BOARD OF DIRECTORS MEETING AGENDA FOR FEBRUARY 16, 2022

Call in Phone Number: 480-646-1846
Access Pin: 1234

The Board will hold a meeting on Wednesday, February 16, 2022. The meeting will be held at the Superstition Fire & Medical District’s Administrative Office, located at 565 N. Idaho Road, Apache Junction, Arizona. The meeting will be open to the public and will begin at 5:30 p.m. local time.

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

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

1. Review and approval of the January 2022 financial reports and bank reconciliations.

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

3. 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 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
   A. Board Meeting Minutes from January 19, 2022
   B. Executive Session Minutes from January 19, 2022
   C. Gold Canyon Golf Resort Fire Watch and Standby Contract
   D. Intergovernmental Agreement for Backup Ambulance Services Between the Town of Gilbert and the Superstition Fire & Medical District
   E. Purchase of three (3) Portable Motorola Radios
   F. Medical Director Agreement
   G. UKG Software Agreement
   H. Disposition of Surplus Property from the RTC
5. Discussion of the 2022 Fire District Tax Abstract / Levy Limit Worksheet for Pinal and Maricopa counties, and its impact on the development of the Fiscal Year 2022 / 2023 Revenue Budget.

6. Discussion and possible approval regarding the renewal of SFMD’s Property, Casualty and General Liability Insurance.

7. Discussion and possible action regarding the Superstition Vistas Land Agreement.

8. Discussion and possible action regarding revision to the Procurement Policy.

9. Discussion and possible approval regarding the potential re-opening of District Facilities.

10. Reports.
    Senior Leadership Team (SLT):
    Fire Chief John Whitney
    Assistant Chief Richard Mooney
    Assistant Chief Brian Read
    Deputy Chief Jeff Cranmer
    Transportation Services Director Billy Warren
    Administrative Services Director Anna Butel
    Finance Director Roger Wood
    Captain John Walka


13. Adjourn

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

Posted on: February 10, 2022
At: 1500 Hours
By: Sherry Mueller

The Superstition Fire & Medical District (SFMD) Administrative Office Board Meeting Room is accessible to the handicapped. In compliance with the American with Disabilities Act (ADA), those with special needs, such as large-type face print or other reasonable accommodations may request those through the SFMD Administration Office (480-982-4440) at least 24-hours before the Board Meeting.
Governing Board Meeting – February 16, 2022

Agenda Item: 1

**Agenda Item Title**
Review and approval of the January 2022 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), 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), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds) between the Pinal County Treasurer’s monthly bank statement and the District’s Fund balance sheet report is provided. To signify Board approval of the monthly financial statements and bank reconciliations, the Board Chairman is requested to sign the attached Letter of Acceptance which will be kept on file at the District.

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

**Enclosure(s)**
*Monthly Financials provided under separate cover

**Recommended Motion**
“Motion to approve the January 2022 financial reports and bank reconciliations.”
Pursuant to A.R.S. §48-807, by the signature(s) below, the Governing Board of the Superstition Fire & Medical District attests to the review and approval of the following financial report(s) of the fire district for the month of January 2022:

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

_________________________________________ _____________________________
Kathleen Chamberlain, Board Chair  Date
Governing Board Meeting – February 17, 2021
Agenda Item: 2

**Agenda Item Title**
Recognition of employee performance, achievements, and special recognition for community members.

**Submitted By**
Fire Chief John Whitney
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.

**February Service Anniversaries**

**22 Years of Service:**
Fire Captain / Paramedic Carlos Rivera

**13 Years of Service:**
Fleet Services Manager Vaughn Croshaw

**9 Years of Service:**
Engineer / Paramedic Dave Endres
Firefighter Monte Fuller
Captain / Paramedic Chris Furgeson

**3 Years of Service:**
Firefighter / Paramedic Matt Leon
Paramedic Ryan Markham
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
Governing Board Meeting – February 16, 2022
Agenda Item: 4

**Agenda Item Title**
Consideration and possible approval of all consent agenda items as listed below:

A. Board Meeting Minutes from January 19, 2022 – **Appendix A**
B. Executive Session Meeting Minutes from January 19, 2022 - **Appendix B**
C. Gold Canyon Golf Resort Fire Watch and Standby Contract - **Appendix C**
D. Intergovernmental Agreement for Backup Ambulance Services Between the Town of Gilbert and the Superstition Fire & Medical District - **Appendix D**
E. Purchase of three (3) Portable Motorola Radios - **Appendix E**
F. Medical Director Agreement -**Appendix F**
G. UKG Software Agreement - **Appendix G**
H. Disposition of Surplus Property from the RTC – **Appendix H**

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

**Recommended Motion**
“Motion to approve the consent agenda items for February 16, 2022.”
Governing Board Meeting – February 16, 2022
Agenda Item: 5

**Agenda Item Title:**
Discussion of the 2022 Fire District Tax Abstract / Levy Limit Worksheet for Pinal and Maricopa counties, and its impact on the development of the Fiscal Year 2022 / 2023 Revenue Budget.

**Submitted By:**
Roger Wood, Finance Director
Fire Chief John Whitney

**Background/Discussion:**
The Combined Pinal County & Maricopa County Fire District Levy Limit Worksheet (Tax Abstract) for FY 2022 / 2023 was delivered on February 10. A summary of the District’s Net Assessed Valuation (NAV) and its impact on the property tax revenues for FY 2022 / 2023 is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Pinal</th>
<th>Maricopa</th>
<th>Total</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centrally Assessed Property</td>
<td>10,880,045</td>
<td>29</td>
<td>10,880,074</td>
<td>-1.59%</td>
</tr>
<tr>
<td>Locally Assessed Property</td>
<td>33,920,829</td>
<td>152,832</td>
<td>34,073,661</td>
<td>4.02%</td>
</tr>
<tr>
<td>Locally Assessed Personal Property</td>
<td>444,322,882</td>
<td>334,595</td>
<td>444,657,477</td>
<td>7.17%</td>
</tr>
<tr>
<td>Total</td>
<td>489,123,756*</td>
<td>487,456</td>
<td>489,611,212</td>
<td>6.74%</td>
</tr>
</tbody>
</table>

*NOTE: It has taken 12 years for the FY 2022 / 2023 NAV total for Pinal County to represent more that the FY 2010 / 2011 NAV ($488,918,212 +0.04%).

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

NOTE: The special assessment related to the Capital Replacement (200) Fund has expired.

This information does not require Board action; it is being provided for FY 2022 / 2023 Budgeting purposes for the General (100), Capital Replacement (200), and the Debt Principal (500) and Debt Interest (600) funds.

**Enclosure:**
2022 Pinal County Fire District Levy Limit Worksheet
2022 Maricopa County Levy Limit Worksheet

**Recommended Motion**
N/A
### 2022 FIRE DISTRICT LEVY LIMIT WORKSHEET

**MARICOPA & PINAL COUNTIES - SUPERSTITION FIRE & MEDICAL**

**Date:** 2/8/2022

#### ADJUSTMENTS FOR ANNEXED PROPERTY

<table>
<thead>
<tr>
<th>Description</th>
<th>PINAL 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1. Net Assessed Value of Property Annexed for TY 2022</td>
<td>$0</td>
</tr>
<tr>
<td>A.2. A.1. divided by 100</td>
<td>$0</td>
</tr>
<tr>
<td>A.3. Prior Year Actual Tax Rate (excluding debt service tax rate)</td>
<td>$3,2500</td>
</tr>
<tr>
<td>A.4. Adjustment for Annexed Property (A.2. multiplied by A.3.)</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### MAXIMUM ALLOWABLE LEVY LIMIT

<table>
<thead>
<tr>
<th>Description</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.1. Prior Year Maximum Allowable Levy Limit (B.4 from prior year)</td>
<td>$30,138,676</td>
</tr>
<tr>
<td>B.2. Line B.1. multiplied by 1.08</td>
<td>$32,549,770</td>
</tr>
<tr>
<td>B.3. Plus amount attributable to annexed property (Line A.4.)</td>
<td>$0</td>
</tr>
<tr>
<td>B.4. MAXIMUM ALLOWABLE LEVY LIMIT (Line B.2. + B.3.)</td>
<td>$32,549,770</td>
</tr>
</tbody>
</table>

