

VERSION 1.0
October 16, 2019



BOARD OF DIRECTORS MEETING

OCTOBER 16, 2019

SUPERSTITION FIRE & MEDICAL DISTRICT BOARD

TODD HOUSE, BOARD CHAIRMAN

KATHLEEN CHAMBERLAIN, BOARD CLERK

JEFF CROSS, BOARD DIRECTOR

JASON MOELLER, BOARD DIRECTOR

LARRY STRAND, BOARD DIRECTOR



Superstition Fire & Medical District

Board of Directors Meeting Agenda

October 16, 2019

Mission Statement

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

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

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

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

- 1. Review and approval of the September 2019 financial reports and bank reconciliations. (BOD #2019-10-01)**
- 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2019-10-02)**
- 3. Call to the Public. (BOD #2019-10-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 #2019-10-03):**
 - A. Board Meeting Minutes from September 18, 2019
 - B. Work Session Minutes from September 25, 2019
 - C. Station 263 and Station 265 Concrete Repair
 - D. Apacheland / Heritage Days – 2020 Agreement
 - E. Native American Arts Festival – 2020 Agreement
- 5. Discussion, presentation and possible approval of the 2018/2019 Annual Report and possible adoption of Resolution #2019-10-16-08. (BOD #2019-10-04)**
- 6. Discussion and presentation regarding the Documentation Probe conducted by R1 (ambulance billing company). (BOD #2019-10-05)**

7. **Discussion and possible approval of items from the Work Session on September 25, 2019 relating to the possible selection of Board Members to serve on an ad-hoc committee to gather information pertaining to the new Fire Chief search. (BOD #2019-10-06)**

8. **Discussion and possible approval to purchase a program from 7710 (Workers Compensation Carrier) called “Tactical Athlete” which assists in returning injured employees back to work quicker. (BOD #2019-10-07)**

9. **Discussion, presentation and possible approval of the following Policies brought for review at the September 18, 2019 Board Meeting for final approval at the October 16, 2019 Board Meeting. (BOD #2019-10-08)**
 - 400 – Fire Inspections
 - 403 – Code Enforcement
 - 404 – Alternative Materials and Methods Requests
 - 405 – Community Fire Station Visit Program
 - 406 – Fireworks Displays
 - 407 – Hazardous Materials Disclosures
 - 408 – Maximum Occupancy – Overcrowding

10. **Discussion and presentation of the following Policies brought for review at the October 16, 2019 Board Meeting for final approval at the November 20, 2019 Board Meeting. (BOD #2019-10-09)**

New Policies for Review:

- 700 – Use of District-Owned Property
- 702 – Vehicle and Apparatus Inspections, Testing, Repair and Maintenance

Policies with Lexipol Suggested Updates:

- 322 – Child Abuse
- 326 – Adult Abuse
- 1040 – Family and Medical Leave

11. Reports. (BOD #2019-09-10)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

Assistant Chief of Emergency Operations Richard Mooney

Assistant Chief of Planning & Logistics Richard Ochs

Deputy Chief Jeff Cranmer

Administrative Services Director Anna Butel

Finance Director Roger Wood

Captain John Walka

Transportation Services Manager Billy Warren

12. Possible vote to go in to Executive Session for legal advice pursuant to §A.R.S. 38-431.03(A)(3) regarding the Fire Chief’s Annual Evaluation process. (BOD #2019-10-11)

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.

- 13. Discussion and possible action regarding the Executive Session for the Fire Chief Annual Evaluation process. (BOD #2019-10-12)**
- 14. New Business / Future Agenda Items. (BOD #2019-10-13)**
- 15. Announcements (BOD #2019-10-N/A)**
- 16. Adjourn (BOD #2019-10-14)**

NOTICE: The Governing Board may go into executive session for the purpose of obtaining legal advice from the Fire District's attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3). One or more members of the Governing Board may attend the meeting telephonically. Governing Board meeting agenda dated and posted (at least 24-hours before the scheduled meeting date and time).

Posted on: October 10, 2019
At: 1500 Hours
By: Sherry Mueller

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

Governing Board Meeting – October 16, 2019

Agenda Item: 1

BOD#: 2019-10-01

Agenda Item Title

Review and approval of the September 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 September 2019 financial reports and bank reconciliations."



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

Pursuant to A.R.S. §48-807, by the signature(s) below, the Governing Board of the Superstition Fire & Medical District attests to the review and approval of the following financial report(s) of the fire district for the month of **September 2019**:

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

Todd House, Board Chair

Date



September 2019

Governing Board Meeting – October 16, 2019

Agenda Item: 2

BOD#: 2019-10-02

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.

October Service Anniversaries

20 Years:

Engineer / Paramedic **Mitch McCollough**

Captain / Paramedic **Craig Horvath**

Captain / Paramedic **Dave Pohlmann**

Captain / Paramedic **Jeremy Rocha**

12 Years:

Firefighter / Paramedic **Sammy Ramirez**

Firefighter **Chris Robson**

Captain / Paramedic **John Walka**

5 Years:

Firefighter / Paramedic **Jason Chapman**

Firefighter **Sean Matuszewski**

Firefighter / Paramedic **Jay Nelson**

Firefighter **Casey Schreiner**

Firefighter **Joe Stiglitz**

Firefighter **Andrew Tryon**

Firefighter **Colt Weddell**

4 Years:

Firefighter **Wes Fimbrez**

Firefighter **Trace Leggett**

Firefighter **Trey Schow**

Fire Mechanic II **Roger Nasello**

3 Years:

Emergency Medical Technician **Sarah Koupal**

2 Years:

Firefighter **Chris Wohlforth**



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1 Year:

Emergency Medical Technician **Shane Gereg**

Emergency Medical Technician **Stephan Gereg**

Paramedic **Ryan Markham**



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Governing Board Meeting – October 16, 2019

Agenda Item: 3

BOD#: 2019-10-n/a

Agenda Item Title

Call to the Public

A.R.S. §38-431.01(H)

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

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

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

Background / Discussion

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

Scheduled

None



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Governing Board Meeting – October 16, 2019

Agenda Item: 4

BOD#: 2019-10-03

Agenda Item Title

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

- A. Board Meeting Minutes from September 18, 2019 – **Appendix A**
- B. Work Session Meeting Minutes from September 25, 2019 – **Appendix B**
- C. Station 263 and Station 264 Concrete Repairs – **Appendix C**

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 October 16, 2019.”



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Governing Board Meeting – October 16, 2019

Agenda Item: 5

BOD#: 2019-10-04

Agenda Item Title:

Discussion, presentation, and possible approval of the 2018/2019 Annual Report and possible adoption of Resolution 2019-10-16-08, formally adopting the 2018/2019 Annual Report.

Submitted By:

Mike Farber, Fire Chief

Anna Butel, Administrative Services Director

Background/Discussion:

This item comes before the Board on an annual basis. Fire Chief Mike Farber will present to the Board the 2018/2019 Annual Report. Key items included in the report:

- Response Times
- NFPA 1710 Standard
- Accomplishments

Financial Impact:

N/A

Enclosure(s):

2018/2019 Annual Report

Resolution 2019-10-16-08

Recommended Motion:

“Motion to approve the 2018/2019 Annual Report and adoption of Resolution 2019-10-16-08: Formally Adopting the 2018/2019 Annual Report ”



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**RESOLUTION 2019-10-16-08
SUPERSTITION FIRE AND MEDICAL DISTRICT MEDICAL
ADOPTING THE 2018/2019 ANNUAL REPORT**

A RESOLUTION OF THE CHAIRMAN AND GOVERNING BOARD OF DIRECTORS OF THE SUPERSTITION FIRE & MEDICAL DISTRICT, FULLY ADOPTING THE 2018/2019 SFMD ANNUAL REPORT.

WHEREAS, the Board acknowledges the importance of receiving an Annual Report each Fiscal Year to recognize the accomplishments and determine key initiatives for the next fiscal year; and

WHEREAS, the Annual Report continually has linkage to the SFMD Operational Plan, and the SFMD Strategic Plan;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF DIRECTORS OF THE SUPERSTITION FIRE & MEDICAL DISTRICT AS FOLLOWS:

That the Superstition Fire & Medical District Board of Directors fully adopts the 2018/2019 SFMD Annual Report.

PASSED AND ADOPTED THIS SIXTEENTH DAY OF OCTOBER, 2019 BY THE CHAIRMAN AND GOVERNING BOARD OF DIRECTORS OF THE SUPERSTITION FIRE & MEDICAL DISTRICT.

Todd House, Board Chairman

Kathleen Chamberlain, Board Clerk

Jason Moeller, Board Director

Larry Strand, Board Director

Jeff Cross, Board Director

Governing Board Meeting – October 16, 2019

Agenda Item: #6

BOD#: 2019-10-05

Agenda Item Title

Discussion and presentation regarding the Documentation Probe conducted by R1 (ambulance billing company)

Submitted By

Transportation Services Manager Billy Warren

Background/Discussion

Discuss the results of the Documentation Probe conducting by SFMD's billing company R1. This is an external audit of our ambulance documentation and gives us feedback on opportunities for improvement. The Documentation Probe consisted of reviewing 30 random charts for certain data points and compared them to other like agencies across the country.

Financial Impact(s)/Budget Line Item

Enclosure(s)

N/A

Recommended Motion

N/A



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Governing Board Meeting – October 16, 2019

Agenda Item: #7

BOD#: 2019-10-06

Agenda Item Title

Discussion and possible approval of items from the Work Session on September 25, 2019 relating to the possible selection of Board Members to serve on an ad-hoc committee to gather information pertaining to the new Fire Chief search.

Submitted By

Chairman House

Background/Discussion

Financial Impact(s)/Budget Line Item

N/A

Enclosure(s)

Recommended Motion

"TBD"



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Governing Board Meeting – October 16, 2019

Agenda Item: #8

BOD#: 2019-10-07

Agenda Item Title

Discussion and possible approval of Tactical Athlete Health & Performance Institute (TAHPI) as a supplementary program from 7710 (Workers Compensation Carrier) to assist injured members in getting back to work quicker.

