



PO Box 3625
Grand Canyon, AZ 86023
928-638-3473 - Phone
928-638-2897 - Fax

Tusayan Fire District

AGENDA

Tusayan Fire District Board of Directors Regular Meeting

PURSUANT TO A.R.S. § 38-431.02 & § 38-431.03

December 9, 2021

TUSAYAN FIRE DISTRICT BUILDING

408 Highway 64, Tusayan Arizona

NOTICE: Members of the public may call in to hear the live audio by dialing +1 346 248 7799 US (Houston), +1 669 900 9128 US (San Jose), +1 301 715 8592 US (Germantown), +1 312 626 6799 US (Chicago) **Meeting ID: 891 727 2885 Password: 6383473** Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Board of Directors of the Tusayan Fire District and to the general public that the TFD Board will hold a meeting open to the public on December 9, 2021 at 10:00 a.m. The Board may vote to go into executive session pursuant to A.R.S. § 38-431.03(A)(3) to discuss or consult for legal advice with the attorney for the District. If authorized by a majority vote of the TFD Board, an executive session may be entered and held immediately following a successful vote to enter executive session and will not be open to the public. The Board may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting. Persons with a disability may request a reasonable accommodation by contacting the TFD at (928) 638-3473 as soon as possible.

10:00 a.m.

1. **Confirmation of quorum/Call to the Public**
 - a. ***One or two Board Members may attend by telephone*
 - b. ***Members of the public may address the board on items not on the printed agenda. The Board may not discuss, consider, or act upon any matter raised during public comment. Comments will be limited to three minutes per person.*
2. **Discussion/Approval of November 11, 2021 regular scheduled Board Meeting Minutes and November 11, 2021 Special Meeting Minutes**
3. **Financial Report**
4. **Fire Chiefs Update**
5. **Old Business**
 - a. **Discussion/Update on possible Subscriptions for out-of-district properties**
 - b. **Discussion/Update on potential grant options for bay expansion**
 - c. **Discussion/Update on for Town of Tusayan to issue stipend to TFD Volunteers**
 - d. **Discussion/Update on billing for Fire and EMS**
6. **New Business**
 - a. **None at this time**
7. **Action Item(s)**
 - a. **Discussion and possible action to approve Resolution 2021-03 Legal Representation**
 - b. **Discussion and possible action to move forward with bulk EDDM Postcard mailing**
 - c. **Discussion and possible action to approve signing Form of Declaration Letter for a Line-of-Credit with Coconino County**
 - d. **Discussion and possible action to offer paid subscriptions for out-of-district response**
 - e. **Discussion and possible action to approve policies 100-116 and 200-202**
 - f. **Discussion and possible action to increase Volunteer Stipend Rates**
 - g. **Discussion and possible action to accept ambulance donation from Guardian per A.R.S. 48-805.12**
8. **Board Member Reports**
9. **Adjourn**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store, at the Tusayan Fire District and at the Tusayan Town Hall all located in Tusayan, Arizona on this _____ day of December, 2021 at _____ in accordance with the statement filed by the Tusayan Fire District.

**DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN AND OUR COMMUNITY
THROUGH THE PRESERVATION OF LIFE, PROPERTY, AND THE ENVIRONMENT.**



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Tusayan Fire District

MINUTES OF MONTHLY PUBLIC MEETING FOR THE TUSAYAN FIRE DISTRICT BOARD OF DIRECTORS

A PUBLIC MEETING OF THE TUSAYAN FIRE DISTRICT GOVERNING BOARD WAS CONVENED ON NOVEMBER 11, 2021 AT THE TUSAYAN FIRE STATION AND, VIA ZOOM CONFERENCE CALL, TUSAYAN AZ 86023.

CALL TO PUBLIC/CONFIRMATION OF QUORUM

Meeting was called to order at 10:10 a.m. Present on the phone and Zoom were the following members of the Tusayan Fire District, Board Chair John Vail, Board Clerk Andrew Aldaz, Board Member Marty Harris, Board Member Elena Villanueva, and Board Member Becky Shearer. Others in attendance were Fire Chief Greg Brush and Business Administrator Kate Maragos. A quorum was confirmed.

Discussion/Approval of October 28, 2021 regular scheduled Board Meeting Minutes

Andrew motioned to approve the regularly scheduled October 28, 2021 minutes, Marty seconded, and the motion passed unanimously.

Financial Report

Financial Report was given verbally and in written form. (See form for details.) Andrew motioned to approve the Financial Report, Elena seconded, and the motion passed unanimously.

Fire Chiefs Update

Chief's report given in verbal and written form. (See form for details.)

Old Business

Discussion/Update possible Subscriptions for out-of-district properties – Board directed staff to send template from Ponderosa Fire to Board Members for reference. John shared information from attorney with the Board regarding three subscription options.

Discussion/Update on potential grant options for bay expansion

Discussion/Update on looking for new legal representation for the Fire District – Board directed staff to remove this from future agendas and to add Resolution to next month's meeting formally utilizing Coconino County legal representation.

New Business

Discussion of using balance of IGA funds from the Town towards vehicle repairs – Board directed staff to utilize a portion of the remaining \$78,000 from the town towards repairing the current apparatuses. Board directed the Fire Chief to talk to the Town Manager regarding logistics of using these funds.

Discussion for Town of Tusayan to issue stipend to TFD Volunteers – TFD Attorney is looking into the Town of Tusayan paying a stipend to TFD Volunteers while adhering to the DOL 20% Rule. Board directed staff to add volunteer stipend amount reviews for next month's agenda.

Action Item(s)

Discussion and possible action to update payment frequency of existing IGA with Town of Tusayan – Staff reported on meeting with Town Manager. First payment for FY2022 will cover a six-month period paid July 2021. Starting January 2022, the Town will pay monthly. Beginning Fiscal Year 2023, Town will pay quarterly in the beginning of each quarter. (First

DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN AND OUR COMMUNITY THROUGH THE PRESERVATION OF LIFE, PROPERTY, AND THE ENVIRONMENT.

payment for FY22 will occur before 7/31/2022, second payment by 10/31/22, third payment by 1/31/23, and fourth payment by 4/30/23.)

Discussion and possible action to seek new legal counsel – Board directed staff to remove from agenda

Discussion and possible action to approve Resolution 2021-02 Surplus of Equipment – Andrew motioned to approve Resolution 2021-02 Surplus of Equipment, Becky seconded the motion and it passed unanimously.

Board Member Reports

Andrew – Shared Community Meeting on 11/30/21

Elena – Commented on how peaceful the town has been and acknowledged the community coming together to help each other out.

John – Red Feather has contractor in town fixing the parking lot and arranged for them to remove the curb in front of the Ladder bay to make it easier to back L51 in. John would like to see the cracks sealed in the parking lot.

Adjourn – John made a motion to adjourn at 11:25 a.m., Elena seconded, and the motion passed unanimously.

Minutes approved by Board on Date _____

By _____

"To ensure compliance with Open Meeting Law, recipients of this message should not forward it to other board members or anyone. Board members may reply to this message, but they should not send a copy of the reply to other members."



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Tusayan Fire District

MINUTES OF SPECIAL PUBLIC MEETING FOR THE TUSAYAN FIRE DISTRICT BOARD OF DIRECTORS

A SPECIAL PUBLIC MEETING OF THE TUSAYAN FIRE DISTRICT GOVERNING BOARD WAS CONVENED ON NOVEMBER 11, 2021 AT THE TUSAYAN FIRE STATION AND, VIA ZOOM CONFERENCE CALL, TUSAYAN AZ 86023.

CALL TO PUBLIC/CONFIRMATION OF QUORUM

Meeting was called to order at 11:34 a.m. Present were the following members of the Tusayan Fire District, Board Chair John Vail, Board Clerk Andrew Aldaz, Board Member Marty Harris, Board Member Elena Villanueva, and Board Member Becky Shearer. Others in attendance were Fire Chief Greg Brush and Business Administrator Kate Maragos. A quorum was confirmed.

Action Item(s)

Discussion and possible action to approve TFD Policies 100-116 and 200-202 – Board directed staff to make the following changes:

- Correct Policy numbers to align with current policies
- 108 – Work place Violence - Board directed staff to ensure a sign is posted on TFD property stating no firearms allowed
- Board wants a clearer designation for Human Resource duties. Board clarified they have tasked the Fire Chief with the ultimate authority for all HR issues.
- 109 – ADA – define Business Administrator/HR role in the policy more clearly
- 110 – spelling error correction needed
- 111 & 112 HIPAA – define who the Privacy Officer is
- 113 HIPAA – staff needs to correct job titles
- 114 Medical Records – spelling error correction needed
- 200 – Board wants staff to have annual NFPA Firefighter physical.
- Board wants to “encourage” staff to be vaccinated
- Board wants legal counsel for vaccination requirement
- 201 Background – add felony or conviction within 5 years – John will ask attorney limits for criminal history and time frames

Adjourn – John made a motion to adjourn at 12:53 p.m., Becky seconded, and the motion passed unanimously.

