

VERSION 1.0

January 16, 2019



# BOARD OF DIRECTORS MEETING

JANUARY 16, 2019

SUPERSTITION FIRE & MEDICAL DISTRICT BOARD

TODD HOUSE, BOARD CHAIRMAN

KATHLEEN CHAMBERLAIN, BOARD CLERK

JEFF CROSS, BOARD DIRECTOR

JASON MOELLER, BOARD DIRECTOR

LARRY STRAND, BOARD DIRECTOR



# Superstition Fire & Medical District

## Board of Directors Meeting Agenda

January 16, 2018

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### Mission Statement

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

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The Board will hold a meeting on Wednesday, January 16, 2019. The meeting will be held at the Superstition Fire & Medical District's Administrative Office, located at 565 N. Idaho Road, Apache Junction, Arizona. The meeting will be open to the public and will begin at 5:30 p.m. local time.

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call

The following agenda items are scheduled for discussion at the board meeting. The Governing Board may or may not decide to take action on any or all items. The order of the agenda items may or may not be taken in the order listed.

1. **Review and approval of the December 2018 financial reports and bank reconciliations. (BOD #2019-01-01)**
2. **Recognition of employee performance, achievements, and special recognition for community members. (BOD #2019-01-02)**
3. **Call to the Public. (BOD #2019-01-N/A)**  
A.R.S. §38-431.01(H) A public body may make an open call to the public during a public meeting, subject to reasonable time, place, and manner restrictions, to all individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.
4. **Consideration and possible approval of all consent agenda items listed below (BOD #2019-01-03):**
  - A. Board Meeting Minutes from December 19, 2018
5. **Discussion, presentation, and possible approval for the SFMD's Financial Statements and Independent Auditor's Report for fiscal year ending June 30, 2018. As required by Arizona Revised Statutes §48-253, submitted by Henry & Horne, LLP. (BOD #2019-01-04)**
6. **Discussion and possible approval of the Arizona Public Safety Personnel Retirement System Qualifying Report for Fiscal Year ending in 2018. (BOD #2019-01-05)**
7. **Discussion, presentation and possible action regarding *The Working Group* on their capabilities for an organizational evaluation. (BOD #2019-01-06)**

8. Discussion, presentation and possible approval of the following Policies: 206–Administrative Communications; 202-Interim Directives; 207-Minimum Staffing Levels; 200-Organizational Structure; 103-Policy Manual brought for review at the December 19, 2018 Board Meeting for final approval at the January 16, 2019 Board Meeting. (BOD #2019-01-07)
9. Discussion and presentation of the following Policies: 201-Emergency Action Plan & Fire Prevention; 210-Solicitation of Funds; 318-Safe Haven Newborn Law; 321-Scene Preservation; 322-Child Abuse; 323-Disposition of Valuables; 324-Carrying Weapons on-Duty; 325-Performance of Duties; 326-Adult Abuse; 327-Traffic Collisions; 328-Line-of-Duty Death and Serious Injury Investigations; 329-National Fire Incident Reporting System (NFIRS); 332-Grocery Shopping On-Duty; brought for review at the January 16, 2019 Board Meeting for final approval at the February 20, 2019 Board Meeting. (BOD #2019-01-08)
10. Discussion and possible approval of the invoice from Pinal County Elections Department for the 2018 General Election. (BOD #2019-01-09)
11. Discussion, nomination and possible approval of the appointment of the Chairperson for the Local Pension Board pursuant to [A.R.S. 38, Chapter 5, Article 4: Public Safety Personnel Retirement System](#). (BOD #2019-01-10)
12. Discussion and possible approval of the Arizona Department of Forestry and Fire Management (State Fire) Land / Facility Use Agreement. (BOD #2019-01-11)
13. Discussion and possible approval of a shift differential for 42-hour Transportation Services Employees. (BOD #2019-01-12)
14. Reports. (BOD #2019-01-13)
  - Senior Leadership Team (SLT):
  - Fire Chief Mike Farber
  - Assistant Chief of Emergency Operations Richard Mooney
  - Assistant Chief of Planning & Logistics Richard Ochs
  - Finance Director Roger Wood
  - Administrative Services Director Anna Butel
  - Pension Board
  - Board Sanctioned Committees
15. New Business / Future Agenda Items. (BOD #2019-01-14)
16. Announcements (BOD #2019-01-N/A)
17. Adjourn (BOD #2019-01-15)

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: January 10, 2019

At: 1500 Hours

By: Sherry Mueller

The Superstition Fire & Medical District (SFMD) Administrative Office Board Meeting Room is accessible to the handicapped. In compliance with the American with Disabilities Act (ADA), those with special needs, such as large-type face print or other reasonable accommodations may request those through the SFMD Administration Office (480-982-4440) at least 24-hours before the Board Meeting.

## Governing Board Meeting – January 16, 2019

Agenda Item: 1

BOD#: 2019-01-01

### Agenda Item Title

Review and approval of the December 2018 financial reports and bank reconciliations.

### Submitted By

Finance Director Roger Wood

### Background/Discussion

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

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

1. Cash Flow – All Governmental Funds.

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

2. Fund Account Bank Reconciliations.

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

### Financial Impact(s)/Budget Line Item

N/A

### Enclosure(s)

December 2018 Letter of Acceptance (for signature)

\*Monthly Financials provided under separate cover

### Recommended Motion

*"Motion to approve the December 2018 financial reports and bank reconciliations."*



Go To Item 2

Go to Agenda

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

Pursuant to A.R.S. §48-807, by the signature(s) below, the Governing Board of the Superstition Fire & Medical District attests to the review and approval of the following financial report(s) of the fire district for the month of **December 2018**:

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

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Todd House, Board Chair

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Date



December 2018

**Governing Board Meeting – January 16, 2019**

**Agenda Item: 2**

**BOD#: 2019-01-02**

**Agenda Item Title**

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

**Submitted By**

Fire Chief Mike Farber

Assistant Chief Rick Ochs

**Background/Discussion**

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

**January Service Awards**

<b>30 Years of Service</b>
Engineer <b>John Christensen</b>
<b>18 Years of Service</b>
Captain / Paramedic <b>Rob Bessee</b>
<b>16 Years of Service</b>
Engineer / Paramedic <b>Chuck Hanson</b>
<b>2 Years of Service</b>
Firefighter Recruit <b>Brian Dover</b>



**Go to Item 3**

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**Governing Board Meeting – January 16, 2019**

**Agenda Item: 3**

**BOD#: 2019-01-n/a**

**Agenda Item Title**

Call to the Public

**A.R.S. §38-431.01(H)**

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

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

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

**Background / Discussion**

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

**Scheduled**

None



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**Governing Board Meeting – January 16, 2019**

**Agenda Item: 4**

**BOD#: 2019-01-03**

**Agenda Item Title**

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

- A. Board Meeting Minutes from December 19, 2018 – **Appendix A**

**Background/Discussion**

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

**Recommended Motion**

*“Motion to approve the consent agenda items for January 16, 2019.”*



**Go to Item 5**

**Go to Appendices**

**Go to Agenda**

**Governing Board Meeting – January 16, 2019**

**Agenda Item: 5**

**BOD#: 2019-01-04**

**Agenda Item Title**

Discussion and possible approval of the Fire District’s Independent Auditor’s Report and related financial statements for the fiscal year ending June 30, 2018, as required by Arizona Revised Statute §48-253, and as presented by Brian Hemmerle, CPA, Partner – Henry & Horne, LLP – Certified Public Accountants.

**Submitted By**

Fire Chief Mike Farber

**Background/Discussion**

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

**Financial Impact**

None.