Submitted By

Mike Farber, Fire Chief

Anna Butel, Administrative Services Coordinator

Background/Discussion

The Tactical Athlete Health & Performance Institute is dedicated to creating an integrated, comprehensive, and personalized health and performance program for our members. TAHPI will provide a team of experts and professional licensed as Physical Therapists and Athletic Trainers, credentialed in advanced assessment of movement and strength and condition, trained in innovative technology and software, and established educators and researchers.

The benefit to our members who are injured either on or off the job will be able to rehab much faster with targeted therapy. Tactical Athlete recognizes that firefighters and EMS personnel are in a specialized line of work, which is physical in nature. They have taken the concept of how professional athlete are treated when they are injured and applied it to the fire and EMS providers.

Discussion and possible approval to purchase a program from 7710 (Workers Compensation Carrier) called "Tactical Athlete" which assists in returning injured employees back to work quicker.

Financial Impact(s)/Budget Line Item

Cost is \$600 per occurrence

Enclosure(s)

TAHPI Member Flyer

TAHPI Proposal


Recommended Motion

"Motion to approve the Tactical Athlete Health and Performance Institute Agreement"



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Customized care, faster treatment and return to work for injured first responders.

No matter how careful you are, the reality is that injuries on the job happen. If you're injured in the line of duty, a fast recovery and the ability to get back on the force as quickly as possible is crucial.

Managing the worker's compensation claim process is confusing in today's healthcare system but don't let bureaucracy prevent you from getting customized care from an injury specialist who understands the demands of your job.



"I would suggest to anybody who has the resources to use TAHPI. I would not have been back in 8 weeks if it wasn't for them helping, guiding and navigating the healthcare system. TAHPI put me in the position to help myself get back to work".

— Lt. Tom McMenamin of the Milwaukee Fire Department

What is TAHPI?

Tactical Athlete Health & Performance Institute (TAHPI) helps first responders return to work sooner with post-injury management and rehabilitation procedures. Our program allows an injured first responder to experience rapid treatment, recovery and to return to work sooner.

"TAHPI makes it their mission to make sure that our officers and supervisors who get injured on the job are being quickly directed to the right medical professional."

— Timothy J. Sharpee, Captain of Police at the Wauwatosa Police Department



Faster recovery for first responders

An injured firefighter who entered into the TAHPI network program received care and treatment 6 weeks earlier than the surgical date he initially received when he pursued care on his own.

“The entire process was impressive. In 22 years, I’ve never felt more cared about and part of a family. This program has to be the best improvement to the job in my career.”

— Firefighter Brent St. John, Milwaukee Fire Department



Simplified Recovery Process

Our priority is getting members back to work faster so that they can get on with their lives and jobs. We understand our members are dedicated to their profession and aren’t interested in a drawn-out recovery process.

Integration

Our strong healthcare network ensures a timely diagnosis and rehabilitation. We act as a conduit between Human Resources and third-party administrators.

Expertise

We leverage 10+ years in sports medicine and nearly 90 combined years in law enforcement and firefighting. We know the physical demands of the job.

Proven Results

We establish networks consisting of the very best practitioners in your region that provide unprecedented value to first responders. We pride ourselves on the diligent care delivered during our process to get first responders on the road to recovery and back to work sooner than traditional options.



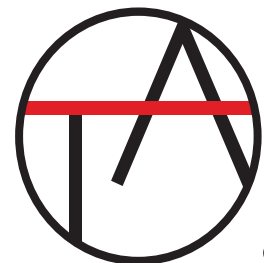
“Firefighters take a job to do that job. When you tell them they are on light duty or they have an office job when they are used to working outside, it doesn’t go over very well. From a mental health perspective for that employee, they really see the value to getting back to work sooner.”

— Robert Whitaker, Fire Chief at North Shore Fire/Rescue

YOUR
LOGO
HERE

Ready to begin the injury recovery process?

Make sure to report your injury to a supervisor, follow your Standard Operating Procedure (SOP) and contact Katie Dyess at TAHPI at 262-417-6833 or katie@tahpistrong.com to begin the process.



TACTICAL ATHLETE
Health & Performance Institute

Tactical Athlete
Health & Performance Institute (TAHPI®)
Superstition Fire & Medical District Proposal
April 25, 2019



TACTICAL ATHLETE
Health & Performance Institute

Proposal Title. Development of TAHPI® Provider Network and Advocacy Services for Superstition Fire & Medical District

Introduction. The *Tactical Athlete Health & Performance Institute* is dedicated to creating an integrated, comprehensive, and personalized health and performance program for the Superstition Fire & Medical District. TAHPI®'s innovative solutions will **add value** to the job for the Superstition Fire & Medical District employees through implementation of programs targeting job preparation and recovery as well as provide resources and initiatives that support an improved process of management and prevention of injury. TAHPI®'s® research and clinical expertise will create integrated single-source service solutions for the Superstition Fire & Medical District that will help reduce injury-related costs, streamline the case management of injury and rehabilitation, and lead to the implementation of a sustainable and efficient evidence-based health, fitness, and performance programming. This **innovative program** will lead to the discovery of new information, knowledge, and possibly tools that provide data and outcome driven metrics to improve the quality of life for a city worker, both during his/her career and post-retirement.

Project Description. The strategic phases of this project will begin with an initial period of consultative assessment that will inform the development of strategic research initiatives and implementation of targeted programs and practices. Our **short-term goals** include (a) creating an awareness and understanding for the added value that TAHPI® brings to the individual employee, (b) identifying gaps in knowledge and practices that, if closed, will improve health of the Superstition Fire & Medical District employees, and (c) establish an injury case management system that rewards the employee and employer through efficiency, reduced costs, and reduced time lost.

Specific Aims/Milestones:

TAHPI® will provide a team of experts and professionals who are licensed as Physical Therapists and Athletic Trainers, credentialed in advanced assessment of movement and strength and conditioning, trained in cutting edge technology and software, and established educators and researchers. The TAHPI® team will work with the Superstition Fire & Medical District to:

1. Establish and implement a network based system for case-management of orthopedic injury. Achieving this milestone will involve:
 - a. Full Assessment and determination of best practice for implementation of the Network based on Workers Compensation Laws, HIPAA, and practice acts in Arizona

- b. Selection of Physicians (Orthopedic and Primary Care) and Physical Therapists or Athletic Trainers for the Network
- c. Implementation of Technology for Current Employees
- d. Access to the TAHPI® Network will be allowed for all current members and their immediate families. Immediate family members are defined as

“Someone’s spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law, Adopted half and step members are also included in immediate family.”

- 2. Development of outcome metrics. Achieving this milestone will involve:
 - a. TAHPI® will work with designated representative within the Superstition Fire & Medical District to obtain data necessary to build a metric model (i.e., days lost, # of injuries, body part, injury type, dollars spent on health claims, dollars spent on “backfill”, participation in healthy initiatives)
 - b. Develop predictive/proprietary algorithm(s) for determination of # of injuries/lost days and the cost benefits of the collective and individual programs
 - c. This milestone may take up to 3 years of data points to be gathered to obtain a sample size large enough to create a metric with confidence that is valid and reliable

The Tahpi contract with Superstition Fire & Medical District will run concurrently with its workers compensation policy written by 7710 insurance for the period 7/1/19 to 7/1/20.

Implementation Timeline. TAHPI® intends to successfully reach these milestones as described in the attached time management plan. Access to the TAHPI® Provider Network and Advocacy Services for new cases would begin July 1, 2019 with an initial 1 month Matrix build out, Member Rollout, and Regional selection and development period. Early Access (soft rollout) would be given to injured members June 1, 2019 depending on Matrix Development Status.

Fees.

TAHPI® Solutions fees for TAHPI® Provider Network and Advocacy Services subsidized by 7710 Insurance

Total Cost: \$600 per Workers compensation case managed by TAHPI®. Cases will be billed on a monthly basis.

**Contract for services dependent on Superstition Fire & Medical District binding insurance coverage with 7710 Insurance Company.

***Per member pricing also available.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year of the first above written. Client also understands that the terms outlined in the Agreement will be monitored for future consideration of a yearly renewal concurrent with the renewal of the workers compensation policy with 7710 insurance, and of said contract with Tactical Athlete Health and Performance Institute, LLC. No portion of this agreement may be reproduced, duplicated, or revealed in any manner without the prior written consent of Tactical Athlete Health and Performance Institute, LLC

Tactical Athlete Health and Performance Institute, LLC

By: _____
Luis Rivera, Founder/CEO

_____ Date

Superstition Fire & Medical District

By: _____
Responsible Party

_____ Date

Governing Board Meeting – October 16, 2019

Agenda Item: #9

BOD#: 2019-10-08

Agenda Item Title

SFMD Policy Manual – Policies reviewed in September.

Submitted By

Mike Farber, Fire Chief

Anna Butel, Administrative Services Director

Background/Discussion

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

- 400 – Fire Inspections
- 403 – Code Enforcement
- 404 – Alternative Materials and Methods Requests
- 405 – Community Fire Station Visit Program
- 406 – Fireworks Displays
- 407 – Hazardous Materials Disclosures
- 408 – Maximum Occupancy – Overcrowding

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

Financial Impact(s)/Budget Line Item

N/A

Recommended Motion

“Motion to approve policies: Fire Inspections, Code Enforcement, Alternative Materials and Methods Requests, Community Fire Station Visit Program, Fireworks Displays, Hazardous Materials Disclosures, and Maximum Occupancy – Overcrowding.”



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Governing Board Meeting – October 16, 2019

Agenda Item: #10

BOD#: 2019-10-09

Agenda Item Title

Policy Review – For possible approval in the November 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

N/A

Enclosure(s)

New Policies for Review:

- 700 – Use of District-Owned Property
- 702 – Vehicle and Apparatus Inspections, Testing, Repair and Maintenance

Policies with Lexipol Suggested Updates:

- 322 – Child Abuse
- 326 – Adult Abuse
- 1040 – Family and Medical Leave

Recommended Motion

No motion at this time.



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Child Abuse

303.1 PURPOSE AND SCOPE

Best Practice

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

303.2 POLICY

State

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

303.3 MANDATORY NOTIFICATION

State MODIFIED

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

Any supervisor who reasonably believes that reportable abuse has occurred and has not been reported shall ensure that a report is made (ARS § 13-3620).