#### CURRENT YEAR NET ASSESSED VALUES

<table>
<thead>
<tr>
<th>Description</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>C.1. Centrally Assessed Property</td>
<td>$10,880,045</td>
</tr>
<tr>
<td>C.2. Locally Assessed Real Property</td>
<td>$444,322,882</td>
</tr>
<tr>
<td>C.3. Locally Assessed Personal Property</td>
<td>$33,920,829</td>
</tr>
<tr>
<td>C.4. Total Net Assessed Values (C.1. through C.3.)</td>
<td>$489,123,756</td>
</tr>
<tr>
<td>C.5. C.4. divided by 100</td>
<td>$4,891,238</td>
</tr>
</tbody>
</table>

#### CURRENT YEAR TAX RATE / LEVY LIMIT CALCULATION

<table>
<thead>
<tr>
<th>Description</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.1. Current Year Net Assessed Values / 100 (Line C.5.)</td>
<td>$4,891,238</td>
</tr>
<tr>
<td>D.2. Maximum Allowable Levy Limit (Line B.4.)</td>
<td>$32,549,770</td>
</tr>
<tr>
<td>D.3. Tax Rate (D.2. divided by D.1.; rounded to 4 decimals)</td>
<td>$6.6547</td>
</tr>
<tr>
<td>D.4. Maximum Tax Rate (lesser of D.3. or $3.375)</td>
<td>$3.3750</td>
</tr>
<tr>
<td>D.5. Current Year Allowable Tax Rate (^2)</td>
<td>$3.3750</td>
</tr>
<tr>
<td>D.6. Current Year Allowable Levy Limit (D.5. multiplied by D.1.)</td>
<td>$16,607,927</td>
</tr>
<tr>
<td>D.7. Prior Year Excess Collections</td>
<td></td>
</tr>
<tr>
<td>D.8. Prior Year Excess Levy</td>
<td></td>
</tr>
</tbody>
</table>

\(^2\) Adjusted D.5. to avoid a levy that exceeds the maximum allowable levy limit (Line B.4.)

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

Note: The combined prior year maximum allowable levy limit for line B.1 is $30,169,043 (or $30,367 for Maricopa and $30,138,676 for Pinal Counties).
## 2022 Levy Limit Worksheet

### Superstition Fire & Medical

#### A. Annexed Property

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Net Assessed Value of Annexed Property (2021 for TY 2022)</td>
<td>$0</td>
</tr>
<tr>
<td>A2</td>
<td>2021 Actual Tax Rate</td>
<td>$3,250</td>
</tr>
<tr>
<td>A3</td>
<td>Adjustment Annexed Property Levy (A1/100*A2)</td>
<td>0</td>
</tr>
<tr>
<td>A4</td>
<td>Total Adjustment for Annexed Property</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### B. Maximum Levy

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>Actual Tax Levy (excluding debt service)</td>
<td>$32,794</td>
</tr>
<tr>
<td>B2</td>
<td>B1 Multiplied by 1.08</td>
<td>$35,418</td>
</tr>
<tr>
<td>B3</td>
<td>Annexed Property Amount (Line A4)</td>
<td>0</td>
</tr>
<tr>
<td>B4</td>
<td>Maximum Allowable Levy Limit (Line B2 + B3)</td>
<td>$35,418</td>
</tr>
</tbody>
</table>

#### C. Current Net Assessed Value (2022)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>C4</td>
<td>Net Assessed Value</td>
<td>$487,456</td>
</tr>
</tbody>
</table>

#### D. Levy Limit Calculation

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1</td>
<td>Current Net Assessed Value / 100</td>
<td>4,875</td>
</tr>
<tr>
<td>D2</td>
<td>Maximum Allowable Levy Amount (Line B4)</td>
<td>35,418</td>
</tr>
<tr>
<td>D3</td>
<td>Allowable Tax Rate (D2. divided by D1.)</td>
<td>7,2659</td>
</tr>
<tr>
<td>D4</td>
<td>Maximum Allowable Tax Rate (Lessor D3 or $3,375)</td>
<td>3,3750</td>
</tr>
<tr>
<td>D5</td>
<td>Current Year Allowable Tax Rate</td>
<td>$3,375</td>
</tr>
<tr>
<td>D6</td>
<td>Current Year Maximum Allowable Levy Limit (D5. Multiplied by D1.)</td>
<td>$16,452</td>
</tr>
<tr>
<td>D7</td>
<td>Prior Year Excess Collections</td>
<td>0.00</td>
</tr>
<tr>
<td>D8</td>
<td>Prior Year Excess Levy</td>
<td>0.00</td>
</tr>
<tr>
<td>D9</td>
<td>Current Year Allowable Levy Limit (D6. - D7. -D8.)</td>
<td>$16,452</td>
</tr>
</tbody>
</table>

#### G. Sources

- G2. Maricopa County Assessor Reports: Annexations (SF12090)
- G3. Arizona Department of Revenue Annexation Report
# 2022 Net Assessed Value Detail

## Superstition Fire & Medical

<table>
<thead>
<tr>
<th>Current Net Assessed (2022)</th>
<th>Primary</th>
<th>Primary Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1. Net Centrally Valued Property</td>
<td>29</td>
<td>0.0%</td>
</tr>
<tr>
<td>C2. Net Real Property</td>
<td>334,595</td>
<td>5.0%</td>
</tr>
<tr>
<td>C4. Net Personal Property</td>
<td>152,832</td>
<td>6.9%</td>
</tr>
<tr>
<td>C4a Exemptions</td>
<td>52,433</td>
<td>-5.2%</td>
</tr>
<tr>
<td><strong>C5. Net Assessed</strong></td>
<td><strong>487,456</strong></td>
<td><strong>5.6%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prior Year Net Assessed Value</th>
<th>February 10, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1. Net Centrally Valued Property</td>
<td>29</td>
</tr>
<tr>
<td>F2. Net Real Property</td>
<td>318,662</td>
</tr>
<tr>
<td>F4. Net Personal Property</td>
<td>143,009</td>
</tr>
<tr>
<td>F4a. Exemptions</td>
<td>55,328</td>
</tr>
<tr>
<td><strong>F5. Net Assessed</strong></td>
<td><strong>461,700</strong></td>
</tr>
</tbody>
</table>

### G. Sources
- G2. Maricopa County Assessor Reports: Annexations (SF12090)
- G3. Arizona Department of Revenue Annexation Report

### H. Notes
- **H1.** The Levy Worksheets have been modified to reflect net assessed valuations for the Current Property Subject to Taxation in Prior Year, Current Net Assessed Valuations and Prior Year Net Assessed Valuations.

- **H2.** The Levy Worksheets have been modified for Tax Year 2013 to combine unsecured and secured Personal Property into a single net assessed valuations for the Current Property Subject to Taxation in Prior Year, Current Net Assessed Valuations and Prior Year Net Assessed Valuations.
Agenda Item Title
Discussion and possible approval regarding the renewal of SFMD’s Property, Casualty and General Liability Insurance.

Submitted By
Finance Director Roger Wood
Fire Chief John Whitney

Background/Discussion
The District’s current Property / Casualty / Liability insurance policy expires on March 1, 2022. Staff is working with two insurance brokers to perform a due diligence review of coverages and costs.

Staff will present a comparison of the two policies, and make a recommendation to the Board at the Board meeting for discussion and possible approval.

Financial Impact(s)/Budget Line Item
NA

Enclosure(s)
NA

Recommended Motion
“TBD”
Governing Board Meeting – February 16, 2022
Agenda Item: 7

**Agenda Item Title**
Discussion and possible action regarding the Superstition Vistas Land Agreement

**Submitted By**
Fire Chief John Whitney

**Background/Discussion**
SFMD has been working with DR Horton and Brookfield Properties to establish an agreement for the newly annexed area of Superstition Vistas. The renegotiated agreement includes the donation of a minimum 2-acre parcel located near Ironwood and Warner for the location of future Fire Station 266. Additionally, $500,000 will be set aside, based on specific construction timing parameters, in case it is determined that a temporary facility needs to be constructed.

