

VERSION 1.1  
August 21, 2019



# BOARD OF DIRECTORS MEETING

AUGUST 21, 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

### August 21, 2019

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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, August 21, 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 July 2019 financial reports and bank reconciliations. (BOD #2019-08-01)**
2. **Recognition of employee performance, achievements, and special recognition for community members. (BOD #2019-08-02)**
3. **Call to the Public. (BOD #2019-08-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 #2019-08-03):**
  - A. Board Meeting Minutes from July 17, 2019
  - B. Mobile Radios Purchase
  - C. Portable Radios Purchase
  - D. Laryngoscopes Purchase
5. **Presentation and discussion on future District growth. (BOD #2019-08-04)**
6. **Discussion, presentation and possible approval of the following Policies brought for review at the July 17, 2019 Board Meeting for final approval at the August 21, 2019 Board Meeting. (BOD #2019-08-05)**
  - 1043 – Nepotism and Conflicting Relationships
  - 1044 – Member Speech, Expression and Social Networking

- 1045 – Anti-Retaliation
- 1103 – Flag Display

**7. Discussion and presentation of the following Policies brought for review at the August 21, 2019 Board Meeting for final approval at the September 18, 2019 Board Meeting. (BOD #2019-08-06)**

- 800 – Records Management
- 801 – Release of Records
- 802 – Subpoenas and Court Appearances
- 803 – Patient Medical Record Security and Privacy
- 1008 – Tuition Reimbursement
- 1015 Outside Employment
- 1042 – Driver License Requirements

**8. Reports. (BOD #2019-08-07)**

**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**

**9. Possible vote to go in to Executive Session for legal advice pursuant to §A.R.S. 38-431.03(A)(3) and possible instructions to legal counsel pursuant to §A.R.S. 38-431.03(A)(4) re: possible claim in regards to a pending personnel matter. (BOD #2019-08-08)**

Note: Executive Sessions are confidential pursuant to ARS 38-431.03(C).

Note: Legal action involving a final vote or decision shall not be taken at an executive session.

**10. Discussion and possible action re: the Executive Session. (BOD #2019-08-09)**

**11. New Business / Future Agenda Items. (BOD #2019-08-10)**

**12. Announcements (BOD #2019-08-N/A)**

**13. Adjourn (BOD #2019-08-11)**

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

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

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

Posted on: August 20, 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 – August 21, 2019

Agenda Item: 1

BOD#: 2019-08-01

### Agenda Item Title

Review and approval of the July 2019 financial reports and bank reconciliations.

### Submitted By

Finance Director Roger Wood

### Background/Discussion

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

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

1. Cash Flow – All Governmental Funds.

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

2. Fund Account Bank Reconciliations.

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

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

N/A

### Enclosure(s)

\*Monthly Financials provided under separate cover

### Recommended Motion

*"Motion to approve the July 2019 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 **July 2019**:

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

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Todd House, Board Chair

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Date



July 2019

**Governing Board Meeting – August 21, 2018**

**Agenda Item: 2**

**BOD#: 2019-08-02**

**Agenda Item Title**

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

**Submitted By**

Fire Chief Mike Farber

Assistant Chief Richard Mooney

**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.

**Stymie Gereg Retirement**

**23 years of service**

**7/22/1996 – 8/27/2019**

**August Service Anniversaries**

**30 Years of Service:** Captain/Paramedic **Andy Kuhn**

**18 Years of Service:** Firefighter **Paul Gruetzmacher**

**18 Years of Service:** Firefighter **Mark Widick**

**15 Years of Service:** Captain/Paramedic **Jon Williamson**

**12 Years of Service:** Administrative Assistant II **Kelly Bartz**

**4 Years of Service:** Account Clerk Specialist **Lori Hlavin**

**4 Years of Service:** Transportation Services Manager **Billy Warren**

**3 Years of Service:** Paramedic **Clint Musgrave**

**Cardiac Arrest Survivor / Crew Recognition**



**Go to Item 3**

**Go to Agenda**

**Governing Board Meeting – August 21, 2019**

**Agenda Item: 3**

**BOD#: 2019-08-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



**Go to Item 4**

**Go to Agenda**

## Governing Board Meeting – August 21, 2019

Agenda Item: 4

BOD#: 2019-08-03

### Agenda Item Title

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

- A. Board Meeting Minutes from July 17, 2019 – **Appendix A**
- B. Mobile Radios Purchase – **Appendix B**
- C. Portable Radios Purchase – **Appendix C**
- D. Laryngoscopes Purchase – **Appendix D**

### 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 August 21, 2019.”*



**Go to Item 5**

**Go to Appendices**

**Go to Agenda**

**Governing Board Meeting – August 21, 2019**

**Agenda Item: #5**

**BOD#: 2019-08-04**

**Agenda Item Title**

Presentation and discussion on future District growth.

**Submitted By**

Fire Chief Mike Farber

Finance Director Roger Wood

**Background/Discussion**

The District is experiencing growth in both residential and business development. Staff will present to the Board an overview of all planned and/or anticipated growth and its potential impact of this growth on District revenue to lay the foundation for upcoming Strategic Planning efforts.

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

N/A – For information only.

**Enclosure(s)**

Presentation to be provided and discussed at the Board meeting.

**Recommended Motion**

*N/A – For information only.*



**Go To Item 6**

**Go to Agenda**

**Governing Board Meeting – August 21, 2019**

**Agenda Item: #6**

**BOD#: 2019-08-05**

**Agenda Item Title**

SFMD Policy Manual – Policies reviewed in July.

**Submitted By**

Mike Farber, Fire Chief

Anna Butel, Administrative Services Director

**Background/Discussion**

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

- 1043 - Nepotism and Conflicting Relationships
- 1044 - Member Speech, Expression and Social Networking
- 1045 – Anti-Retaliation
- 1104 – Flag Display

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

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

NA

**Recommended Motion**

*“Motion to approve policies: Nepotism and Conflicting Relationships, Member Speech, Expression and Social Networking, Anti-Retaliation and Flag Display.”*



**Go to Item 7**

**Go to Agenda**

**Governing Board Meeting – August 21, 2019**

**Agenda Item: #7**

**BOD#: 2019-07-10**

**Agenda Item Title**

Policy Review – For possible approval in the September 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 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**

NA

**Enclosure(s)**

- 800 – Records Management
- 801 – Release of Records
- 802 – Subpoenas and Court Appearances
- 803 – Patient Medical Record Security and Privacy
- 1008 – Tuition Reimbursement
- 1015 Outside Employment
- 1042 – Driver License Requirements

**Recommended Motion**

*No motion at this time.*



**Go to Item 8**

**Go to Agenda**

# Records Management

## 800.1 PURPOSE AND SCOPE

### State

This policy provides guidelines for the management of all district documents, including those in fire stations, to ensure that district records are maintained and available as needed. This policy also provides guidance on the retention, disposition and security of records.

## 800.2 POLICY

### Best Practice

It is the policy of the Superstition Fire & Medical District to promote the efficient and cost-effective conduct of district business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents and providing for timely transfer of inactive files in compliance with legal requirements.

## 800.3 CUSTODIAN OF RECORDS

### State

The Fire Chief shall appoint a Custodian of Records, who will oversee the records management program, including the records retention schedule. The Custodian of Records or the authorized designee should (ARS § 39-121.01; ARS § 41-151.14):

- (a) Remain familiar with the Arizona Public Records Law (ARS § 39-121 et seq.).
- (b) Identify what records the District has, where the records are kept, the volume and how the records are used.
- (c) Maintain and update the district's records retention schedule, including:
  1. Identify the minimum length of time the District must keep records in a series.
  2. Identify the district section or division responsible for the original record.
- (d) Coordinate the placement of inactive records in storage, including:
  1. Maintaining a storage inventory.
  2. Providing an annual reminder to Assistant Chief/Directors and section managers to review files to determine if any records should be transferred to storage.
- (e) Manage the destruction of district records, including:
  1. Annually reviewing the records retention schedule and storage inventory list to determine which records are eligible for destruction.
  2. Providing a list to Assistant Chief/Directors and section managers of records eligible to be destroyed.
  3. Obtaining any required approvals for the destruction of eligible records.

# Superstition Fire & Medical District

## Policy Manual

### *Records Management*

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4. Maintaining a list of records that have been destroyed.
- (f) Ensure that confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.
  - (g) Process subpoenas and requests for records as provided in the Subpoenas and Court Appearances, the Release of Records and the Patient Medical Record Security and Privacy policies.
  - (h) Manage a document imaging or other process for bulky or rarely accessed records with long retention periods.
  - (i) Establish rules regarding the inspection and copying of district records as reasonably necessary for the protection of such records, including:
    1. Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
    2. Maintaining a schedule of fees for public records as allowed by law.
  - (j) Act as the coordinator and liaison with the Arizona State Library in the management of the district records.