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

303.3.1 NOTIFICATION PROCEDURE

State

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

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

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

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

Superstition Fire & Medical District

Policy Manual

Child Abuse

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

303.4 CONFIDENTIALITY

State

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

Adult Abuse

307.1 PURPOSE AND SCOPE

State

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

307.2 POLICY

Best Practice

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

307.3 MANDATORY NOTIFICATION

State

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

For purposes of notification, abuse includes intentional infliction of physical harm, injuries caused by negligent acts or omissions, unreasonable confinement, sexual abuse, or sexual assault. Neglect is the deprivation of food, water, medication, medical services, shelter, supervision, cooling, heating, or other services necessary to maintain a vulnerable adult's minimum physical or mental health. Exploitation is the illegal or improper use of a vulnerable adult or his/her resources for another's profit or advantage (ARS § 46-451).

A vulnerable adult is an individual who is 18 years or older and unable to protect him/herself from abuse, neglect, or exploitation by others because of a physical or mental impairment. Vulnerable adult includes an incapacitated person as defined in ARS § 14-5101 (ARS § 46-451).

307.3.1 NOTIFICATION PROCEDURE

State MODIFIED

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

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

Superstition Fire & Medical District

Policy Manual

Adult Abuse

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

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

307.4 RELEASE OF REPORTS

State

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

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

Use of District-Owned Property

700.1 PURPOSE AND SCOPE

Best Practice **MODIFIED**

The purpose of this policy is to provide guidelines for the care and maintenance of district property entrusted to district members and the return of district property upon separation from employment or affiliation with the District.

700.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all district property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of district property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to and including termination.

700.3 PROCEDURE

Best Practice

The following procedures shall be in effect regarding district property issued to members:

- (a) Members shall promptly report via the chain of command any loss, damage or unserviceable condition of district-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable district property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced.
- (c) No member should attempt to repair damaged or unserviceable district property without supervisory approval.
- (d) Use of district property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, district property shall only be used by the member to whom it was assigned.
- (e) District property should not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.

700.3.1 SURRENDERING DISTRICT PROPERTY UPON SEPARATION

Best Practice

Members who separate from the District shall return all district property, regardless of its condition. The following guidelines should apply:

Superstition Fire & Medical District

Policy Manual

Use of District-Owned Property

- (a) All district property, including keys, identification cards, electronic devices and system access cards, shall be returned to the District no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badges Policy.
- (c) A member who fails to return all district property in his/her possession may be required to reimburse the District for the value of the property or may be subject to legal action brought by the District.

Vehicle and Apparatus Inspections, Testing, Repair and Maintenance

702.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish the testing, inspection, repair and maintenance responsibilities of members with regard to district vehicles and apparatus. Vehicles and apparatus shall comply with all regulations specified in the Arizona law and/or the National Fire Protection Association (NFPA) 1002. Inspections also ensure that vehicles and apparatus are properly equipped, maintained and refueled and present a professional appearance (ARS § 28-981).

702.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Apparatus - Vehicles designed for the purpose of firefighting. This includes pumpers, ladder trucks and aerial devices, tiller trucks, wildland firefighting, aircraft rescue firefighting (ARFF) and mobile water supply (water tender) units.

In-reserve - Any vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

In-service - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Emergency Services/Operations Division or that is pre-positioned to be readily available to on-duty Emergency Services/Operations personnel for calls for service (e.g., airport rescue, firefighting apparatus).

Staff vehicles - District vehicles assigned to members for their use during official district business.

702.2 POLICY

Best Practice

It is the policy of the Superstition Fire & Medical District that all vehicles and apparatus comply with the applicable federal and state vehicle operating and safety criteria. All vehicles and apparatus should be inspected daily, including in-service and in-reserve apparatus. Vehicles and apparatus that are out of service for testing, maintenance or repair need not be inspected until they are returned to service or released to in-reserve status.

702.3 PROCEDURE

Best Practice

702.3.1 APPARATUS DAILY INSPECTIONS

Best Practice **MODIFIED**

Operators should be responsible for conducting a daily inspection of all apparatus that has been established by the District and includes all of the items and provisions identified to

Superstition Fire & Medical District

Policy Manual

Vehicle and Apparatus Inspections, Testing, Repair and Maintenance

ensure safe operational status. An inspection list is detailed in the applicable sections of NFPA 1002. The district daily inspection list shall be approved by the Fire Chief.

When an apparatus becomes inoperative or in need of a repair that affects safe operation, the Captain shall be immediately notified. Based on the determination of the Captain, if the apparatus cannot be used in a safe manner, it shall be immediately removed from service. All equipment shall be accounted for on a daily basis.

An apparatus shall be considered unsafe and placed out of service if deficiencies are detected in one or more of the following areas:

- Brake system
- Cab and/or body mounting
- Steering
- Door latches
- Suspension
- Seat belts
- Wheels or tires
- Windshield, windshield wipers or defroster
- Transmission or driveline

Other deficiencies may or may not require an apparatus to be placed out of service. Any safety-related deficiency that does not require the apparatus to be taken out of service shall be repaired as quickly as possible.

702.3.2 STAFF VEHICLE INSPECTIONS

Best Practice **MODIFIED**

Members who are assigned staff vehicles should be responsible for the inspection and maintenance of their assigned vehicles. Maintenance should include checking and maintaining engine and transmission fluids, checking and maintaining tire inflation pressure, monitoring tire wear and any other inspection needed to ensure the safe operation of the vehicle.

Any vehicle issues discovered during inspection should be promptly addressed. When a vehicle becomes inoperative or in need of a repair that affects the safe operation of the vehicle, it should be immediately removed from service for repair.

702.3.3 TESTING AND REPAIR

Best Practice

Fire pumps on apparatus shall be tested as specified in NFPA 1911. Aerial devices shall be inspected and service tested by a competent person as specified in NFPA 1914.

All repairs and preventive maintenance to apparatus shall be made by personnel deemed qualified by the registered owner of the apparatus.

Superstition Fire & Medical District

Policy Manual

Vehicle and Apparatus Inspections, Testing, Repair and Maintenance

702.4 RECORDS

Best Practice **MODIFIED**

The District shall maintain records of inspections, testing, repairs and maintenance for each vehicle or apparatus using the appropriate forms for the vehicle type. Completed records and reports shall be retained by the District based on established records retention schedules.

Family and Medical Leave

1040.1 PURPOSE AND SCOPE

Federal MODIFIED

The purpose of this policy is to provide general guidance for managing unpaid leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612):

- The birth, adoption, or foster care placement of a child.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- When an employee is unable to work because of his/her own serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin who is a service member of the United States Armed Forces and who has a serious injury or illness incurred in the line of duty.

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the Department of Human Resources or legal counsel to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any Memorandum of Understanding, civil service or other local rule, or any law that provides greater family or medical leave rights.

1040.1.1 DEFINITIONS

Federal

Definitions related to this policy include:

Child - A child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent).

FMLA - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

Qualified health care professional - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some purposes; any health care provider from whom the district benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

Spouse - The person with whom an employee has entered into a marriage defined or recognized by the location in which the marriage was entered into (29 USC § 2611(13); 29 CFR 825.102; 29 CFR 825.122).

Superstition Fire & Medical District

Policy Manual

Family and Medical Leave

1040.2 POLICY

Federal **MODIFIED**

It is the policy of the Superstition Fire & Medical District to manage unpaid leave for eligible employees for qualified medical and family reasons in compliance with federal and state law and any applicable Memorandum of Understanding.

1040.3 ELIGIBLE EMPLOYEES

Federal

Employees are eligible for FMLA after working for the Superstition Fire & Medical District for at least one year and completing 1,250 hours over the 12 months prior to the commencement of the leave (29 USC § 2611; 29 CFR 825.110). Employees may not be eligible for leave if there are less than 50 other employees within 75 miles of the employee's work site.

1040.4 TYPE AND DURATION OF LEAVE

Federal

Generally, eligible employees are entitled under FMLA to 12 work weeks of unpaid leave during a 12-month period (29 USC § 2612; 29 CFR 825.100). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured backward from the date leave is taken and continuously with each additional leave day taken.

1040.4.1 SERIOUS HEALTH CONDITIONS

Federal

Eligible employees may take up to 12 weeks of leave to care for a spouse, child, or parent with a serious health condition or when the employee is unable to work because of his/her own serious health condition (29 USC § 2612(a)(1); 29 CFR 825.200).

If both spouses are employed by the Superstition Fire & Medical District, the combined number of work weeks to care for a sick parent is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.201).

Generally, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves (29 USC § 2611; 29 CFR 825.113):

- An overnight stay in a hospital, hospice, or residential medical care facility (29 CFR 825.114).
- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b)).
- A chronic condition which requires treatment (29 CFR 825.115(c)).
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).

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- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).

1040.4.2 BIRTH OR PLACEMENT OF A CHILD

Federal

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee (29 USC § 2612; 29 CFR 825.200). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121).

If both parents are employed by the Superstition Fire & Medical District, the combined number of work weeks of leave is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.120; 29 CFR 825.121).

1040.4.3 MILITARY EXIGENCY LEAVE

Federal

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, or parent is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Addressing Issues that arise from a short notice (seven or less days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.
- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military employee's parent who is incapable of self-care, such as providing care on an immediate-need basis or arranging for alternative care.

1040.4.4 MILITARY CAREGIVER LEAVE

Federal

Superstition Fire & Medical District

Policy Manual

Family and Medical Leave

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy (29 USC § 2612; 29 CFR 825.127).

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the Superstition Fire & Medical District, the combined number of work weeks of leave is limited to 26 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

1040.4.5 INTERMITTENT LEAVE

Federal

An employee may take leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, or to care for a covered service member with a serious injury or illness, intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal law (29 USC § 2612(b); 29 CFR 825.202; 29 CFR 825.124).

Leave due to a military exigency may be taken on an intermittent or reduced-leave schedule (29 CFR 825.202).

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the Fire Chief, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120; 29 CFR 825.121).

Intermittent leave for any employee shall be tracked and calculated.