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

**Enclosure(s)**

**Recommended Motion**
“TBD”
Governing Board Meeting – February 16, 2022
Agenda Item: #8

**Agenda Item Title**
Discussion and possible action regarding a revision to the District’s Policy 1200 – Procurement Policy.

**Submitted By**
Finance Director, Roger Wood
Fire Chief John Whitney

**Background/Discussion**
The Procurement Policy documents the Board’s expectations regarding the means by which District purchases are approved. The current Procurement Policy contains specific job titles in relation to the role of Budget Manager and the approval limits given to these Budget Managers.

Staff is recommending that the Procurement Policy be revised to remove the specific job titles related to the role of Budget Manager which will eliminate the need to bring the policy to the Board for revision approval as the people given the responsibilities of Budget Manager changes. (See section 4.4 Signature Approval – Authorized Personnel for the suggested changes.)

Also, Staff is recommending the level of authority for each Budget Manager be increased from the current $2,499.99 to $4,999.99. This increase in spending authority coincides with changes to Budget Manager reporting which gives Senior Leadership, including the Fire Chief, greater visibility on each Budget Manager’s spending activity. For perspective, non-wage & benefit, non-utilities, non-vehicle costs, loosely termed “discretionary” items, represent at most 6% of the total Operating Budget for the District, and even within this amount, all purchases $5,000 and above will need to be approved by the Fire Chief and Finance Director, and the Board if the purchase is $25,000 or more.

Staff recommends the Board approve the proposed revisions to Policy 1200 – Procurement Policy.

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

**Enclosure(s)**
Policy 1200 – Procurement Policy with revision markups on page 3 – Section 4.4

**Recommended Motion**
“Motion to approve the recommended revisions to the District’s Policy 1200 – Procurement Policy, Section 4.4 Signature Approval – Authorized Personnel as indicated in the draft dated February 16, 2022.”
Policy 1200 – Procurement Policy: Documentation for the Purchase of Goods and Services

Last Revision: 11/17/2021 02/16/2022

1. GENERAL

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

2. PURPOSE

To establish policy and procedure for the procurement and approval of all expenditures for supplies, equipment, materials and services (“Goods and Services”), necessary for the effective and efficient provision of services to the community. This policy is to apply to all personnel who are directly or indirectly involved with the procurement of Goods and Services for SFMD.

3. POLICY

It is the policy of SFMD to ensure that all expenditures are authorized in the SFMD fiscal year budget, properly encumbered and accounted for, and that a complete history of each expenditure transaction is established. Public employees must discharge their duties impartially to ensure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of SFMD.

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

4.1 PURCHASE ORDER (PO) REQUIREMENTS/TYPES

1. Standard PO

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

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

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

2. Annual PO

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

3. Contract PO

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

4.2 PROCUREMENT – COMPETITIVE PRICING/WRITTEN BIDS

1. The purchase of Goods up to $7,499.99 do not require a quote to support the corresponding PO.

2. The purchase of Goods $7,500.00 and greater must be supported by three (3) written bids. The three written bids are to be attached to the Procurement Form. The Procurement Form and the three written bids are to be attached to the PO.
3. The purchase of Services up to $9,999.99 do not require a quote in support of the corresponding PO.

4. The purchase of Services $10,000.00 and greater must be supported by three (3) written bids. The three written bids are to be attached to the Procurement Form. The Procurement Form and the three written bids are to be attached to the PO.

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

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

4.3 WAIVER OF COMPETITION

Although the overriding intent of this policy is that competitive pricing is required whenever possible, there are times when competitive pricing may be waived pursuant to this section. Competitive pricing (See Section 4.2 above) may be waived for the following conditions:

1. Government, State Contract & Inter-Governmental Agency Agreement. When using State Contracted vendors, the Contract # and Agency must be documented on the PO.

2. Single source procurement (attach supporting information).

3. Emergency purchase (The Fire Chief is to be notified of all emergency purchases and will provide an explanation to the BOD within 72 hours).

4. Efforts to obtain competitive pricing result in no competing offers.

5. Standardization/Compatibility requirements prevent the use of alternative vendors.

4.4 SIGNATURE APPROVAL – AUTHORIZED PERSONNEL

The following positions are authorized by the BOD to approve the purchase of Goods and Services. All purchases of Goods and Services must be properly approved prior to placing the order (with the exception of emergency purchases – see Section 4.3 above).

1. Up to $2,499.99 $4,999.99 – Can be approved by each of the following positions individually: Budget Manager, (including Deputy Chief and Administrative Services Director), Assistant Chief, Battalion Chief, Fleet Manager, and Fleet & Facilities Support Specialist.

2. $2,500.00 $5,000.00 to $24,999.99 – Must be signed by the originator of the PO, the Budget Manager, the Finance Director, and the Fire Chief.

3. $25,000.00 and greater – Must be signed by the originator of the PO, the Budget Manager, the Finance Director, the Fire Chief, AND must be submitted to the BOD for approval prior to purchase.
4.5 OTHER MEANS OF PROCURING GOODS AND SERVICES

1. Credit Card

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

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

2. Expense Reimbursement

Employees seeking reimbursement for required and authorized expenditures must:

- Complete an SFMD Personal Expense Reimbursement Form.
- Attach all receipt(s) to the form.
- If mileage reimbursement is requested, a map showing miles to and from must be attached. Mileage reimbursement will be based on the current federal rate for mileage.
- The Reimbursement Form must have Department Head approval prior to submission to Accounting for payment.
- Expense reimbursement requests must be submitted within the fiscal year of expense.

4.6 PROCESSING OF TRANSPORT REFUNDS

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

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

4.7 ELECTRONIC SIGNING OF MANUAL CHECKS

The weekly check reports will be emailed to all five (5) Board members by Accounting staff. Electronic signatures of the Board Chair and the Board Clerk will be printed on all District manual checks related to Payables provided Accounting Staff receive email approval from two (2) Board members.
The check reports are to contain the following for each check represented in the check report(s):

- Vendor Name
- Check Amount
- Expense Account
- Description of Expense
Governing Board Meeting – February 16, 2022

Agenda Item: 9

**Agenda Item Title**
Discussion regarding the potential re-opening of District Facilities.

**Submitted By**
John Whitney, Fire Chief  
Anna Butel, Admin Services Director

**Background/Discussion**
Currently, SFMD has closed board meetings, stations visits, and ride alongs to the public. These closures were made back in 2020 and have remained in place since. The stations are open to family members of the firefighters/transport personnel and students participating in a vehicular rotation as part of an EMT or paramedic course.

As of February 10, SFMD is experiencing more than two sick call-outs per shift. Below is a graph showing the increase in cases put out by the Arizona Department of Health Services. This graph indicates the number of cases by day. It is easy to see the spike in outbreaks of COVID. Based on this information, it is recommended that SFMD remain closed for February, evaluate again in March, and possibly fully re-open April 1, 2022, as cases continue to trend downward.

![Graph showing increase in COVID cases](image)

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

**Enclosure(s)**
n/a

**Recommended Motion**
*No motion*
Governing Board Meeting – February 16, 2022  
Agenda Item: 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
Governing Board Meeting – February 16, 2022
Agenda Item: 11

Agenda Item Title
New Business / Future Agenda Items

Financial Impact
N/A

Enclosure(s)
N/A

Recommended Motion:
“TBD”
Governing Board Meeting – February 16, 2022
Agenda Item: 12

Agenda Item Title
Announcements and Document Signing

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

Recommended Motion:
N/A
Agenda Item Title
Adjournment

**Recommended Motion:**

“Motion to adjourn the Board meeting.”
Appendix A

A.    Board Meeting Minutes from January 19, 2022

Submitted By
Board Secretary Sherry Mueller

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

Financial Impact/Budget Line Item
N/A

Enclosure(s)
January 19, 2022 Board Meeting Minutes
Governing Board Meeting Minutes

January 19, 2022

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE SUPERSTITION FIRE & MEDICAL DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON WEDNESDAY, JANUARY 19, 2022. 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 (VIA CONFERENCE CALL) AND BEGAN AT 5:30 PM.