**Enclosures**

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

**Recommended Motion**

*“Motion to approve the Fire District’s Independent Auditor’s Report and related Financial Statements for the fiscal year beginning July 1, 2017 and ending on June 30, 2018, as submitted by Brian Hemmerle, CPA, and to direct Staff to submit the auditor’s report to Pinal County and Maricopa County as required by ARS§48-253.”*



**Go to Item 6**

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**Governing Board Meeting – January 16, 2019**

**Agenda Item: 6**

**BOD#: 2019-01-05**

**Agenda Item Title**

Discussion and possible approval of the Arizona Public Safety Personnel Retirement System Qualifying Report for Fiscal Year 2018.

**Submitted By**

Fire Chief Mike Farber

**Background/Discussion**

This is housekeeping item to receive the Arizona Fire Insurance Premium Tax Refund for Fiscal Year ending in 2018. The district's application is accompanied by the annual audit. Both items are due no later than January 31st of each year to qualify for the credit for the upcoming fiscal year.

**Staff Recommendation**

Approval of the qualifying report.

**Financial Impact**

Reimbursement from the State of Arizona of approximately \$100,000.

**Enclosures**

Qualifying Report

**Recommended Motion**

*"Motion to approve the Arizona Pubic Safety Personnel Retirement System Qualifying Report and to submit the report as stated for the refund from the State of Arizona."*



**Go to Item 7**

**Go to Agenda**



Douglas A. Ducey  
Governor

# Office of the State Forester

## Arizona Department of Forestry and Fire Management



Jeffery C. Whitney  
State Forester

July 1, 2018

To: All Fire Departments and Fire Districts of Arizona

From: Jeff Whitney, State Forester

Re: Calendar Year 2018 Fire Fighters Relief and Pension Fund Reporting

Please review the reporting forms for the 2018 calendar year distribution of the Arizona Fire Insurance Premium Tax. The funds will be distributed in July of 2019. The proceeds of the distribution are used to fund pension programs for volunteer and paid firefighters. The requirements for the programs are detailed in A.R.S. Title 9, Chapter 8, Articles 3 and 4 for Volunteer Firefighter pensions and Title 38, Chapter 5, Article 4 for Public Safety Personnel Retirement System participants.

If your department has not participated in the Volunteer Firefighter Relief and Pension Fund in the past, simply submitting reports with the Office of the State Fire Marshal will not qualify the department for fund distribution. Please review the above referenced statutes for information on how to create a pension program BEFORE submitting any forms. The forms REQUIRE action by the Board of Trustees of the fund before they can be submitted.

Departments that only participate in (Public Safety Personnel Retirement System) PSPRS are required to fill out and submit the form titled "Qualifying Report-Arizona Public Safety Personnel Retirement System" and the audit covering the pension program.

Departments that have volunteer firefighters and maintain a Volunteer Firefighter Fund must fill out and submit the completed "Report of Volunteer Fire Fighters Relief and Pension Fund" report and the annual audit covering the pension program.

If your department has Volunteer Firefighters and a Volunteer Firefighter Fund, and paid firefighters in PSPRS, you must submit BOTH reports with the required financial reports.

### DEADLINE FOR FILING

"If the annual pension fund reports are not submitted by March 31 to the State Fire Marshal, the participating INCORPORATED CITY OR TOWN OR FIRE DISTRICTS are not eligible to receive its share of the fire insurance tax monies under 9-952".

ALL DEPARTMENTS MUST HAVE THEIR REPORTS SUBMITTED INTO THE STATE FIRE MARSHAL'S OFFICE BY THE CLOSE OF BUSINESS DAY ON MARCH 31, 2019.

Duty ♦ Respect ♦ Integrity

FAILURE TO SUBMIT A REPORT ON TIME WILL RESULT IN LOSS OF FUND ALLOCATION.

- **All reports must be submitted to the Office of the State Fire Marshal using the online portal** located at [https://dffm.az.gov/fire\\_marshall](https://dffm.az.gov/fire_marshall) that provides for your records, a written confirmation of receipt (email) of the filing date at the Office of the State Fire Marshal.

**Effective as of May 1, 2017 per HB2060:**

- All fire districts **PLEASE** refrain from sending physical and digital copies to the Arizona state library, archives and public records.

Please contact Cassie Peters, Deputy Fire Marshal-State Training Coordinator, at his office at 602-364-1015, or on his cell at 602-762-0738. He can also be reached via email at [cpeters@dffm.az.gov](mailto:cpeters@dffm.az.gov) for any questions.

Sincerely,

  
Jeffery C. Whitney  
Arizona State Forester

**QUALIFYING REPORT**  
**Arizona Public Safety Personnel Retirement System**

Name of Department or District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Arizona, Zip Code \_\_\_\_\_

Report of Fund for Fiscal Year Ended \_\_\_\_\_

Signature of Preparer: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Arizona, Zip Code \_\_\_\_\_

Business Hours Telephone Number \_\_\_\_\_ Email Address: \_\_\_\_\_

BOARD CHAIRPERSON: \_\_\_\_\_

**REPORTING REQUIREMENTS**

**A COPY OF THIS REPORT AND A COPY OF THE ANNUAL AUDIT SHALL BE SUBMITTED TO**

**<http://dfbls.az.gov/OFM/PSPVFPRFApplication.aspx>**

(A.R.S. § 9-956, Subsection C).

If the annual pension fund report is not received by the State Fire Marshal by the CLOSE OF BUSINESS on March 31, the participating Department is not eligible to receive its share of fire insurance premium tax monies under section 9-952. A.R.S. § 9-956, (D).

This report is used by the Office of State Fire Marshal to certify to the Arizona State Treasurer that the Fire Department or Fire District listed above is a participant to the Arizona Public Safety Personnel System. A.R.S. § 9-953.

**Governing Board Meeting – January 16, 2019**

**Agenda Item: #7**

**BOD#: 2018-01-06**

**Agenda Item Title**

Discussion, presentation and possible action regarding The Working Group on their capabilities for an organizational evaluation.

**Submitted By**

Kathleen Chamberlain

**Background/Discussion**

Director Chamberlain is asking that the Board discuss and consider the services of *The Working Group*.

The Working Group brings together experts from a variety of disciplines to work with their clients to analyze problems and opportunities within your organization. Each Working Group is tailored to best fit the client’s situation and budget. Working with the right set of individuals on a case by case basis allows the client to analyze issues that are critical to their organization and lets them bring the client the right solutions to implement. This is accomplished by working together.

The Working Group is fortunate to have a broad range of experience and expertise to bring to the table in both the public and private sectors as well as the non-profit world. They can help their clients with a broad range of organizational development efforts, strategic planning, organizational 360 evaluations –each with an emphasis in public safety, governmental relations, public affairs and campaigns, as well as political campaigns that range from electing candidates, passing bond measures to passing or defeating initiatives and referendum on a local or statewide basis.

**Financial Impact(s)/Budget Line Item**

N/A

**Enclosure(s)**

**Recommended Motion**

“TBD”



**Go To Item 8**

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**Governing Board Meeting – January 16, 2019**

**Agenda Item: #8**

**BOD#: 2019-01-07**

**Agenda Item Title**

SFMD Policy Manual – Policies reviewed in December.

**Submitted By**

Mike Farber, Fire Chief

Anna Butel, Administrative Services Director

**Background/Discussion**

In the December Board of Directors meeting, the following policies were submitted for review: Administrative Communications, Interim Directives, Minimum Staffing Levels, Organizational Structure, and Policy Manual. These are essential policies and are part of the comprehensive Lexipol/SFMD policy manual.

**Financial Impact(s)/Budget Line Item**

NA

**Enclosure(s)**

**Recommended Motion**

*“Motion to approve policies Administrative Communications, Interim Directives, Minimum Staffing Levels, Organizational Structure, and Policy Manual.*



**Go To Item 9**

**Go to Agenda**

**Governing Board Meeting – January 16, 2019**

**Agenda Item: #9**

**BOD#: 2019-01-08**

**Agenda Item Title**

Policy Review – For possible approval in the February 2019 Board of Director Meeting.