Minutes approved by Board on Date _____

By _____

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Tusayan Fire Department

FINANCIAL REPORT – November 2021

- Info current as of December 6, 2021
- Bank: \$295,936.27
- Reserve Funds Account: \$49,823.48
 - Grand total = \$345,759.75
- Accounts Payable
 - We have checks to sign
- FY 2022 FDAT Revenue (Actual year to date): \$54,123.68
 - (Both FDAT and Tax increase are already factored into budget)
- Rental Income Valle: \$750.00
- Rental Income Station: \$2,030.00
- Shirt Sales: \$760.00
- District Billing Fees: \$114.84
- Marathon Pancake Breakfast and Beer: \$1,595.00
- Wildland Fire Income
 - TFD saved \$2,133.30 in budgeted payroll expenses - Telegraph
 - TFD saved \$2,051.25 in budgeted payroll expenses - Rafael
 - TFD saved \$3,852.92 in budgeted payroll expenses - Cub Creel 2
 - TFD saved \$4,055.70 in budgeted payroll expenses - KNP Complex
 - **\$50,647.71** gross profit for TFD YTD
 - **\$15,397.10** net wildland profit for TFD calendar YTD

*DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN
AND OUR COMMUNITY THROUGH THE PRESERVATION OF LIFE, PROPERTY AND THE ENVIRONMENT.*

Tusayan Fire District Profit & Loss Budget vs. Actual July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
FDAT	54,123.68	105,534.00	-51,410.32	51.3%
Grant Income	9,775.20	25,000.00	-15,224.80	39.1%
Pooled Interest	188.14	1,200.00	-1,011.86	15.7%
Prior Year Capital Carry Fwd	0.00	15,600.00	-15,600.00	0.0%
Town of Tusayan - Contributions	125,000.00	250,000.00	-125,000.00	50.0%
4000 - Property Tax Revenues	328,710.62	527,670.00	-198,959.38	62.3%
4310 - Other Revenue	1,875.00	2,000.00	-125.00	93.8%
Total Income	519,672.64	927,004.00	-407,331.36	56.1%
Gross Profit	519,672.64	927,004.00	-407,331.36	56.1%
Expense				
6000- PERSONNEL SERVICES	253,836.69	568,307.02	-314,470.33	44.7%
6100- RETIREMENT CONTRIBUTIONS	31,349.75	68,789.50	-37,439.75	45.6%
6200- INSURANCE	21,862.43	66,848.00	-44,985.57	32.7%
6300- EMPLOYEE BENEFITS	12,355.95	29,980.00	-17,624.05	41.2%
6400- FUEL, OIL, LUBRICANTS	13.16	2,500.00	-2,486.84	0.5%
6500- VEHICLE REPAIR & MAINT.	11,241.69	25,500.00	-14,258.31	44.1%
6600- SMALL TOOLS & EQUIPMENT	2,349.76	8,575.00	-6,225.24	27.4%
6650- FIRE PROTECTION & EQUIP.	1,527.53	11,600.00	-10,072.47	13.2%
6700- COMMUNICATION & DISPATCH	397.86	850.00	-452.14	46.8%
6900- DISPOSABLE SPLS/EQUIP	3,077.95	10,900.00	-7,822.05	28.2%
7000- ADMINISTRATIVE COSTS	9,193.49	22,043.00	-12,849.51	41.7%
7100- PROFESSIONAL SERVICES	4,604.05	11,600.00	-6,995.95	39.7%
7300- TRAINING	3,538.81	28,401.48	-24,862.67	12.5%
7400- INSURANCE - LIABILITY	13,242.00	15,700.00	-2,458.00	84.3%
7500- PUBLIC UTILITIES	5,862.38	12,400.00	-6,537.62	47.3%
7600- LEASES & RENTALS	47,143.15	95,820.00	-48,676.85	49.2%
7700- REPAIRS & MAINTENANCE	3,777.81	10,150.00	-6,372.19	37.2%
7850- GRANTS EXPENSE	646.74	25,000.00	-24,353.26	2.6%

6:57 AM

12/08/21

Cash Basis

Tusayan Fire District
Profit & Loss Budget vs. Actual
 July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
7900- MISCELLANEOUS	1,754.97	4,900.00	-3,145.03	35.8%
8000 - Town of Tusayan - IGA	0.00	0.00	0.00	0.0%
66900 - Reconciliation Discrepancies	0.00			
Total Expense	427,776.17	1,019,864.00	-592,087.83	41.9%
Net Ordinary Income	91,896.47	-92,860.00	184,756.47	-99.0%
Other Income/Expense				
Other Income				
4400- MISCELLANEOUS	22,191.30	69,860.00	-47,668.70	31.8%
4405 - Wildland Income	50,647.71	13,000.00	37,647.71	389.6%
District Service Fees	114.84	10,000.00	-9,885.16	1.1%
Total Other Income	72,953.85	92,860.00	-19,906.15	78.6%
Other Expense				
4406 - Wildland Expense	35,250.61	0.00	35,250.61	100.0%
4506 - Station Fire Expense	0.00	0.00	0.00	0.0%
COVID-19 National Paid Leave	-81.63	0.00	-81.63	100.0%
Total Other Expense	35,168.98	0.00	35,168.98	100.0%
Net Other Income	37,784.87	92,860.00	-55,075.13	40.7%
Net Income	129,681.34	0.00	129,681.34	100.0%

6:58 AM

12/08/21

Cash Basis

Tusayan Fire District
Profit & Loss
July 2021 through June 2022

	Jul '21 - Jun 22
Ordinary Income/Expense	
Income	
FDAT	54,123.68
Grant Income	9,775.20
Pooled Interest	188.14
Town of Tusayan - Contributions	125,000.00
4000 - Property Tax Revenues	328,710.62
4310 - Other Revenue	1,875.00
Total Income	519,672.64
Gross Profit	519,672.64
Expense	
6000- PERSONNEL SERVICES	253,836.69
6100- RETIREMENT CONTRIBUTIONS	31,349.75
6200- INSURANCE	21,862.43
6300- EMPLOYEE BENEFITS	12,355.95
6400- FUEL, OIL, LUBRICANTS	13.16
6500- VEHICLE REPAIR & MAINT.	11,241.69
6600- SMALL TOOLS & EQUIPMENT	2,349.76
6650- FIRE PROTECTION & EQUIP.	1,527.53
6700- COMMUNICATION & DISPATCH	397.86
6900- DISPOSABLE SPLS/EQUIP	3,077.95
7000- ADMINISTRATIVE COSTS	9,193.49
7100- PROFESSIONAL SERVICES	4,604.05
7300- TRAINING	3,538.81
7400- INSURANCE - LIABILITY	13,242.00
7500- PUBLIC UTILITIES	5,862.38
7600- LEASES & RENTALS	47,143.15
7700- REPAIRS & MAINTENANCE	3,777.81
7850- GRANTS EXPENSE	646.74

6:58 AM

12/08/21

Cash Basis

Tusayan Fire District
Profit & Loss
July 2021 through June 2022

	Jul '21 - Jun 22
7900- MISCELLANEOUS	1,754.97
66900 - Reconciliation Discrepancies	0.00
Total Expense	427,776.17
Net Ordinary Income	91,896.47
Other Income/Expense	
Other Income	
4400- MISCELLANEOUS	22,191.30
4405 - Wildland Income	50,647.71
District Service Fees	114.84
Total Other Income	72,953.85
Other Expense	
4406 - Wildland Expense	35,250.61
COVID-19 National Paid Leave	-81.63
Total Other Expense	35,168.98
Net Other Income	37,784.87
Net Income	129,681.34

Tusayan Fire District

12/8/2021 6:59 AM

Register: NorwestWarrant

From 11/01/2021 through 11/30/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/01/2021			4000 · Property Tax Re...	Deposit		X	81,467.89	204,585.32
11/02/2021			4000 · Property Tax Re...	Deposit		X	557.37	205,142.69
11/03/2021			4000 · Property Tax Re...	Deposit		X	22,043.26	227,185.95
11/04/2021			-split-	Deposit 396		X	700.14	227,886.09
11/04/2021			-split-	Deposit 397		X	2,999.39	230,885.48
11/04/2021			4000 · Property Tax Re...	Deposit		X	50,880.62	281,766.10
11/04/2021	832300111	Arizona Department ...	2100 · Payroll Liabilities	860843550	2,069.27	X		279,696.83
11/04/2021	832300112	Arizona Public Service	2000 · Accounts Payable		602.66	X		279,094.17
11/04/2021	832300113	Boundtree Medical	2000 · Accounts Payable	Inv# 84264251	125.25	X		278,968.92
11/04/2021	832300114	Century Link	2000 · Accounts Payable	Inv# 86554109	2.74	X		278,966.18
11/04/2021	832300115	Chase Card Services	2000 · Accounts Payable	Acct# 8236	2,419.28	X		276,546.90
11/04/2021	832300116	Emily Woolley	2000 · Accounts Payable	FF Academy	193.72	X		276,353.18
11/04/2021	832300117	Flag T Factory	2000 · Accounts Payable	Inv# 32769	660.55			275,692.63
11/04/2021	832300118	Grand Canyon Natio...	2000 · Accounts Payable		379.71	X		275,312.92
11/04/2021	832300119	Greg Lawrence	2000 · Accounts Payable	FF Academy	146.12	X		275,166.80
11/04/2021	832300120	Red Feather Properties	2000 · Accounts Payable	Nov 21 Lease ...	2,315.25			272,851.55
11/04/2021	832300121	Valle Airpark, LLC	2000 · Accounts Payable	Inv# 3030	856.15	X		271,995.40
11/05/2021			4000 · Property Tax Re...	Deposit		X	12,136.79	284,132.19
11/08/2021			4000 · Property Tax Re...	Deposit		X	429.50	284,561.69
11/08/2021			4000 · Property Tax Re...	Deposit		X	54.83	284,616.52
11/09/2021			4000 · Property Tax Re...	Deposit		X	7,363.13	291,979.65
11/09/2021	832300122	Boundtree Medical	2000 · Accounts Payable	Inv# 84262394	34.61	X		291,945.04
11/09/2021	832300123	Century Link	2000 · Accounts Payable	Inv# 928-638-3...	163.40	X		291,781.64
11/09/2021	832300124	Direct TV	2000 · Accounts Payable	Inv# 05895366...	160.23	X		291,621.41
11/09/2021	832300125	Galls	2000 · Accounts Payable	Inv# 019612403	76.97	X		291,544.44
11/09/2021	832300126	Hydro Resources	2000 · Accounts Payable		253.43	X		291,291.01
11/09/2021	832300127	P.K. Distributing dba...	2000 · Accounts Payable	Inv# 104054	71.91	X		291,219.10
11/09/2021	832300128	Ray D'Albini	2000 · Accounts Payable	FMC Mileage ...	94.08	X		291,125.02
11/10/2021			4000 · Property Tax Re...	Deposit		X	37.92	291,162.94
11/12/2021			4000 · Property Tax Re...	Deposit		X	323.85	291,486.79
11/12/2021			4000 · Property Tax Re...	Deposit		X	308.41	291,795.20
11/12/2021	ASRS11...	Arizona State Retire...	-split-	0990	5,328.56	X		286,466.64
11/12/2021	EFTPS11...	Tusayan Fire Depart...	-split-		5,311.28	X		281,155.36
11/12/2021	DD111221	Allana G. Briones	-split-		869.78	X		280,285.58
11/12/2021	DD111221	Bruce D. Baker	-split-		1,698.34	X		278,587.24
11/12/2021	DD111221	Emily A Woolley	-split-		1,762.64	X		276,824.60
11/12/2021	DD111221	Gregory Lawrence	-split-		1,932.69	X		274,891.91
11/12/2021	DD111221	Gregory M Brush	-split-		2,173.41	X		272,718.50
11/12/2021	DD111221	Jared Robberts	-split-		1,173.49	X		271,545.01
11/12/2021	DD111221	Kathleen Maragos	-split-		1,773.16	X		269,771.85