#### **800.4 MEMBERS' RESPONSIBILITY**

##### **Best Practice**

All members are expected to handle district records in a responsible manner and as provided in this policy.

Members are responsible for ensuring that records in their control are maintained as provided in the records retention schedule.

#### **800.5 CAPTAINS' RESPONSIBILITY**

##### **Best Practice**

Captains at fire stations are responsible for the management of records at the fire station level. The Captains should ensure that all records at the fire stations are retained in accordance with this policy.

## Release of Records

### 801.1 PURPOSE AND SCOPE

State

This policy establishes guidelines for the public to inspect and obtain copies of public records.

Inspection and release of records with protected health information is covered in the Patient Medical Record Security and Privacy Policy.

### 801.2 POLICY

State

The Superstition Fire & Medical District is committed to providing public access to records consistent with the Arizona Public Records Law (ARS § 39-121 et seq.).

### 801.3 PROCESSING REQUESTS FOR PUBLIC RECORDS

State

Any member who receives a request for records shall route the request to the Custodian of Records or the authorized designee.

#### 801.3.1 REQUESTS FOR RECORDS

State

The processing of requests for records is subject to the following (ARS § 39-121.01):

- (a) Records shall be provided promptly to a requester and fees charged as allowed by law.
- (b) A requester may request to examine or be furnished copies, printouts or photographs during regular business hours or request that copies of records be mailed unless otherwise available on the district website.
  1. When records are requested to be mailed, the requester shall pay in advance any copying and postage charges.
- (c) The District is not required to create records which do not exist.
- (d) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.
  1. A copy of the redacted release should be maintained as evidence of what was actually released and should document the reasons for the redactions.
- (e) If a request is denied, the requester should be provided a written denial and the reason for the denial.
- (f) Access to a public record is deemed denied if the Custodian of Records fails to promptly respond to a request for production of a public record.

# Superstition Fire & Medical District

## Policy Manual

### *Release of Records*

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#### **801.4 RELEASE RESTRICTIONS**

##### **State**

Examples of records with release restrictions include:

- (a) Patient Care Reports (PCRs) (45 CFR 164.502; ARS § 12-2292; ARS § 36-2220) (see the Patient Medical Record Security and Privacy Policy).
- (b) Social Security numbers (42 USC § 405).
- (c) Ongoing arson investigations where release would hinder an investigation or interfere with official duties (ARS § 20-1902(E); ARS § 20-1904).
- (d) Information pertaining to a member's drug test or alcohol impairment test received through the Superstition Fire & Medical District testing program except as provided by ARS § 23-493.09.
- (e) Records where disclosure would invade privacy and that invasion outweighs the public's right to know.
- (f) Records where disclosure is exempt or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Rules of Evidence relating to privilege.
- (g) Records that relate to archeological site information (ARS § 39-125).

#### **801.5 RELEASED RECORDS TO BE MARKED**

##### **Best Practice**

Each page of any record released pursuant to this policy should be stamped in a colored ink or otherwise electronically marked to indicate the district name and to whom the record was released.

# Subpoenas and Court Appearances

## 802.1 PURPOSE AND SCOPE

### Best Practice

The purpose of this policy is to establish procedures for receiving, processing and responding to subpoenas to appear or to produce records or evidence. It will allow the District to cover any related work absences and keep the District informed about relevant legal matters.

## 802.2 POLICY

### State

District members will respond appropriately to all subpoenas and any other court-ordered appearances.

## 802.3 RECEIPT OF SUBPOENAS

### Best Practice

Only district members authorized to receive a subpoena on behalf of the District or any of its members may do so.

Subpoenas for records should be directed to the Custodian of Records or the authorized designee for processing.

### 802.3.1 SUBPOENAS OF RECORDS

#### State MODIFIED

The Custodian of Records and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the Custodian of Records and properly trained are not authorized to accept subpoenas for district records.

Subpoenas for records shall be date-stamped and logged.

The Custodian of Records will consult with the district privacy officer regarding any request for medical records. The Custodian of Records or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

If the Custodian of Records determines that a subpoena involves a request for a confidential record or relates to pending litigation against the District, the request should be promptly brought to the attention of the Fire Chief and legal counsel for the District.

The District may be entitled to recoup reasonable costs incurred in production of business records in response to a subpoena. The Custodian of Records should provide a statement reflecting the assessment of these reasonable costs and require payment at the time subpoenaed records are delivered.

### 802.3.2 CIVIL SUBPOENAS INCLUDING DEPOSITIONS OR NOTICES TO APPEAR

#### State

# Superstition Fire & Medical District

## Policy Manual

### *Subpoenas and Court Appearances*

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Upon receipt of a civil subpoena, the Custodian of Records or other person authorized to receive a subpoena shall date-stamp and log the subpoena.

The Custodian of Records or other person authorized to receive a subpoena shall ensure timely delivery of the subpoena to the identified member, noting on the log the date and time it was accepted. The receiving member should acknowledge receipt by signing and dating the log.

No subpoena for a member of this district as a witness in a civil action should be accepted unless it is accompanied by the required fee as allowed by law for each day the member's appearance is required pursuant to the subpoena (RCP Rule 45).

Members shall notify their Battalion Chief of receipt of a subpoena. Members should contact the attorney issuing the subpoena to confirm the date and time of appearance or to confirm an on-call status. The member shall comply with all instructions on the subpoena and monitor the status of all required appearances to ensure compliance with judicial process. In the event a member will be unavailable to respond to a subpoena, the member shall promptly notify the attorney issuing the subpoena and the member's Battalion Chief.

Members who are deposed should request a copy of the transcript.

#### 802.3.3 ON-CALL SUBPOENAS

##### **Best Practice**

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

#### 802.3.4 CRIMINAL SUBPOENAS

##### **Best Practice**

Upon receipt of a criminal subpoena related to district business, the member shall promptly notify the Battalion Chief of his/her appearance and contact legal counsel if he/she has any questions.

#### 802.3.5 CIVIL SUBPOENAS UNRELATED TO OFFICIAL DISTRICT BUSINESS

##### **Best Practice**

Members properly served with valid subpoenas for civil matters unrelated to their district duties shall comply with the requirements of the subpoena. Members are not entitled to compensation from the District for any such appearance or deposition and arrangements for time off should be coordinated with their supervisor.

Employees subpoenaed to testify about non work-related matters shall be permitted to take time off to testify but are not entitled to receive wages. Employees may use vacation, personal leave or compensatory time off for the time they will be away from work.

### **802.4 RESPONSIBILITIES**

##### **Best Practice**

# Superstition Fire & Medical District

## Policy Manual

### *Subpoenas and Court Appearances*

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#### 802.4.1 MEMBERS

##### **Best Practice**

Members subpoenaed to appear for any district-related reason or who are subpoenaed to produce records or evidence shall:

- (a) Document the date, time and manner of receipt.
- (b) Promptly contact the Custodian of Records and provide the Custodian with a copy of the subpoena.
- (c) Make arrangements through the Custodian of Records to obtain any related reports or information.
- (d) Notify their supervisor of the subpoena.

Employees who are subpoenaed to testify about district-related matters shall receive their normal wages. Any witness fees provided to an on-duty employee shall be promptly transmitted to the District. Members shall coordinate any scheduled appearances with their Captain to ensure the efficient use of staffing to minimize the payment of overtime.

Members appearing in court or appearing for court-related functions such as depositions shall appear in uniform or business attire.

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or district legal counsel.

#### 802.4.2 SUPERVISORS

##### **Best Practice**

Supervisors should monitor the schedules of members who have been served subpoenas requiring their appearance to ensure appropriate shift coverage and compensation for the subpoenaed member.

Supervisors shall not intentionally adjust a member's duty schedule for the purpose of creating overtime.

#### **802.5 TESTIFYING AGAINST THE INTEREST OF THE DISTRICT**

##### **Best Practice**

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state; any city, county or any of their officers; or agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify his/her supervisor. The supervisor shall notify the Fire Chief, prosecuting attorney in a criminal case and the district's legal counsel, as may be indicated by the case.

This requirement includes:

- (a) Providing testimony or information for the defense in any criminal trial or proceeding.

# Superstition Fire & Medical District

## Policy Manual

### *Subpoenas and Court Appearances*

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- (b) Providing testimony or information for the plaintiff in a civil proceeding against any city, county or its officers, agents or employees.
- (c) Providing testimony or information on behalf of, or at the request of, any party other than any District official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.
- (d) No member will be retaliated against for testifying in any matter.

#### **802.6 RECEIPT AND PROCESSING OF A SUMMONS**

##### **Best Practice**

Upon receipt of a summons and complaint in a matter related to district business, the member shall document the date, time and manner of receipt and promptly notify his/her supervisor and contact legal counsel for the District.