**Submitted By**

Mike Farber, Fire Chief

Anna Butel, Administrative Services Director

**Background/Discussion**

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

**Financial Impact(s)/Budget Line Item**

NA

**Enclosure(s)**

1. 201 Emergency Action Plan and Fire Prevention
2. 210 Solicitation of Funds
3. 318 Safe Haven Newborn Law
4. 321 Scene Preservation
5. 322 Child Abuse
6. 323 Disposition of Valuables
7. 324 Carrying Weapons on-Duty
8. 325 Performance of Duties
9. 326 Adult Abuse
10. 327 Traffic Collisions
11. 328 Line-of-Duty Death and Serious Injury Investigations
12. 329 National Fire Incident Reporting System (NFIRS)
13. 332 Grocery Shopping On-Duty

**Recommended Motion**

*No motion at this time.*



**Go To Item 10**

**Go to Agenda**

# Emergency Action Plan and Fire Prevention Plan

## 201.1 PURPOSE AND SCOPE

### State

The purpose of this policy is to provide for member and visitor safety in the event of an emergency at any district facility and ensure compliance with the Code of Federal Regulations and Arizona law mandating all employers to develop and maintain an Emergency Action Plan (EAP) and a Fire Prevention Plan (FPP) (29 CFR 1910.38; 29 CFR 1910.39; AAC § R20-5-602).

## 201.2 POLICY

### Best Practice

The Superstition Fire & Medical District is committed to preparing for natural or human-created emergency incidents and providing for the safety of its members and visitors.

## 201.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

### State

The Administrative Services Assistant Chief/Director will develop and maintain an EAP and FPP to provide for the safety of district members and visitors in the event of an emergency. The EAP and FPP will address the specific requirements contained in the Arizona OSHA plan (29 CFR 1910.38; 29 CFR 1910.39; AAC § R20-5-602) and will address all buildings, facilities and regular places of work or visitor access that are controlled by the District. The plan also will address actions that members of the District must take to ensure their safety and that of visitors from fire and other emergencies.

- (a) The EAP shall be in writing and its elements shall include, but are not limited to (29 CFR 1910.38):
  1. Emergency evacuation procedures, including escape procedures and emergency escape route assignments.
  2. Procedures to be followed by members who remain to conduct critical facility operations before they evacuate.
  3. Procedures to account for all members and visitors after an emergency evacuation has been completed.
  4. Rescue and medical duties.
  5. Means of reporting fires and other emergencies.
  6. Names or job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
  7. The alarm system that will be used to notify members and visitors in the event of a fire or other emergency situation.
  8. The types of evacuations to be used in emergency circumstances.

# Superstition Fire & Medical District

## Policy Manual

### *Emergency Action Plan and Fire Prevention Plan*

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- (b) The FPP shall be in writing and its elements shall include, but are not limited to (29 CFR 1910.39):
  - 1. A list of major fire hazards, handling and storage procedures for hazardous materials, potential ignition sources and their control procedures and the type of fire equipment necessary to control the hazard.
  - 2. Names and job titles of persons responsible for maintaining the equipment to prevent or control sources of ignition or fires.
  - 3. Names and job titles of persons responsible for control of fuel source hazards.
  - 4. Procedures to control the accumulation of flammable and combustible waste.
  - 5. Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.
- (c) The written EAP and FPP shall be kept at each district workplace or facility and shall be made available for member and visitor review.

#### **201.4 TRAINING**

##### **State**

The District will provide state-mandated training supporting the EAP and FPP to all members and also to those persons who become members at the time they are assigned to the facility, as described in the Emergency Action Plan and Fire Prevention Plan Training Policy (29 CFR 1910.38(e); 29 CFR 1910.39(d); AAC § R20-5-602).

# Solicitation of Funds

## 210.1 PURPOSE AND SCOPE

### Best Practice

The purpose of this policy is to ensure that fundraising activities associated with the District are consistent with its mission, values and legal status. This policy applies to all fundraising activities involving the District or the use of the District name, insignias, equipment or facilities.

### 210.1.1 DEFINITIONS

#### Best Practice

Definitions related to this policy include:

**Fundraising** - The collection of money through donations, sales or event programming for the purpose of charitable donation or organizational budget enhancement.

## 210.2 POLICY

### Best Practice

It shall be the policy of this district that all fundraising activities involving on-duty members or use of district equipment for the financial benefit of the District must be authorized by the Fire Chief or the authorized designee prior to initiating solicitations.

Authorized fundraising activities should not indicate or imply that a donation will influence services provided by the District. Members engaged in fundraising activities are expected to act ethically regarding the solicitation of funds, the interaction with donors or potential donors and the maintenance of fundraising records.

Members are prohibited from soliciting any goods or services from local businesses, groups or individuals for the purpose of providing incentives, prizes or giveaways to attendees of district-sponsored or hosted events, or to events when members attend as representatives of the District.

## 210.3 GUIDELINES

### Best Practice

Fundraising activities or events involving the District should incorporate:

- (a) Compliance with applicable federal, state and local laws and regulations.
- (b) Compliance with district and governing-body policies.
- (c) A benefit to the District that is consistent with the District mission.
- (d) An accurate description of the purpose for which funds are requested.
- (e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors.
- (f) Identification of the individual soliciting funds as a volunteer, a member of this district or a hired solicitor.

# Superstition Fire & Medical District

## Policy Manual

### *Solicitation of Funds*

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- (g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.
- (h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology, and to reduce or cease sending printed or electronically transmitted material concerning the District will be honored.
- (i) Respect of donors' privacy and a commitment that the District will not sell donors' names and contact information.

Commercial or corporate sponsorship of fundraising activities or events may be allowed provided that it has been preapproved by the Fire Chief or the authorized designee.

#### **210.4 DISTRICT-SPONSORED EVENTS**

##### **Best Practice**

The following also apply to district-sponsored fundraising events:

- (a) Fundraising events should be clearly identified by a sign indicating the name, product, service, price and purpose of the event.
- (b) At least one member should be present during the entire event.
- (c) Individuals participating in the event should be briefed and supervised to ensure their activities are consistent with this policy.
- (d) Individuals participating in the event should not be compensated by a commission or a percentage of the amount collected.
- (e) Funds raised should be deposited no later than the next business day.
- (f) All donors should receive a receipt for the amount of their donation. In efforts involving a less formal "drop" collection, receipts need not be issued unless requested.
- (g) Fundraising activities should not delay emergency response or otherwise compromise the mission of the organization.
- (h) Fundraising that takes place on public-owned or private property will be done with the knowledge and approval of the property custodian or owner.
- (i) Fundraising that occurs on public ways or near roadways will be coordinated with the responsible law enforcement agency for the protection of pedestrians, motorists and event participants. Proper safety apparel shall be worn when in roadways or traffic areas.

#### **210.5 FUNDRAISING ON BEHALF OF OTHERS**

##### **Best Practice**

# Superstition Fire & Medical District

## Policy Manual

### *Solicitation of Funds*

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Fundraising for the benefit of a nonprofit charitable third party (e.g., blood drive, burn victims, surviving families) having no direct affiliation with the District is permissible provided that the fundraising standards and event prerequisites listed above are followed.

Any materials associated with a third-party fundraising activity shall be approved by the Fire Chief or the authorized designee prior to the activity. In addition, there should be a written agreement between the District and the organizers of the activity that includes:

- (a) Written verification that the event is for a charitable purpose.
- (b) Assignment of responsibility to the organizers for all direct costs incurred for the event.
- (c) Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.
- (d) Written instructions regarding the maintenance of funds raised on behalf of others. The funds shall be maintained in a separate fund and not commingled with other district funds.