A. Call to Order
Chairman Chamberlain called the meeting to order at 5:31 PM.

B. Pledge of Allegiance
The Pledge of Allegiance led by Deputy Chief Cranmer

C. Roll Call
Board Members in attendance were Chairman Kathleen Chamberlain, Director Todd House, and Director Shawn Kurian. Clerk Jeff Cross and Director Jason Moeller attended via conference phone.

Senior Leadership Team in attendance were Fire Chief John Whitney, Assistant Chief Brian Read, Assistant Chief Richard Mooney, Deputy Chief Jeff Cranmer, Administrative Services Director Anna Butel, Finance Director Roger Wood, Transportation Services Director Billy Warren and Fire Captain John Walka. Also in attendance was Sherry Mueller, Human Resources Generalist / Board Secretary. Legal Counsel William Whittington attended via conference phone.

1. Review and approval of the December 2021 financial reports and bank reconciliations.

Motion by Director House to approve the December 2021 financial reports and bank reconciliations.
Seconded by Director Kurian
Vote 5 ayes, 0 nays, MOTION PASSED.

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

Chief Whitney introduced some new employees to the Board: Assistant Chief Brian Read, Miki Klemesrud (Account Clerk AP/AR), and Kenneth Brown (Fire Mechanic I), and Alena Sampson (Human Resources Manager).
January Anniversaries

33 Years of Service:
John Christensen, Engineer

21 Years of Service:
Rob Bessee, Captain / Paramedic

19 Years of Service:
Chuck Hanson, Engineer / Paramedic

5 Years of Service:
Brian Dover, Firefighter / Paramedic

1 Year of Service:
Andrew Silva, Paramedic
Brady Harmon, Firefighter

3. Call to the Public.
Due to the Covid-19 virus, the Board Meeting was a closed-door meeting to the public. A notice was posted on our website, front door, Regional Training Center and Station 264 with our conference call number and pin code if anyone from the public wanted to call in and listen to the meeting. There was no person from the public over the conference phone.
NONE

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

   A. Board Meeting Minutes from December 15, 2021
   B. Executive Session #1 Minutes from December 15, 2021
   C. Executive Session #2 Minutes from December 15, 2021
   D. Executive Session #3 Minutes from December 15, 2021
   E. Paratech Struts – Curtis Tools for Hero’s
   F. Phoenix NAP Contract Renewal 2022
   G. Special Board Meeting Minutes from January 5, 2022
   H. Executive Session Meeting Minutes from January 5, 2022
   I. Special Board Meeting Minutes from January 10, 2022

Motion by Director House to approve all consent agenda items for January 19, 2022.

Seconded by Director Kurian
Vote 5 ayes, 0 nays, MOTION PASSED
5. **Discussion and possible approval of the Fire District’s Independent Auditor’s Report and related financial statements for the fiscal year ending June 30, 2021, as required by Arizona Revised Statute §48-253, and as presented by Steven May, Audit Supervisor - Henry & Horne, LLP – Certified Public Accountants.**

The District’s annual audit was completed as required by A.R.S. §48-253. Mr. May attended the Board meeting telephonically to present information regarding the audit and answered questions from the Board.

Steven May explained the basics of the annual audit. He stated there were no findings issued in 2021 and there were no recommendations issued in 2021.

**Motion by** Director House to approve the Fire District’s Independent Auditor’s Report and related Financial Statements for the fiscal year beginning July 1, 2020 and ending on June 30, 2021, as submitted by Henry & Horne, LLP, and to direct Staff to submit the auditor’s report to Pinal County and Maricopa County as required by ARS§48-253.”

**Seconded** by Director Kurian

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

6. **Discussion and possible action regarding the approval and adoption of a planning calendar and process for Fiscal Year 2022/2023 SFMD Revenue and Expenditure Budget**

**Motion by** Director Kurian to adopt the Fiscal Year 2022/2023 Budget Planning Calendar as presented, and to schedule the July Governing Board Meeting for Wednesday, July 20, 2022 at 5:30 pm when the Fiscal Year 2022/2023 budget will be adopted.”

**Seconded** by Director House

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

7. **Discussion and possible approval of a monthly calendar for Board approval of the weekly payroll and payables manual checks to facilitate the electronic check signature process.**

There was a discussion between the Board Members and it was decided that a group text and an email to each Board Member regarding the approval of the payroll and payables manual checks will be sent.

**No Motion**
8. **Discussion regarding the potential re-opening of District Facilities.**

Currently, SFMD has closed board meetings, stations visits, and ride-along’s to the public. These closures were made back in 2020 and have remained in place since. The stations are open to family members of the firefighters/transport personnel and students participating in a vehicular rotation as part of an EMT or paramedic course.

As of January 3, SFMD has seen a significant rise in the number of members calling out sick. It is expected that this trend will continue as omicron makes its way through Arizona. Below is a graph showing the increase in cases put out by the Arizona Department of Health Services. This graph indicates the number of cases by day. It is easy to see the spike in outbreaks of COVID. Based on this information, it is recommended that SFMD remain closed for January and evaluate again in February with more trending data.

**No Motion**

9. **Discussion and possible action regarding the Request for Proposal (RFP) for the EMS Medical Director.**

SFMD's current medical director has moved out of state, and it has become evident that more connectivity is needed. Based on this, a Request for Proposal was authored and released. The close date for proposals was January 17, 2022 but has been extended until February 3, 2022.

As a summary, the Medical Director provides/oversees the following:

- Provide medical direction for the SFMD paramedic and EMT continuing education program. The Medical Director may serve as the principal physician instructor for these programs.
- Serve as the consultant to the SFMD EMS staff for ongoing evaluation and management of SFMD emergency services
- Annually review the EMS Protocols for accuracy within local, state, and federal standards of care guidelines. To accept responsibility for the medical correctness of any standing order they authorize for use and for properly instructing regarding the correct use of the Protocols
- Provide input in the administrative and legislative process affecting the local, regional, and state pre-hospital EMS system.
- Conduct critical case review with SFMD personnel as determined by the Medical Director.
- Maintain relationships/agreements with receiving facilities for treatment and transport of stroke, STEMI, and trauma patients to receiving facilities
- Provide medical expertise, development, and assistance in designing and obtaining research grants associated with the delivery of emergency medical services.

**No Motion**
10. Discussion regarding the disposition of surplus property located at the RTC

From time to time, SFMD has a need to dispose of property that is no longer needed. The Board of Directors (BOD) has the sole responsibility for determining the surplus status of property and designating the manner of disposition of surplus property. The BOD, at their discretion, may delegate the authority of manner of disposition of surplus property.

POLICY
It is the policy of SFMD that property which is no longer needed, not cost effective to repair, is deemed obsolete, or is otherwise no longer useful to SFMD shall be itemized and presented to the BOD with a recommendation from the Fire Chief, or the Fire Chief’s designee, to be declared as surplus property.

No Motion

11. Senior Leadership Team Reports

Fire Chief Report
- Pinal County Open House
- Captains Pre-Promotional Process – Introspection, Assumptions, Bias and Vulnerability
- Budget Management
- Alignment
- Reporting - meeting & tracking
- COVID
- CARES/ARPA
- RTC
- Numerous prevention related community conversations
- Software "Reboot"
- Plaque presentation to Chief Kelly – AJPD
- Strategic Planning
- Recruit Firefighter Graduation
- Meridian MHP Recognition & Donation
- Lost Dutchman Days – Honorary Dutchman Committee – SFMD 2022 Heritage Award Winner

Operations
- Brian Read
- Assistant Chief Emergency Services
  - Operations, EMS, Training
- 28 Years in the fire service
- Beautiful wife (Julie)
• 4 Awesome kids (Questionable at times) (Seth, Amaya, Huck, and Jack)
• Monthly and Year-to-Date Call Volume
• Monthly Incident Types and Year-to-Date Incident Types

Training
• Intern Academy – 24 Candidates evaluated
• Recruit Academy (MFMD) - February 21st
• 6 Recruits
• 1 RTO (Recruit Training Officer)
• Training Hours – Monthly and Year-to-Date

Support Services & Prevention
• Centennial Event: January 8th at Prospector Park celebrating 100 year since 1st settlement in AJ.
• Meridian Mobile Home Park: January 12th over $500 donation.
• Lost Dutchman RV Resort: January 17th Meet & Greet (E261)
• Fire Safety Presentation: January 19th AJ Food Bank (Tina)
• Drowning Prevention Coalition of Arizona – District Membership

Transportation Services
• Health Current Implementation
• Renewal of Certificate of Necessity (CON) 137
• Monthly Call Volume
• CON Compliance through January 2022

Financial Services
• Worker’s Comp Audit for 2021
• FY 2021 / 2022 Budget Manager reporting enhancements
• FY2022 / 2023 Budget planning
• Compliance reporting

12. Motion by Director House to vote to go into Executive Session at 6:44 p.m. for legal advice pursuant to A.R.S. § 38-431.03(A)(1) and legal advice pursuant to A.R.S. § 38-431.03(A)(3) and possible instructions to legal counsel pursuant to A.R.S. § 38-431.03(A)(4) re: Fire Chief John Whitney’s employment contract;

Seconded by Director Kurian
Vote 5 ayes, 0 nays, MOTION PASSED
13. **Public Session at 7:36 p.m.** Discussion and possible action regarding possible revision to Fire Chief’s employment contract.