1040.4.6 PREGNANCY DISABILITY LEAVE

Federal

Pregnant employees who are disabled by pregnancy may be entitled to a disability leave in addition to any FMLA leave. The duration of leave is dependent on the circumstances. The District shall defer to a pregnant member's qualified health care professional in assessing the member's ability to work.

Family and Medical Leave

1040.5 EMPLOYEE BENEFITS WHILE ON LEAVE

Federal

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c); 29 CFR 825.209). However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210). Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the District may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR 825.213). The District may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

Employees may not earn additional time off while on unpaid leave.

1040.6 SUBSTITUTION OF PAID ACCRUED LEAVES

Best Practice **MODIFIED**

Subject to applicable Memorandum of Understanding and civil service rules, employees are required to exhaust all applicable paid leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA leave. Employees may not use paid accrued leave to extend FMLA leave beyond 12 work weeks per year.

1040.7 USE OF FMLA LEAVE

Best Practice

If an employee takes a leave of absence for any reason that is FMLA qualifying, the District may designate that non-FMLA leave as running concurrently with the employee's 12-week FMLA leave entitlement.

1040.8 PROCEDURES

Federal

The following procedures will apply for all employees requesting leave under FMLA:

- (a) When a leave is requested for a medical or other FMLA-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to the district's operations (29 USC § 2612; 29 CFR 825.302).
- (b) An employee who wishes to take FMLA must provide his/her supervisor with 30 days' advanced notice when the leave is foreseeable or as soon as practicable if the need for leave is not foreseeable (29 USC § 2612; 29 CFR 825.302; 29 CFR 825.303).
- (c) At the time of the request, the employee must complete a FMLA request form.

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Family and Medical Leave

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613; 29 CFR 825.302).

Once the leave is requested or designated by the District, the supervisor should forward the request and any medical certifications to the Department of Human Resources and ensure the employee is provided the necessary forms and FMLA information within five days (29 CFR 825.300).

Employees are required to provide medical certification of a qualified health care professional or military documentation, if requested (29 CFR 825.305; 29 CFR 825.308; 29 CFR 825.309; 29 CFR 825.310).

Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614; 29 CFR 825.311). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Employees returning from a medical leave from the employee's own serious health condition will be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614; 29 CFR 825.100; 29 CFR 825.312).

1040.9 REINSTATEMENT FOLLOWING LEAVE

Federal

Generally, employees returning from FMLA leave within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff) (29 USC § 2614; 29 CFR 825.214; 29 CFR 825.216).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the Department of Human Resources or legal counsel to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting paid FMLA leave, non-paid leave will continue until the conclusion of the protected 12- or 26-week time limit. Following the protected leave, the Fire Chief, in consultation with the legal counsel or the Department of Human Resources, will determine whether non-FMLA leave should apply.

1040.10 RESPONSIBILITY

Best Practice

Superstition Fire & Medical District

Policy Manual

Family and Medical Leave

Supervisors should work with the Department of Human Resources or legal counsel regarding questions relating to leave or reinstatement from leave under this policy. The Department of Human Resources should advise the supervisor and inform members of their rights and responsibilities.

1040.11 RECORDS

Federal

The District will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the district's established records retention schedule.

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA and this policy shall be maintained as confidential medical records in separate files from employee personnel files.

1040.12 NOTICE TO EMPLOYEES

Federal

MODIFIED

The District should ensure that a notice explaining the FMLA's provisions and procedures is prominently posted in conspicuous places in the District where it can be readily seen by all employees and applicants for employment. Electronic posting is sufficient as long as the other posting requirements have been met as provided by 29 CFR 825.300 (29 CFR 825.300).

Governing Board Meeting – October 16, 2019

Agenda Item: 11

BOD#: 2019-10-10

Agenda Item Title

Reports

Background / Discussion

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

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

Recommended Motion:

N/A



Go to Item 12

Go to Agenda

Governing Board Meeting – October 16, 2019

Agenda Item: 12

BOD#: 2019-10-11

Agenda Item Title:

Possible vote to go in to Executive Session for legal advice pursuant to §A.R.S.38-431.03(A)(3) regarding the Fire Chief's annual evaluation process.

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) regarding the Fire Chief's annual evaluation process."*



Go to Item 13

Go to Agenda

Governing Board Meeting – October 16, 2019

Agenda Item: 13

BOD#: 2019-10-12

Agenda Item Title:

Discussion and possible action regarding the Executive Session for the Fire Chief Annual Evaluation process.

Executive Session for legal advice pursuant to §A.R.S.38-431.03(A)(3) regarding the Fire Chief’s annual evaluation process.

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”



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Governing Board Meeting – October 16, 2019

Agenda Item: 14

BOD#: 2019-10-13

Agenda Item Title

New Business / Future Agenda Items

Submitted By

Board of Directors

Background/Discussion

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

Financial Impact

N/A

Enclosure(s)

N/A

Recommended Motion:

N/A



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Governing Board Meeting – October 16, 2019

Agenda Item: 15

BOD#: 2019-10-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



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Governing Board Meeting – October 16, 2019

Agenda Item: 16

BOD#: 2019-10-14

Agenda Item Title

Adjournment

Recommended Motion:

“Motion to adjourn the Board meeting.”



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Appendix A

A. Board Meeting Minutes from August 21, 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)

August 21, 2019 Board Meeting Minutes





Superstition Fire & Medical District

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Fax (480) 982-0183

Regional Training Center
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Fleet & Facilities Services
1455 East 18th Avenue
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Fax (480) 983-7443

Governing Board Meeting Minutes

September 18, 2019

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE SUPERSTITION FIRE & MEDICAL DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON WEDNESDAY, SEPTEMBER 18, 2019. THE MEETING WAS HELD AT THE SUPERSTITION FIRE & MEDICAL DISTRICT'S ADMINISTRATION OFFICE, 565 N. IDAHO ROAD, APACHE JUNCTION, ARIZONA.

THIS MEETING WAS OPEN TO THE GENERAL PUBLIC AND BEGAN AT 5:30 PM.

A. Call to Order

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

B. Pledge of Allegiance

The Pledge of Allegiance led by Director Moeller.

C. Roll Call

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

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 William Whittington attended via phone and Board Secretary and HR Generalist Sherry Mueller attended.

1. Review and approval of the August 2019 financial reports and bank reconciliations. (BOD #2019-09-01)

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

Seconded by Director Moeller.

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

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2019-09-02)

September Service Anniversaries

- Mike Farber, Fire Chief – **34 Years of Service**
- Richard Ochs, Assistant Chief – **28 Years of Service**
- Mike Paul, Captain/Paramedic/TRT – **27 Years of Service**
- Nat Erickson, Firefighter/TRT – **21 Years of Service**
- Kevin “Shorty” Johnston, Engineer/TRT – **21 Years of Service**
- Rich Mooney, Assistant Chief – **21 Years of Service**



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- Jose Sepulveda, Engineer – **21 Years of Service**
- John Taylor, Engineer – **19 Years of Service**
- Jim Crowley, Engineer/Paramedic – **17 Years of Service**
- Craig Halver, Captain/Paramedic – **17 Years of Service**
- Aaron McDonald, Engineer – **17 Years of Service**
- Ruben Briones, Captain/Paramedic – **14 Years of Service**
- Tanner Fox, Captain/Paramedic – **14 Years of Service**
- Rob McMinn, Engineer – **14 Years of Service**
- Randy Vandekrol, Firefighter/Paramedic/TRT – **14 Years of Service**
- Eric Ellsworth, Firefighter/Paramedic – **13 Years of Service**
- Dustin Farber, Captain/Paramedic – **13 Years of Service**
- Ken Simkins, Firefighter/Paramedic – **13 Years of Service**
- Travis Yates, Firefighter/Paramedic – **3 Years of Service**
- Jack Hafer, EMT – **2 Years of Service**

3. Call to the Public. (BOD #2019-09-N/A)

None.

4. Consideration and possible approval of all consent agenda items listed below (BOD #2019-09-03):

- A. Board Meeting Minutes from August 21, 2019
- B. Executive Meeting Minutes from August 21, 2019
- C. First Amendment to the Contract for Advisory Services with Galloway Asset Management, LLC
- D. Gold Canyon Arts Festival Medical Staffing Agreement

Motion by Director Moeller to approve all consent agenda items.

Seconded by Director Strand.

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

5. Discussion, presentation and possible approval of the 2019/2020 Operational Plan and possible adoption of Resolution #2019-09-18-07. (BOD #2019-09-04)

Software Administrator & IT Specialist Lauren Daniel presented an overview of the Operational Plan which included each Division, Department, Special Team and Committee goals and objectives for the fiscal year. The growth and annexation to coincide with the City of Apache Junction was discussed as well as the Strategic Plan for 2020 – 2025, Accreditation with CFAI as well as the increase of the SFMD Financial Reserve to 2.25 million dollars.

Motion by Director Strand to approve the 2019/2020 Operational Plan and possible adoption of Resolution #2019-09-18-07. **Seconded** by Director Cross.

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



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Apache Junction, AZ 85119
Fax (480) 982-0183

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

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

6. 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 #2019-08-05)

- 800 – Records Management
- 801 – Release of Records
- 802 – Subpoenas and Court Appearances
- 803 – Patient Medical Record Security and Privacy
- ~~1008 – Tuition Reimbursement~~
(Tuition Reimbursement pulled and moved to October 16, 2019 Board Meeting)
- 1015 Outside Employment
- 1042 – Driver License Requirements

MOTION to approve policies: Records Management, Release of Records, Subpoenas and Court Appearances, Patient Medical Record Security and Privacy, Outside Employment and Driver License Requirements”. **Seconded** by Clerk Chamberlain.

Vote 5 ayes, 0 nays, MOTION PASSED.

7. Discussion and presentation of the following Policies brought for review at the September 18, 2019 Board Meeting for final approval at the October 16, 2019 Board Meeting. (BOD #2019-09-06)

- 400 – Fire Inspections
- 403 – Code Enforcement
- 404 – Alternative Materials and Methods Requests
- 405 – Community Fire Station Visit Program
- 406 – Fireworks Displays
- 407 – Hazardous Materials Disclosures
- 408 – Maximum Occupancy – Overcrowding
- 1008 – Tuition Reimbursement

8. Reports (BOD #2019-09-07)

Senior Leadership Team (SLT):

Fire Chief Mike Farber

- Attended Stymie’s (Steve Gereg) Retirement
- Award Ceremony for the Sons of the American Revolution
- Avalon tribute to 9/11 Patriots Day
- 9/25/19 Works Session at 5:00 pm – discussion of Fire Chief selection process
- Fire Chief Evaluation – Chairman House stated it should have been done in July. Needs to be added to the Board calendar.