The District reserves the right to require additional conditions including, but not limited to, evidence of insurance coverage or appropriate indemnification.

# Safe Haven Newborn Law

## 318.1 PURPOSE AND SCOPE

State

This policy establishes the guidelines to comply with the Arizona Safe Haven Newborn law.

This policy addresses infants who are 72 hours old or younger and are surrendered under the Safe Haven Newborn law.

### 318.1.1 DEFINITIONS

State

Definitions related to this policy include:

**Parent** - The parent or an agent of the parent who surrenders a newborn infant and does not express an intent to return for the infant (ARS § 13-3623.01).

## 318.2 POLICY

State

It is the policy of the Superstition Fire & Medical District to provide an option to protect infants by allowing a parent to safely and confidentially surrender an infant at any staffed fire station that has been designated as a safe-surrender site.

## 318.3 GUIDELINE

State

The Fire Chief shall identify qualified personnel to take custody of surrendered infants and ensure that such qualified personnel are available to receive any surrendered infants.

The following guidelines will be used by personnel at all district stations:

- (a) Site preparation:
  1. All district stations shall clearly display the appropriate safe haven signage identifying the station as a drop-off location (ARS § 13-3623.01).
- (b) Accepting a surrendered infant:
  1. Qualified personnel shall accept a surrendered infant, even if the infant appears older than 72 hours. If the infant appears to be older than 72 hours or a victim of child abuse or neglect, the receiving personnel should immediately notify law enforcement as provided in the Child Abuse Policy.
  2. Surrendered infants 72 hours or younger shall be transported to the hospital as soon as practicable (ARS § 8-528). Personnel should notify the Dispatch Center of a medical aid at the station, and request an Advanced Life Support (ALS) ambulance and/or a paramedic unit, if they are not available in quarters. Avoid radio traffic declaring a safe surrender to maintain confidentiality.
- (c) Following acceptance of an infant:

# Superstition Fire & Medical District

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### *Safe Haven Newborn Law*

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1. A member shall contact the Arizona Department of Child Safety (DCS) and advise that an infant has been surrendered at the Superstition Fire & Medical District and provide the name and location of the hospital where the infant is being transported (ARS § 8-528).
  2. If available, written information about safe haven for newborns and referral organizations should be provided to the parent of the infant.
  3. The parent should be encouraged to accompany the infant to the hospital to give medical history directly to the hospital staff and should be reassured that the same protection from prosecution and the ability to surrender the infant is available at the hospital.
  4. If the parent does not wish to accompany the infant to the hospital, the parent should be encouraged to provide medical history of the infant.
- (d) Medical assessment and documentation:
1. A qualified health care professional shall assess the infant to identify any immediate treatment needs and complete a Patient Care Report (PCR) for the incident.
  2. If the parent is the birth mother, a qualified health care professional should attempt to assess and treat her as necessary and pursuant to established Emergency Medical Services (EMS) protocols.
    - (a) Do not use the parent's name on the PCR.
- (e) Additional notifications and media concerns:
1. The receiving personnel shall notify the Dispatch Center and their appropriate supervisor as soon as practicable.
  2. The supervisor will notify the Battalion Chief, duty officer and the District Public Information Officer.
  3. The Public Information Officer may, as circumstances dictate, provide the following limited facts to the media:
    - (a) Date, time and fire station where the infant was surrendered
    - (b) Local DCS representative's name and telephone number
    - (c) Under no circumstances shall the name of the parent be released to the public or media
- (f) Individuals who return to claim an infant:
1. If a parent who voluntarily surrendered an infant requests return of the infant, the parent should be referred to DCS.
  2. The identity of the parent must still be kept anonymous and confidential.

# Superstition Fire & Medical District

## Policy Manual

### *Safe Haven Newborn Law*

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3. District members should not make any judgments about the individual's ability to care for the infant. The local DCS will determine whether the infant is released to the individual.
- (g) Community donations:
1. Community groups, volunteers, foundations and individuals may express interest in helping with this program. Some may want to donate baby supplies, such as baby food, diapers or blankets, directly to the fire station. The following guidelines are established:
    - (a) Only new baby blankets in the original wrapper should be accepted.
    - (b) Donors who wish to donate any other baby-related items, such as clothes, baby food or diapers, should be directed to a local social service agency and/or reputable charities.

# Scene Preservation

## 321.1 PURPOSE AND SCOPE

### Best Practice

The purpose of this policy is to provide district members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the District are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances, district members must evaluate whether to enter a scene or to initiate mitigation activities.

### 321.1.1 DEFINITIONS

#### Best Practice

Definitions related to this policy include:

**Evidence** - Any item or arrangement of items that may provide relevant information to an investigation.

**Scene** - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred; it need only be a location where items of evidentiary value are available for collection or documentation.

## 321.2 POLICY

### Best Practice

It is the policy of the Superstition Fire & Medical District to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

## 321.3 SCENE IDENTIFICATION

### Best Practice

District members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including, but not limited to:

- (a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- (b) Any incident that law enforcement personnel have identified as a crime scene and have notified district members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.

## Scene Preservation

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- (e) Any incident where district members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.
- (f) Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.
- (g) Industrial accidents.

### 321.4 ENTERING SCENES

**Best Practice**

When district members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of district members, scenes may be categorized into two distinct types: stable or unstable.

#### 321.4.1 STABLE SCENE

**Best Practice**

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of district members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of district members.

When district members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, district members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

#### 321.4.2 UNSTABLE SCENE

**Best Practice**

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of district members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or a threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When district members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

### 321.5 PRESERVATION OF EVIDENCE AT CRIME SCENES

**Best Practice**

## *Scene Preservation*

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Whenever practicable, district members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, district members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather, the items should be left in the place to which they were moved. The appropriate investigator or law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

In instances where an obvious item of evidence must be moved, an investigator or law enforcement representative should be consulted prior to moving the item, if practicable. For example, if a weapon is located beside or underneath a victim and an investigator is available, the investigator should be called to relocate the weapon. Life-preserving care should not be unreasonably delayed awaiting the arrival of an investigator or law enforcement personnel to move items of evidence.

### **321.6 MEDICAL SUPPLIES AND DEBRIS**

#### **Best Practice**

When district members provide medical care in or around a scene where evidence may be located, any discarded medical material, wrapping material, used bandaging, containers or other debris should be left at the scene when the crews depart. Reusable tools, medical equipment and other durable supplies may be collected but care should be taken by district members to minimize any disturbance to other items or material at the scene. Hazardous items and other material, such as medical sharps, controlled substances or surplus medications, should be collected and handled appropriately. If investigators or law enforcement personnel direct that any hazardous materials be left in place, district members should clearly identify all such materials to the controlling authority at the scene.

# Child Abuse

## 322.1 PURPOSE AND SCOPE

**Best Practice**

The purpose of this policy is to provide guidelines for the reporting of suspected child abuse.

## 322.2 POLICY

**State**

It is the policy of the Superstition Fire & Medical District to ensure law enforcement is notified of suspected child abuse as required by law.

## 322.3 MANDATORY NOTIFICATION

**State**

Members of the Superstition Fire & Medical District shall notify law enforcement when there is a reasonable belief that a child is or has been the victim of abuse or neglect (ARS § 13-3620).

For purposes of notification, abuse and neglect includes physical injury, sexual abuse, sexual exploitation, sexual offenses, denial of necessary care or nourishment, or a child found in any structure or vehicle where flammable chemicals or equipment is present for the purposes of manufacturing dangerous drugs (ARS § 13-3620; ARS § 13-3623; ARS § 8-201).