The Board of Directors stated they are very happy with the job Chief Whitney has been doing. In appreciation of a job well done, the Board would like to increase Chief’s pay outside of the range stated in the employment contract.

**Motion** by Director Kurian to approve an amendment to Fire Chief Whitney’s employment contract to reflect the modification as to the Chief’s compensation schedule to reflect the results of the compensation study done by staff as follows: $171,000 annual salary effective 1/1/2022.

**Seconded** by Director Moeller and Director House

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

14. **New Business / Future Agenda Items**
None

15. **Announcements / Document Signing**
None

16. **Adjourn**

**Motion** by Director House to adjourn the board meeting at 7:42 p.m.

**Seconded** by Director Kurian

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

**Governing Board Approval:**

___________________________
Board Clerk Jeff Cross

Sherry Mueller
Appendix B

B. Executive Session Minutes from January 19, 2022

Submitted By
Board Secretary Sherry Mueller

Background / Discussion
Executive Session Minutes are not for official public record.

Financial Impact/Budget Line Item
N/A

Enclosure(s)
N/A
Appendix C

C. Gold Canyon Golf Resort Fire Watch and Standby Contract

Submitted By
Assistant Chief Richard Mooney

Background / Discussion
The Gold Canyon Golf Resort has an event structure that had a temporary permit for almost 20 years. The county and SFMD are requiring the Golf Resort to bring the building up to code. The Golf Resort has already booked a number of events, so a compromise was made to require a fire watch for events less than 100 people and fire standby for events over 100 people.

Financial Impact/Budget Line Item
The contract is a cost for services. The contract covers employees and apparatus costs, so there is no cost to the public.

Enclosure(s)
N/A
January 20, 2022

Travis Sabey
Golf Canyon Golf Event
trsabey@gmail.com
www.GCGR.com

2022 Gold Canyon Golf Resort Event Fire Staffing Standby & Apparatus Agreement

Mr. Sabey

This Fire Suppression & Apparatus Standby Agreement represents the cost associated with providing fire suppression standby protection to staff a Fire Tender Apparatus for all events scheduled at the Gold Canyon Golf Resort Event Facility (Tent Structure). This is a joint agreement between the Gold Canyon Golf Resort and the Superstition Fire & Medical District, and is valid for the following date in 2022: January 22, February 4, 19, 26, March 4, 5, 19, 22, 26, April 1, 8, 9, May 7, 14, and June 9. This agreement provides for two fire suppression personnel and one fire support tender for the purpose of a fire standby for all scheduled events at the Tent Structure as required by the Pinal County and the Superstition Fire & Medical as part of their temporary Occupancy Permit for the Tent Structure located on the Gold Canyon Golf Resort Property.

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

**Fire District’s Obligations:**

1. Provide two Certified Fire Personnel to staff fire support tender at all the special events located at Gold Canyon Golf Resort 6060 S. Kings Ranch Rd., Gold Canyon, AZ 85118 for scheduled events at the location.
2. Provide all necessary fire personnel, fire equipment, EMS jump bag, and water needed for a fire response.
3. Provide communications equipment for contact with Mesa Regional Dispatch Center for the purpose of requesting additional resources for fire and medical events at the location.
Gold Canyon Golf Resort Obligations:

1. Agree to payment for services of two fire suppression personnel to staff a fire standby at the special events located at Gold Canyon Golf Resort 6060 S. Kings Ranch Road, Gold Canyon, AZ 85118 for all event dates listed in the agreement per Schedule ‘A’ (attached).

2. Provide a secure and centralized location for the staging of the Support Tender. This location shall have direct access in and out of the event grounds to avoid any delays in fire suppression activities.

3. Provide an un-obstructed access at all times for emergency vehicle traffic into the event.

4. Provide at least 48-hour notice to SFMD for all event cancelations. The person of contact is Assistant Chief Richard Mooney (email richard.mooney@sfmd.az.gov and phone number 1-480-676-8099).

Pursuant to A.R.S. Section 38-511, the Client may cancel this Agreement for conflict of interest.

If all conditions and obligations are agreed upon by parties, the Fire District and Gold Canyon Golf Resort, 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 & Medical District

Gold Canyon Golf Resort

Travis Sabey

Board Chair:_________________________ Agent:_________________________
Printed:___________________________ Printed:_________________________
Board Clerk:________________________ Co-Agent:_____________________
Printed:___________________________ Printed:_________________________
SCHEDULE ‘A’

Cost based on two personnel for the total time that the crew is covering the event. It will also include ½ hour before the event to allow the crew to check off the apparatus and equipment and ½ hour after the event to return equipment and apparatus to its proper station and ready-state.

Personnel & Equipment costs:

1   Certified Fire Captain: $80.27, per hour
1   Certified Engineer: $66.14, per hour
1   Certified Firefighter: $58.90 per hour
1   Support Tender Apparatus & Equipment: $113, per hour

SFMD will base the personnel billing on the actual fire suppression ranks working the event. The billing cycle will be on a monthly bases. Billing statements will be generated the first week each month for standbys completed the previous month.

*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.

Upon provision of services the Superstition Fire & Medical District will Invoice the total cost as displayed above. The Invoice is payable within 30 days of receipt.
Appendix D

D. Intergovernmental Agreement for Backup Ambulance Services Between the Town of Gilbert and the Superstition Fire & Medical District

Submitted By
Transportation Services Director, Billy Warren

Background / Discussion
This intergovernmental agreement between the Town of Gilbert and the Superstition Fire & Medical District authorizes both agencies to provide ALS and BLS ambulance services in each other's CON areas, as requested by the other Party, to cover responses during times of peak overload, simultaneous emergencies, major emergencies and when resources are otherwise overtaxed.

Financial Impact/Budget Line Item

Enclosure(s)
N/A
INTERGOVERNMENTAL AGREEMENT FOR BACK-UP AMBULANCE SERVICES
BETWEEN THE TOWN OF GILBERT AND
THE SUPERSTITION FIRE & MEDICAL DISTRICT

THIS INTERGOVERNMENTAL AGREEMENT ("AGREEMENT") is made and entered
into as of the January 25, 2022 ("Effective Date") between the TOWN OF GILBERT, an
Arizona municipal corporation ("Gilbert"), and the SUPERSTITION FIRE & MEDICAL
DISTRICT, a political subdivision of the State of Arizona ("SFMD"), collectively known herein
as the "Parties" and each individually as "Party."

RECITALS

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to A.R.S. §§
11-951 through 11-954, as amended, and A.A.C. R9-25-907; and

WHEREAS, the Parties provide ambulance service within their respective Certificates of
Necessities (CON), and

WHEREAS, on November 9, 2017, the Arizona Department of Health Services granted
Gilbert’s application for an initial Certificate of Necessity ("CON") to provide ambulance
services (CON 149); and

WHEREAS, on March 17, 2015, the Arizona Department of Health Services granted
SFMD’s application for an initial Certificate of Necessity ("CON") to provide ambulance
services (CON 137); and

WHEREAS, the Parties recognize the occurrence of a major emergency or simultaneous
emergencies could overtax available equipment and resources within their respective CON
service areas; and

WHEREAS, the Parties desire to provide ambulance services to each other in times of
peak overload, simultaneous emergencies, and when resources are otherwise overtaxed.