Superstition Fire & Medical District

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- Chairman House said he would like to have Fire Chief Evaluations bi-annually. Clerk Chamberlain and Director Cross agreed that bi-annual evaluations would be appropriate. Chairman House would like to schedule an Executive Session in the October Board Meeting to discuss the Fire Chief Evaluation criteria.

Assistant Chief of Operations Richard Mooney

- Sept. 12th recognized 95th Birthday for World War II Veteran

Incidents

- Wildland Assignment, Type 3 to California. Crew: Logsdon, Crowley, Widick, Rivera
- Structure Fire, 3710 S. Goldfield. C-Shift
- Car & Structure Fire, 1150 N. Delaware. C-Shift
- Brush Fire on Sept. 6th. B-Shift
- Structure Fire, 592 S. Grand. C-Shift
- Mountain Rescue with multiple patients, LD State Park, Aug. 22nd.

Training

- Video Laryngoscopes in service
- Regional Incident Command Training

Assistant Chief of Planning & Logistics Richard Ochs

- Oct. 1st Open Burning Restrictions to be lifted
- Oct. 9th Open House at FS263 from 5:00-7:00 pm for Fire Prevention Week
- Sept. Fire Safety Presentations begin in elementary schools
- 9/20 Peralta Trial Elem. School Egg Drop from L264 at Family Steam Night.
- 9/20 Parks & Rec Watermelon Bust Competition – Crew will compete at Multi-Generational Center.

Growth & Development

- Peralta Canyon, Phase II
- Entrada Del Oro, additional parcel - 101 lots
- Four Apartment Building – 24 total units
- Panda Express

Administrative Services Director Anna Butel

- New Transportation Services employee, Kevin Bowman – Paramedic
- Training Captain Testing Process 8/27/19
- Pohlmann, Fox and Joe Garcia were all successful in the process
- Battalion Safety Officer Testing Process 9/4/19
- Pohlmann, Halver and Brooks were all successful in the process
- Stay tuned for Battalion Chief Testing – Next Week



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- Password changes have been completed
- Gateway – TeleStaff to ImageTrend Gateway

9. New Business / Future Agenda Items. (BOD #2019-09-08)

Chairman House suggested that he would like to hear more history of the employees that are being recognized for service anniversaries.

10. Announcements (BOD #2019-09-N/A)

Fire Chief Mike Farber announced that Retired Fire Chief Jim Geil's wife passed away Monday morning, September 16, 2019. Services will be announced once they are scheduled. Chief Geil served from 1982 until 1991. His wife, Carol Jean (CJ), a critical care nurse was also well connected to the AJFD and taught EMS CE classes for years to the department's membership.

11. Adjourn (BOD #2019-09-09)

Motion by Director Strand at 6:23 p.m. to adjourn the meeting
Seconded by Director Moeller.

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

Governing Board Approval:

Board Clerk Kathleen Chamberlain
Sherry Mueller

Appendix A

A. Board Meeting Minutes from August 21, 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)

August 21, 2019 Board Meeting Minutes





Superstition Fire & Medical District

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Governing Board Work Session Meeting Minutes

September 25, 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 WORK SESSION ON WEDNESDAY, SEPTEMBER 25, 2019. THE MEETING WAS HELD AT THE SUPERSTITION FIRE & MEDICAL DISTRICT'S ADMINISTRATION OFFICE, 565 N. IDAHO ROAD, APACHE JUNCTION, ARIZONA.

THIS WORK SESSION WAS OPEN TO THE GENERAL PUBLIC AND BEGAN AT 7:00 PM.

A. Call to Order

Chairman House called the meeting to order at 7:00 PM.

B. Pledge of Allegiance

The Pledge of Allegiance led by Director Cross.

C. Roll Call

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

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

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

1. Call to the Public. (BOD #2019-09-N/A)

None.

2. Discussion and presentation by Brenda Tranchina regarding the selection process for the next Fire Chief. (BOD #2019-09-01)

Fire Chief Mike Farber introduced Brenda Tranchina who spoke to the Board of Directors on the process for finding a new fire chief to replace Chief Farber upon his retirement. Brenda spoke to the following points:

- Finding a fire chief is the single most important decision a Board can make
- Timing is important – at this point, there is plenty of time
- Questions posed by Brenda:
 - What process do you want? Internal vs. External
 - Internal vs. External Process: Do you want to keep it internal? – will you handle the process internally or are you going to contract for services from an outside consultant to administer the recruiting process?
 - Internal vs. External Candidates: Will this be open to strictly internal candidates or will it be open to outside, external candidates as well?
 - Do we need overlap with Chief Farber and the new fire chief before he retires?



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- How much overlap time will we need? (Brenda recommends 30 – 60 days at the most)
- Brenda said she's seen other Districts keep the former chief in a "consultant" role for a time during the final days of the chief's tenure before retirement
- Brenda does not recommend making the new fire chief an "interim" role
- What is our timeframe from beginning to end of entire process?
 - *The first thing we need to do is establish a timeline
 - *Start by figuring out just when do we want to have someone in place?
 - *Start the process approximately 6 months (minimum) to 8 months ahead
 - *Perhaps 30 days before Chief Farber leaves – back into the timeline / process
 - *Factor in to the timeline that the incoming fire chief may need to give a 30 to 60-day notice to their current Board. You will need a 30 to 60-day window from time of offer to taking the seat
 - *Brenda would tell her clients for her part of the process, a minimum of 4 to 6 months ahead of the offer
 - *We'll need time for enough Board Meetings to make decisions, review / revise and approve the job description, determine minimum requirements, qualifications in education and experience, ideal traits, residency requirements, etc.
 - *Once the job description is approved by The Board, Brenda would develop the recruitment materials and get them posted for six weeks
 - *After the posting closes, time is needed to review / screen all the applicants. Often, applicants wait until the last minute to apply and send in their resume
 - *If the process is open to outside applicants, time may be needed for them to make travel arrangements
 - *In summary, the assessment process and interview process with the Fire Board takes time
- Typical education requirements for fire chiefs in Arizona varies. The trend is towards more education than what we've seen in the past. A Bachelor's Degree is the minimum. Many organizations require a Master's Degree or make a Master's Degree a preference. EFO and/or CFO certifications are sometimes required or preferred. The fire chief in a fire district wears many hats. It is much more difficult and more experience is required to run a fire district than a fire department in a municipality. The fire chief in a district must deal with legal issues, HR issues and needs experience in budgeting.
- Years of experience also varies for fire chief's in Arizona. Typically, a minimum of 15 years (minimum) in fire service experience is common. The size of the fire district makes a big difference in relation to years of experience.

Fire Chief Mike Farber described his research and opinion on experience and educational requirements. He named the fire chiefs around the Valley and other areas in Arizona who have Master's Degrees. The Board asked for a copy of the list from Chief Farber.

Captain John Walka (VP, Labor Union) told the Board that a survey was put out to the membership to find out what they want in the fire chief.



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Questions asked in the survey:

- Auto Aid system vs. outside the Auto Aid system – 63% of membership said they would like someone from the Auto Aid System.
- Importance of membership buy-in for the fire chief hiring process – 94% said “very important”
- Importance of vetting of credentials and the reputation of candidates for the next fire chief – 87% said “extremely important”
- Should the process be open to external and internal candidates? 96% said “yes”
- SFMD has unique issues – Only internal candidates would be capable of handling these issues – 97% disagreed
- Setting qualifications based on comparable agencies – 90% said yes, qualifications should be set based on comparable agencies
- Ad-hoc committee to evaluate the requirements of other organizations – Captain Walka believes the best thing we could do is form a committee with Board Members, Labor and Admin – 90% of membership said “Yes” we should form an ad-hoc committee
- Value in a diversified interview panel – 94% sees value in a diversified interview panel
- Value in the next chief being in support of labor management – 91% says this is important
- The most important things the next chief should be qualified for - #1 was Annexation and growth, then Leadership, vision and accountability, budgetary practice, internal customer service and moral

Education - Golder Ranch and Northwest Fire both require only Bachelor’s Degrees for their fire chiefs

- Brenda mentioned that the Board should establish minimum requirements, then add preferred qualifications so you’re not locked in with strict requirements. In years gone by, resumes would flood in for fire chief openings. Now it’s different. Far fewer resumes are received for fire chief openings. It may be better to “cast our net wider” with less strict requirements to draw a larger pool of candidates. As for years of experience, minimum of 12 to 15 years of exposure to all the different levels such as chief officer roles (Battalion Chief, Deputy Chief, Assistant Chief, program management roles, budget, finance, HR) that they will be overseeing.

Brenda said if she were doing the process, she would like to bring 7 or 8 candidates to the full assessment process and end up with 3 candidates to bring to the Fire Board for interviews and final selection.

- Chief Farber said a Bachelor’s Degree should be the minimum and a Master’s Degree preferred along with many years of experience. Experience at an Admin level is important. EFO and/or a CFO program does not replace a Bachelor’s and/or a Master’s Degree.
- Captain Walka said 3 months for the ad-hoc committee would be enough time to accomplish what they need. Chairman House recommended that Captain Walka go ahead and start putting the committee together. Chairman House recommends an odd number of members (5 or 7 or 9). Captain Walka would like members from Labor, Board Members, and Admin.



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- Director Cross stated it is the Board's duty to select the next fire chief and the ad-hoc committee should simply look for information. What is currently in the Valley in similar districts, how do they differ, why do they differ. Information on smaller districts is not relevant.

Brenda Tranchina recommends that the ad-hoc committee obtain recent job descriptions rather than older job descriptions from similar districts and find out how recently those job descriptions have been reviewed and updated.