Tusayan Fire District

12/8/2021 6:59 AM

Register: NorwestWarrant

From 11/01/2021 through 11/30/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/12/2021	DD111221	Raymond F D'Albini	-split-		2,192.27	X		267,579.58
11/12/2021	DD111221	Robert T Powell	-split-		951.25	X		266,628.33
11/12/2021	DD111221	Stephanie T. Root	-split-		287.55	X		266,340.78
11/15/2021			4400- MISCELLANE...	Deposit		X	1,166.00	267,506.78
11/15/2021			4000 · Property Tax Re...	Deposit		X	2.13	267,508.91
11/17/2021			-split-	Deposit # 399		X	3,394.84	270,903.75
11/17/2021			-split-	Deposit # 400 ...		X	179.00	271,082.75
11/17/2021	832300129	VSP	2000 · Accounts Payable	Vision Acct# 3...	88.84	X		270,993.91
11/17/2021	832300130	VFIS	2000 · Accounts Payable	Inv# 762101	3,720.00	X		267,273.91
11/17/2021	832300131	Red Feather Properties	2000 · Accounts Payable	Dec 21 Lease ...	2,315.25			264,958.66
11/17/2021	832300132	PLIC	2000 · Accounts Payable	Dental Acct# 1...	244.56	X		264,714.10
11/17/2021	832300133	Linde Gas & Equipm...	2000 · Accounts Payable	Inv# 71953455	93.89	X		264,620.21
11/17/2021	832300134	Hinton Burdick	2000 · Accounts Payable	Inv# 254129	3,500.00	X		261,120.21
11/17/2021	832300135	Grand Canyon Natio...	2000 · Accounts Payable	Dec 2021 Rent	350.00	X		260,770.21
11/17/2021	832300136	EMI Health	2000 · Accounts Payable	Group# 3068 D...	5,418.06	X		255,352.15
11/17/2021	832300137	Boundtree Medical	2000 · Accounts Payable	Inv# 84280516	6.08	X		255,346.07
11/17/2021	832300138	B & R Cooling & He...	2000 · Accounts Payable	Inv# 309	2,887.00	X		252,459.07
11/18/2021			4000 · Property Tax Re...	Deposit		X	3,155.17	255,614.24
11/19/2021			4000 · Property Tax Re...	Deposit		X	147.69	255,761.93
11/22/2021			4000 · Property Tax Re...	Deposit		X	1,764.03	257,525.96
11/24/2021			4000 · Property Tax Re...	Deposit		X	410.01	257,935.97
11/26/2021	ASRS11...	Arizona State Retire...	-split-	0990	4,614.88	X		253,321.09
11/26/2021	EFTPS11...	Tusayan Fire Depart...	-split-		4,455.76	X		248,865.33
11/26/2021	DD112621	Bruce D. Baker	-split-		1,243.04	X		247,622.29
11/26/2021	DD112621	Emily A Woolley	-split-		1,213.62	X		246,408.67
11/26/2021	DD112621	Gregory Lawrence	-split-		1,323.22	X		245,085.45
11/26/2021	DD112621	Gregory M Brush	-split-		2,173.41	X		242,912.04
11/26/2021	DD112621	Jared Robberts	-split-		1,002.89	X		241,909.15
11/26/2021	DD112621	Kathleen Maragos	-split-		1,652.47	X		240,256.68
11/26/2021	DD112621	Robert T Powell	-split-		1,214.99	X		239,041.69
11/26/2021	DD112621	Allana G. Briones	-split-		694.79	X		238,346.90
11/26/2021	DD112621	Raymond F D'Albini	-split-		1,390.58	X		236,956.32
11/29/2021			4405 - Wildland Income	Deposit 401		X	15,936.81	252,893.13
11/29/2021			4000 · Property Tax Re...	Deposit		X	62,346.77	315,239.90
11/29/2021			4000 · Property Tax Re...	Deposit		X	129.96	315,369.86
11/30/2021			FDAT	Deposit		X	135.07	315,504.93
11/30/2021			FDAT	Deposit		X	17,865.22	333,370.15
11/30/2021			FDAT	Deposit		X	96.99	333,467.14
11/30/2021			Pooled Interest	Interest		X	100.43	333,567.57
11/30/2021	832300148	Kate Maragos	2000 · Accounts Payable	KNP Complex ...	2,353.06			331,214.51

7:00 AM
12/08/21

Tusayan Fire District
Deposit Detail
November 2021

Type	Num	Date	Name	Account	Amount
Deposit		11/01/2021		NorwestWarrant	81,467.89
				4000 · Property Tax ...	-81,467.89
TOTAL					-81,467.89
Deposit		11/02/2021		NorwestWarrant	557.37
				4000 · Property Tax ...	-557.37
TOTAL					-557.37
Deposit		11/03/2021		NorwestWarrant	22,043.26
				4000 · Property Tax ...	-22,043.26
TOTAL					-22,043.26
Deposit		11/04/2021		NorwestWarrant	700.14
				TFD Supporter Shirts	-25.00
				4404 - Donations	-25.00
				4404 - Donations	-2.50
				TFD Supporter Shirts	-50.00
				TFD Supporter Shirts	-25.00
				7506 - Utility Payme...	-212.64
				TFD Supporter Shirts	-50.00
				TFD Supporter Shirts	-25.00
				TFD Supporter Shirts	-25.00
				TFD Supporter Shirts	-25.00
				TFD Supporter Shirts	-25.00
				TFD Supporter Shirts	-235.00
TOTAL					-700.14
Deposit		11/04/2021		NorwestWarrant	2,999.39
				4407 · Rental Income	-750.00
				4407 · Rental Income	-750.00
				4407 · Rental Income	-750.00
				7506 - Utility Payme...	-191.10
				4404 - Donations	-175.65
				4404 - Donations	-72.64
				4404 - Donations	-10.00
				TFD Supporter Shirts	-300.00
				4404 - Donations	-100.00
				4404 - Donations	100.00
TOTAL					-2,999.39
Deposit		11/04/2021		NorwestWarrant	50,880.62
				4000 · Property Tax ...	-50,880.62
TOTAL					-50,880.62
Deposit		11/05/2021		NorwestWarrant	12,136.79
				4000 · Property Tax ...	-12,136.79
TOTAL					-12,136.79
Deposit		11/08/2021		NorwestWarrant	429.50

7:00 AM
12/08/21

Tusayan Fire District
Deposit Detail
November 2021

Type	Num	Date	Name	Account	Amount
				4000 · Property Tax ...	-429.50
TOTAL					-429.50
Deposit		11/08/2021		NorwestWarrant	54.83
				4001 · Property Tax ...	-54.83
TOTAL					-54.83
Deposit		11/09/2021		NorwestWarrant	7,363.13
				4000 · Property Tax ...	-7,363.13
TOTAL					-7,363.13
Deposit		11/10/2021		NorwestWarrant	37.92
				4000 · Property Tax ...	-37.92
TOTAL					-37.92
Deposit		11/12/2021		NorwestWarrant	323.85
				4000 · Property Tax ...	-323.85
TOTAL					-323.85
Deposit		11/12/2021		NorwestWarrant	308.41
				4001 · Property Tax ...	-308.41
TOTAL					-308.41
Deposit		11/15/2021		NorwestWarrant	1,166.00
				4406 · Fundraier Ev...	-1,166.00
TOTAL					-1,166.00
Deposit		11/15/2021		NorwestWarrant	2.13
				4000 · Property Tax ...	-2.13
TOTAL					-2.13
Deposit		11/17/2021		NorwestWarrant	3,394.84
				District Service Fees	-114.84
				7313 · AZ Fire School	-1,000.00
				4406 · Fundraier Ev...	-250.00
				4403 - Station Rent	-1,030.00
				4403 - Station Rent	-1,000.00
TOTAL					-3,394.84
Deposit		11/17/2021		NorwestWarrant	179.00
				4406 · Fundraier Ev...	-18.00
				4406 · Fundraier Ev...	-18.00
				4406 · Fundraier Ev...	-23.00

7:00 AM
12/08/21

Tusayan Fire District
Deposit Detail
November 2021

Type	Num	Date	Name	Account	Amount
				4406 · Fundraier Ev...	-120.00
TOTAL					-179.00
Deposit		11/18/2021		NorwestWarrant	3,155.17
				4000 · Property Tax ...	-3,155.17
TOTAL					-3,155.17
Deposit		11/19/2021		NorwestWarrant	147.69
				4000 · Property Tax ...	-147.69
TOTAL					-147.69
Deposit		11/22/2021		NorwestWarrant	1,764.03
				4000 · Property Tax ...	-1,764.03
TOTAL					-1,764.03
Deposit		11/24/2021		NorwestWarrant	410.01
				4000 · Property Tax ...	-410.01
TOTAL					-410.01
Deposit		11/29/2021		NorwestWarrant	15,936.81
				4405 - Wildland Inco...	-15,936.81
TOTAL					-15,936.81
Deposit		11/29/2021		NorwestWarrant	62,346.77
				4000 · Property Tax ...	-62,346.77
TOTAL					-62,346.77
Deposit		11/29/2021		NorwestWarrant	129.96
				4001 · Property Tax ...	-129.96
TOTAL					-129.96
Deposit		11/30/2021		NorwestWarrant	135.07
				FDAT	-135.07
TOTAL					-135.07
Deposit		11/30/2021		NorwestWarrant	17,865.22
				FDAT	-17,865.22
TOTAL					-17,865.22
Deposit		11/30/2021		NorwestWarrant	96.99

7:00 AM
12/08/21

Tusayan Fire District
Deposit Detail
November 2021

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
				FDAT	-96.99
TOTAL					-96.99
Deposit		11/30/2021		Reserve Funds	59.22
				4401- Interest Earned	-59.22
TOTAL					-59.22
Deposit		11/30/2021		NorwestWarrant	100.43
				Pooled Interest	-100.43
TOTAL					-100.43

7:01 AM
12/08/21

Tusayan Fire District
A/P Aging Summary
As of December 8, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Audit Adjustment	0.00	0.00	0.00	0.00	-1,779.56	-1,779.56
United Fire	0.00	0.00	0.00	0.00	-0.84	-0.84
TOTAL	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>-1,780.40</u></u>	<u><u>-1,780.40</u></u>

7:02 AM

12/08/21

Tusayan Fire District
A/R Aging Summary
As of December 8, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Town of Tusayan	0.00	0.00	0.00	0.00	125,000.00	125,000.00
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>125,000.00</u>	<u>125,000.00</u>