NOW, THEREFORE, in consideration of the promises and the mutual covenants
contained herein, the Parties agree as follows:
AGREEMENT

ARTICLE 1 - TERM

1.1 **Term.** The effective date of this Agreement shall be January 25, 2022 and shall renew automatically annually unless terminated by the Parties as set forth below. Either Party may terminate this Agreement with ninety (90) days prior written notice.

ARTICLE 2 - DUTIES AND LIMITATIONS

2.1 **Services provided.** Subject to such limitations as may be imposed by law and this Agreement, the Parties are hereby authorized and empowered to provide ALS and BLS ambulance services in each other's CON areas, as requested by the other Party, to cover responses during times of peak overload, simultaneous emergencies, major emergencies and when resources are otherwise overtaxed.

2.2 **Requests.**

A. The “Answering Agency” is the Agency that responds to the request for emergency medical services or non-emergency medical services. The "Requesting Agency" is the Agency requesting medical transportation services assistance under this Agreement.

B. An authorized official representing a Requesting Agency shall make all requests for aid. Each request for aid is subject to approval by an official of the Answering Agency, without charge to the Requesting Agency, and with the understanding that personnel and equipment of the Answering Agency shall be subject only to the liability, workers' compensation, and/or other insurance of that Answering Agency. Any request for assistance hereunder should include a statement of the amount and type of equipment and personnel requested and shall specify the location to which the equipment and response personnel are to be dispatched. However, an official of the Answering Agency shall determine the type and quantity of equipment and personnel to be furnished. The equipment and personnel of the Answering Agency shall at all times be under the supervision and control of the official(s) of that answering Agency. When emergency medical services are requested, the Answering Agency shall have its personnel report to the Incident Commander ("IC") or other scene commander at the location to which the equipment and personnel are dispatched. All activities shall be coordinated with the IC. Though coordination of activities occurs by the IC, the equipment and personnel of the Answering Agency shall be under the ultimate supervision of the designated personnel of the Answering Agency. The personnel of the Answering Agency shall coordinate the Answering Agency's efforts with the IC.

C. At no time shall the Answering Agency be expected to operate contrary to standing orders or protocols of its physician advisor, organizational policies, operating licenses, or federal or state regulations, except as specifically provided for in writing by local, state or federal authority and/or except when destination policies are otherwise modified as necessary.

D. If at any time the Answering Agency responds to a mutual aid call for emergency medical services where the Requesting Agency is not at the scene, the Answering
Agency will follow the treatment protocols and procedures of its physician advisor or other medical control, pursuant to the applicable Incident Command System. Response personnel shall contact the medical base of their own Agency for further orders and designation sites.

E. The personnel of each Agency, while engaged in performing any mutual aid service, activity, or undertaking under provisions of this Agreement, shall have and retain all rights and privileges notwithstanding that mutual aid service is being performed in or for the other Agency. Additionally, the Answering Agency's physician advisor and appropriate medical protocols shall govern the Answering Agency's actions.

F. The Answering Agency shall be responsible for all patient and third-party billing and agrees that the rates to be billed shall comply with applicable laws.

ARTICLE 3 - MISCELLANEOUS

3.1 **Headings.** Section headings contained in this Agreement are for reference purposes only and shall not affect in any way meaning or interpretation of this Agreement.

3.2 **Entire Agreement; Modification.** This Agreement contains the complete expression of the agreement between the Parties with respect to the subject matter hereof and there are no promises, representations or inducements except as herein provided. The terms and provisions of this Agreement may not be modified, supplemented or amended except in writing signed by both Parties hereto. All terms and provisions of this Agreement shall be binding upon and insure to the benefit of and be enforceable by the respective successors and permitted assigns of the Parties hereto.

3.3 **No Waiver.** Failure by either Party hereto to enforce at any time or for any period of time any provision or right hereunder shall not constitute a waiver of such provision or of the right of such party thereafter to enforce each and every such provision.

3.4 **Governing Law.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Arizona notwithstanding the conflict of law principals of such state. Any arbitration or litigation shall be conducted in Maricopa County, Arizona. The prevailing party in any litigation concerning this Agreement shall be entitled to reimbursement of its reasonable costs, including legal and accounting fees, incurred in connection with any such matter.

3.5 **Conflict of Interest.** Parties reserve the right to cancel this Agreement for possible conflicts of interest pursuant to A.R.S. §38-511, as amended.

3.6 **Performance; Indemnification.** In regard to performance of this Agreement, Gilbert and SFMD both agree to indemnify, defend, and hold harmless the other Party from and against all claims, suits, damages, liabilities, losses, and expenses arising out of or resulting from (i) damage to, or loss of use of, the other Parties property incurred by reason of the negligent act or omission of the indemnifying Party, (ii) injury or death of a third party which is a result of the negligent act or omission of the indemnifying party in
the course of performance of this Agreement, or (iii) the indemnifying Party's failure to comply with any applicable laws or regulations. Nothing herein shall be construed to modify the gross negligence standard of A.R.S. § 48-818.

3.7 Execution. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The signature pages from one or more counterparts may be removed from such counterparts and such signature pages all attached to a single instrument so that the signatures of all Parties may be physically attached to a single document.

3.8 Notices. All notices from the Parties shall be mailed or hand-delivered to:

Town of Gilbert
Attention: Fire Chief
85 East Civic Center
Gilbert, AZ 85296

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

3.9 Privacy – Confidential Information. Each Party acknowledges that its employees or agents may, in the performance of its obligations under this Agreement, come into possession of information that is confidential or privileged. In that event, said Party shall maintain the private or confidential nature of that information, and shall comply with state and federal law, including any requirements imposed by HIPAA. In addition, each Party agrees to execute a Business Associate Agreement if required.

3.10 HIPAA. Each Party agrees to comply with the privacy regulations pursuant to Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Sections 261, et seq., as amended ("HIPAA"), to protect the privacy of any personally identifiable protected health information ("PHI") that is collected, processed or learned as a result of this Agreement. Each Party agrees not to use or disclose PHI except as permitted by law. The Parties agree to enter into a Business Associate Agreement with each other if required by law.

3.11 Legal Arizona Workers Act. To the extent applicable, the Parties are required to comply with A.R.S. §41-4401, and hereby warrant that they will, at all times during the term of this Agreement, comply with all federal immigration laws applicable to the employment of their respective employees, the requirements of A.R.S. §41-4401, and with thee-verification requirements of A.R.S. §23-214(A) (together the "state and federal immigration laws"). Both parties agree to ensure that each subcontractor that performs any work on their behalf under this Agreement likewise complies with the state and federal immigration laws.
A breach by either Party of a warranty regarding compliance with the state and federal immigration laws shall be deemed a material breach of the Agreement and said Party may be subject to penalties up to and including termination of the Agreement.

3.12 **Non- Appropriation.** This Agreement shall be subject to available funding for either Party and nothing in this Agreement shall bind the other Party to expenditures in excess of funds appropriated and allotted for the purposes outlined in this Agreement.

3.13 While not anticipated, pursuant to the provisions of A.R.S. § 11-952(B)(4), in the event of termination, any property contributed by either Party shall be returned to the respective Party.
IN WITNESS WHEREOF the Parties hereto have placed signatures on the day and year noted below.

**Town of Gilbert**

[Signature] 1/26/2022

Brigette Peterson, Mayor

**Superstition Fire & Medical District**

John Whitney, Fire Chief

**ATTEST:**

[Signature]

Charelle Herrera, Town Clerk

**ATTEST:**

Jeff Cross, Board Clerk

APPROVED AS TO FORM: The undersigned attorney acknowledges that they have reviewed the above agreement on behalf of Gilbert, and has determined that this Agreement is in proper form and is within the powers and authority granted to Gilbert under the laws of the State of Arizona.