- Captain Jon Williamson stated the importance of drawing our future fire chief with experience in the Auto Aid System. It would be a much easier and better transition for everyone.
- Clerk Chamberlain believes that everyone including Labor, the Board and Admin all must be in agreement of the selected candidate. Clerk Chamberlain, Director Cross and Chairman House stated it would be a good idea for the Board Members and Admin personnel to complete a survey to see what qualities and characteristics they believe the next fire chief should have.
- Director Cross brought up the "residency requirements" and Brenda stated the ARS Statutes prohibits departments from residency requirements for Firefighters but there are exceptions at the executive level. The Board could make this requirement for the fire chief to live in this District.
- Clerk Chamberlain inquired as to the cost of the process with a consultant such as Brenda Tranchina. Brenda said it depends on the scope of services that the Board needs and wants from the consultant. How involved does the Board want the consultant to be? The last time Brenda was involved in the hiring process for the fire chief for SFMD, the cost was approximately \$17,000 - \$20,000.
- Brenda stated that other Fire Districts do not pay for out of state candidates travel and lodging accommodations during the recruiting process.

NO MOTION

Note: Announcement – Chief Farber announced that Captain Amy Brooks was selected for the Battalion Chief



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3. Adjourn (BOD #2019-09-02)

Motion by Director Cross at 8:21 PM to adjourn the meeting. **Seconded** by Director Moeller.

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

Governing Board Approval:

Board Clerk Kathleen Chamberlain
Sherry Mueller

Appendix C

C. Station 263 and Station 265 Concrete Repair

Submitted By

Assistant Chief Richard Ochs
Fleet Services Manager Vaughn Croshaw

Background / Discussion

Concrete fracturing has occurred to the rear Apron of Fire Station 263 and to the front Apron of Station 265. This damage has been growing in severity for a few years and is now becoming significant. A budget decision package was submitted and approved for the 2019/2020 FY to complete repairs of the damaged sections of concrete. A total of \$36,890.83 was budgeted based upon submitted bids for the repairs. Due to the increased cost of materials utilized for these repairs the total cost is now \$37,860.80. This represents an increase of \$969.97. Fire Chief Mike Farber and Finance Director Roger Wood agree the additional \$969.97 will be drawn from the Capital Projects (200) Fund.

Financial Impact/Budget Line Item

\$37,860.80 Capital Projects (200) Fund

Enclosure(s)

3 Proposals
Purchase Order





Superstition Fire & Medical District

Purchase Order

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



Date: September 26, 2019

TO: All Jobs Construction, Inc.
1936 N Don Peralta Road
Apache Junction, AZ 85119

Vendor ID: ALLJOB

Purchase Order #: 017838

Requisition #: 16,947

Buyer:FMM
Created by:BAD
Created Date:9/26/2019
Updated by:BAD
Updated Date:9/26/2019

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

Page #: 1


Order Description: Concrete work at S263/265

Line	AJFD Product #	Description	GL Acct #	Quantity	Unit Price	Amount
1	200STATIONREHAS263/	Concrete 1st Section	200707100225	1.00	\$18,199.3500	\$18,199.35
2	200STATIONREHAS263/	Concrete 2nd Section	200707100225	1.00	\$9,812.3900	\$9,812.39
3	200STATIONREHAS265/	Concrete Work	200707100225	1.00	\$9,849.0600	\$9,849.06

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, notwithstanding 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 **\$37,860.80**

Purchasing Manager 

Fire Chief

PURCHASING / PROCUREMENT FORM BY PURCHAS ORDER (PO)

BOD # _____

PO # _____

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

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

Quote #1	Vendor Name: <u>All Jobs Construction, Inc</u>	Vendor Phone #: <u>480-782-6374</u>
	Vendor Address: <u>Apache Junction, AZ</u>	
	Quote Description: <u>R & R Concrete in Sections 1 & 3 at Station 263 and Station 265</u>	
	See Attached Quote - \$ <u>37,860.80</u>	

Quote #2	Vendor Name: <u>Bock Investments, LLC</u>	Vendor Phone #: <u>480-516-2621</u>
	Vendor Address: <u>AZ</u>	
	Quote Description: <u>R & R Concrete in Sections 1 & 3 at Station 263 and Station 265</u>	
	<u>R & R Concrete in Sections 1 & 3 at Station 263 and Station 265</u>	
	See Attached Quote - \$ <u>41,475.78</u>	

Quote #3	Vendor Name: <u>Wolverine Builders, Inc.</u>	Vendor Phone #: <u>480-474-2017</u>
	Vendor Address: <u>Mesa, AZ</u>	
	Quote Description: <u>R & R Concrete in Sections 1 & 3 at Station 263 and Station 265</u>	
	See Attached Quote - \$ <u>40,176.04</u>	

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

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

APPROVAL:

10/2/19
DATE

Richard Oehr
BUDGET MANAGER/PO ORIGINATOR SIGNATURE

DATE

FINANCE DIRECTOR SIGNATURE

DATE

FIRE CHIEF SIGNATURE

Approval of Concrete work.

Submitted by: Assistant Chief Ochs / Vaughn Croshaw

Background/Discussion:

The recommendation from Facilities is to move forward with the concrete work at S263 and S265. There was a price increase of \$933.30 due to price of goods going up in price from time of initial bid. If we concrete now, the maintenance costs would be minimal year to year.

Financial Impact/Budget Line Item: Approximately \$37,860.80

Line Item 200-70-71002-25 (Buildings and Systems)

Enclosure: Competing bids

All Jobs Construction, Inc
1936 N. Don Peralta rd.
Apache Junction, Az. 85119



Vaughn Croshaw
Apache Junction Fire Department
Apache Junction Az, 85119
Fire Station #3

ESTIMATE

Estimate # 0000063

Estimate Date 03/10/2019

Item	Description	Unit Price	Quantity	Amount
Service	Saw cut and demolition of the center of the driveway. Removal and disposal included with the estimate. 1700 Sq. foot Demolition and replacement.	2.75	1700.00	4,675.00
Service	Install a #4 rebar down the center of the slab, and Install heavy duty wire mesh into the center of the concrete slab.	1.50	1700.00	2,550.00
Service	Concrete, Mix design will be a mag B design, 1 inch aggregate and 4500 PSI mix design, with max units of stealth fiber in the mix design. Pour a min of 5 inches of concrete. The main reason for the concrete failure is due to the compaction done to the sub-grade however ,If we take all the extra precautions to prevent this from happening again ,we should be in good shape with the new slab Soft cut the 1/4" control joints and fill with Sika product, after cure time.	5.50	1700.00	9,350.00
Subtotal				16,575.00
+ Tax (9.80%)				1,624.35
Total				18,199.35
Amount Paid				0.00
Estimate				\$18,199.35

NOTES: NOTES: This is probably over kill but, much easier to feel confident if we take all precautions. This should be a worst case scenario.

Thank you, Chad

This is the first section we measured, and the 990 feet was the section in front all the way to the doors. Both are in the station 3 driveway.

All Jobs Construction, Inc
1936 N. Don Peralta rd.
Apache Junction, Az. 85119



Vaughn Croshaw
Apache Junction Fire Department
Apache Junction Az, 85119
Fire Station #3 Continued 2nd section

ESTIMATE

Estimate # 0000062

Estimate Date 03/10/2019

Item	Description	Unit Price	Quantity	Amount
Service	Saw cut and demolition of the center of the driveway. Removal and disposal included with the estimate. 990 Sq. foot Demolition and replacement.	2.50	990.00	2,475.00
Service	Install a #4 rebar down the center of the slab, and Install heavy duty wire mesh into the center of the concrete slab.	1.25	990.00	1,237.50
Service	Concrete, Mix design will be a mag B design, 1 inch aggregate and 4500 PSI mix design, with max units of stealth fiber in the mix design. Pour a min of 5 inches of concrete. The main reason for the concrete failure is due to the compaction done to the sub-grade however ,If we take all the extra precautions to prevent this from happening again ,we should be in good shape with the new slab Soft cut the 1/4" control joints and fill with Sika product,after cure time.	5.50	990.00	5,445.00
NOTES: This is probably over kill but, much easier to feel confident if we take all precautions. This should be a worst case scenario. Thank you, Chad				
		Subtotal		9,157.50
		+ Tax (9.80%)		654.89
		Total		9,812.39
		Amount Paid		0.00
		Estimate		\$9,812.39

All Jobs Construction, Inc
1936 N. Don Peralta rd.
Apache Junction, Az. 85119



Vaughn Croshaw
Apache Junction Fire Department
Apache Junction Az, 85119
Fire Station #5 Gold Canyon

ESTIMATE

Estimate # 0000064

Estimate Date 03/10/2019

Item	Description	Unit Price	Quantity	Amount
Service	Saw cut and demolition of the center of the driveway. Removal and disposal included with the estimate. 990 Sq. foot Demolition and replacement.	2.50	940.00	2,350.00
Service	Install a #4 rebar down the center of the slab, and Install heavy duty wire mesh into the center of the concrete slab.	1.25	940.00	1,175.00
Service	Concrete, Mix design will be a mag B design, 1 inch aggregate and 4500 PSI mix design, with max units of stealth fiber in the mix design. Pour a min of 5 inches of concrete. The main reason for the concrete failure is due to the compaction done to the sub-grade however ,If we take all the extra precautions to prevent this from happening again ,we should be in good shape with the new slab Soft cut the 1/4" control joints and fill with Sika product after cure time.	5.50	940.00	5,170.00
Service	2 foot crack-V-cut the Crack, pack with 1/8" backer rod ,and pour 2 part epoxy to stop the crack from spreading.	275.00	1.00	275.00
<p>NOTES: NOTES: This is probably over kill but, much easier to feel confident if we take all precautions. This should be a worst case scenario. Thank you, Chad NOTE: Sidewalk not included at this time, however sidewalk is broken on 2-corners, and needs an entire section Removed & Replaced</p>				
Subtotal				8,970.00
+ Tax (9.80%)				879.06
Total				9,849.06
Amount Paid				0.00

Estimate

\$9,849.06



ROC # 249445
3654 N. Power Rd Ste 152
Mesa, Arizona 85215

DATE: 9/9/2019

Thank you for the opportunity to submit the following proposal for **SFMD, Fire Station #3 1st section**. We hereby propose to furnish and install the following materials and labor necessary for the completion of said project.