# Patient Medical Record Security and Privacy

## 803.1 PURPOSE AND SCOPE

### Federal

The purpose of this policy is to establish appropriate administrative, technical and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.)
- Confidentiality of medical records (ARS § 12-2292)
- Confidentiality of Emergency Medical Services (EMS) patient records (ARS § 36-2220)

### 803.1.1 DEFINITIONS

#### Federal

Definitions related to this policy include:

**Health information** - Any information, whether oral or recorded in any form or medium, that is created or received by the District and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care to a person (45 CFR 160.103).

**Individually identifiable health information** - Health information, including demographic information, created or received by the District that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to the individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

**Limited data set** - PHI that excludes the following direct identifiers of an individual or of relatives, employers or household members of the individual (45 CFR 164.514(e)):

- Names
- Postal address information, other than town or city, state and zip code
- Telephone or fax numbers
- Email addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers

# Superstition Fire & Medical District

## Policy Manual

### *Patient Medical Record Security and Privacy*

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- Certificate or license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

**Patient medical records** - District records or data containing any information identifying a patient.

**Protected Health Information (PHI)** - Individually identifiable health information that is created or received by the District. Information is protected whether it is in writing, in an electronic form or communicated orally (45 CFR 160.103).

**Protected Personal Information (PPI)** - Information that includes, but is not limited to, PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

#### **803.2 POLICY**

**Federal**

It is the policy of the District to reasonably safeguard PHI and comply with HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords and limited physical access to hard copy files (45 CFR 164.530(c)).

#### **803.3 RESPONSIBILITIES**

**Federal**

Members shall protect the security, confidentiality and privacy of all patient medical records in their custody at all times.

Possessing, releasing or distributing PPI, including for unauthorized purposes, is prohibited and may violate HIPAA and/or other applicable laws. Members who have not received district training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b); 45 CFR 164.512).

# Superstition Fire & Medical District

## Policy Manual

### *Patient Medical Record Security and Privacy*

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#### **803.4 PRIVACY OFFICER**

##### **Federal**

The Fire Chief shall designate a privacy officer who is responsible for all matters relating to the privacy of patient medical information, including PHI. The privacy officer shall (45 CFR 164.530):

- (a) Identify who may have access to PPI and PHI.
- (b) Resolve complaints under HIPAA.
- (c) Mitigate, to the extent practicable, any harmful effects known to the District regarding any use or disclosure of PHI in violation of this policy or the HIPAA regulations.
- (d) Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.
- (e) Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.

#### **803.5 PROCEDURE**

##### **Federal**

Records containing PHI or PPI, including Patient Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS) or during processing or review at Superstition Fire & Medical District facilities by authorized personnel (45 CFR 164.530(c)).

#### **803.6 SECURITY**

##### **Federal**

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as district records during the time district personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

##### **803.6.1 ELECTRONIC PHI SECURITY**

##### **Federal**

All computer workstations and servers within the District shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstations when left unattended and shall shut down their workstations when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310; 45 CFR 164.312).

# Superstition Fire & Medical District

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### *Patient Medical Record Security and Privacy*

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Remote access to district computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

PHI may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, Internet web posting and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic PHI traveling outside a secure network environment, via the Internet, requires encryption and authentication measures (45 CFR 164.312(e)).

#### 803.6.2 HARD COPIES

##### **Federal**

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An area of the District is considered unattended when members are physically outside of the area and unable to maintain record security. This includes, but is not limited to, breaks, lunch or meetings outside the District.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the District without express authorization from the Custodian of Records.

#### **803.7 PHI RECORD REQUESTS**

##### **Federal**

The following procedures apply to PHI record requests:

- (a) Requests and subpoenas for copies of patient records shall be processed by the Custodian of Records.
- (b) The Custodian of Records or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.
  1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).
- (c) Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.
- (d) Requests for records via a valid subpoena do not require that PHI be redacted.
- (e) Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.

# Superstition Fire & Medical District

## Policy Manual

### *Patient Medical Record Security and Privacy*

---

- (f) A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

#### 803.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI

##### **Federal**

The District shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including, but not limited to (45 CFR 160.103):

- (a) PHI or PPI contained in email or other forms of written communication.
- (b) Sharing of PHI or PPI on any website, blog or other form of social or public media.
- (c) Verbal discussions.
- (d) The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-recording capability, or any other device with picture-taking or video-recording capability while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI.

#### 803.7.2 PERMITTED DISCLOSURES OF PHI AND PPI

##### **Federal**

The Custodian of Records may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

- (a) For the district's use to carry out treatment, payment or health care operations (45 CFR 164.506).
- (b) Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e)).
- (c) Where the PHI is part of a limited data set (45 CFR 164.514(e)).
- (d) Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b)).
- (e) Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect or domestic violence (45 CFR 164.512(c)).
- (f) To law enforcement as provided in this policy (45 CFR 164.512(f)).
- (g) Where the District believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j)).
- (h) Where the PHI is required for worker's compensation purposes (45 CFR 164.512(l)).

#### 803.7.3 REQUIRED DISCLOSURES

##### **Federal**

# Superstition Fire & Medical District

## Policy Manual

### *Patient Medical Record Security and Privacy*

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The District must disclose PHI when:

- (a) The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502(a)(2)).
- (b) The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

#### 803.7.4 SUBPOENAS

##### **Federal**

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e)(1)):

- (a) A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested
- (b) A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are requested. In such a case, the subpoena or discovery order must be accompanied by a declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose records are being requested, or that there is a qualified protective order. No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If written notification to the individual is not provided, the declaration must establish all of the following:
  - 1. The requesting party has made a good faith effort to provide written notice to the individual.
  - 2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection.
  - 3. The time for the individual to raise objections to the court or tribunal has elapsed.
  - 4. No objections were filed or all objections have been resolved.
  - 5. In lieu of a declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that both:
    - (a) Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.
    - (b) Requires the return to the District or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

#### 803.7.5 RELEASE OF PHI TO LAW ENFORCEMENT

##### **Federal**

The release of PHI to a law enforcement agency is permitted under the following circumstances:

# Superstition Fire & Medical District

## Policy Manual

### *Patient Medical Record Security and Privacy*

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- (a) In response to a law enforcement officer who completes the district's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):
  - 1. To report certain types of wounds or other physical injuries.
  - 2. In compliance with a court order or court-ordered warrant, subpoena or summons, a grand jury subpoena or an administrative request.
- (b) In response to a law enforcement officer who completes the district's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness or missing person. In such a case, the District may only disclose the following PHI (45 CFR 164.512(f)):
  - 1. Name and address
  - 2. Date and place of birth
  - 3. Social Security number
  - 4. ABO blood type and Rh factor
  - 5. The character and extent of injuries
  - 6. Date and time of treatment
  - 7. Date and time of death, if applicable
  - 8. A description of distinguishing physical characteristics

### **803.8 INDIVIDUAL RIGHTS**

#### **Federal**

The privacy officer is responsible for ensuring the District complies with all of the following rights of patients:

- (a) The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))
- (b) The right to receive their PHI confidentially (45 CFR 164.522(b))
- (c) The right to inspect and copy their PHI (45 CFR 164.524)
- (d) The right to request amendments to their PHI (45 CFR 164.526)
- (e) The right to receive an account of disclosures of PHI (45 CFR 164.528)

#### **803.8.1 PHI AMENDMENT REQUESTS**

##### **Federal**

Patients have the right to review their PHI records and, if necessary, to request that amendments be made. A patient must make a request in writing to have his/her medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

# Superstition Fire & Medical District

## Policy Manual

### *Patient Medical Record Security and Privacy*

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The privacy officer has the authority to deny the request for amendment where the PHI (45 CFR 164.526(a)(2)):

- (a) Was not created by the District.
- (b) Is not part of the designated record.
- (c) Is not available for inspection by the requestor pursuant to 45 CFR 164.524.
- (d) Is accurate and complete.

Within 60 days of receipt of the request for amendment, the privacy officer must provide the basis for denial in writing or, in the case that the request is approved, provide notice of approval (45 CFR 164.526(b)(2)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526(b)(2)).

# Tuition Reimbursement

## 1008.1 PURPOSE AND SCOPE

### Agency Content

SFMD is dedicated to providing professional development opportunities for all employees and recognizes this development of its employees as an important element of its organizational mission. Each employee's individual growth is distinguished as a contributing factor to the growth of the fire district. This program provides financial assistance for courses that are required to expand the employee's knowledge and improve overall job skills, by preparing employees to meet the job-related requirements for the other fire district positions, or to complete a college degree program that is beneficial to the fire district.

