 2,289.14 |



Chinook Medical Gear is a Veteran-Owned Small Business

CAGE 04JV2
DUNS 62-190-4622
TAX ID 84-1146493
24 Feb 20

Appendix F

F. Disposition of Surplus Property Donation – 7 Recliners

Submitted By

Fire Chief Mike Farber

Fleet Manager Vaughn Croshaw

Background / Discussion

Financial Impact/Budget Line Item

N/A



Appendix F

F. Disposition of Surplus Property.

Submitted By

Fire Chief Mike Farber
Fleet Supervisor

Background/Discussion

SFMD has a need to dispose of certain items to maintain adequate work and storage space around the Annex Property. The intent is to list and then donate to Salvation Army or I am trying to find a veteran donation location.

This process is in line with the Disposition of Surplus Property Policy. Please see the items listed below;

| Quantity | Item Description | Property Type | Amount for Listing |
|----------|------------------|-------------------------|--------------------|
| 7 | Recliners | Un-Inventoried Property | N/A |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Financial Impact/Budget Line Item

These items are worn out and some are broken. There is no value in these items.

Enclosure(s)