Provide/Install

- Sawcut & demo center area of the driveway. Removal of demo debris included in price. Approx. 1,700sf
- Use #4 rebar and wire mesh under new slab
- New concrete, 1" aggregate with 4,500 PSI w/stealth fiber in mix. Concrete pour to be a min of 5"
- Cut ¼" control joints after cure
- Overhead, profit and taxes included

SUPPLY ALL NEEDED MATERIALS & LABOR TO COMPLETE ABOVE WORK

TOTAL INVESTMENT \$ 18,906.32

OPTIONS: (Please check accept or decline to all options)

ADD ALT: N/A

ADD N/A ACCEPT ___ DECLINE ___

This proposal is offered for completion in accordance with the above specifications for the sum of:
\$ 18,906.32

Payments to be made as follows: Progressive Billing

This proposal includes the following terms & conditions:

All change orders must be in writing.

Wolverine Builders, Inc. shall submit application for payment each month. Per A.R.S. § 32-1129.01 all payments are due and payable within seven (7) days of actual receipt of monthly

payment from owner. Interest shall accrue on any past due amounts at a rate of 1.5% per month.

PAGE 2 OF 2 (SFMD Station #3 1st Section) CONT'D

In the event payments are not made as agreed, Wolverine Builders, Inc. shall have the right to suspend performance or terminate the contract as provided for in A.R.S. § 32-1129-04.

In any action or arbitration brought to collect payments or interest pursuant to this Agreement, the successful party shall be awarded costs and reasonable attorneys' fees.

Wolverine Builders and their subcontractors employees will be covered by Workers Compensation Insurance.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above this estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner will carry fire, wind, hail and all other necessary insurance.

Wolverine Builders, Inc.

DATE

Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Please sign and return one copy.

Customer Representative (Print and sign name)

DATE

(1 ½% interest will be charged on all balances over 30 days old.)

(If paying by credit card a 2.5% service fee will be added.)



ROC # 249445
3654 N. Power Rd Ste 152
Mesa, Arizona 85215

DATE: 9/9/2019

Thank you for the opportunity to submit the following proposal for **SFMD, Fire Station #3 2nd Section**. We hereby propose to furnish and install the following materials and labor necessary for the completion of said project.

Provide/Install

- Sawcut & demo center area of the driveway. Removal of demo debris included in price. Approx. 990sf
- Use #4 rebar and wire mesh under new slab
- New concrete, 1" aggregate with 4,500 PSI w/stealth fiber in mix. Concrete pour to be a min of 5"
- Cut ¼" control joints after cure
- Overhead, profit and taxes included

SUPPLY ALL NEEDED MATERIALS & LABOR TO COMPLETE ABOVE WORK

TOTAL INVESTMENT \$ 10,485.00

OPTIONS: (Please check accept or decline to all options)

ADD ALT: N/A

ADD N/A ACCEPT ___ DECLINE ___

This proposal is offered for completion in accordance with the above specifications for the sum of:
\$ 10,485.00

Payments to be made as follows: Progressive Billing

This proposal includes the following terms & conditions:

All change orders must be in writing.

Wolverine Builders, Inc. shall submit application for payment each month. Per A.R.S. § 32-1129.01 all payments are due and payable within seven (7) days of actual receipt of monthly

payment from owner. Interest shall accrue on any past due amounts at a rate of 1.5% per month.

PAGE 2 OF 2 (SFMD Station #3 2nd Section) CONT'D

In the event payments are not made as agreed, Wolverine Builders, Inc. shall have the right to suspend performance or terminate the contract as provided for in A.R.S. § 32-1129-04.

In any action or arbitration brought to collect payments or interest pursuant to this Agreement, the successful party shall be awarded costs and reasonable attorneys' fees.

Wolverine Builders and their subcontractors employees will be covered by Workers Compensation Insurance.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above this estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner will carry fire, wind, hail and all other necessary insurance.

Wolverine Builders, Inc.

DATE

Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Please sign and return one copy.

Customer Representative (Print and sign name)

DATE

(1 ½% interest will be charged on all balances over 30 days old.)

(If paying by credit card a 2.5% service fee will be added.)



ROC # 249445
3654 N. Power Rd Ste 152
Mesa, Arizona 85215

DATE: 9/9/2019

Thank you for the opportunity to submit the following proposal for **SFMD, Fire Station #5 Gold Canyon**. We hereby propose to furnish and install the following materials and labor necessary for the completion of said project.

Provide/Install

- Sawcut & demo center area of the driveway. Removal of demo debris included in price. Approx. 990sf
- Use #4 rebar and wire mesh under new slab
- New concrete, 1" aggregate with 4,500 PSI w/stealth fiber in mix. Concrete pour to be a min of 5"
- Cut ¼" control joints after cure
- Cut approx. 2' crack of the cracked area and fill with epoxy
- Overhead, profit and taxes included

SUPPLY ALL NEEDED MATERIALS & LABOR TO COMPLETE ABOVE WORK

TOTAL INVESTMENT \$ 10,784.72

OPTIONS: (Please check **accept or **decline** to all options)**

ADD ALT: N/A

ADD N/A ACCEPT DECLINE

This proposal is offered for completion in accordance with the above specifications for the sum of:
\$ 10,784.72

Payments to be made as follows: Progressive Billing

This proposal includes the following terms & conditions:

All change orders must be in writing.

Wolverine Builders, Inc. shall submit application for payment each month. Per A.R.S. § 32-1129.01 all payments are due and payable within seven (7) days of actual receipt of monthly payment from owner. Interest shall accrue on any past due amounts at a rate of 1.5% per month.

In the event payments are not made as agreed, Wolverine Builders, Inc. shall have the right to suspend performance or terminate the contract as provided for in A.R.S. § 32-1129-04.

In any action or arbitration brought to collect payments or interest pursuant to this Agreement, the successful party shall be awarded costs and reasonable attorneys' fees.

Wolverine Builders and their subcontractors employees will be covered by Workers Compensation Insurance.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above this estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner will carry fire, wind, hail and all other necessary insurance.

Wolverine Builders, Inc.

DATE

Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Please sign and return one copy.

Customer Representative (Print and sign name)

DATE

(1 ½% interest will be charged on all balances over 30 days old.)

(If paying by credit card a 2.5% service fee will be added.)



BOCK Investments LLC

ROC 314315

480-516-2621

Date: 9/9/19

To: Vaughn Croshaw

Project: Fire Station #3

Price includes all material & labor for the following

- SAWCUT, DEMO AND REMOVAL OF CONCRETE IN CENTER OF DRIVEWAY, 1,700SF
- WIRE MESH AND NUMBER 4 REBAR
- POUR A MINIMUM OF 5" OF CONCRETE OVER 1" AGGREGATE @4,500#'s WITH FIBER MESH ADDED TO MIX.
- ¼" CONTROL JOINTS FILLED WITH SEALING PRODUCT

Base bid price \$19,653.32(TAXES INCLUDED)

Price does not include the following

- Permits
- Bonds
- Electrical
- Plumbing
- HVAC

Please contact Luke Plzak with any questions.

480-516-2621

Note: Prices are good for 30 days from the proposal date

Working hours do not include nights and weekends

Thank you for letting us bid on your project. If you have any questions please give us a call!



BOCK Investments LLC

ROC 314315

480-516-2621

Date: 9/9/19

To: Vaughn Croshaw

Project: Fire Station #3 add of 2nd section

Price includes all material & labor for the following

- SAWCUT, DEMO AND REMOVAL OF CONCRETE IN CENTER OF DRIVEWAY, 990 SF
- WIRE MESH AND NUMBER 4 REBAR
- POUR A MINIMUM OF 5" OF CONCRETE OVER 1" AGGREGATE @4,500#'s WITH FIBER MESH ADDED TO MIX.
- ½" CONTROL JOINTS FILLED WITH SEALING PRODUCT

Base bid price \$10,892.00(TAXES INCLUDED)

Price does not include the following

- Permits
- Bonds
- Electrical
- Plumbing
- HVAC

Please contact Luke Plzak with any questions.
480-516-2621

*Note: Prices are good for 30 days from the proposal date
Working hours do not include nights and weekends*
Thank you for letting us bid on your project. If you have any questions please give us a call!



BOCK Investments LLC

ROC 314315

480-516-2621

Date: 9/9/19

To: Vaughn Croshaw

Project: Fire Station #5 Gold Canyon

Price includes all material & labor for the following

- SAWCUT, DEMO AND REMOVAL OF CONCRETE IN CENTER OF DRIVEWAY, 990 SF
- WIRE MESH AND NUMBER 4 REBAR
- POUR A MINIMUM OF 5" OF CONCRETE OVER 1" AGGREGATE @4,500#'s WITH FIBER MESH ADDED TO MIX.
- ¼" CONTROL JOINTS FILLED WITH SEALING PRODUCT
- CUT AND ADD EPOXY TO CRACK TO KEEP FROM SPREADING ANY WORSE

Base bid price \$10,930.46(TAXES INCLUDED)

Price does not include the following

- Permits
- Bonds
- Electrical
- Plumbing
- HVAC

Please contact Luke Plzak with any questions.
480-516-2621

Note: Prices are good for 30 days from the proposal date

Working hours do not include nights and weekends

Thank you for letting us bid on your project. If you have any questions please give us a call!

Appendix D

D. Superstition Mountain Museum - Apacheland / Heritage Days 2020 Staffing Agreement

Submitted By

Assistance Chief Rick Ochs

Background / Discussion

This contract is to provide EMS Standby for Apacheland / Heritage Days 2020 as requested by the Superstition Mountain Museum. The contract is valid for two days, January 11th and 12th of 2020. Costs are based on fully loaded overtime rates for one EMT provider and one Paramedic provider. This is an annual contract that has been previously approved by the District's Attorney.