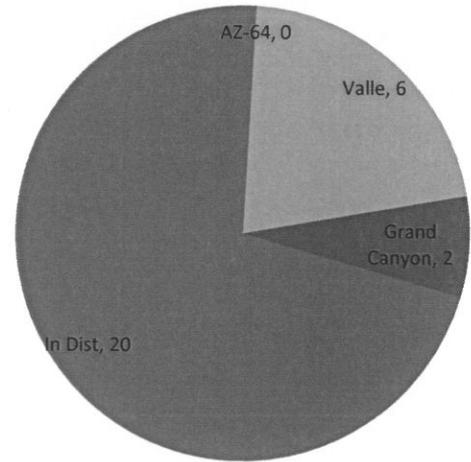
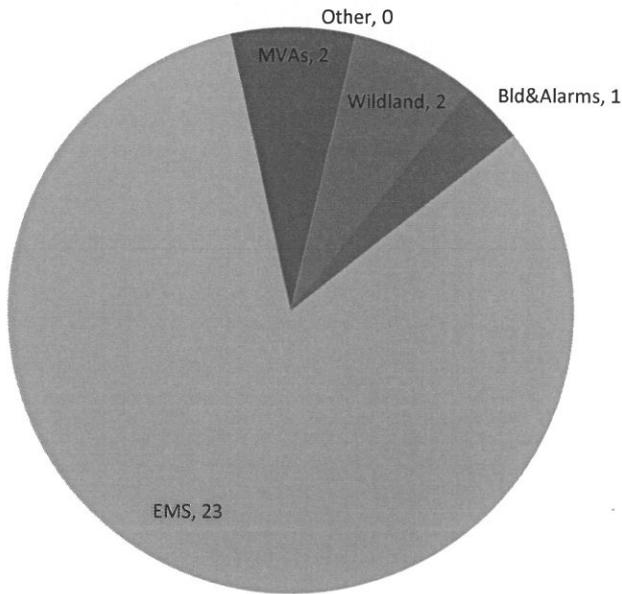
TFD Update 12/1/21

Nov Stats

Total calls for 2021 up to 1st of (this) month:	256
Total calls up to the same date in 2020:	213
Calls for this last month (indicated in upper right):	28
Calls for same month in 2020:	15



Nov	Ratio ----->	<u>Wildland</u> 2	<u>Bld&Alarms</u> 1	<u>EMS</u> 23	<u>MVAs</u> 2	<u>Other</u> 0	28 <-Total
Nov	Locations --->	<u>In Dist</u> 20	<u>AZ-64</u> 0	<u>Valle</u> 6	<u>Grand Canyon</u> 2		28 <-Total



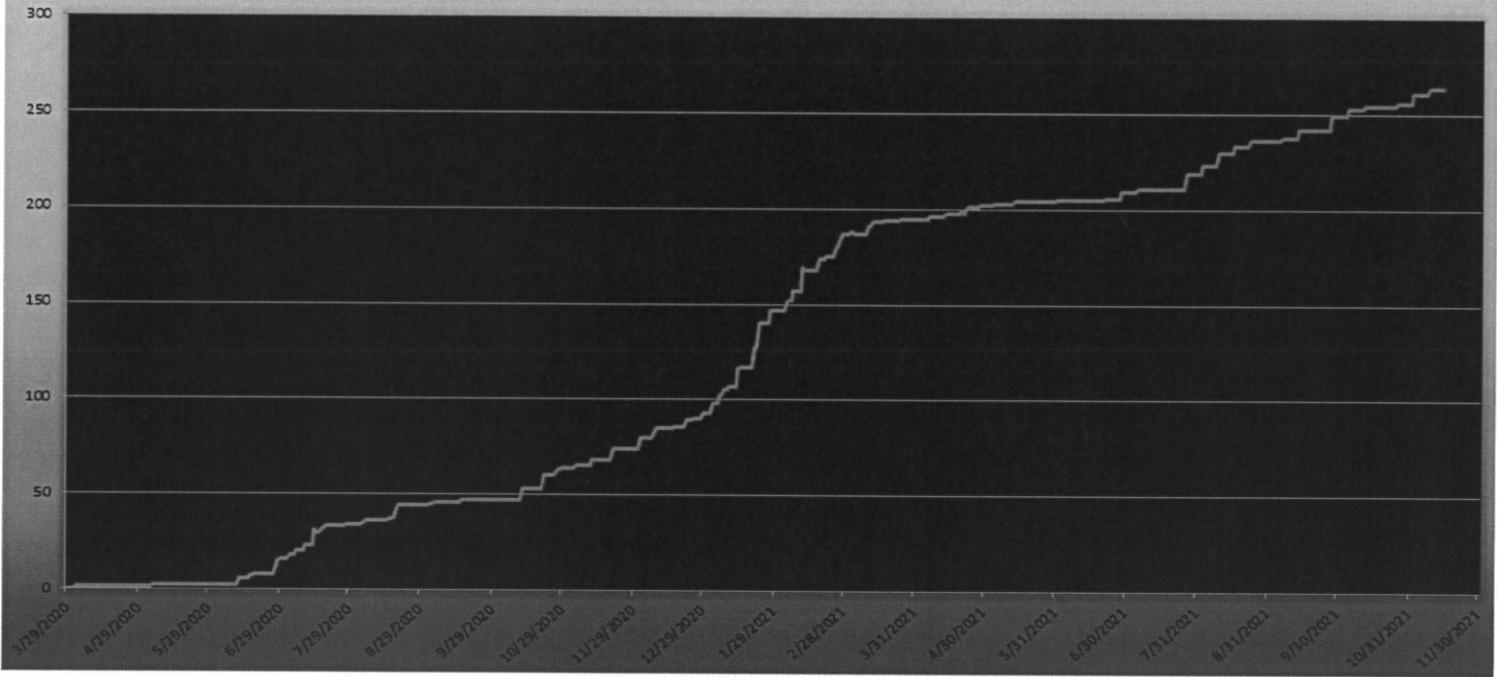
Call Locations for Nov

Call Types for Nov

Updates:

- **NEXT VACCINATION EVENT:** Thursday, December 9th, 1:30-3:00pm, behind the IMAX. J&J, Pfizer, Moderna will be available. Boosters are available (for eligible individuals). Flu vaccines are available too, payment may be required. Children 12+ can receive Pfizer (guardian must be present). Call 928.679.7300 for information.
- Tusayan/Grand Canyon: 73% currently vaccinated, second only to Page for the County (Page is at 82.7%)!!!!
- Approximately 339 (total) vaccinations have been provided at the **Tusayan** [TFD/NCH/Coconino County] events!
- As of latest information, there have been 264 reported infections for Tusayan/Grand Canyon. [Coconino now updates statistics weekly, updates were previously daily, now are posted with ~1 week lag]
- Annual Emergency Preparedness Meeting held on 11/23 (1st responders- TFD/High Country/CCSO/FS/NPS/etc); the main concern continues to be plowing of the highways, if a large snow event occurs.
- The Half Marathon & 5k went extremely well, thank you to everybody who participated!
- Pending Repair\$: Rear Diff- E51, ECM- Rescue 5 (Ambulance), etc. Large repairs on hold pending tax revenues.
- The Rescue (TFD Ambulance) was dropped off for repairs on 11/23 (now that tax revenues are coming in).
- Bad valve on the Self Contained Breathing Apparatus (SCBA) Air Compressor: waiting on parts/installation.
- Migration to Emergency Reporting is continuing. EF Recovery has current submissions that they are processing.
- Second contactor did a walk through of the TFD engine bays on Tuesday 11/16, for possible expansion estimate.
- The window addition to the back bedroom is completed (installed/drywall/painted).
- TFD CPR Classes resumed in July. For more information or to sign up, please contact Instructor Molly: Molly is on duty Tuesdays & Wednesdays [call 638-3473], or email Molly at tusayanFDCPR@gmail.com
- *Please visit the Tusayan Fire Department Facebook page for: updates, local news, training, weather, burning operations, community events, safety tips, etc. [give us a like!]*

Tusayan & Grand Canyon: COVID-19 Cases [Doesn't Reflect Recoveries]



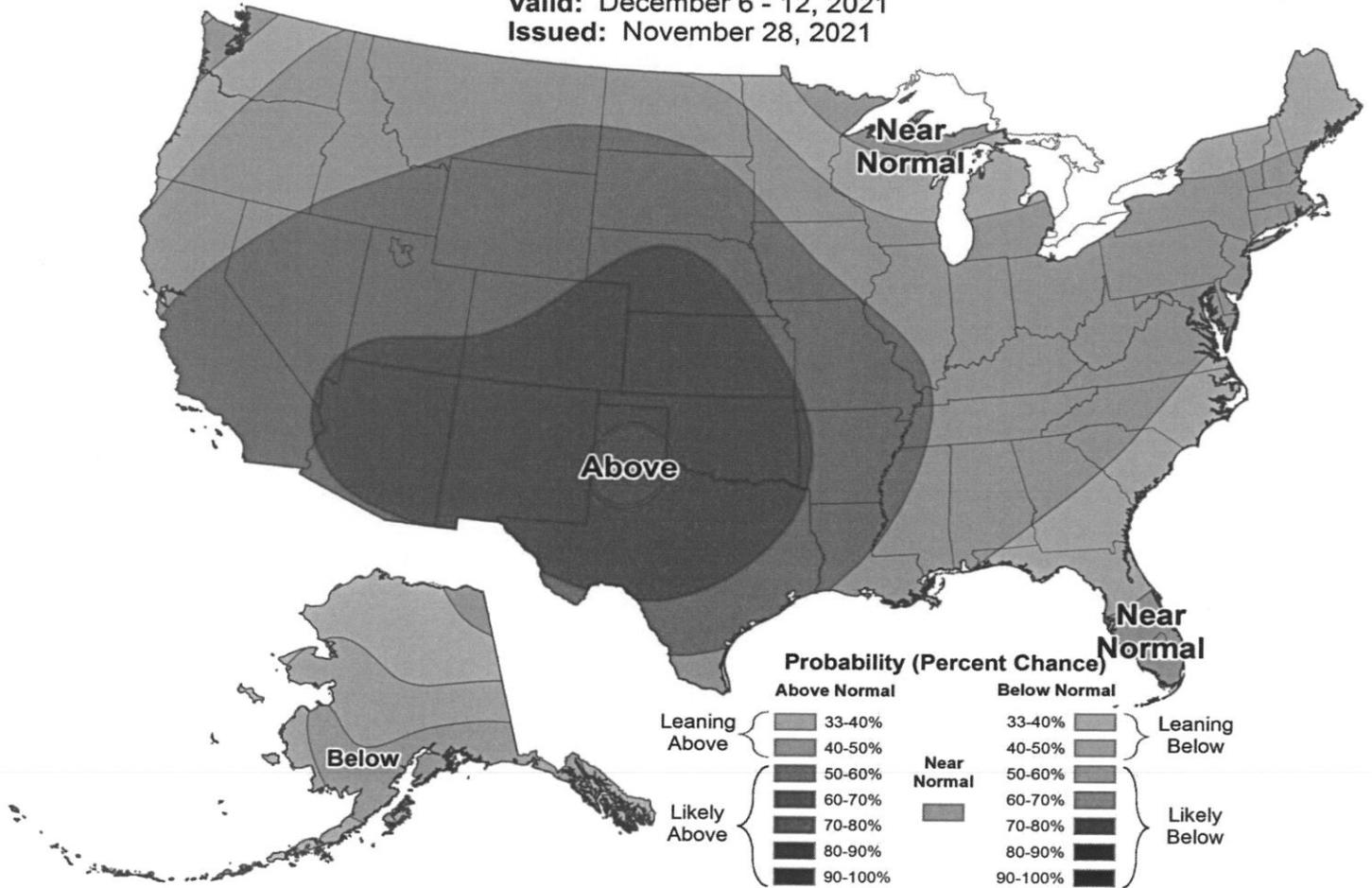
COVID-19 Infections: Tusayan & Grand Canyon Village [264 cases]
 [Coconino infection stats are now published weekly on the county website]