## 1008.2 POLICY

### Agency Content

- (a) To qualify for tuition reimbursement, full-time civilian/public safety employees must have successfully completed initial regular employment probation prior to the first day of the course.
  1. Tuition will be reimbursed for the following types of training or education:
    - (a) Coursework that is directly job-related or expands the employees overall job skills.
    - (b) Coursework that will allow the employee to become more promotable within the fire district.
    - (c) Coursework that is required for a degree (Associates, Bachelors, Masters, or Doctoral) in a curriculum program.
    - (d) Coursework that is a beneficial skill set for SFMD, determined by the Fire Chief
- (b) All tuition reimbursement is subject to budget availability and discretion of the Fire Chief or designee. The Fire Chief or designee may prioritize approval of this program and limit tuition reimbursement funds to employees whose degree programs are in the line with and more closely support the district's written mission and strategic initiatives.
- (c) Tuition will be reimbursed only for schools of which accreditation has been awarded from one of the following accrediting associations: Northwest Association, Middle States Association, New England Association, North Central Association, Southern Association, Western Association, or the accrediting association affiliated with the type of course offered. Accreditation information is available from each school.
- (d) A change to the approved original request for Pre-Approval Form (for courses added or dropped) must be submitted within 30-days of the course start date using an additional Request for Pre- Approval Form.

# Superstition Fire & Medical District

## Policy Manual

### *Tuition Reimbursement*

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#### **1008.3 REIMBURSEMENT**

##### Agency Content

- (a) Upon submission of all required paperwork, an employee may be reimbursed for tuition fees only.
- (b) For those courses that were preapproved by the Fire Chief or designee prior to start of the course.
- (c) Upon course completion and verification of grade requirements.
- (d) Proof of paid tuition fees for the course(s) from the school or school's website or payment receipt, grade report, and completed Request for Reimbursement Form must be submitted to the HR Office.
- (e) Employees must receive a "C" grade or higher in a course given by an accredited college, university, or authorized technical/trade/business school. Reimbursement will be paid at 100% for an A grade, 80% for a B grade, and 70% for a C grade. Pass or fail classes are not reimbursable.
- (f) Copy(ies) of the official grade report(s) and request for reimbursement must be submitted within 45-days from the end date of the course. Some graduate level programs may set higher standards for continued enrollment; therefore, the District will follow the grade standard set by the university.
- (g) The maximum amount of reimbursement per employee will be \$7,800 per fiscal year. All 100 and 200 level classes will be based on the tuition rates of Central Arizona College, no matter what university or institution they are taken. All 300 level, 400 level, and graduate level courses will be paid at the tuition rates of the attending university.
- (h) Employees shall not be reimbursed for the cost of normal academic expenses such as administration fees, lab fees, books, recreation fees, etc.

The amount of reimbursement should be reduced by any financial assistance the employee receives from any outside source. However, Veteran's Administration assistance and student loans are not considered financial assistance for purposes of reimbursement. When applying for tuition reimbursement, the employee must notify the HR Office or designee of any financial assistance received from outside sources other than Veteran's Administration assistance or student loans.

#### **1008.4 REPAYMENT**

##### Agency Content

Employees who voluntarily terminate employment within 24-months from the date the tuition reimbursement check was issued should be required to reimburse the fire district. Employees will be required to repay the paid amounts prorated at 1/24 per month, retirement is considered a voluntary termination. Repayment of tuition will not be required for employees who are dismissed or resign in lieu of dismissal.

#### **1008.5 ADDITIONAL REQUIREMENTS**

##### Agency Content

# Superstition Fire & Medical District

## Policy Manual

### *Tuition Reimbursement*

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- (a) Employer-paid expenses for coursework are taxed, if applicable, based on the current IRS Code Section 127 policies.
- (b) The SFMD has the right to audit the employee's educational and financial records that may be contained in the employee's records at the institution attended. Any right that the employee may have pursuant to the Family Education Rights and Privacy Act of 1974, or any similar act, are waived by acceptance of tuition reimbursement.
- (c) There will be no exceptions to this policy regardless of the extenuating circumstances; therefore, there will not be an appeals procedure.

[See attachment: Education Requirements.pdf](#)

## Attachments

## Education Requirements.pdf

<b>RANK/POSITION REQUIREMENTS</b>		
<b>Rank/Position</b>	<b>Years of Experience</b>	<b>Education</b>
<b>Firefighter</b>	N/A	High School Diploma/GED
<b>Engineer</b>	3 Consecutive Years' Experience with SFMD	<b>PREREQUISITES:</b> FSC 111/FSC 117/ FSC 118 or SFMD Driver Operator or Arizona State Fire Marshal Driver/Operator in lieu of FSC 111
<b>Captain</b>	5 Consecutive Years' Experience with SFMD	Associates Degree Fire Science, Business or related field
<b>Battalion Chief/ Division Chief</b>	7 Consecutive Years' Experience with SFMD with 2 Consecutive Years as an SFMD Captain	Bachelor's Degree Fire Science, Business or related field
<b>Deputy Chief</b>	7 Consecutive Years' Experience with SFMD with 2 Consecutive Years as an SFMD Battalion Chief	Bachelor's Degree Fire Science, Business or related field
<b>Assistant Chief</b>	10 Consecutive Years' Experience with SFMD with 2 Consecutive Years as a Battalion or above	Bachelor's Degree Fire Science, Business or related field

<b>ASSIGNMENT REQUIREMENTS</b>		
<b>Assignment</b>	<b>Requirements/Years of Experience</b>	<b>Additional Certifications</b>
<b>Battalion Safety Officer</b>	Must currently hold the rank of Captain and 5 consecutive years of experience with SFMD	Incident Safety Officer (ISO) within 1 year
<b>Training Captain</b>	Must currently hold the rank of Captain and 5 consecutive years of experience with SFMD	

## Outside Employment

### 1015.1 PURPOSE

**Best Practice**

The purpose of this policy is to establish guidelines to be followed by any Superstition Fire & Medical District members considering outside employment.

### 1015.2 POLICY

**Best Practice**

It is the policy of the Superstition Fire & Medical District to allow members to engage in employment other than with the District if the Fire Chief determines that such outside employment is not in conflict with his/her duties and the duties, functions and responsibilities of the District.

Members shall not represent the District while performing employment outside the District.

### 1015.3 PROHIBITED USE OF DISTRICT RESOURCES

**Best Practice**

Members are prohibited from using any district equipment or resources in the course of or for the benefit of any outside employment. This includes access to official records or databases of this district or other agencies through the member's position with this district.

## Driver License Requirements

### 1042.1 PURPOSE AND SCOPE

**Best Practice**

The purpose of this policy is to establish procedures to ensure that all Superstition Fire & Medical District members who drive as a part of their duties have and maintain required driving licenses.

### 1042.2 POLICY

**Best Practice**

In order to promote driver safety, it is the policy of the Superstition Fire & Medical District that any member who is assigned duties that require him/her to drive district vehicles or equipment, or drive a privately owned vehicle while conducting district business, has and maintains driving privileges and licenses consistent with his/her duties.

### 1042.3 REQUIREMENTS

**State**

Any member who is assigned duties that require him/her to drive district vehicles, equipment or private vehicles shall be required to obtain and maintain a valid driver license (ARS § 28-3151).

#### 1042.3.1 REVIEW OF RECORDS

**Best Practice** **MODIFIED**

The Fire Chief shall appoint an officer to monitor the driving records of all members who are assigned duties that require driving while conducting district business, to confirm each driver has a valid driver license and to monitor driving records for potential problem behavior.

The Human Resources officer appointed to monitor driving records shall be responsible for reviewing the driver license reports as part of the hiring process and any time an incident occurs that affects a member's eligibility to drive.

Whenever the officer appointed to monitor driving records becomes aware of changes that could affect a member's eligibility to drive, the officer should notify the affected member, the member's immediate supervisor, Battalion Chief, and the Operations Chief.

#### 1042.3.2 NEW EMPLOYEES

**Best Practice**

Prospective member driving records shall be evaluated to confirm that the applicant has a valid driver license and to review the type and number of traffic violations and collisions on the record.

At the time of hire, a new member whose duties require driving a vehicle while conducting district business shall be required to present a valid driver license.

#### 1042.3.3 CURRENT EMPLOYEES

**Best Practice** **MODIFIED**

# Superstition Fire & Medical District

## Policy Manual

### *Driver License Requirements*

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Driving records of existing members shall be evaluated annually to confirm that the member has a valid driver license and to review any traffic violations and collisions.

Any member who drives a vehicle while conducting district business must immediately notify his/her supervisor of any suspension, revocation or other change in the status of his/her driver license. Any violation of this procedure may result in disciplinary action, up to and including termination.

Any member who does not possess a valid license shall not drive any vehicle while conducting district business.