### 322.3.1 NOTIFICATION PROCEDURE

**State**

Notification shall occur by telephone and include the following information, if known (ARS § 13-3620):

- (a) The name, address and age of the child
- (b) The name and address of the child's parents or other persons having custody of the child
- (c) The nature and extent of the alleged abuse or neglect
- (d) Any evidence of previous abuse or neglect
- (e) Any other information that may be helpful in establishing the cause of the abuse or neglect

The district Emergency Medical Services supervisor should be notified of the incident as soon as practical. A written report shall be prepared and, if requested, forwarded to law enforcement.

If a child is being transported to a medical facility, the receiving center triage nurse or physician shall be notified of the situation upon the child's arrival.

Failure to report an incident of known or reasonably suspected child abuse or neglect by a mandated reporter may result in criminal charges and/or discipline (ARS § 13-3620).

# Superstition Fire & Medical District

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## *Child Abuse*

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### **322.4 CONFIDENTIALITY**

**State**

Reports of child abuse are confidential and will only be released in accordance with the Release of Records Policy (ARS § 13-3620).

# Disposition of Valuables

## 323.1 PURPOSE AND SCOPE

### Best Practice

The purpose of this policy is to establish a process by which all valuables found at emergency incidents are inventoried and held securely by the District until the items can be returned to the owner or otherwise legally released for disposition.

## 323.2 POLICY

### Best Practice

The Superstition Fire & Medical District will take reasonable measures to safeguard valuables found at incident scenes. The District does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

## 323.3 PROCEDURE

### Best Practice

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the Incident Commander, or the member's commanding officer. When local law enforcement is available, valuable property should be transferred to legal custody.

If the valuables cannot be secured and they belong to a medical patient who is transported to a hospital, the member may deliver the valuables to the hospital, obtain a receipt from the receiving nurse and retain a copy of the receipt with the official report of the incident.

If the property or valuables cannot be secured at the location or with a responsible person at the scene, the member should request any on-site law enforcement officer to take the valuables for safekeeping. The member should document the disposition of such valuables, including the identity of any receiving individual, and obtain a receipt from the law enforcement officer and include it in the report of the call.

A member should take valuables into custody only in unusual cases and with the approval of a supervisor. The valuables should be inventoried and the inventory should list any obvious damage. A supervisor should witness the inventory.

Members should document in the incident report the disposition of any reasonably identifiable valuables. When applicable, notification to local law enforcement should be made.

# Carrying Weapons On-Duty

## 324.1 PURPOSE AND SCOPE

### Best Practice

The purpose of this policy is to promote the safety of all members by restricting the possession of weapons in the workplace.

## 324.2 POLICY

### Best Practice

Members are prohibited from possessing weapons while on district property or while on-duty, except that members may transport or store a firearm in their personal vehicles so long as the vehicle is locked and the firearm is not visible from outside of the vehicle. For motorcycles, the firearm may be stored in a locked compartment (ARS § 12-781).

Weapons include guns, knives, explosives and other items with the potential to inflict harm.

This policy does not prohibit the possession of equipment provided or authorized by the District and in compliance with state law (e.g., axes, knives) for use by members while performing official duties.

## 324.3 CONCEALED WEAPONS PROHIBITED

### Best Practice MODIFIED

Members are not allowed to carry weapons while on-duty or representing the District in any capacity. The weapon should not be carried into any district facility.

A folding-style knife intended to aid in routine rescue duties is allowed. It should not be displayed or carried openly by members and may not exceed 3.5 inches in length.

## 324.4 AUTHORIZED CARRY OF DUTY FIREARMS BY INVESTIGATORS

### State

Members who are authorized and have a legitimate need to carry a firearm in the course of their official duties shall carry only district-issued firearms and ammunition. The duty firearm should not be carried during activities that are not directly associated with authorized investigations or other district-related law enforcement activities (ARS § 9-500.01).

When not needed for duty, members shall lock and secure the duty firearm in an appropriate location. Repair or modifications to district-issued firearms shall only be made by an armorer approved by the District who is certified to repair such firearm.

### 324.4.1 DUTY FIREARMS QUALIFICATION

#### State

Members who are authorized to carry a firearm shall satisfactorily complete law enforcement training as required by the Arizona Peace Officer Standards and Training Board (ARS § 9-500.01; ARS § 41-1822).

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### *Carrying Weapons On-Duty*

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Members who are authorized to carry a firearm are required to qualify quarterly with their duty firearm on a range course approved by the District. If a member is unable to qualify for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required shooting period. Members who repeatedly fail to qualify will be relieved from any assignment potentially requiring the use of a firearm until such time as qualification is achieved. Range qualification records shall be maintained in the member's training file in accordance with established records retention schedules.

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## Performance of Duties

### 325.1 PURPOSE AND SCOPE

**Best Practice**

This policy establishes daily performance expectations.

### 325.2 POLICY

**Best Practice**

It is the policy of the Superstition Fire & Medical District to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

### 325.3 RESPONSIBILITIES

**Best Practice**

All members should be familiar with and in compliance with the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

### 325.4 EMERGENCY RESPONSE

**Best Practice**

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

### 325.5 COMPETENT PERFORMANCE

**Best Practice**

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the District. Unsatisfactory performance may include, but is not limited to:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct
- Insubordination
- Noncompliance with district policy, guidelines, rules, directives and orders

# Superstition Fire & Medical District

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### *Performance of Duties*

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#### **325.6 SAFETY**

##### **Best Practice**

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

#### **325.7 DRIVER LICENSE**

##### **State**

All members shall possess a valid state-issued driver license of the class required for their assigned duties (ARS § 28-3151).

All members should be familiar with the state vehicle code, any manuals specific to driving or operating district apparatus and all other applicable district policies and procedures.

All members shall report to their supervisor any change in their driver license's status. Failure to maintain a valid driver license in accordance with an employee's current classification specification may result in disciplinary action.

#### **325.8 PROPER COMPLETION OF WRITTEN COMMUNICATION**

##### **Best Practice**

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable district policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

#### **325.9 FIRE DEPARTMENT IDENTIFICATION**

##### **Best Practice** **MODIFIED**

Members should carry their badges and identification cards on their persons while on-duty and in accordance with the Badges Policy, except when impractical or dangerous to their safety or a risk to an investigation.

#### **325.10 LOSS OF EQUIPMENT**

##### **Best Practice**

Members shall report to their supervisor the loss or recovery of any district badge, identification card, manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

## Adult Abuse

### 326.1 PURPOSE AND SCOPE

State

This policy provides members of the Superstition Fire & Medical District with guidance regarding when notification is to be made to law enforcement of suspected abuse of certain adults.

### 326.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District to assist victims of adult abuse by making the proper notifications to those responsible for investigating these matters.

### 326.3 NOTIFICATION

State

Members of the Superstition Fire & Medical District should notify law enforcement when there is a reasonable basis to believe the abuse or neglect of a vulnerable adult has occurred (ARS § 46-454).

For purposes of notification, abuse includes intentional infliction of physical harm, injuries caused by negligent acts or omissions, unreasonable confinement, sexual abuse or sexual assault. Neglect is a pattern of conduct without the person's informed consent resulting in deprivation of food, water, medication, medical services, shelter, cooling, heating or other services necessary to maintain minimum physical or mental health (ARS § 46-451).

A vulnerable adult is an individual who is 18 years or older and unable to protect him/herself from abuse or neglect. Vulnerable adult includes an incapacitated person as defined in ARS § 14-5101 (ARS § 46-451).

#### 326.3.1 NOTIFICATION PROCEDURE

State

Notification should occur as soon as practicable and as follows (ARS § 46-454):

- (a) Notification to law enforcement should be made in person or by telephone.
- (b) Information provided should include, if known:
  1. The names and addresses of the adult and any persons having control or custody of the adult, if known.
  2. The adult's age and the nature and extent of the adult's vulnerability.
  3. The nature and the extent of the abuse or neglect.
  4. Any other information that may be helpful in establishing the cause of the adult's abuse or neglect.