8-14 Day Temperature Outlook



Valid: December 6 - 12, 2021
Issued: November 28, 2021





Ponderosa Fire District

11951 W. Shadow Mountain Drive
Bellemont, AZ 86015
Phone: 928-773-8933 Fax: 928-773-8927
Email: office@ponderosafire.org
Website: www.ponderosafire.org



2021/2022 SUBSCRIPTION SERVICE AGREEMENT

This Agreement is made as of the ___ of (Today's Date), by and between the Ponderosa Fire District (PFD), a political subdivision of the State of Arizona with Administrative Offices at 11951 W. Shadow Mountain Drive, Bellemont, Arizona 86015, and the individual(s) executing this Agreement (the "individual" or Individuals").

WHEREAS The Individual(s) owns and/or occupies property located outside of the Ponderosa Fire District boundaries, at the address indicated on the Signature Page (the "Property"), for which there is currently no designated fire service provider; and

WHEREAS Individual(s) desires to contract with the PFD for the provision of fire department services for the Property, and the PFD is willing to provide such services, all on the terms and conditions described in this Agreement.

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained in this Agreement, the parties agree as follows:

- 1. SERVICES PROVIDED.** During the term of this Agreement, the PFD shall provide the Individuals(s) with fire department services at the property as follows: Upon each call for service, the PFD shall use its best efforts to provide such equipment and/or personnel as may be necessary, subject to the limitations and qualifications outlined in this Agreement. The PFD will generally dispatch the nearest available personnel and equipment, when available, upon a call for service. The Individual(s) will receive all similar services as provided to individuals within the PFD boundaries.
- 2. PERSONNEL AND/OR EQUIPMENT SHORTAGES.** The Individual (s) acknowledges and agrees that, upon the occurrence of unforeseen circumstances, such as a major emergency or several concurrent emergencies, reductions in force, road closure, or other situations resulting in a shortage of available personnel or equipment, the PFD may alter its response. If all of the PFD's units are engaged at the time of a call for service to the Individual(s) property, the PFD will make reasonable efforts to free such unit(s) as may be necessary to respond to such call.
- 3. RESPONSE TIME.** The PFD shall respond to calls covered by this Agreement in the most reasonable and expeditious time possible. The Individuals(s) hereby acknowledges and agrees that response time is subject to variations, including but not limited to those due to existing weather conditions, travel distance, fire units already engaged elsewhere, traffic conditions, property identification, and the provision of standard access and routing information to the Property (as described in Sections 5 and 6); and that in bad weather, or under other circumstances such as those indicated above, the PFD may be unable to respond at all to a service call, or the response time may be excessive.
- 4. TERM.** This Agreement shall terminate at midnight on ___ (one year from the above date). The PFD will not extend subscription service beyond the termination of this Agreement. Services for any additional subscription period will only be provided under a new written agreement.

Ponderosa Fire District

5. **INDIVIDUAL'S OBLIGATIONS.** During the term of this Agreement, the Individual(s) shall:
 - a. Provide the PFD with the physical address of the parcel (as provided for on the Signature Page).
 - b. Ensure that the address of the property is posted and visible from the street/roadway.
 - c. Provide the PFD with current routing information to the Property; and
 - d. If the Property is leased or sold, notify the PFD immediately and notify the lessees or new owners to contact the PFD promptly to enter into a new Agreement with the PFD. If the individual(s) shall fail to follow the notification procedures described in this Section 5, then the Individual(s) shall indemnify, defend and hold harmless the PFD, its officials, employees, and agents, from and against any claims asserted by any such tenant or new owner regarding the provision of, or failure to provide, fire department services.
6. **STANDARD ACCESS.** The Individual(s) hereby specifically acknowledges and agrees that standard access roads sufficient to allow PFD equipment to reach the scene of service calls are a significant factor in the PFD's ability to respond to service calls within a reasonable and expeditious time and that they will use their best efforts to ensure that standard access roads to the Property are available and properly maintained at all times. The Individual(s) hereby waives any and all claims against the PFD arising or resulting from inadequate access or inadequate or improper routing information to the Property.
7. **WAIVER AND DISCLAIMER OF LIABILITY.** In consideration for the PFD's undertaking to make all reasonable attempts to respond to the Property, the Individual(s) expressly waives, and the PFD expressly disclaims, any and all liability against the PFD for any cause of action or claim by the Individual(s) arising out of an incident and the PFD's response. In addition, the PFD expressly disclaims any and all liability against the PFD for any cause of action or claim by any other person, firm, corporation, or entity arising out of an alleged failure to reach the scene at the Property in a timely fashion due in whole or in part to conditions or circumstances beyond the control of the PFD. The parties expressly agree that this Agreement shall not create or affect any standard of care owed or exercised by the PFD in providing services, except as may otherwise be expressly provided in this Agreement.
8. **INDEMNIFICATION.** The Individual(s) agrees to indemnify, to hold harmless, and to defend (with legal counsel reasonably acceptable to the PFD) the PFD, its officials, employees, and agents, from and against any and all claims, demands, costs, actions, suits, proceedings, losses, damages, and expenses, of whatever kind and nature, in any way resulting from or arising out of failure to provide any such services due to conditions described in Sections 2 and 3.
9. **PROPERTY IDENTIFICATION AND PAYMENT FOR SERVICES.** This Agreement will not be complete without completion of the information regarding the Property set forth on the Signature Page. In consideration for the service to be provided by the PFD, the Individual(s) shall pay the PFD upon execution of this Agreement, the amount shown on the Signature Page of this Agreement.
10. **INTEGRATION; MODIFICATION.** The parties acknowledge and agree that they have not relied upon any statements, representations, agreements, or warranties, except as expressed in this Agreement, and that this Agreement constitutes the parties' entire agreement with respect to the matters addressed in the Agreement. All prior or contemporaneous agreements and understandings, oral or written, with respect to such matter are superseded by and merged in this Agreement. This Agreement may be modified or amended only by written agreement signed by duly authorized representatives of both parties.

Ponderosa Fire District

SIGNATURE PAGE

2021/22 SUBSCRIPTION SERVICE AGREEMENT

The undersigned hereby subscribes to fire department services from the Ponderosa Fire District by following the terms and conditions of the foregoing Agreement.

*This Agreement will not become effective without payment of the applicable fee set forth below.

Name:	Phone Number:
	Email:
Mailing Address:	

COCONINO COUNTY ASSESSOR'S PARCEL NUMBER:	FEE:
---	------

Situs/Physical Address of Parcel (This is the actual address a service response will be directed to):

Physical Address:

PONDEROSA FIRE DISTRICT:

Lee Antonides, Fire Chief or Designee

Date

INDIVIDUAL(S):

#	SIGNATURE(S)	PRINT NAME	RELATIONSHIP TO PROPERTY (Owner, Spouse, Leaseholder, Agent, Landlord)	DATE
1				
2				
3				
4				
5				

- IF PROPERTY OWNERS ARE MARRIED, BOTH HUSBAND AND WIFE MUST SIGN OR.
- IF PROPERTY IS JOINTLY OWNED, ALL OWNERS OF RECORD MUST SIGN OR.
- IF PROPERTY IS LEASED, LANDLORD (OWNER OR AGENT) AND LEASEHOLDER(S) MUST SIGN

Return Signature along with a check or money order for the fee shown above to:

**Ponderosa Fire District
11951 W. Shadow Mountain Drive
Bellemont, AZ 86015**

Ponderosa Fire District

SUBSCRIPTION RATE CALCULATION RESIDENTIAL PROPERTY

PARCEL NUMBER:			
PHYSICAL ADDRESS:			
Coconino County - <i>Net Assessed Value (LPV)</i> :		\$ -	
Subscription services for Residential Property is the mil rate plus 10%:			
1. Assessed Value for 2022 (LPV):	=	\$	-
2. Residential Property:	X 10%	\$	-
3. The mil rate is the amount per \$100 that is used to calculate taxes on property:	/ 100	\$	-
4. Ponderosa Fire District's mil rate:	x 3.25	\$	-
5. Out of District:	Plus 10%	\$	-
If interested in a subscription, the total amount due for the fiscal year 2021 - 2022 is:		\$ -	

Ponderosa Fire District accepts checks or money orders, please make them payable to:
Ponderosa Fire District.

Let us know if you have any questions or concerns. We look forward to working with you!

Respectfully,

Ponderosa Fire District



Ponderosa Fire District

11951 W. Shadow Mountain Drive
Bellemont, AZ 86015
Phone: 928-773-8933 Fax: 928-773-8927
Email: office@ponderosafire.org
Website: www.ponderosafire.org



2020/2021 SUBSCRIPTION SERVICE AGREEMENT

This Agreement is made as of the **April 6th 2021**, by and between the Ponderosa Fire District (PFD), a political subdivision of the State of Arizona with Administrative Offices at 11951 W. Shadow Mountain Drive, Bellemont, Arizona 86015, and the individual(s) executing this Agreement (the "individual" or Individuals").