**Town Attorney**

[Signature]

Chris Payne

William Whittington, Board Attorney
Appendix E

E. Purchase of three (3) Motorola Radios

Submitted By
Fleet Services Manager, Vaughn Croshaw

Background / Discussion
This is a purchase of three (3) Motorola, APX8000XE All Band Portable Radios utilized by Suppression Personnel. Each radio includes accessories consisting of; two batteries, battery charger, lapel microphone, belt clips, blue tooth, etc. These radios are being purchased to replace older portable radios which are no longer serviceable.

Radio package cost $9,307.73 each

Financial Impact/Budget Line Item
$27,923.21 Capital Fund: 200-70-72660-15

Enclosure(s)
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:** November 17, 2021

**Vendor ID:** MOTOSO  
**Purchase Order #:** 021006

**Requisition #:** 20,116  
**Buyer:** FMM  
**Created by:** BAD  
**Created Date:** 11/17/2021  
**Updated by:** BAD  
**Updated Date:** 2/1/2022

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

**Order Description:** 3) Motorola Portables

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<th>Line</th>
<th>AJFD Product #</th>
<th>Description</th>
<th>GL Acc #</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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**Net 30**

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**Important Conditions**

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

---

**E-MAILED FEB - 1 2022**

**Purchasing Manager**

**Fire Chief**

**Signature**

**Total:** $27,923.21
**ORIGINAL INVOICE**

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<td>06-FEB-2022</td>
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**Bill To Address**

SUPERSTITION FIRE AND MEDICAL DISTRICT  
3955 E SUPERSTITION  
APACHE JUNCTION AZ 85220  
United States

**Ship To Address**

SUPPORT SERVICES  
SUPPORT SERVICES  
1455 E 18TH AV  
APACHE JUNCTION AZ 85219  
United States

**IMPORTANT INFORMATION**

Ultimate Destination  
United States  
Inco Term: CHARGES PAID  
For questions concerning this Invoice please contact  
Motorola at: 1-888-567-7347  
For all invoice payment inquiries contact  
SLT7AR@motorolasolutions.com  
Carrier - Best Way Surface

**SPECIAL INSTRUCTIONS / COMMENTS**

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**Please detach here and return the bottom portion with your payment**

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**Payment Coupon**

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**SUPERSTITION FIRE AND MEDICAL DISTRICT**  
3955 E SUPERSTITION  
APACHE JUNCTION AZ 85220  
United States

**Payment Transfer Details**

CHICAGO  
WIRE Routing Transit Number: 026009593  
SWIFT: BOPAUS3N  
Bank Account No: 3756318819

**DIVERSION CONTRARY TO EXPORT CONTROL LAW IS PROHIBITED**
# ORIGINAL INVOICE

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<th>Transaction Number</th>
<th>Transaction Date</th>
<th>Transaction Total</th>
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<td>27,923.21 USD</td>
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<th>P.O. Date</th>
<th>Customer Account No</th>
</tr>
</thead>
<tbody>
<tr>
<td>021006</td>
<td>17-NOV-21</td>
<td>1011234755</td>
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**Payment Terms:**
NET 30 DAYS FROM INVOICE DATE

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**USD Subtotal**
25,754.10

**USD Total Tax**
2,169.11

**USD Total**
27,923.21

**USD Amount Due**
27,923.21

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**Packing List**

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DIVERSION CONTRARY TO EXPORT CONTROL LAW IS PROHIBITED
Superstition Fire & Medical District
Purchase Order

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

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

Date: November 17, 2021

Vendor ID: MOTOSO
Purchase Order #: 021006

Requisition #: 20,116
Buyer: FMM
Created by: BAD
Created Date: 11/17/2021
Updated by: BAD
Updated Date: 11/17/2021

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

Page #: 1

Order Description: 3) Motorola Portables

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<th>Description</th>
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Net 30

---

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 $27,968.95

Purchasing Manager

Fire Chief
PURCHASING / PROCUREMENT FORM BY PURCHAS ORDER (PO)

BOD # ____________________ PO # ____________________ 21006

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<td>FORM Not Required</td>
<td>Budget Mgr*, Fleet &amp; Facilities Specialist, HR Generalist</td>
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<td>3 Written Bids</td>
<td>PO Originator/Budget Mgr*, Fin Director, AND Fire Chief</td>
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<tr>
<td>Services: $0 - $4,999.99</td>
<td>FORM Not Required</td>
<td>Budget Mgr*, Fleet &amp; Facilities Specialist, HR Generalist</td>
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<tr>
<td>Services: $5,000 - $24,999.99</td>
<td>3 Written Bids</td>
<td>PO Originator/Budget Mgr*, Fin Director, AND Fire Chief</td>
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<tr>
<td>Goods &amp; Service: $25,000 or more</td>
<td>3 Written Bids</td>
<td>PO Originator/Budget Mgr*, Fin Director AND Fire Chief AND Governing Board</td>
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* Budget Mgr includes Asst Chief, Deputy Chief, Battalion Chief, Administrative Services Director, Fleet Manager, Capt – Training Officer, Community Risk Reduction Specialist

Vendor Name: Motorola Solutions
Vendor Address: Phx, AZ
Quote Description: 3 APX8000XE portables

See Attached Quote - $ 27,968.95

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 Procurement (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:

1/17/2021  Vaughn Cosgrove  Budget Manager/PO Originator Signature

1/17/2021  Roger Wood  Finance Director Signature

1/17/2021  [Signature]  Fire Chief Signature
Appendix F

F. Medical Director Agreement

Submitted By
John Whitney, Fire Chief
Anna Butel, Admin Services Director

Background/Discussion
A Request for Proposals (RFP) for the position of medical director was developed and released in January of 2022. Three physicians submitted proposals for consideration. After reviewing proposal submissions and an interview process, Dr. Casey Solem was selected.

Financial Impact(s)/Budget Line Item

Enclosure(s)
Agreement
ADMINISTRATIVE MEDICAL DIRECTION AGREEMENT

This Agreement is entered into effective as the 1st day of March 2022, by and between the Superstition Fire & Medical District, an Arizona Fire District (SFMD) and Casey Ryan Solem, MD., (Dr. Solem).

RECITALS

A. SFMD currently provides emergency medical services within its jurisdictional boundaries, Phoenix Metro Valley automatic aid system, State wide and both in and out of State for Wildland assignments, and is seeking the services of a qualified physician to provide services as set forth by the terms and condition of the Agreement.

B. Solem is a licensed medical physician with extensive knowledge of local systems, protocols and state statues related to emergency and non-emergency medical care, and medical practice(s). Solem seeks to provide services to SFMD as set forth by the terms and conditions of this Agreement.

NOW THEREFORE, for and in consideration of the mutual covenants and considerations hereinafter contained, it is agreed by and between SFMD and Dr. Solem as follows:

I. Services

That Dr. Solem here in referred to as Medical Director, in accordance with Arizona Revised Statute R9-25-2014, shall provide the following services;

A. Provide medical direction for SFMD paramedic continuing education program. The Medical Director may serve as the principle physician instructor for these programs.

B. Serve as a consultant to the SFMD EMS Staff for ongoing evaluation and management of SFMD emergency services.

C. Assist the EMS Staff or assigned program manager, with research, development, and continuous quality improvement for all respective programs and /or pilot projects related to emergency and non-emergency medical care services.
D. Participate in the cooperative delivery of medical direction with the administrative base station and/or communication center and other receiving facilities for the resolution of pre-hospital care issues.

E. Provide administrative medical direction and continuing medical education for pre-hospital care providers assigned to Apache Junction Police Department’s SWAT team as requested.

F. Represent SFMD at local, regional, and state meetings as requested.

G. Provide input in the administrative and legislative process affecting the local, regional and state pre-hospital EMS system as requested.

H. Provide input in the administrative medical direction for SFMD sponsored immunization clinics in accordance with R9-13-1501, subsection C-1, and R9-25-609 as requested.

I. Provide administrative medical review and approval of the SFMD’s Basic Life Support (BLS) Training Program in accordance with R9-25-301.

J. Provide medical expertise, development, and assistance in designing and obtaining research grants associated with the delivery of emergency medical services.

K. Provide medical direction for the community Public Access Defibrillation program.

II. Term of Contract

This contractual agreement shall be in effect for the period of March 1, 2022 through February 28, 2024. The District may at its option extend the term of this Agreement for up to two (2) additional two (2) year terms.