If a member's driver license is suspended, revoked or becomes invalid, the District may, at its discretion, take any combination of the following actions:

- (a) Assign a member to duties which do not require driving, for up to 60 calendar days from the date of the Arizona Department of Transportation Motor Vehicle Division (MVD) report, to allow the member an opportunity to seek the reinstatement of his/her driver license, provided:
  - 1. The member can still perform the majority of his/her job duties.
  - 2. There is minimal impact on the District work output.
- (b) Place a member on leave without pay for up to a maximum of six months from the date of the MVD report pending license reinstatement, or up to a maximum of four months if the member has already been assigned to non-driving duties for 60 calendar days.

Any member who is unable to obtain reinstatement of his/her driver license may be subject to disciplinary action, up to and including termination.

**Governing Board Meeting – July 17, 2019**

**Agenda Item: 8**

**BOD#: 2019-08-07**

**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 9**

**Go to Agenda**

**Governing Board Meeting – August 21, 2019**

**Agenda Item: 9**

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

**Agenda Item Title:**

Possible vote to go in to Executive Session for legal advice pursuant to §A.R.S.38-431.03(A)(3) and possible instructions to legal counsel pursuant to §A.R.S. 38-431.03(A)(4) re: possible claim in regards to a pending personnel matter.

**Submitted By:**

Legal Counsel William Whittington

**Background/Discussion:**

Note: Executive Sessions are confidential pursuant to ARS §38-431.03(C).

Note: Legal action involving a final vote or decision shall not be taken at an executive session.

**Financial Impact:**

N/A

**Enclosure(s):**

N/A

**Recommended Motion:**

*“Motion to go into Executive Session at **(State Time)** for legal advice pursuant to ARS §38-431.03(A)(3) and possible instructions to legal counsel pursuant to ARS §38-431.03(A)(4) re: possible claim in regards to a pending personnel matter.”*



Go to Item 10

Go to Agenda

**Governing Board Meeting – August 21, 2019**

**Agenda Item: 10**

**BOD#: 2019-08-09**

**Agenda Item Title:**

**Discussion and possible action re: the Executive Session.**

**Executive Session for legal advice pursuant to §A.R.S.38-431.03(A)(3) and possible instructions to legal counsel pursuant to §A.R.S. 38-431.03(A)(4) re: possible claim in regards to a pending personnel matter.**

**Submitted By:**

Legal Counsel William Whittington

**Background/Discussion:**

Note: Executive Sessions are confidential pursuant to ARS §38-431.03(C).

Note: Legal action involving a final vote or decision shall not be taken at an executive session.

**Financial Impact:**

N/A

**Enclosure(s):**

N/A

**Recommended Motion:**

*"TBD"*



**Go to Item 11**

**Go to Agenda**

**Governing Board Meeting – August 21, 2019**

**Agenda Item: 11**

**BOD#: 2019-08-10**

**Agenda Item Title**

New Business / Future Agenda Items

**Submitted By**

Board of Directors

**Background/Discussion**

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

**Financial Impact**

N/A

**Enclosure(s)**

N/A

**Recommended Motion:**

N/A



**Go to Item 12**

**Go to Agenda**

**Governing Board Meeting – August 21, 2019**

**Agenda Item: 12**

**BOD#: 2019-08-n/a**

**Agenda Item Title**

Announcements

**Background / Discussion**

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

**Recommended Motion:**

N/A



**Go to Item 13**

**Go to Agenda**

Governing Board Meeting – August 21, 2019

Agenda Item: 13

BOD#: 2019-08-11

Agenda Item Title

Adjournment

Recommended Motion:

*“Motion to adjourn the Board meeting.”*



[Go to Agenda](#)

# Appendix A

## A. Board Meeting Minutes from July 19, 2019

### Submitted By

Board Secretary Sherry Mueller

### Background / Discussion

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

### Financial Impact/Budget Line Item

N/A

### Enclosure(s)

July 19, 2019 Board Meeting Minutes





# Superstition Fire & Medical District

Phone (480) 982-4440 ~ [sfmd.az.gov](http://sfmd.az.gov)

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

**Regional Training Center**  
3700 East 16<sup>th</sup> Avenue  
Apache Junction, AZ 85119  
Fax (480) 982-3268

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



## Governing Board Meeting Minutes

### July 17, 2019

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE SUPERSTITION FIRE & MEDICAL DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON WEDNESDAY, JULY 17, 2019. THE MEETING WAS HELD AT THE SUPERSTITION FIRE & MEDICAL DISTRICT'S ADMINISTRATION OFFICE, 565 N. IDAHO ROAD, APACHE JUNCTION, ARIZONA.

[THIS MEETING WAS OPEN TO THE GENERAL PUBLIC AND BEGAN AT 5:30 PM.](#)

#### A. Call to Order

Chairman House called the meeting to order at 5:30 PM.

#### B. Pledge of Allegiance

The Pledge of Allegiance led by Director Moeller.

#### C. Roll Call

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

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

Legal Counsel Gene Neil (attended via conference call) and Board Secretary and HR Generalist Sherry Mueller attended.

#### 1. Review and approval of the June 2019 financial reports and bank reconciliations. (BOD #2019-07-01)

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

**Seconded** by Director Cross.

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

#### 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2019-07-02)

#### July Employee Service Anniversaries were recognized

##### 35 Years of Service:

- **Mark Blackstone**, Engineer / Paramedic



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Fax (480) 983-7443



## 26 Years of Service:

- Amy Brooks, Captain / Paramedic

## 24 Years of Service:

- Brett Broman, Battalion Chief

## 23 Years of Service:

- Andrew Colby, Engineer / Paramedic
- Steve Gereg, Firefighter / Paramedic
- Brian Logsdon, Captain
- Brian White, Battalion Chief
- Brian Wyatt, Captain / Paramedic

## 19 Years of Service:

- Jeff Ehrlich, Captain / Paramedic
- Joe Garcia, Captain

## 18 Years of Service:

- Mark Castaneda, Captain / Paramedic
- Dan McKinney, Firefighter / Paramedic

## 1 Year of Service:

- Kelsey Christensen, EMT

### 3. Call to the Public. (BOD #2019-07-N/A)

None.

### 4. Consideration and possible approval of all consent agenda items listed below (BOD #2019-07-03):

- A. Board Meeting Minutes from June 19, 2019
- B. Intergovernmental Agreement with Mesa Fire and Medical Department Regional Dispatch System

**Motion** by Director Moeller to approve all consent agenda items.

**Seconded** by Director Cross.

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



## Superstition Fire & Medical District

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

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

**Regional Training Center**  
3700 East 16<sup>th</sup> Avenue  
Apache Junction, AZ 85119  
Fax (480) 982-3268

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



**5. Public Hearing in accordance with ARS §48-805.02 in order to hear taxpayer's comments on the proposed Superstition Fire & Medical District revenue and expenditure for Fiscal Year 2019/2020. (BOD #2019-07-04)**

No Taxpayers in attendance. No comments.

**6. Discussion and possible approval of FY2019/2020 budget and adoption of Resolution #2019-07-17-05: Budget Adoption. (BOD# 2019-07-05)**



**FY 19/20 Budget Summary:**

Major Initiatives

- Cancer Screening for all 94 suppression employees
- Nomex hoods
- Active Shooter Vests and Equip. (26 sets - \$40,000)
- Battalion Chief Academy
- Battalion Chief Testing
- Captain's Quarterly Conferences
- Paramedic School
- Additional Fire Investigation Training
- Holiday Pay Incentives for Shift Employees
- Civilian Market Adjustment
- Benefit Dollars Increased to \$425 PPP
- Labor Relations Consulting (The Working Group)
- Fire Chief Search Contingency
- SAFER Grant Participation
- New Pumper & Equipment
- SCBA Bottle and Fill Station Replacements
- Fire View Dashboard Software



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- FARO ScanPlan 2d Mapping Device

**Motion** by Director Cross to adopt Resolution 2019-07-17-05: Budget Adoption, fully adopting the estimates of proposed revenues and expenditures by the Superstition Fire & Medical District for the fiscal year beginning July 1, 2019 and ending June 30, 2020 in the amount of \$22, 509,122.89 and declaring that such shall establish the budget of the Superstition Fire & Medical District for Fiscal Year 2019/2020.

**Seconded** by Director Strand.

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

**7. Discussion and possible approval of a Memorandum of Understanding (MOU) between Superstition Fire & Medical District and United Mesa Firefighters, Local 2260, Superstition Chapter, and possible adoption of Resolution 2019-07-17-06. (BOD #2019-07-06)**

The MOU was first established and approved by the SFMD Board of Directors in 2017. This document is updated annually to reflect changes within the District. This was a collaborative effort between the Senior Leadership Team and the Superstition Fire & Medical Firefighters Chapter of Local 2260.

**Motion** to approve the 2019 Memorandum of Understanding (MOU) between the Superstition Fire & Medical District and United Mesa Firefighters, Local 2260, Superstition Chapter and adopt Resolution 2019-07-17-06. **Seconded** by Director Cross.