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## Policy Manual

### *Adult Abuse*

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The district Emergency Medical Services supervisor should be notified of the incident as soon as practical. A written report shall be prepared and, if requested, forwarded to law enforcement.

If the person is being transported to a medical facility, the receiving center triage nurse or physician shall be notified of the situation upon the person's arrival.

#### **326.4 RELEASE OF REPORTS**

**State**

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Release of Records Policy (ARS § 46-454(E)).

Requests for information about an incident referred to law enforcement should be referred to the investigating agency.

# Traffic Collisions

## 327.1 PURPOSE AND SCOPE

**Best Practice**

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic collisions involving district vehicles and district personnel on official business. This policy applies to collisions involving any district-owned vehicle and to collisions any time district business is being conducted, regardless of who owns the vehicle involved.

## 327.2 POLICY

**Best Practice**

It is the policy of this district to investigate all district traffic collisions with the intent of learning the cause of the collision, identifying contributing factors and implementing corrective measures when appropriate.

## 327.3 REPORTING RESPONSIBILITIES

**Best Practice** **MODIFIED**

All district members involved in a traffic collision in a vehicle owned by the District or while conducting district business, regardless of who owns the vehicle, shall immediately report the collision to the appropriate local law enforcement agency and notify an on-duty supervisor.

All district members involved in a traffic collision shall also complete and submit to the supervisor a report of the collision, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Battalion Chief of traffic collisions.

Once notified of a traffic collision, the Battalion Chief is responsible for ensuring that the district investigation and review occurs in a timely manner. The Battalion Chief is also responsible for notifying the Fire Chief and Operations Assistant Chief immediately.

## 327.4 TYPES OF REVIEWS

**Best Practice**

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows:

### 327.4.1 COLLISION LEVELS

**Best Practice**

- (a) A Level I collision is any traffic collision involving:
  1. Minor injury to any district member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
  2. Minor damage to district property or vehicles.

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### Traffic Collisions

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3. Minor damage to non-district property or vehicles while conducting district business.
- (b) A Level II collision is any traffic collision involving:
1. Any injury to persons other than district members, except contract and other public agency employees noted in Level I.
  2. Any injury requiring immediate transport and treatment of any district member, contract employee or an employee of another public agency at an emergency treatment facility.
  3. Major damage to a vehicle owned or operated by the District or major damage to district property.
- (c) A Level III collision is any traffic collision involving:
1. The death or anticipated disabling injury of a member of this district.
  2. The death or anticipated disabling injury of anyone other than a member of this district, a contract employee or other public agency employee when the traffic collision involves any district member, vehicle or property.

#### 327.4.2 REVIEW TEAMS

**Best Practice**

Reviews shall be conducted by the on-duty Battalion Chief or respective manager for Level I collisions.

Level II and Level III collisions will be reviewed by a Battalion Chief or respective manager and a Assistant Chief/Director selected by the Fire Chief, a designated Health and Safety Officer or risk manager and a labor representative of the involved member. The Battalion Chief or manager is the team leader.

#### 327.5 COLLISION REPORTS

**Best Practice** **MODIFIED**

The investigation team leader is responsible for the preparation and completion of a written report that describes the traffic collision, any contributing factors, all persons and equipment involved and recommendations for preventing a recurrence.

Reports involving any and all collisions will be submitted through the chain of command to the Assistant Chief/Director in charge of the involved member, as well as the Fire Chief.

Following review by the Fire Chief, the completed report and all related documentation from the investigation will be forwarded to the district's Custodian of Records for filing.

A completed report should include the following:

# Superstition Fire & Medical District

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### *Traffic Collisions*

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- (a) Investigation methods: Identify the members of the investigation team and the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic collision.
- (c) Collision scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.
- (d) Collision description: Describe the collision based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.
- (e) Policies and procedures assessments and recommendations: Identify any district policies and procedures that are relevant to the collision. Assess the effectiveness of such policies and procedures as applied to the collision and, with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.
- (f) If it is determined that an employee may have violated any district policies or procedures, the Battalion Chief should recommend that the matter be submitted for the initiation of possible administrative action.

# Line-of-Duty Death and Serious Injury Investigations

## 328.1 PURPOSE AND SCOPE

### Best Practice

The purpose of this policy is to provide guidelines for investigating a serious injury or line-of-duty death, documenting of the events leading to the injury or death and making recommendations directed toward preventing similar occurrences in the future.

## 328.2 POLICY

### Best Practice

It is the policy of the Superstition Fire & Medical District to identify the causal factors pertaining to any event involving a serious injury or line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the serious injury or line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

The District may utilize external resources to assist or lead the investigation. These resources include:

- The Arizona Department of Transportation (ADOT)
- The Arizona Division of Occupational Safety and Health (ADOSH)
- Local law enforcement
- Area fire department Fire Marshals

In the event an investigation utilizes multiple agencies, the District will establish a Unified Incident Command program to facilitate the needs and activities of the investigation.

## 328.3 PROCEDURE

### Best Practice

As soon as practicable after a serious injury or line-of-duty death has occurred, the Fire Chief or the authorized designee shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) A Battalion Chief designated by the Fire Chief should function as the team leader and direct the investigation of the line-of-duty death or serious injury. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the Superstition Fire & Medical District shall give their full and complete cooperation to the investigation team.
- (c) ADOSH will conduct an investigation of incidents involving the death of an employee.

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### *Line-of-Duty Death and Serious Injury Investigations*

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- (d) The Superstition Fire & Medical District should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death or serious injury and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.
- (e) The investigation team report and all related documentation shall be an internal Superstition Fire & Medical District administrative report.
- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the Arizona Public Records Law (ARS § 39-121 et seq.).

#### **328.4 INVESTIGATION TEAM**

##### **Best Practice**

The investigation team shall consist, at a minimum, of the following team members:

- (a) Battalion Chief
- (b) Fire investigator
- (c) District Health and Safety Officer
- (d) Risk manager
- (e) Employee labor representative

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency when there is reasonable cause to believe a crime may be connected with the investigation.

#### **328.4.1 DUTIES AND RESPONSIBILITIES**

##### **Best Practice**

The duties of the investigation team include, but are not limited to, the following:

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members of the District, represented members shall have the right to have their labor representatives present pursuant to the applicable collective bargaining agreement.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.

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## Policy Manual

### *Line-of-Duty Death and Serious Injury Investigations*

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- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- (e) Connect with other agencies involved in the investigation of the incident.
- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the District.
- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with Planning and Logistics to avoid interference with any criminal investigation.
- (i) Ensure that a post-mortem examination is conducted on any member who dies as a result of the incident as well as on any other deceased person who may have been contributory to the event.
- (j) Activate the District or regional Critical Incident Stress Debriefing (CISD) team for any members adversely affected by the incident.

#### 328.4.2 DOCUMENTATION

##### **Best Practice**

The investigation team should ensure that the scene where the line-of-duty death or serious injury occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all personal protective equipment (PPE), breathing apparatus and equipment used by the seriously injured or deceased employee.
  - 1. A complete physical description of the PPE, breathing apparatus and equipment shall be included in the report of the incident.
  - 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
  - 3. For specific guidance on PPE involved in the incident, refer to the special incident procedure in the Personal Protective Equipment Policy.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

#### 328.5 FINAL REPORT

##### **Best Practice**

# Superstition Fire & Medical District

Policy Manual

## *Line-of-Duty Death and Serious Injury Investigations*

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The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

# National Fire Incident Reporting System (NFIRS)

## 329.1 PURPOSE AND SCOPE

### Best Practice

The Federal Fire Prevention and Control Act of 1974 authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS). The purpose of this policy is to provide guidance regarding NFIRS reporting to ensure district response information is properly reported to NFIRS.