III. Payment

For all services described under section I, SFMD shall make to Casey Ryan Dr. Solem MD, as follows:

A. Payment shall be $40,000.00 per fiscal year for the term of this content.

B. These services shall be invoiced by Dr. Solem quarterly, beginning on May 1, 2022 and ending on March 1, 2024. Payments shall be made in four equal installments of $10,000.00 per year.
IV. **Termination**

SFMD and Dr. Solem hereby agree to the full performance of the covenants contained herein, except that each shall reserve the right, at its discretion, to terminate or abandon the service provided for in this agreement.

A. In the event SFMD shall abandon the service or any part of the services as herein provided, SFMD shall notify Dr. Solem in writing, no less than 30 days in advance of such termination or abandonment. Dr. Solem shall discontinue providing service under this agreement on the effective date of termination or abandonment.

B. Upon such termination or abandonment, Dr. Solem shall deliver SFMD or its designee, all records and information pertaining to the services provided under section I of this contract.

C. Dr. Solem shall receive as payment in full for services performed to the date of such termination, a fee for the percentage of work actually performed based on section III of this contract. SFMD shall make final payment within 60 days after Dr. Solem terminated the services.

D. In the event that Dr. Solem determines to terminate or abandon the services or any part of the services as provided herein, Dr. Solem shall notify SFMD in writing, no less than 30 days in advance of such termination or abandonment.

V. **Ownership of Documents**

All documents including research and record prepared for performance of this agreement are to remain the property of SFMD and are to be delivered to the EMS Division Chief at the conclusion of the term of this agreement. However, information of a confidential nature, arising from patient/physician relationships shall not be transferred without patient approval in accordance with HIPPA requirements.

VI. **Successors and Assigns**

This agreement shall not be assignable except at the written consent of the parties herein; and it shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the parties hereto.

VII. **Medical Director as an Independent Contractor**

The parties hereto recognize that the Medical Director providing the services as described in section I of this agreement is and shall remain at all times when providing these services as an independent contractor for SFMD. The Medical Director will be treated as a non-employee.
SFMD will not withhold federal or state taxes from payments made to the Medical Director; the Medical Director is not included in SFMD's benefit programs and will not be eligible for unemployment or workers' compensation benefits.

VIII. **Professional Liability Coverage**

SFMD's liability insurance provider provides coverage for a medical director as defined by A.R.S. R9-25-204 for the following professional care services;

IX. **Establishing medical protocol.**

   A. Creating medical training curricula.
   
   B. Providing medical training.
   
   C. Conducting medical quality assurance programs.
   
   D. Carrying out similar duties as described above.

SFMD's liability insurance provider does not provide coverage for duties and/or actions of a medical physician. In the event the Medical Director performs any duties and/or actions as a medical physician while providing services as SFMD's Medical Director, the Medical Director must maintain Medical Professional Liability Coverage.

This coverage must extend to any duties and/or actions performed as a medical physician while providing services as Medical Director with SFMD.

The Medical Director shall furnish SFMD certificates of insurance for medical professional and workers' compensation liability coverage.

X. **Transactional Conflicts of Interest**

This agreement is subject to cancellation due to conflict of interest without penalty or further obligation as provided by A.R.S. 38-511. This contract shall be in full force and effect only when it has been approved by duly authorized SFMD officials.

XI. **Miscellaneous**

   A. Applicable Law – This shall be interpreted under and subject to the law of the State of Arizona.

   B. Notice – Either party wishing to give notice to the other under this agreement shall do so by U.S. Mail, First Class, Certified Return Receipt Requested, or other method resulting in a signed receipt.
IN WITNESS WHEREOF, the parties hereby execute this Agreement by affixing their signature below.

Casey R. Solem, MD., an Arizona licensed physician,
BY: ___________________________________________
    Casey R. Solem, MD.
DATED: _______________________

Superstition Fire & Medical District, a political subdivision of the State of Arizona,
BY: ___________________________________________
    Kathleen Chamberlain, Chairperson of the Board
DATED: _______________________
ATTEST: ___________________________________________
    Jeff Cross, Clerk of the Board

APPROVED as to form:

____________________________________________________
William Whittington, Fire District Attorney
Appendix G

G. UKG Software Agreement

Submitted By
John Whitney, Fire Chief
Anna Butel, Admin Services Director

Background/Discussion

UKG is a cloud-based solution that provides the following attributes, enhanced security and compliance, fast scalability, and increased connectivity and accessibility. Furthermore, this solution allows SFMD employees to access information day or night through the employee dashboard feature.

In December of 2020, the board approved the purchase of Ready HR, Talent Acquisition, and the Integration Hub.

Since then, we have decided to add the Ready Payroll and Ready Performance and Compensation modules for a complete Human Resources Solution.

Financial Impact(s)/Budget Line Item
100-10-62105-08
150-10-62105-08

Enclosure(s)
Pricing Proposal
Information contained herein is considered confidential and is provided solely to facilitate client decision-making regarding the proposed Ultimate Software solution. Do not photocopy or reproduce this document without the express written consent of Ultimate Software. All material and pricing information contained herein is valid for thirty (30) days from date of proposal.
PRICING PROPOSAL PREPARED FOR:
Superstition Fire & Medical District
Lauren Daniel - Information Systems Coordinator
565 N Idaho Rd
Apache Junction, AZ 85119-4014

PROPOSAL BASED ON:
135 Compensated Employees
135 Time Solutions Employees
0 HR Only Employees(includes Global)
0 Terminated Web Employees

<table>
<thead>
<tr>
<th>Module</th>
<th>PEPM</th>
<th>ANNUALLY</th>
<th>LAUNCH</th>
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<td><strong>UKG Ready Payroll</strong></td>
<td>$8.00</td>
<td>$12,960.00</td>
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<td>UKG Ready Payroll (formerly Kronos Workforce Ready® Payroll) enables organizations to reduce processing time and ensure compliance by leveraging a single, end-to-end solution with an intuitive interface and powerful reporting. Because our payroll solution is unified with the UKG Ready suite, it allows you to process payroll continuously and gives you instant access to reports and analytics in real-time — so you can save time, minimize risk, and create the perfect paycheck every time.</td>
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<td><strong>UKG Ready Time</strong></td>
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<td>UKG ReadyTime (formerly Kronos Workforce Ready® Time Keeping) enables organizations to simplify and automate routine tasks, including approving timesheets, correcting exceptions, responding to time-off requests, and managing schedules with flexible workflows. A robust pay calculation engine, automated notifications, configurable reports, and real-time access to accurate time information help you minimize compliance risk.</td>
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<td><strong>UKG Ready Performance and Compensation</strong></td>
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<td>UKG Ready™ Performance (formerly Kronos Workforce Ready® Performance Management) eliminates confusing paper-based forms, streamlines processes, and helps you gain insights into employee performance and development — so you can support data-driven performance and succession strategies that identify, nurture, and develop top talent. UKG Ready™ Compensation (formerly Kronos Workforce Ready® Compensation) streamlines the entire compensation planning process — from defining programs and guidelines to budgeting and modeling to routing proposals for approvals — so you can eliminate cumbersome spreadsheets and manual processes while also reducing the risk that sensitive compensation information will get into the wrong hands.</td>
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<th><strong>STANDARD PEPM</strong></th>
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<td>Total UKG Pro Pricing</td>
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* PEPM = Per employee per month
** Launch does not include travel and expenses

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Appendix H

H. Disposition of Surplus Property from the RTC

Submitted By
John Whitney, Fire Chief
Anna Butel, Administrative Services Director

Background/Discussion

From time to time, SFMD has a need to dispose of property that is no longer needed. The Board of Directors (BOD) has the sole responsibility for determining the surplus status of property and designating the manner of disposition of surplus property. The BOD, at their discretion, may delegate the authority of manner of disposition of surplus property.

POLICY
It is the policy of SFMD that property which is no longer needed, not cost effective to repair, is deemed obsolete, or is otherwise no longer useful to SFMD shall be itemized and presented to the BOD with a recommendation from the Fire Chief, or the Fire Chief’s designee, to be declared as surplus property.

Financial Impact(s)/Budget Line Item
n/a

Enclosure(s)
RTC Disposition Spreadsheet
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