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

**8. Discussion and possible approval to pursue the development of any Fire Code Amendments, Policy modification, and any IGAs needed to permit the enforcement of code requirements for code violations relating to illegal burns, parking obstructions, fireworks violations and code inspection requirements. (BOD #2019-07-07)**

Fire Chief Mike Farber stated that we need to go back to being able to issue citations for illegal burns, fireworks violations and Fire Code violations. This will require an Intergovernmental Agreement with Pinal County and will give the Fire Captains the authority to issue citations when needed. Chairman House would like more details at future meetings as to the path going forward to accomplish this. Director Cross stated that we would want to put an education piece about this in the paper. Legal Counsel Gene Neil explained this motion gives the District and Attorneys the ability to go out and explore the possibilities of obtaining the authority to issue citations.

**Motion** by Director Strand to pursue the development of any Fire Code Amendments, Policy modification, and any IGAs needed to permit the enforcement of code requirements for code violations relating to illegal burns, parking obstructions, fireworks violations and code inspection requirements. **Seconded** by Director Cross.

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



## Superstition Fire & Medical District

Phone (480) 982-4440 ~ [sfmd.az.gov](http://sfmd.az.gov)

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Fax (480) 983-7443



### 9. Discussion and possible approval of a new District Logo. (BOD #2019-07-08)



**Motion** by Director Moeller to approve the new District logo. **Seconded** by Director Strand.

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

### 10. Discussion and presentation of the following Policies Brought for review at the June 19, 2019 Board Meeting for final approval at the July 17, 2019 Board Meeting. (BOD #2019-06-09)

- 1036 – Line of Duty Death
- 1038 – Family Support Liaison
- 1039 - Funerals
- 1040 – Family and Medical Leave Act

**Motion** by Director Strand to approve policies Line of Duty Death, Family Support Liaison, Funerals and Family and Medical Leave Act. **Seconded** by Director Moeller.

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

### 11. Discussion and presentation of the following Policies brought for review at the July 17, 2019 Board Meeting for final approval at the August 21, 2019 Board Meeting. (BOD #2019-07-10)

- 1043 – Nepotism and Conflicting Relationships
- 1044 – Member Speech, Expression and Social Networking
- 1045 – Anti-Retaliation
- 1103 – Flag Display

**NO MOTION**



# Superstition Fire & Medical District

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## 12. Reports (BOD #2019-07-11)

### Senior Leadership Team (SLT):

#### Fire Chief Mike Farber

- AFDA / AFCA Conference last week
- RBO Committee Update – Annexations
- AJ City Manager Bryant Powell – Growth Update
- Spoke to the Rotary Club – Updated them about the Woodbury Fire and talked about the Fire District Fireworks Ban
- Labor Management Summit – Sept. 4<sup>th</sup> and 5<sup>th</sup>
- Wildland Response suspension

#### Assistant Chief of Operations Richard Mooney

##### **Incidents**

- July 12<sup>th</sup>, Structure Fire at 677 N. Valley
- June 30<sup>th</sup>, Brush Fire at 4650 N. Mammoth Mine Rd.
- July 14<sup>th</sup>, Major MVA at Highway 88 and MP202

##### **Training**

- July 15<sup>th</sup>, Battery Energy Storage System at Mesa Fire
- Active Shooter Training
- Multi-Agency Training
- AJPD
- Imagine Preparatory School
- A & C-Shift

#### Assistant Chief of Planning & Logistics Richard Ochs

- New pumper update
- L263 frame damage
- Meeting with Superstition Mountain Golf and Country Club
- Growth & Development
- Leisure Plaza
- Old West Hwy Village
- Americas Best Contacts & Lenses

#### Administrative Services Director Anna Butel

- In preparation of the October 2019 bid
- Training Captain Process; August 27<sup>th</sup>
- Battalion Safety Officer List Establishment; August 28<sup>th</sup>
- Battalion Chief Process September 25<sup>th</sup> and 26<sup>th</sup>
- 89% Reduction of on-the-job Injuries
  - Last 6 months of 2018 = 9 injuries / First 6 months of 2019 = 1 Injury



## Superstition Fire & Medical District

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### Finance Director Roger Wood

- Closed FY 2018 / 2019 in FIRE, consolidated the data into AUDIT database.
- Beginning preparation for Audit fieldwork scheduled for week of November 18<sup>th</sup>
- Working with Billy Warren and R1 to analyze transport receivables for collectability or write off.

### **13. New Business / Future Agenda Items. (BOD #2019-07-12)**

None

### **14. Announcements (BOD #2019-07-N/A)**

None

### **15. Adjourn (BOD #2019-07-13)**

**Motion** by Director Strand at 6:40 PM to adjourn the meeting  
**Seconded** by Director Cross

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

### **Governing Board Approval:**

---

Board Clerk Kathleen Chamberlain  
*Sherry Mueller*

## Appendix B

### B. Four (4) Mobile Radios Purchase

#### Submitted By

Fleet Supervisor Vaughn Croshaw  
Assistant Chief Rick Ochs

#### Background / Discussion

Staff is recommending the purchase of four (4) Motorola APX8500 All Band Mobile Radios to be used to replace older radios in the spare BC truck, U262, T261, and T262 vehicles. Each radio comes with the following accessories: dash mount control head, stubby antenna, and palm microphone.

Each mobile radio and accessories costs \$6,983.13 which is a \$350.00 discount from normal prices.

Staff recommending the Board approve the purchase of the four (4) Motorola APX8500 All Band Mobile Radios.

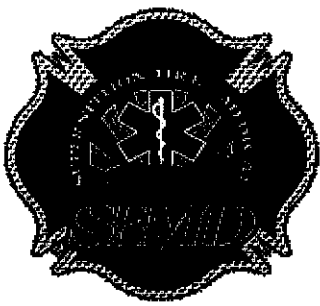
#### Financial Impact/Budget Line Item

\$27,932.55 / 200-70-72660-15 Radio Communications Equipment - Radios

#### Enclosure(s)

Purchase Order 017644  
Motorola Solutions Quote 624254  
Procurement Form / Sole Source Procurement





# Superstition Fire & Medical District

## Purchase Order

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



Date: August 08, 2019

TO: Motorola Solutions, Inc  
 1303 E Algonquin Rd  
 Schaumburg, IL 60196

Vendor ID: MOTOSO

Purchase Order #: 017644

Requisition #: 16,753

Buyer:FMM

Created by:BAD

Created Date:8/8/2019

Updated by:BAD

Updated Date:8/8/2019

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

Page #: 1

Order Description: 4) APX8500 Mobile Radios

Line	AJFD Product #	Description	GL Acct #	Quantity	Unit Price	Amount
1	200COMMRADIOS4)	Mobile Radios Spare BC/U262/T261/T262	200707266015	4.00	\$6,983.1375	\$27,932.55

**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 **\$27,932.55**

\_\_\_\_\_  
 Purchasing Manager

\_\_\_\_\_  
 Fire Chief



QUOTE-624254  
Four APX8500 Mobile Radios with  
Trade In

Billing Address:  
SUPERSTITION FIRE AND MEDICAL  
DISTRICT  
Superstition Fire and Medical District  
565 N. Idaho Road  
Apache Junction, AZ 85119  
United States

Quote Date:07/30/2019  
Expiration Date:09/27/2019  
Quote Created By:  
Walter Whately  
Walter.Whately@  
motorolasolutions.com  
520-457-8604

Customer:  
SUPERSTITION FIRE AND MEDICAL  
DISTRICT  
Vaughn Croshaw  
vaughn.croshaw@sfmd.az.gov  
(480) 982-5929

Contract: AZ State Contract:  
ADSPO13-036880  
Freight Terms:FREIGHT PREPAID  
Payment Terms:30 NET

Line #	Item Number	Description	Qty	List Price	Contract Price	Disc %	Sale Price	Ext. Sale Price
1	M37TSS9PW1AN	APX8500 ALL BAND MP MOBILE	4	\$4,770.00	\$3,482.10	27.0%	\$3,482.10	\$13,928.40
1a	GA00580AA	ADD: TDMA OPERATION APX	4	\$450.00	\$328.50	27.0%	\$328.50	\$1,314.00
1b	G51AT	ENH:SMARTZONE	4	\$1,500.00	\$1,095.00	27.0%	\$1,095.00	\$4,380.00
1c	G361AH	ENH: P25 TRUNKING SOFTWARE APX	4	\$300.00	\$219.00	27.0%	\$219.00	\$876.00
1d	GA00268AB	ADD: RFID LABEL APX	4	\$25.00	\$18.25	27.0%	\$18.25	\$73.00
1e	G298AS	ENH: ASTRO 25 OTAR W/ MULTIKEY	4	\$740.00	\$540.20	27.0%	\$540.20	\$2,160.80
1f	G843AH	ADD:AES ENCRYPTION	4	\$475.00	\$346.75	27.0%	\$346.75	\$1,387.00
1g	G444AH	ADD: APX CONTROL HEAD SOFTWARE	4	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
1h	G442AJ	ADD: APX O5 CONTROL HEAD	4	\$432.00	\$315.36	27.0%	\$315.36	\$1,261.44



Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products.