## 329.2 POLICY

### Best Practice

The Superstition Fire & Medical District is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the Superstition Fire & Medical District to participate in NFIRS and any reporting requirement instituted by the Arizona Office of the State Fire Marshal (OSFM).

## 329.3 RESPONSIBILITIES

### Best Practice

The Administrative Services Assistant Chief/Director should designate an NFIRS coordinator, who should develop and maintain familiarity with NFIRS resources and reporting requirements and ensure district information is compliant with the NFIRS reporting format and that the information is forwarded to the OSFM if required.

The USFA has developed a standard NFIRS package that includes incident and casualty forms, a coding structure for data processing, manuals, computer software and procedures, documentation and a National Fire Academy training course for utilizing the system.

## Grocery Shopping On-Duty

### 332.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish the guidelines for grocery shopping on-duty.

### 332.2 POLICY

Best Practice **MODIFIED**

It is the policy of the Superstition Fire & Medical District to allow companies to shop for groceries while on duty to meet the needs for the duration of their shift.

### 332.3 PROCEDURE

Best Practice **MODIFIED**

Company grocery shopping may be permitted under the following circumstances:

- (a) All companies shopping for groceries shall remain in service.
- (b)
- (c) Companies shall shop within their initial response area or at the closest store approved by the Battalion Chief.
- (d) Multiple company stations shall have one unit shop for the entire station.
- (e)
- (f) Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- (g) Except for groceries, under the conditions noted in this policy, personal shopping while on-duty is not permitted.
- (h) Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- (i) One crew member shall remain with the unit at all times for apparatus security, response readiness and public/community outreach.
- (j) Apparatus shall not be parked in red zones or along red curbs directly in front of the store, in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.

**Governing Board Meeting – January 16, 2019**

**Agenda Item: #10**

**BOD#: 2019-01-09**

**Agenda Item Title**

Discussion and possible approval of the invoice from the Pinal County Elections Department for the 2018 General Election.

**Submitted By**

Fire Chief Mike Farber

Finance Director Roger Wood

**Background/Discussion**

The District is charged \$0.75 per registered voter whenever the District has a measure on the election ballot in Pinal County. In November 2018, the District had the election of two (2) Governing Board members on the ballot.

At \$0.75 per registered voter, the following is a breakdown of cost for the 2018 General Election:

100-10-61520-12 Elections Expense	\$19,063.50
150-10-61520-12 Elections Expense	<u>\$ 9,531.75</u>
<b>Total</b>	<b>\$28,595.25</b>

The District’s Procurement Policy mandates that any expense that is \$25,000 or more in cost requires Board approval.

**Staff Recommendation:**

Approval of the payment to Pinal County Elections Department

**Financial Impact(s)/Budget Line Item**

100-10-61520-12 Elections Expense	\$19,063.50
150-10-61520-12 Elections Expense	\$ 9,531.75

**Enclosure(s)**

- Pinal County Elections Department Invoice GE1118-SFMD
- SFMD Purchase Order 016791 – 100 Fund
- SFMD Purchase Order 016790 – 150 Fund

**Recommended Motion**

*“Motion to approve the payment of the 2018 November General Election Invoice GE1118-SFMD”*



**Go To Item 11**

**Go to Agenda**

# 2018 NOVEMBER GENERAL ELECTION

~ INVOICE ~

**TO:**  
**Superstition Fire & Medical District**  
*c/o Sherry Mueller, Human Resources Generalist*  
**565 N. Idaho Rd.**  
**Apache Junction, AZ 85119**

MAKE CHECKS PAYABLE TO: *Pinal County Elections*  
Invoice Number: *GE1118-SFMD*  
Invoice Date: *December 18, 2018*  
Direct Inquiries To: *Tara Hampton*  
Phone: *(520) 866-7557*

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
38,127	Administrative Service Fee - Registered Voters	0.75	\$28,595.25
TOTAL DUE UPON RECEIPT			28,595.25

**Mail payment to:**  
**Pinal County Elections**  
**P. O. Box 2209**  
**Coolidge, AZ 85128**



# Superstition Fire & Medical District

## Purchase Order

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



Date: January 07, 2019

TO: Pinal County Elections Dept  
PO Box 1592  
Florence, AZ 85132

Vendor ID: PINCED

Purchase Order #: 016790

Requisition #: 15,899

Buyer: HRG

Created by: SLM

Created Date: 1/7/2019

Updated by: SLM

Updated Date: 1/7/2019

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

Page #: 1

Order Description: 2018 General Elections

Line	AJFD Product #	Description	GL Acct #	Quantity	Unit Price	Amount
1	NIO	2018 General Election (38,127 voters)	150106152012	1.00	\$9,531.7500	\$9,531.75
1/3 cost of Election invoice (\$28,595.25)						

### 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 **\$9,531.75**

*Roger Wood*  
Purchasing Manager

*[Signature]*  
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: January 07, 2019

TO: Pinal County Elections Dept  
PO Box 1592  
Florence, AZ 85132

Vendor ID: PINCED

Purchase Order #: 016791

Requisition #: 15,900

Buyer: HRG

Created by: SLM

Created Date: 1/7/2019

Updated by: SLM

Updated Date: 1/7/2019

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

Page #: 1

Order Description: 2018 General Election

Line	AJFD Product #	Description	GL Acct #	Quantity	Unit Price	Amount
1	NIO	2018 General Election (38,127 voters)	100106152012	1.00	\$19,063.5000	\$19,063.50
2/3 cost of General Election (\$28,595.25)						

### 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 **\$19,063.50**

*Roger Wood*

Purchasing Manager

*[Signature]*

Fire Chief

**Governing Board Meeting – January 16, 2019**

**Agenda Item: #11**

**BOD#: 2019-01-10**

**Agenda Item Title**

Discussion, nomination and possible approval of the appointment of the Chairperson for the Local Pension Board.

**Submitted By**

Fire Chief Mike Farber

**Background/Discussion**

The Local Pension Board currently has a vacant position for the Chairperson. Pursuant to [A.R.S. 38, Chapter 5, Article 4: Public Safety Personnel Retirement System](#), we must appoint a new person for this position.

**Financial Impact(s)/Budget Line Item**

N/A

**Enclosure(s)**

N/A

**Recommended Motion**

*“Motion to appoint \_\_\_\_\_ as the Local Pension Board Chairperson”*



**Go To Item 12**

**Go to Agenda**

**Governing Board Meeting – January 16, 2019**

**Agenda Item: #12**

**BOD#: 2019-01-11**

**Agenda Item Title**

Discussion and possible approval of the Arizona Department of Forestry and Fire Management (State Fire) Land/Facility Use Agreement.

**Submitted By**

Fire Chief Mike Farber

Assistant Chief Rick Ochs

**Background/Discussion**

The SFMD Board of Directors had approved a Lease Agreement in November 2018 to allow State Fire to sub – lease a portion of the SFMD Training Center. State Fire has since learned that they do not have the authority to enter into the Lease Agreement under current State Statutes. They have informed us that the State of Arizona must change State Statute before they will have the authority to enter into a lease agreement and this process will take several months to achieve. Until State Statute is changed, State Fire has provided the SFMD with the attached Land/Facility Use Agreement. This agreement is temporary and will remain in place until such time that a Lease Agreement is established. The Facility Use Agreement will provide an avenue for State Fire to pay the monthly Rent and Utility Fee to SFMD as previously agreed.