WHEREAS, The Individual(s) owns and/or occupies property located outside of the Ponderosa Fire District boundaries, at the address indicated on the Signature Page (the "Property"), for which there is currently no designated fire service provider; and

WHEREAS, Individual(s) desires to contract with the PFD for the provision of fire department services for the Property, and the PFD is willing to provide such services, all on the terms and conditions described in this Agreement;

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained in this Agreement, the parties agree as follows:

- 1. SERVICES PROVIDED.** During the term of this Agreement, the PFD shall provide the Individuals(s) with fire department services at the property as follows: Upon each call for service, the PFD shall use its best efforts to provide such equipment and/or personnel as may be necessary, subject to the limitations and qualifications set forth in this Agreement. The PFD will generally dispatch the nearest available personnel and equipment, when available, upon a call for service. The Individual(s) will receive all similar services as provided to individuals within the PFD boundaries.
- 2. PERSONNEL AND/OR EQUIPMENT SHORTAGES.** The Individual (s) acknowledges and agrees that, upon the occurrence of unforeseen circumstances, such as a major emergency or several concurrent emergencies, reductions in force, road closure, or other situations resulting in a shortage of available personnel or equipment, the PFD may alter its response. If all of the PFD's units are engaged at the time of a call for service to the Individual(s) property, the PFD will make reasonable efforts to free such unit(s) as may be necessary to respond to such call.
- 3. RESPONSE TIME.** The PFD shall respond to calls covered by this Agreement in the most reasonable and expeditious time possible. The Individuals(s) hereby acknowledges and agrees that response time are subject to variations, including but not limited to those due to existing weather conditions, travel distance, fire units already engaged elsewhere, traffic conditions, property identification, and the provision of standard access and routing information to the Property (as described in Sections 5 and 6); and that in bad weather, or under other circumstances such as those indicated above, the PFD may be unable to respond at all to a service call, or the response time may be excessive.
- 4. TERM.** This Agreement shall terminate at midnight on **April 6, 2022**, The PFD will not extend subscription service beyond the termination of this Agreement. Services for any additional subscription period will only be provided under a new written agreement.

Ponderosa Fire District

5. **INDIVIDUAL'S OBLIGATIONS.** During the term of this Agreement, the Individual(s) shall:
 - a. Provide the PFD with the physical address of the parcel (as provided for on the Signature Page);
 - b. Ensure that the address of the Property is posted and visible from the street/roadway;
 - c. Provide the PFD with current routing information to the Property; and
 - d. If the Property is leased or sold, notify the PFD immediately and notify the lessees or new owners to contact the PFD promptly to enter into a new Agreement with the PFD. In the event that the Individual(s) shall fail to follow the notification procedures described in this Section 5, then the Individual(s) shall indemnify, defend and hold harmless the PFD, its officials, employees, and agents, from and against any claims asserted by any such tenant or new owner regarding the provision of, or failure to provide, fire department services.
6. **STANDARD ACCESS.** The Individual(s) hereby specifically acknowledges and agrees that standard access roads sufficient to allow PFD equipment to reach the scene of service calls are a significant factor in the PFD's ability to respond to service calls within a reasonable and expeditious time, and that they will use their best efforts to ensure that standard access roads to the Property are available and properly maintained at all times. The Individual(s) hereby waives any and all claims against the PFD arising or resulting from inadequate access or inadequate or improper routing information to the Property.
7. **WAIVER AND DISCLAIMER OF LIABILITY.** In consideration for the PFD's undertaking to make all reasonable attempts to respond to the Property, the Individual(s) expressly waives, and the PFD expressly disclaims, any and all liability against the PFD for any cause of action or claim by the Individual(s) arising out of an incident and the PFD's response. In addition, the PFD expressly disclaims any and all liability against the PFD for any cause of action or claim by any other person, firm, corporation or entity arising out of an alleged failure to reach the scene at the Property in a timely fashion due in whole or in part to conditions or circumstances beyond the control of the PFD. The parties expressly agree that this Agreement shall not create or affect any standard of care owed or exercised by the PFD in providing services, except as may otherwise be expressly provided in this Agreement.
8. **INDEMNIFICATION.** The Individual(s) agrees to indemnify, to hold harmless and to defend (with legal counsel reasonably acceptable to the PFD) the PFD, its officials, employees and agents, from and against any and all claims, demands, costs, actions, suits, proceedings, losses, damages and expenses, of whatever kind and nature, in any way resulting from or arising out of failure to provide any such services due to conditions described in Sections 2 and 3.
9. **PROPERTY IDENTIFICATION AND PAYMENT FOR SERVICES.** This Agreement will not be complete without completion of the information regarding the Property set forth on the Signature Page. In consideration for the service to be provided by the PFD, the Individual(s) shall pay the PFD upon execution of this Agreement, the amount shown on the Signature Page of this Agreement.
10. **INTEGRATION; MODIFICATION.** The parties acknowledge and agree that they have not relied upon any statements, representations, agreements or warranties, except as expressed in this Agreement, and that this Agreement constitutes the parties' entire agreement with respect to the matters addressed in the Agreement. All prior or contemporaneous agreements and understandings, oral or written, with respect to such matter are superseded by and merged in this Agreement. This Agreement may be modified or amended only by written agreement signed by duly authorized representatives of both parties.

Ponderosa Fire District

SIGNATURE PAGE

2020/21 SUBSCRIPTION SERVICE AGREEMENT

The undersigned hereby subscribes to fire department services from the Ponderosa Fire District in accordance with the terms and conditions of the foregoing Agreement.

*This Agreement will not become effective without payment of the applicable fee set forth below.

Name:	Phone Number:
	Email:
Mailing Address:	

COCONINO COUNTY ASSESSOR'S PARCEL NUMBER:	FEE:
---	------

Situs/Physical Address Of Parcel (This is the actual address a service response will be directed to):

Physical Address:

PONDEROSA FIRE DISTRICT:

Lee Antonides, Fire Chief or Designee

Date

INDIVIDUAL(S):

#	SIGNATURE(S)	PRINT NAME	RELATIONSHIP TO PROPERTY (Owner, Spouse, Leaseholder, Agent, Landlord)	DATE
1				
2				
3				
4				
5				

- IF PROPERTY OWNERS ARE MARRIED, BOTH HUSBAND AND WIFE MUST SIGN OR;
- IF PROPERTY IS JOINTLY OWNED, ALL OWNERS OF RECORD MUST SIGN OR;
- IF PROPERTY IS LEASED, LANDLORD (OWNER OR AGENT) AND LEASEHOLDER(S) MUST SIGN

Return Signature AND Notary Page(s), along with a check or money order for the fee shown above, to:

**Ponderosa Fire District
11951 W. Shadow Mountain Drive
Bellemont, AZ 86015**

Ponderosa Fire District

SUBSCRIPTION RATE CALCULATION COMMERCIAL PROPERTY

OWNER NAME:			
MAILING ADDRESS:			
PARCEL NUMBER:			
PHYSICAL ADDRESS:			
Coconino County - <i>Net Assessed Value (LPV)</i> :			
Subscription services for Commercial Property is the mil rate plus 15% :			
1. Assessed Value for 2021 (LPV) =			\$ -
2. Residential Property X 10%			\$ -
3. The mil rate is the amount per \$100 that is used to calculate taxes on property. / 100			\$ -
4. Ponderosa Fire District's mil rate x 3.08			\$ -
5. Out of District Plus 15%			\$ -
If interested in a subscription, the total amount due for the fiscal year 2021-2022 is:	\$	-	

The District accepts checks, please make checks payable to:

Ponderosa Fire District.

Let us know if you have any questions or concerns. We look forward to working with you!

Respectfully,

Ponderosa Fire District



PONDEROSA FIRE DISTRICT

11951 W. Shadow Mountain Drive
P.O. Box 16359
Bellemont, AZ 86015
Phone: 928-773-8933 Fax: 928-773-8927
Email: office@ponderosafire.org
Website: www.ponderosafire.org



January 3, 2019

Dear Resident,

We are taking this opportunity to inform residents in the surrounding areas that you may not be covered for fire protection or emergency medical services from Ponderosa Fire District. Property taxes that you pay do not support fire protection services in this area and consequently you must establish this service on your own.

Ponderosa Fire District is aware of the three following options that you may choose to pursue:

1. Ponderosa Fire District offers all residents located in the response area the option to **subscribe** to the fire/EMS subscription plan. This is a subscription-based membership for services performed outside of the district boundary including structure fires, vehicle fires, grass fires, hazardous conditions, extrication, and emergency medical services. **We have attached the mil-rate calculation as well as the agreement for your property if this is something you are interested in.**
2. The residents within the area you live can come together and choose to **annex** their property into the fire district. This would save you the additional 10% that you pay for subscription services. It typically takes about a year to be included on the tax role so you would not have coverage unless you signed up for subscription services during that time period. We have included a form that you can fill out if you are interested in annexing your property.
3. Nothing; you do not need to do anything. You can keep things the way they are, Ponderosa Fire District will respond to calls at your property, and you will be **billed** for services based upon the out-of-district fee schedule.

Property owners outside of the fire district will be billed for services according to a fee schedule established by the Ponderosa Fire District Governing Board in June of 2016. When an incident involves multiple properties, each property owner is billed for the services provided to their property; those charges are typically manpower and equipment. It is up to the property owner to collect any damages or reimbursements from the responsible party. It is also up to the property owner to check with their insurance on possible coverage of the bill (most insurance carriers do not cover fire suppression services).

We hope that by providing you with this information that you may be able to make an informed decision prior to an emergency taking place. Please feel free to call or email us with your questions and concerns. With no tax-base income to support this service, you can only expect us to be as strong and as capable as the related financial support we receive.

Sincerely,



P.O. Box 3625
Grand Canyon, AZ 86023
928-638-3473 – Phone

Tusayan Fire District

RESOLUTION # 2021-03

The Tusayan Fire District adopts the following Resolution for the purpose of assigning legal representation with the Coconino County of Arizona County Attorney's Office. This resolution shall also include all terms, conditions and fees of engagement. (Please see Coconino County Fire Districts/Special Districts Billing Rates adopted by the Arizona Board of Supervisors pursuant to A.R.S. 11-251.06 and A.R.S. 48.819.)

WHEREAS A.R.S. 48-805 (F) states the county attorney may advise and represent the district if in the county attorney's judgment the advice and representations are appropriate and not in conflict with the county attorney's duties under A.R.S. section 11-532. If the county attorney is unable to advise and represent the district due to a conflict of interest, the district may retain private legal counsel or may request the attorney general to represent it, or both.

NOW THEREFORE, the Tusayan Fire District resolves as follows:

Authorizing agreement for services with the Coconino County Attorney's Office and all terms, conditions and fees of engagement.