Line #	Item Number	Description	Qty	List Price	Contract Price	Disc %	Sale Price	Ext. Sale Price
1i	G806BL	ENH: ASTRO DIGITAL CAI OP APX	4	\$515.00	\$375.95	27.0%	\$375.95	\$1,503.80
1j	B18CR	ADD: AUXILARY SPKR 7.5 WATT APX	4	\$60.00	\$43.80	27.0%	\$43.80	\$175.20
1k	GA05509AA	DEL: DELETE UHF BAND	4	-\$800.00	-\$584.00	0.0%	-\$584.00	-\$2,336.00
1l	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED	4	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
1m	G66BC	ADD: DASH MOUNT 05	4	\$125.00	\$91.25	27.0%	\$91.25	\$365.00
1n	GA00318AF	ADD: 5Y ESSENTIAL SERVICE	4	\$319.00	\$319.00	0.0%	\$319.00	\$1,276.00
1o	GA00250AA	ADD: WIFI/GNSS STUBBY ANTENNA LMR240	4	\$100.00	\$73.00	27.0%	\$73.00	\$292.00
1p	GA01513AA	ADD: ALL BAND MOBILE ANTENNA (7/8/V/U)	4	\$95.00	\$69.35	27.0%	\$69.35	\$277.40
1q	W22BA	ADD: STD PALM MICROPHONE APX	4	\$72.00	\$52.56	27.0%	\$52.56	\$210.24
2	Trade-In	Expiration Date: 09/27/2019	1	-\$1,400.00	-\$1,400.00	0.0%	-\$1,400.00	-\$1,400.00

Subtotal \$25,744.28

Estimated Tax \$2,188.27

**Grand Total \$27,932.55(USD)**



Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products.

## PURCHASING / PROCUREMENT FORM BY PURCHAS ORDER (PO)

BOD # \_\_\_\_\_

PO # 17644

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

<b>Quote #1</b>	Vendor Name: <u>Motorola Solutions, Inc.</u> Vendor Phone #: <u>520-457-8604</u>
	Vendor Address: <u>Phx, AZ</u>
	Quote Description: <u>4) APX8500 Mobile Radios</u>
	See Attached Quote - \$ <u>27,932.55</u>

<b>Quote #2</b>	Vendor Name: _____ Vendor Phone #: _____
	Vendor Address: _____
	Quote Description: _____
	See Attached Quote - \$ _____

<b>Quote #3</b>	Vendor Name: _____ Vendor Phone #: _____
	Vendor Address: _____
	Quote Description: _____
	See Attached Quote - \$ _____

**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:**

DATE	BUDGET MANAGER/PO ORIGINATOR SIGNATURE
DATE	FINANCE DIRECTOR SIGNATURE
DATE	FIRE CHIEF SIGNATURE

## Appendix C

### C. Five (5) Portable Radios Purchase

#### **Submitted By**

Fleet Supervisor Vaughn Croshaw  
Assistant Chief Rick Ochs

#### **Background / Discussion**

Staff is recommending the purchase of five (5) Motorola APX8000XE All Band Portable Radios to replace older portable radios currently used by Suppression personnel that are no longer serviceable. Each radio comes with the following accessories: two batteries, battery charger, lapel microphone, belt clips, and Bluetooth.

Each radio and accessories costs \$8,762.71 which is a \$350.00 discount from normal prices.

Staff recommending the Board approve the purchase of the five (5) Motorola APX8000XE All Band Portable Radios.

NOTE: This purchase was not budgeted for. Roger Wood, Finance Director, confused the request for portable radios as being the same as the request for the mobile radios. However, due to the critical nature of the use of these radios, Staff is recommending the purchase of the five (5) Motorola APX8000XE All Band Portable Radios.

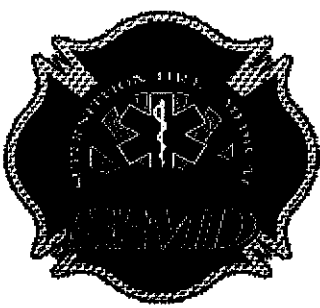
#### **Financial Impact/Budget Line Item**

\$43,813.55 / 200-70-72660-15 Radio Communications Equipment - Radios

#### **Enclosure(s)**

Purchase Order 017630  
Motorola Solutions Quote 627590  
Procurement Form / Sole Source Procurement





# Superstition Fire & Medical District

## Purchase Order



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

Date: August 06, 2019

TO: Motorola Solutions, Inc  
 1303 E Algonquin Rd  
 Schaumburg, IL 60196

Vendor ID: MOTOSO

Purchase Order #: 017630

Requisition #: 16,739

Buyer:FMM  
 Created by:BAD  
 Created Date:8/6/2019  
 Updated by:BAD  
 Updated Date:8/8/2019

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

Page #: 1

Order Description: 5) Portables

Line	AJFD Product #	Description	GL Acct #	Quantity	Unit Price	Amount
1	200COMMRADIOS5)	Portable APX8000 XE8762.71	200707266015	5.00	\$8,762.7100	\$43,813.55

**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 **\$43,813.55**

\_\_\_\_\_  
 Purchasing Manager

\_\_\_\_\_  
 Fire Chief



QUOTE-627590  
Five APX8000 with accessories and  
engraving with Trade in

Billing Address:  
SUPERSTITION FIRE AND MEDICAL  
DISTRICT  
565 N IDAHO RD  
APACHE JUNCTION, AZ 85119  
US

Quote Date:07/31/2019  
Expiration Date:09/27/2019  
Quote Created By:  
Walter Whately  
Walter.Whately@  
motorolasolutions.com  
520-457-8604

Customer:  
SUPERSTITION FIRE AND MEDICAL  
DISTRICT  
Vaughn Croshaw  
vaugh.croshaw@sfmd.az.gov  
480.982.5929

Contract: 21069 - STATE OF AZ

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 8000 Series	APX8000XE				
1	H91TGD9PW5AN	APX 8000 ALL BAND PORTABLE MODEL 1.5	5	\$5,777.00	\$4,217.21	\$21,086.05
1a	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA	5	\$5.00	\$3.65	\$18.25
1b	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	5	\$515.00	\$375.95	\$1,879.75
1c	Q361AN	ADD: P25 9600 BAUD TRUNKING	5	\$300.00	\$219.00	\$1,095.00
1d	QA02006AC	ENH: APX8000XE RUGGED RADIO	5	\$800.00	\$584.00	\$2,920.00
1e	QA00580AA	ADD: TDMA OPERATION	5	\$450.00	\$328.50	\$1,642.50
1f	QA05509AA	DEL: DELETE UHF BAND	5	-\$800.00	-\$584.00	-\$2,920.00
1g	Q498AU	ENH: ASTRO 25 OTAR W/ MULTIKEY	5	\$740.00	\$540.20	\$2,701.00
1h	H38BS	ADD: SMARTZONE OPERATION	5	\$1,500.00	\$1,095.00	\$5,475.00
1i	Q629AH	ENH: AES ENCRYPTION	5	\$475.00	\$346.75	\$1,733.75



Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products.

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1j	HA00025AH	ADD: 5Y ESSENTIAL ACCIDENTAL DAMAGE	5	\$437.00	\$437.00	\$2,185.00
1k	QA01427AG	ALT: APX8000/XE HOUSING GREEN	5	\$25.00	\$18.25	\$91.25
1l	QA05595AA	ALT: BATT IMPRES 2 LIION DIV2 4850	5	\$145.00	\$105.85	\$529.25
2	LSV00Q00381A	ENGRAVING SERVICES	5	\$30.77	\$30.77	\$153.85
3	PMMN4106ABLK	AUDIO ACCESSORY-AUDIO ADAPTER,APX XE500 REMOTE SPEAKER MICROPHONE, BLACK	5	\$550.00	\$401.50	\$2,007.50
4	PMNN4505A	BATT IMPRES 2 LIION UL2054 DIV2 R IP68 4850T	5	\$221.00	\$161.33	\$806.65
5	NNTN8863A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 100-240VAC, US/NA PLUG	5	\$187.00	\$136.51	\$682.55
6	NTN8266B	BELT CLIP KIT	5	\$12.00	\$8.76	\$43.80
7	Trade-In	Expiration Date: 09/27/2019	1	-\$1,750.00	-\$1,750.00	-\$1,750.00

Subtotal	\$40,381.15
Estimated Tax	\$3,432.40
<b>Grand Total</b>	<b>\$43,813.55(USD)</b>



Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products.