**Financial Impact(s)/Budget Line Item**

**Annual Revenue \$39,456 (Approximately)**

Rent	\$40,680
Utilities	<u>\$10,980</u>
Total	\$51,660
AJUSD 30%	(\$12,204) * Rent only
Net	<b>\$39,456</b>

100-10-42025-41

**Enclosure(s)**

Land/Facility Use Agreement

**Recommended Motion**

*“Motion to approve the Land /Facility Use Agreement with State Fire. This Land /Facility Use Agreement is to remain in place until such time that the previously approved Lease Agreement can be implemented.”*



**Go To Item 13**

**Go to Agenda**

ARIZONA DEPARTMENT OF FORESTRY AND FIRE MANAGEMENT

LAND/FACILITY USE AGREEMENT

Agreement # \_\_\_\_\_

Resource Order # \_\_\_\_\_

The owner of the property described herein, or the duly appointed representative of the owner, agrees to furnish the land or facilities to the Arizona Department of Forestry and Fire Management for use as Central District Office, Superstition Station. This agreement shall remain in effect from date of signature by the parties until \_\_\_\_\_. Any changes to this agreement shall be made in writing and signed by both parties.

**DESCRIPTION OF PROPERTY/FACILITIES:** Property is a portion of a 22 acre parcel commonly known previously as Thunder Mountain Middle School located at 3700 E 16<sup>th</sup> Avenue, Apache Junction, Arizona 85119. Exact property subject to agreement is located in Building B and includes rooms B101, B102 (including B103), B104, B105, B106, B107, B109 (including B108), B110, B115, B116, and B117. Total square footage is approx. **5,085 ft<sup>2</sup>**.

If appropriate, attach a drawing showing the facilities under agreement. Include buildings, roads, paved areas, power and telephone lines, fences, ditches, landscaping and any other physical properties which help describe the area.

**USE:** Space is to be utilized as office and work space for employees of Arizona Department of Forestry and Fire Management assigned to the Central District and the Phoenix Handcrew. All uses will be consistent with the underlying requirements of either AJUSD or BLM. The State will provide security and control of personnel using the site, and a liaison to work with the property owner to identify and solve any problems that might evolve.

**INSPECTION:** A pre-use and post-use inspection of the property will be conducted and documented by both the landowner and the State to assess possible damage that may occur during occupancy. (A sample form is attached, but you may use any form that includes all the information).

**RATE:** For each month the Arizona Department of Forestry and Fire Management occupies said property, DFFM will pay the sum of **\$ \$3,390**. Rate is based on **5,085ft<sup>2</sup>**.

Operating Expenses in addition to Rent as defined in this Lease, are that of Electricity, Water and Gas, ("Utilities") not separately metered, Sewer and Refuse disposal (collectively "Utility Fees"). In addition to the monthly lease payments, Tenant shall pay as additional rent the following:

- a. Tenant shall pay \$915 monthly for a ("Utilities Fee") calculated at 18% per Sq./Ft. This fee is payable in full within thirty days of receipt of invoice, and can be combined with the Rent payment. This payment shall be made to the Landlord at 565 N. Idaho Rd., Apache Junction, AZ 85119. Tenant has the right to review annual bills applicable to the additional expenses. If the District determines that the monthly amount of "Utilities Fee" is disproportionately high or low following a 12 month review the applied amount may be adjusted.
- b. Tenant is responsible for their own Telephone/Internet service, repairs and installation.
- c. Tenant is aware that no security services are provided for the Lease Premises. Landlord shall not be responsible for break-ins, injuries, vandalism, theft, or the harming of Tenants done by third parties during the term of this Agreement. In conjunction of this, Tenant shall hold the Landlord harmless from, and indemnify the Landlord against any claims relating thereto.
- d. Tenant is responsible for regular maintenance expenses necessary or reasonably required to maintain leased buildings or rooms, including HVAC, plumbing, electrical systems and landscaping. Tenant shall make all payments for such repairs or improvements directly to the provider or vendor.

**PAYMENT:** Payment is to be made, in full, within 30 days after receipt of a “proper invoice”. This payment shall be made to the Landlord at 565 N. Idaho Rd., Apache Junction, AZ 85119. A “proper invoice” can be in any form, as long as it identifies:

- a) Property name and location
- b) Use dates
- c) Landowner’s name, billing address, City, State, and zip code
- d) Telephone Number

A purchase order will be executed as a payment document. The responsible pay unit office is:

Arizona Department of Forestry and Fire Management  
1110 W Washington, Suite 100  
Phoenix, AZ 85007

A sample invoice is attached for your use, if desired.

**LOSS, DAMAGE OR DESTRUCTION:** The State will assume liability for the loss, damage, or destruction of property furnished under this agreement, provided that no reimbursement will be made for loss, damage, or destruction when due to (1) ordinary wear and tear, or (2) the fault of negligence of the owner or owner’s agents.

OWNER OR REPRESENTATIVE

ARIZONA Department of Forestry and Fire Management

Name: \_\_\_\_\_

Name of Representative \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

**Governing Board Meeting – January 16, 2019**

**Agenda Item: #13**

**BOD#: 2018-01-12**

**Agenda Item Title**

Discussion and possible approval for a potential shift differential for 42-hour Transportation Services Employees.

**Submitted By**

Fire Chief Mike Farber

Billy Warren Transportation Services Manager

**Background/Discussion**

Staff has Identified an issue with the annual pay for a 42-hour employee that is not consistent with with competitive employers. Staff has identified a problem with finding qualified paramedics to accept new employment offers in the Transportation Division.

We are proposing a shift differential for 42-hour employees of \$2 an hour for EMT's and \$3 an hour for Paramedics. This is not a raise, it is a shift differential that is only given to those working the 42-hour shift. If the employee moves to a 56-hour shift, or any other position, the shift differential goes away.

This shift differential would bring the District's 42-hour annual compensation to virtual parity to competitive agencies.

Staff recommends that the Board of Directors approve the shift differential outlined in this proposal to ensure we are adequately staffed with qualified employees and reduce spending on sworn ambulance coverage.

**Financial Impact(s)/Budget Line Item**

Annual Cost of \$25,579/6 month cost \$12,790

**Enclosure(s)**

N/A

**Recommended Motion**

*"Motion to approve the \$2 per hour for EMT and \$3 per hour for Paramedic shift differential for all 42-hour Transportation Services employees beginning January 21<sup>st</sup>, 2019."*



**Go To Item 14**

**Go to Agenda**

**Governing Board Meeting – January 16, 2019**

**Agenda Item: 14**

**BOD#: 2019-01-13**

**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**
- **Pension Board**
- **Board Sanctioned Committees**

**Recommended Motion:**

N/A



**Go to Item 15**

**Go to Agenda**

**Governing Board Meeting – January 16, 2019**

**Agenda Item: 15**

**BOD#: 2019-01-14**

**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 – January 16, 2019**

**Agenda Item: 16**

**BOD#: 2019-01-n/a**

**Agenda Item Title**

Announcements

**Background / Discussion**

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

**Recommended Motion:**

N/A



**Go to Item 17**

**Go to Agenda**

Governing Board Meeting – January 16, 2019

Agenda Item: 17

BOD#: 2019-01-15

Agenda Item Title

Adjournment

Recommended Motion:

*“Motion to adjourn the Board meeting.”*



[Go to Agenda](#)

# Appendix A

## A. Board Meeting Minutes from December 19, 2018

### Submitted By

Board Secretary Sherry Mueller

### Background / Discussion

The board meeting minutes of the previous meeting(s) are provided for the BOD to approve. If the BOD would like to discuss the minutes, they may be removed from the consent agenda. After approval, minutes are signed by the Clerk of the Board and kept as the official public record.

### Financial Impact/Budget Line Item

N/A

### Enclosure(s)

December 19, 2018 Board Meeting Minutes