That this Resolution is passed, adopted and approved by the Tusayan Fire District on this 9th day of December, 2021.

Board Chairperson – John Vail

Board Member – Marty Harris

Board Clerk – Andrew Aldaz

Board Member – Elena Villanueva

Board Member – Becky Shearer

DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN AND OUR COMMUNITY THROUGH THE PRESERVATION OF LIFE, PROPERTY, AND THE ENVIRONMENT.



International Minute Press Flagstaff
1300 S. Milton Road #117
Flagstaff, AZ 86001
Phone: 928-773-1105 / Fax: 928-773-1128
Web: www.FlagstaffIMP.com
E-mail: info@flagstaffimp.com



Quotation

12/6/2021

Bill to:
Counter Sale - Flagstaff Minute Press
1300 South Milton Road
#117
Flagstaff, AZ 86001

Phone: 928-773-1105

Ship to:
Counter Sale - Flagstaff Minute Press
1300 South Milton Road
#117
Flagstaff, AZ 86001

Phone: 928-773-1105



1471 Tusayan Grand Canyon Fire Department EDDM 6.5"x9" Postcards (Job ID 11933)

Subtotal: \$752.23
Tax: \$37.46
Total: \$789.69

Kate
kate.tfdgc@outlook.com
(928) 707.1166
(928) 638.3473

Order Subtotal: \$752.23
Tax: \$37.46
Order Total: \$789.69

Taxes are included.
This quote is valid for 30 days.
Thank you,

Expand Your Reach with Every Door Direct Mail® Retail

Tell the whole neighborhood what your business has to offer

No matter what marketing channels you're using, mail gives you a one-to-one connection with consumers that's hard to match. Potential customers can read your mailing when time permits, keep it for future reference, and share it with others who may be interested in your products or services.

Add the power of mail to your marketing mix

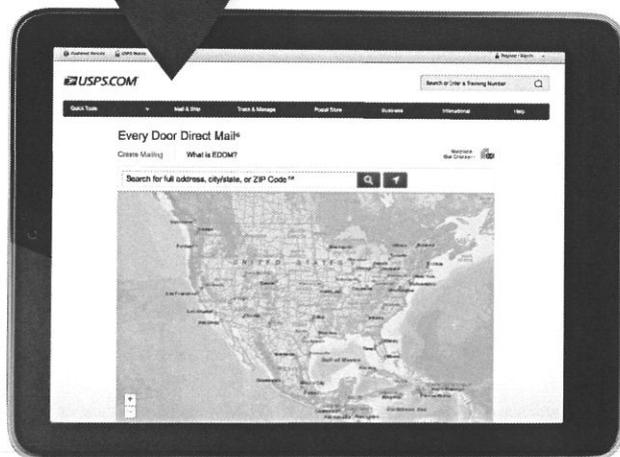
Every Door Direct Mail service is an easy, cost-effective way to reach all the potential customers near your business. Just create your mailpieces, select postal routes you want them to go to, and pay for postage online. Then, bring your mailing to your local Post Office™ for delivery to every household on your chosen routes.

Map Your Delivery Area

We've enhanced the Every Door Direct Online Tool to make creating business mailings easier and provide a better experience for our customers. You can narrow down potential customers by specific demographics to reach your target audience.¹

TRY IT NOW!

usps.com/edmtool



Every Door Direct Mail Benefits:

- There's no postage permit required, saving you from the annual cost of purchasing one.²
- You choose from a flexible range of sizes, giving you plenty of room for your message.
- You don't need to supply names or addresses, saving you from paying for a costly list.

1. Data, including age range and average household income and size, is based on prior report of the U.S. Census Bureau.
2. Available at retail locations only, not available at BMEU.



www.usps.com

Expand Your Marketing Efforts and Cut Costs

With Every Door Direct Mail service, you can expand your marketing efforts to all of the potential customers within a specific radius of your business, which can save your budget from costly mailing lists, postage, printing.

How Does It Work?



1. Plan Your Mailing¹

Use our mapping tool to help choose your postal routes at [usps.com/eddmtool](https://www.usps.com/eddmtool).



2. Create Your Mailpiece

Design your own mailpiece, or hire a printer or mail service provider to create it using Every Door Direct Mail size specifications.² Find a list of affiliate providers³ online at: <https://www.usps.com/business/vendors.htm>



3. Pay Online or at the Post Office

Pay for postage online through your USPS.com[®] account or pay at the Post Office.



4. Leave the Rest to Us

Bring or send your mailing to a Post Office for delivery. Ask your Sales Executive about Priority Mail Open and Distribute for distribution to distant locations.



GET STARTED TODAY

For more information about Every Door Direct Mail Retail, contact your USPS Sales Executive or visit [USPS.com/EDDM](https://www.usps.com/EDDM)

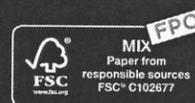


Every Door Direct Mail

A good fit for business[®]

The easy, cost-effective way to reach potential customers near your business.

1. EDDM Retail has a 5,000 piece daily limit per ZIP.
2. For minimum and maximum size requirements, visit <https://www.usps.com/business/pdf/quick-reference-guide.pdf>
3. Affiliate providers may add additional charges not associated with USPS services.



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17EDDMSS05

EDDM[®] Pricing

100% all-inclusive EDM[®] pricing

All prices INCLUDE postage. There are no hidden fees or extra charges from the Post Office[™].

- ✓ Free design template
- ✓ Free art and copy review
- ✓ Free digital art proofs by email
- ✓ Full-color printing, both sides
- ✓ Mail preparation services
- ✓ USPS[®] documentation
- ✓ USPS[®] postage
- ✓ Delivery to mailboxes

4.25x11 Postcards

Includes POSTAGE

QUANTITY	PRICE/PIECE
1,000	56¢
2,500	41¢
5,000	35¢
10,000	33¢
25,000	32¢
50,000	29¢

QUANTITY	PRICE/PIECE
10,000	38¢
25,000	36¢
50,000	35¢

6.25x11 Postcards

Includes POSTAGE

QUANTITY	PRICE/PIECE
1,000	60¢
2,500	49¢
5,000	41¢
10,000	36¢
25,000	34¢
50,000	33¢

Add-on digital marketing service pricing

Boost your EDDM[®] results by adding multi-channel impressions on the same prospects. Research proves that multiple exposures to advertisements, across a variety of media, greatly increases consumer awareness and drives purchases.

facebook. Single Image

Single image ads are useful when you want to capture attention for your brand using an effective image. A single image ad can be used across most placements.

IMPRESSIONS	CPM
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Control not found: CLibrary/Content/Sections/Behalf/NeedABiggerBudget

/O=FIRST ORGANIZATION/OU=EXCHANGE ADMINISTRATIVE GROUP(FYDIBOHF23SPDLT)/CN=

From: no-reply@staplesdirectmail.com
Sent: Thursday, December 2, 2021 11:25 AM
To: kate.tfdgc@outlook.com
Subject: Your EDDM Quote from Staples Direct Mail



Here is your free Instant Every Door Direct Mail® Quote!

Quantity: 1,900

Product: 6.25" x 9" EDDM® Postcard

[Get Started!](#)

QUANTITY	PRICE/PIECE	TOTAL
1,000	58¢	\$580.00
1,900	58¢	\$1,102.00
2,500	43¢	\$1,075.00
5,000	37¢	\$1,850.00
10,000	34¢	\$3,400.00
25,000	33¢	\$8,250.00
50,000	32¢	\$16,000.00

Need help getting started? Call an account manager at [888-401-1463](tel:888-401-1463).



P.O. Box 3625
Grand Canyon, AZ 86023
928-638-3473 - Phone

Tusayan Fire District

FORM OF DECLARATION

December 9, 2021

Dan Warren, Executive Director
JPMorgan Chase Bank, N.A.
Government Banking
8501 N. Scottsdale Road, Ste. #215, AZ1-0323
Scottsdale, Arizona 85253

Re: Letter of Declaration for Tusayan Fire District, for calendar year 2022

Dear Mr. Warren:

The above-referenced district ("District") in Coconino County ("County") has approved obtaining a revolving line of credit ("Line of Credit") for the District from JPMorgan Chase Bank, N.A. ("Bank") pursuant to Arizona Revised Statutes Section 11-604.01 *et. seq.* and requests the County Treasurer to enter into an agreement with the Bank to provide the Line of Credit to the District.

In accordance with the Internal Revenue Code of 1986, as amended from time to time ("Code"), the District hereby certifies that it is reasonably anticipated that the aggregate amount of "tax-exempt obligations" (as defined in Code Section 265(b)(3)) which will be issued by the District during the above-referenced calendar year will not exceed \$10,000,000.00 and hereby designates all borrowings under the Line of Credit as "qualified tax-exempt obligations" (as defined in Code Section 265(b)(3)(B)).

In the event the anticipated amount for such year changes to the extent that the above certification changes, the District agrees to deliver to the Bank a supplement to this letter notifying the Bank of such change.

DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN AND OUR COMMUNITY THROUGH THE PRESERVATION OF LIFE, PROPERTY, AND THE ENVIRONMENT.

I. PURPOSE

The purpose of this Guideline is to establish departmental and divisional mission statements and values of the Tusayan Fire District. The Guideline will also describe, in general terms, the organizational structure, and responsibilities of the department.

II. SCOPE

Mission Statement: We, the members of the Tusayan Fire District, dedicate our efforts to provide for the safety and welfare of the citizens and visitors of Tusayan and our community, through the preservation of life, property, and the environment.

III. POLICY

Values: Inherent to the Mission Statement is the responsibility for all Fire District staff member to support our mission by subscribing to the following values.

- a. We recognize Tusayan and surrounding area as the reason for our presence.
- b. We value the faith and trust from Tusayan and, therefore, continually work to serve that confidence through our attitude, conduct, and accomplishments.
- c. Lives are more valuable than property. The safety of the public is of paramount importance, followed by the safety of our members.
- d. Everyone is entitled to and shall receive our best effort, care, service, commitment, and dedication.
- e. Trust, respect, and honesty; teamwork; quality service; empowerment; creativity and adaptation; and customer orientation/service drive us.
- f. We strive for excellence in everything we undertake.
- g. Honesty, fairness, and integrity will not be compromised.
- h. We continually seek effectiveness, efficiency, and economy.
- i. Members are continually encouraged to improve themselves as individuals, team members, and emergency responders.