## PURCHASING / PROCUREMENT FORM BY PURCHAS ORDER (PO)

BOD # \_\_\_\_\_

PO # 17630

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

<b>Quote #1</b>	Vendor Name: <u>Motorola Solutions, Inc.</u>	Vendor Phone #: <u>520-457-8604</u>
	Vendor Address: <u>Phx, AZ</u>	
	Quote Description: <u>5) APX8000XE Portable Radios</u>	
	See Attached Quote - \$ <u>43,813.55</u>	

<b>Quote #2</b>	Vendor Name: _____	Vendor Phone #: _____
	Vendor Address: _____	
	Quote Description: _____	
	See Attached Quote - \$ _____	

<b>Quote #3</b>	Vendor Name: _____	Vendor Phone #: _____
	Vendor Address: _____	
	Quote Description: _____	
	See Attached Quote - \$ _____	

**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:**

DATE	BUDGET MANAGER/PO ORIGINATOR SIGNATURE
DATE	FINANCE DIRECTOR SIGNATURE
DATE	FIRE CHIEF SIGNATURE

## Appendix D

### D. Laryngoscopes Purchase

#### **Submitted By**

Deputy Chief Jeff Cranmer

Fire Chief Mike Farber

#### **Background / Discussion**

The District budgeted for the purchase of 10 laryngoscopes to be able to perform a procedure called the laryngoscopy on adults and children. The laryngoscope allows the paramedic to look into the throat and larynx to better diagnose an issue with breathing.

The Stryker McGrath MAC Video Laryngoscope will allow the District's Paramedics to better assess their patients' breathing or throat issues, and to videotape their procedures.

Stryker is the sole source provider of the McGrath Mac Video Laryngoscope, and the District was able to obtain an 18% discount on the purchase.

Staff recommends the Board approve the purchase of the 10 McGrath Mac Video Laryngoscopes.

#### **Financial Impact/Budget Line Item**

\$30,666.26 / 200-70-73420-41 EMS Capital

#### **Enclosure(s)**

Purchase Order 017611

Stryker Quote 00182302

Procumbent Form / Sole Source Documentation



**PURCHASING / PROCUREMENT FORM by PURCHASE ORDER (PO)**

BOD # \_\_\_\_\_

PO # 07611

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: \_\_\_\_\_ Vendor Phone #: \_\_\_\_\_

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

Quote Description: \_\_\_\_\_

See Attached Written Quote \$ \_\_\_\_\_

**Quote # 2**

Vendor Name: \_\_\_\_\_ Vendor Phone #: \_\_\_\_\_

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

Quote Description: \_\_\_\_\_

See Attached Written Quote \$ \_\_\_\_\_

**Quote # 3**

Vendor Name: \_\_\_\_\_ Vendor Phone #: \_\_\_\_\_

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

Quote Description: \_\_\_\_\_

See Attached Written Quote \$ \_\_\_\_\_

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

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

(State Contract Number or Government Agency Must be on PO)  
 (Supporting Documentation Must be with PO)  
 (Explanation Sent to Gov. Board Must be with PO)

APPROVAL:

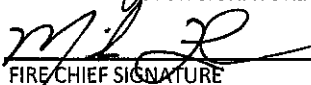
8/12/19  
DATE

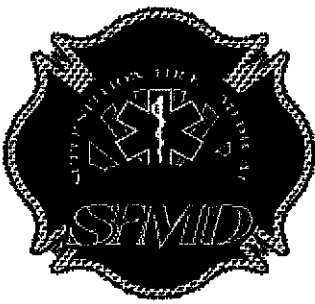
  
BUDGET MANAGER / PO ORIGINATOR SIGNATURE

8/12/19  
DATE

  
FINANCE DIRECTOR SIGNATURE

8/12/19  
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: July 31, 2019

TO: Stryker Sales Corporation  
1901 Romence Road Parkway  
Portage, MI 49022

Vendor ID: STRYCO

Purchase Order #: 017611

Requisition #: 16,720

Buyer: RECEPT

Created by: KJB

Created Date: 7/31/2019

Updated by: KJB

Updated Date: 7/31/2019

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

Page #: 1

Order Description: laryngoscopes

Line	AJFD Product #	Description	GL Acct #	Quantity	Unit Price	Amount
1	200EMSEQUIP	EMS Equipment - Serialized	200707342041	1.00	\$30,666.2600	\$30,666.26

### 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 **\$30,666.26**

Purchasing Manager

Fire Chief



Emergency Case

11811 Willows Road NE  
 P.O. Box 97006  
 Redmond, WA 98073-9706 U.S.A.  
 www.physio-control.com  
 tel 800.442.1142  
 Sales Order fax 800.732.0956  
 Service Plan fax 800.772.3340

To SUPERSTITION FIRE & MED DIST  
 Attn: Eileen Blackstone, EMS  
 Coordinator/Paramedic  
 565 N IDAHO RD  
 APACHE JUNCTION, AZ 85119  
 4809824440  
[eileen.blackstone@sfmd.az.gov](mailto:eileen.blackstone@sfmd.az.gov)

Quote Number 00182302  
 Revision # 1  
 Created Date 7/1/2019  
 Sales Consultant Joseph Weston  
[joseph.weston@stryker.com](mailto:joseph.weston@stryker.com)  
 FOB Redmond, WA  
 Terms All quotes subject to credit approval and the following terms and conditions  
 NET Terms NET 30  
 Expiration Date 9/29/2019

Product	Product Description	Quantity	List Price	Unit Discount	Unit Sales Price	Total Price
11996-000393	McGRATH MAC EMS Video Laryngoscope	11.00	2,805.00	-504.90	2,300.10	25,301.10
11996-000394	McGRATH 3.6V EMS Battery	22.00	62.00	-11.16	50.84	1,118.48
11996-000398	McGRATH X3 Laryngoscope Blades, Box of 10	2.00	286.00	-51.48	234.52	469.04
11996-000413	McGRATH MAC 1 Laryngoscope Blades, Box of 10	2.00	164.00	-29.52	134.48	268.96
11996-000414	McGRATH MAC 2 Laryngoscope Blades, Box of 10	2.00	164.00	-29.52	134.48	268.96
11996-000415	McGRATH MAC 3 Laryngoscope Blades, Box of 10	2.00	164.00	-29.52	134.48	268.96
11996-000416	McGRATH MAC 4 Laryngoscope Blades, Box of 10	2.00	164.00	-29.52	134.48	268.96

Subtotal USD 27,964.46

Estimated Tax USD 2,516.80

Estimated Shipping & Handling USD 185.00

Current Sales Tax Rates will be applied at the time of Invoice and tax rate is based on the Ship To location

Grand Total USD 30,666.26

**Pricing Summary Totals**

List Price Total USD 34,103.00

Total Contract Discounts Amount USD 0.00

Total Discount USD -6,138.54

Trade In Value USD 0.00

Tax + S&H USD 2,701.80

**GRAND TOTAL FOR THIS QUOTE**

USD 30,666.26

August 9, 2019

Stryker is the sole-source provider in the Hospital (hospitals and hospital-owned facilities), Emergency Response Services and Emergency Response Training (paramedics, professional and volunteer fire) markets in the U.S. for the following products:

- New LIFEPAK® 15 monitor/defibrillators
- New LIFEPAK 20e defibrillator/monitors
- New LIFEPAK 1000 automated external defibrillators
- New LUCAS® chest compression system
- TrueCPR™ coaching devices
- CODE-STAT™ data review software and service

Stryker is the sole-source provider in all markets for the following products and services:

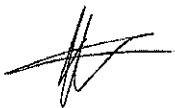
- RELI<sup>SM</sup> (Refurbished Equipment from the Lifesaving Innovators) devices
- LIFENET® system and related software
- Factory-authorized inspection and repair services which include repair parts, upgrades, inspections and repairs
- HealthEMS® Software
- HomeSolutions.NET® Software
- ACLS (non-clinical) LIFEPAK defibrillator/monitors
- Heart Safe Solution<sup>SM</sup> Government Campus Solution
- Titan III gateways

Stryker is also the sole-source distributor of the following products for EMS customers in the U.S. and Canadian markets:

- McGRATH™ MAC EMS video laryngoscope
- McGRATH MAC disposable laryngoscope blades
- McGRATH X Blade™

Stryker does not authorize any third-parties to sell these products or services in the markets listed above. We will not fulfill orders placed by non-authorized businesses seeking to resell our products or services. If you have questions, please feel free to contact your local Stryker customer service representative at 800.442.1142.

Sincerely,



Matt Van Der Wende, Senior Director, Americas Sales

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GDR 3321967\_J