Financial Impact/Budget Line Item

\$2,651.40 – Revenue

Account #100-10-55345-41 / 150-10-55345-41

Enclosure(s)

Contract





Superstition Fire & Medical District

565 North Idaho Road, Apache Junction, AZ 85119

Phone (480) 982-4440, Fax (480) 982-0183

www.sfmd.az.gov



September 25, 2019

Jeff Danford – Event Coordinator
Superstition Mountain Museum
4087 N. Apache Trail, Apache Junction, AZ 85119
(480) 983-4888 x105
Coordinator@superstitionmountainmuseum

Re: **Apacheland / Heritage Days - 2020**

Mr. Danford,

This Medical Staffing Agreement represents the cost associated with providing Emergency Medical Services (EMS) to staff a Medical Aid Station for the Apacheland / Heritage Days on January 11th and 12th, 2020. This is a joint agreement between Superstition Mountain Museum and the Superstition Fire & Medical District, and is only valid for the scheduled event days of January 11th and 12th, 2020. This agreement provides for one EMT Basic provider and one Paramedic Advanced provider to serve as medical aid services, as required by the Pinal County Special Event Permit.

The following obligations are agreed upon by both parties as per the execution of this agreement for services:

Fire District's Obligations:

1. Provide one (1) State Certified Paramedic, advanced level provider and one (1) State Certified Emergency Medical Technician, basic level provider to staff a medical aid station at the event located at 4087 N. Apache Trail, Apache Junction, AZ 85119. Event days are on Saturday, January 11, 2020 from the hours of 9:00 am until 8:00 pm, and on Sunday, January 12, 2020 from the hours of 09:00 am until 4:00 pm.
2. Provide all necessary advanced life support equipment required for Paramedic level care.
3. Provide all necessary disposable medical supplies.
4. Provide communications equipment for contact with Mesa Regional Dispatch Center for the purpose of requesting additional resources for the treatment or transport of patients at the event.
5. Provide for the disposal of medical waste or other bio hazard materials generated by the treatment of patients at the event.

Superstition Fire & Medical District

565 North Idaho Road, Apache Junction, AZ 85119

Phone (480) 982-4440, Fax (480) 982-0183

www.sfmd.az.gov

Superstition Mountain Museum Obligations:

1. Agree to payment for services of one (1) State Certified Paramedic provider and one (1) State Certified EMT provider to staff a medical aid station at the special event located at 4087 N. Apache Trail, Apache Junction, AZ 85119 on Saturday, January 11 (08:30am-8:30pm) and Sunday, January 12 (08:30-4:30pm), 2020 for a total of 20 hours per Schedule 'A' (attached).
2. Provide a secure and centralized location for the staging of an Adaptive Response Emergency Vehicle. This location shall have direct access in and out of the event grounds to avoid any delays in transportation of patients or response of additional emergency response vehicles.
3. Signage to identify the medical aid services location.
4. Provide radio equipment to allow for an emergency communications link from the medical aid station to event security and event coordinators throughout the duration of the event.
5. Clear and protected access at all times for additional emergency vehicle traffic into the event.
6. Hand washing station equipped with water and hand soap/sanitizer located within the medical aid station.

If all conditions and obligations are agreed upon by parties, the Fire District and Superstition Mountain Museum, this document and representative(s) signature(s) shall be considered and accepted as a binding agreement. Affixed signatures and receipt of payment must be received in advance of the scheduled event date at our administration office located at 575 N. Idaho Rd, Apache Junction, AZ, 85119 for this agreement to remain valid.

Superstition Fire and Medical District

Superstition Mountain Museum

Board Chair: _____

Agent: _____

Printed: _____

Printed: _____

Board Clerk: _____

Co-Agent: _____

Printed: _____

Printed: _____

Superstition Fire & Medical District

565 North Idaho Road, Apache Junction, AZ 85119

Phone (480) 982-4440, Fax (480) 982-0183

www.sfmd.az.gov

SCHEDULE 'A'

Cost of two personnel for 12 hours (8:30 am through 8:30 pm) on January 11th, 2020. [.5 hours for transportation, set-up and take-down]

Personnel costs:

1	Certified Paramedic Provider @ \$71.06, per hour	<i>Cost for 12 hours</i>	\$ 852.72
1	Certified EMT Provider @ \$61.51, per hour	<i>Cost for 12 hours</i>	<u>\$ 738.12</u>
		Cost per day	<u>\$1590.84</u>

Cost of two personnel for 8 hours (8:30 am through 4:30 pm) on January 12th, 2020. [.5 hours for transportation, set-up and take-down]

Personnel costs:

1	Certified Paramedic Provider @ \$71.06, per hour	<i>Cost for 8 hours</i>	\$ 568.48
1	Certified EMT Provider @ \$61.51, per hour	<i>Cost for 8 hours</i>	<u>\$ 492.08</u>
		Cost per day	<u>\$1060.56</u>

Total Cost for 20 hours \$2651.40

*These costs represent actual hourly overtime rates for personnel based on current SFMD special event overtime rates. These costs can be used to calculate additional resources if needed.

Appendix E

E. Superstition Mountain Museum – Native American Arts Festival 2020 Staffing Agreement

Submitted By

Assistance Chief Rick Ochs

Background / Discussion

This contract is to provide EMS Standby for the Native American Arts Festival 2020 as requested by the Superstition Mountain Museum. The contract is valid for two days, February 15th and 16th of 2020. Costs are based on fully loaded overtime rates for one EMT provider and one Paramedic provider. This is an annual contract that has been previously approved by the District's Attorney.

Financial Impact/Budget Line Item

\$2,651.40 Revenue

Account #100-10-55345-41 / 150-10-55345-41

Enclosure(s)

Contract





Superstition Fire & Medical District

565 North Idaho Road, Apache Junction, AZ 85119

Phone (480) 982-4440, Fax (480) 982-0183

www.sfmd.az.gov



September 25, 2019

Jeff Danford – Event Coordinator
Superstition Mountain Museum
4087 N. Apache Trail, Apache Junction, AZ 85119
(480) 983-4888 x105
Coordinator@superstitionmountainmuseum

Re: **Native American Arts Festival - 2020**

Mr. Danford,

This Medical Staffing Agreement represents the cost associated with providing Emergency Medical Services (EMS) to staff a Medical Aid Station for the Native American Arts Festival on February 15th and 16th, 2020. This is a joint agreement between Superstition Mountain Museum and the Superstition Fire & Medical District, and is only valid for the scheduled event days of February 15th and 16th, 2020. This agreement provides for one EMT Basic provider and one Paramedic Advanced provider to serve as medical aid services, as required by the Pinal County Special Event Permit.

The following obligations are agreed upon by both parties as per the execution of this agreement for services:

Fire District's Obligations:

1. Provide one (1) State Certified Paramedic, advanced level provider and one (1) State Certified Emergency Medical Technician, basic level provider to staff a medical aid station at the event located at 4087 N. Apache Trail, Apache Junction, AZ 85119. Event days are on Saturday, February 15, 2020 from the hours of 9:00 am until 8:00 pm, and on Sunday, February 16, 2020 from the hours of 09:00 am until 4:00 pm.
2. Provide all necessary advanced life support equipment required for Paramedic level care.
3. Provide all necessary disposable medical supplies.
4. Provide communications equipment for contact with Mesa Regional Dispatch Center for the purpose of requesting additional resources for the treatment or transport of patients at the event.
5. Provide for the disposal of medical waste or other bio hazard materials generated by the treatment of patients at the event.

Superstition Fire & Medical District

565 North Idaho Road, Apache Junction, AZ 85119

Phone (480) 982-4440, Fax (480) 982-0183

www.sfmd.az.gov

Superstition Mountain Museum Obligations:

1. Agree to payment for services of one (1) State Certified Paramedic provider and one (1) State Certified EMT provider to staff a medical aid station at the special event located at 4087 N. Apache Trail, Apache Junction, AZ 85119 on Saturday, February 15 (08:30am-8:30pm) and Sunday, February 16 (08:30-4:30pm), 2020 for a total of 20 hours per Schedule 'A' (attached).
2. Provide a secure and centralized location for the staging of an Adaptive Response Emergency Vehicle. This location shall have direct access in and out of the event grounds to avoid any delays in transportation of patients or response of additional emergency response vehicles.
3. Signage to identify the medical aid services location.
4. Provide radio equipment to allow for an emergency communications link from the medical aid station to event security and event coordinators throughout the duration of the event.
5. Clear and protected access at all times for additional emergency vehicle traffic into the event.
6. Hand washing station equipped with water and hand soap/sanitizer located within the medical aid station.

If all conditions and obligations are agreed upon by parties, the Fire District and Superstition Mountain Museum, this document and representative(s) signature(s) shall be considered and accepted as a binding agreement. Affixed signatures and receipt of payment must be received in advance of the scheduled event date at our administration office located at 575 N. Idaho Rd, Apache Junction, AZ, 85119 for this agreement to remain valid.

Superstition Fire and Medical District

Superstition Mountain Museum

Board Chair: _____

Agent: _____

Printed: _____

Printed: _____

Board Clerk: _____

Co-Agent: _____

Printed: _____

Printed: _____

Superstition Fire & Medical District

565 North Idaho Road, Apache Junction, AZ 85119

Phone (480) 982-4440, Fax (480) 982-0183

www.sfmd.az.gov

SCHEDULE 'A'

Cost of two personnel for 12 hours (8:30 am through 8:30 pm) on February 15th, 2020. [.5 hours for transportation, set-up and take-down]

Personnel costs:

1	Certified Paramedic Provider @ \$71.06, per hour	<i>Cost for 12 hours</i>	\$ 852.72
1	Certified EMT Provider @ \$61.51, per hour	<i>Cost for 12 hours</i>	<u>\$ 738.12</u>
		Cost per day	<u>\$1590.84</u>

Cost of two personnel for 8 hours (8:30 am through 4:30 pm) on February 16th, 2020. [.5 hours for transportation, set-up and take-down]

Personnel costs:

1	Certified Paramedic Provider @ \$71.06, per hour	<i>Cost for 8 hours</i>	\$ 568.48
1	Certified EMT Provider @ \$61.51, per hour	<i>Cost for 8 hours</i>	<u>\$ 492.08</u>
		Cost per day	<u>\$1060.56</u>

Total Cost for 20 hours \$2651.40

*These costs represent actual hourly overtime rates for personnel based on current SFMD special event overtime rates. These costs can be used to calculate additional resources if needed.