- j. Unity and teamwork are stressed as being to our mutual advantage as individuals, as an organization, and as a service provider.
- k. Free exchange of ideas is cultivated, nurtured, and practiced.
- l. We will provide professional and courteous service at all times.
- m. Employee participation in the departmental decision making process is expected.
- n. We understand the needs of Tusayan are ever changing; we will be sensitive and responsive to those changes.

Fire District Organizational Structure

- a. The Fire Chief, in accordance with the authority vested in him by state and local laws and regulations, herein sets forth the organizational structure and functional supervisory duties of staff personnel for the efficient operation of the Fire District.
- b. The Fire District is structured as follows:
 - 1. Operations/Training
 - 2. EMS
 - 3. Fire Prevention and Education
 - 5. Safety
- c. The organizational structure and lines of authority are set forth in the attached organizational chart.

Mission Statement for Operations: The Operations/Training Division exists to provide and maintain a highly trained and competent group of Firefighters/EMTs who are ready to respond to the needs of our community and to mitigate emergency incidents in a professional and caring manner. Through continued quality improvement, dedication and professionalism, to provide an efficient, effective, and reliable public safety communications service to our community.

Structure of Operations

- a. The Operations Division is under the leadership and direction of the Chief who is an integral part of the Command Team and answer directly to the Fire Chief.
- b. The Fire Suppression section currently consists of a paid Fire Chief and on call volunteers, each under the leadership and direction of a Chief, Assistant Chief, and Captains who report directly to the Chief, who reports directly to the District Fire Board.

Mission Statement for Training: The Training Division is dedicated to deliver the most effective and comprehensive training and education to our students.

The Assistant Fire Chief is responsible for Training and is assisted by the Captains who are members of the District Command Team.

Mission Statement for EMS: EMS is committed to the highest levels of professionalism and care we can deliver to our patients.

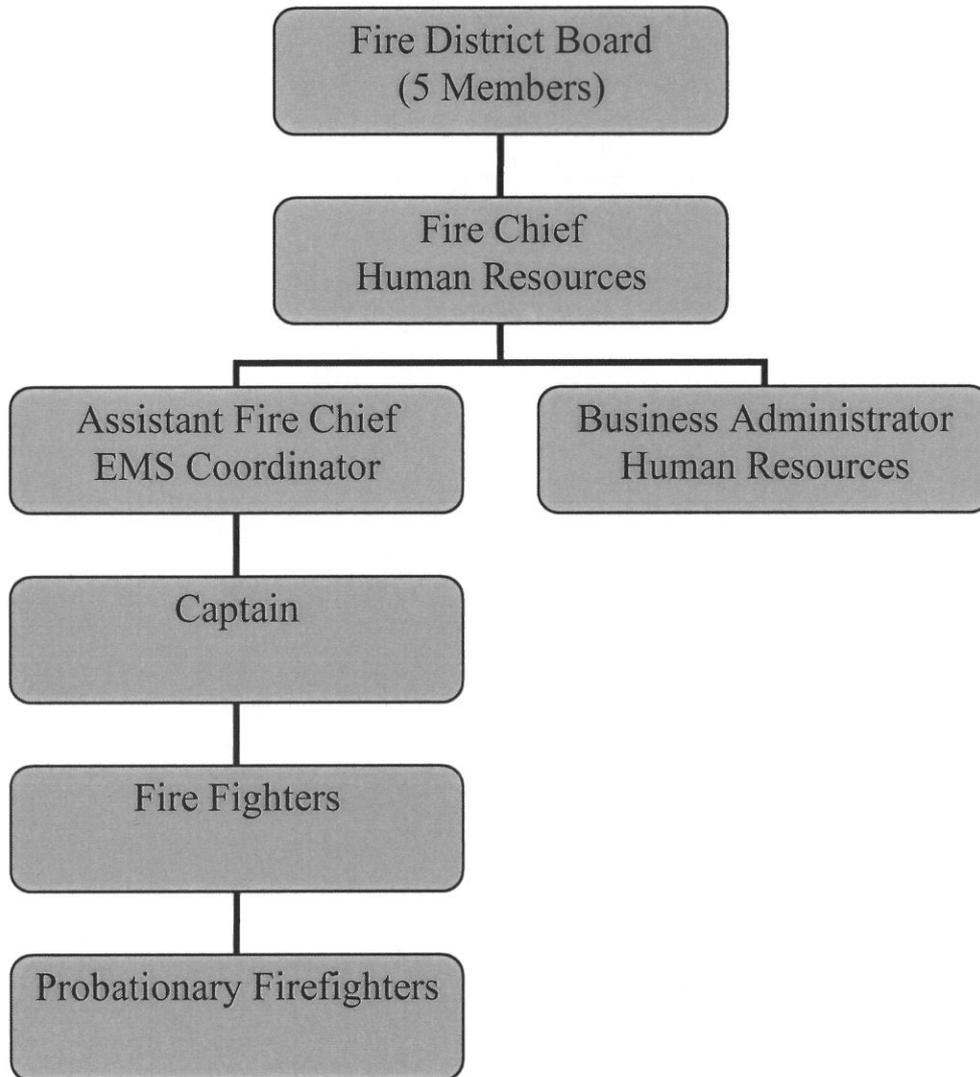
The EMS Coordinator is a member of the District Command Team and reports directly to the Fire Chief.

Mission Statement for Fire Prevention and Education: The mission of the Tusayan Fire Prevention Division is to develop, maintain, and provide Fire Prevention Education programs for the preservation of life, safety, property, and the environment for the citizens of Tusayan and tourists visiting the Grand Canyon. Inherent to the mission statement is the responsibility for each of our members to support the mission of the Fire Prevention Division and recognize that we exist to provide a quality service to all that fall within our response boundaries.

The Fire Prevention Division is under the management and direction of the Assistant Fire Chief who reports to the Fire Chief and the Tusayan Fire District Board.

Mission Statement for Safety: The mission of the Tusayan Fire District Safety Division is to develop and provide programs that meet or exceed the National Fire Protection Standard 1500. The goals and objectives of these programs are for the prevention and elimination of accidents, occupational injuries, illnesses, and fatalities.

The Chief and Assistant Chief manage the Safety Division. The Safety Division will establish committees to identify Safety Programs, deficiencies, and establish Safety Policies. It is this department's goal to instill into all personnel that Safety is **everyone's** responsibility and it is our intent to develop a scope of Safety that will be incorporated into our community through our schools, businesses, and families.



Scope and Purpose of Policy Manual

I. PURPOSE

These policies are not proposed to be a contract of employment, whether implied or expressed.

This policy manual is intended to provide an operational framework for operation of the District. It is not designed or intended to limit any employee in the exercise of his or her judgment or initiative in taking any action that a responsible person would take in the extraordinary situations that are bound to arise in the fire service, but rather to provide effective and meaningful guidelines for operation of the District.

II. SCOPE

This policy applies to all District employees and volunteers.

III. POLICY

It is the responsibility of each member to read thoroughly and become familiar with the District's Policy Manual.

This policy manual may be amended by the action of the Board of Directors. The Fire Chief may, because of an emergency condition, issue the Business Administrator to change policy temporarily. This temporary policy change shall remain in effect no longer than 60 days, or until it can be addressed by the Board of Directors. All copies of this policy manual shall remain the property of the District. Members of the District should be familiar with its contents.

This policy manual, except when specifically provided herein, is not intended to be applied to the Governing Board of the District. The Board shall be bound by the requirements of applicable State Statutes, State Administrative Rules, applicable Federal and State court decisions, and actions of the Board itself.

I. PURPOSE

The proper operation of democratic government requires that public officials and employees be independent, impartial, and responsible to the people. The purpose of this directive is to establish ethical standards of conduct for all such employees and to direct disclosure by such employees of private financial or other interests in matters affecting the Fire District.

II. SCOPE

This Policy applies to all District members.

III. POLICY

The members of the Fire District are "Public Servants" within the meaning and intent of this Guideline.

a. Responsibilities

1. Public servants are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their position regardless of personal considerations, recognizing that the public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.
2. Public servants are bound to uphold the Constitution of the United States and the Constitution of the State and County.

b. Dedicated Service

- Public servants should not exceed their authority, breach law, or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from doing so by law or by recognized confidentiality of their work.

c. Fair and Equal Treatment

1. Unilateral Communications.

- No public servant should encourage, make or accept any application or communication from any party made out of the presence and without the knowledge of other parties in a matter under consideration, when such application or communication is designed to influence official decision or the

conduct of the official, or other officials, employees, or agencies in order to obtain favored treatment or special consideration to advance the personal or private interests of him/her self or others. Any written unilateral communications received by a public servant in matters where all interested parties should have equal opportunity for a hearing, should be made part of the record by the recipient. Any oral unilateral communication received under such conditions should be written down in substance by the recipient and made part of the record.

2. Use of Public Property

- No public servant shall request, use or permit the use of District-owned and government owned or leased vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided as Fire District policy for the use of such employee in the conduct of official business.

3. Obligation to Citizens

- No public servant shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

d. Conflict of Interest

- No public servant, whether paid or unpaid, shall engage in any business or transaction, or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties, or would tend to impair his/her independence of judgment or action in the performance of his/her official duties. Personal, as distinguished from financial interest, includes an interest arising from blood or marriage relationships or close business or political associations.
1. Incompatible employment. No public servant shall engage in or accept private employment or render services for private interest when such employment or service is incompatible with the proper discharge of his/her official duties or would tend to impair his/her independence of judgment or action in the performance of his/her official duties. In the event an employee should possess a financial or personal interest in any business or transaction, any presumption of conflict of interest with his/her public duties shall be removed by his/her disclosure of nature and extent of such investment to the proper authority.
 2. Disclosure of Confidential Information. No public servant, shall, without proper authorization, disclose confidential information concerning property, government, or affairs of the Fire District. Nor shall he/she use such information to advance the financial or other private interest of himself/herself or others. All public servants shall follow all implementations and regulations of HIPPA Privacy Rule
 3. Gifts and Favors. No public servant shall accept any substantial free or preferred services, rewards, gifts or favors from any person, corporation or contracting

business or firm doing business with the Fire District. Nor shall any such employee:

- a. accept any gift, favor, or thing of value, as determined by the Fire Chief, that may influence him/her in the discharge of his/her duties, or,
 - b. grant in the discharge of his/her duties any improper favor, service, or thing of value. Any public servant who accepts any gift, favor, or thing of value must report the matter to the Fire Chief for disclosure to the proper official.
4. Loyalty and Diligence in County Services. Each public servant shall, during his/her actual hours of active duty, devote his/her whole time, attention, and efforts to his/her office or employment, and may not be required to perform any service except for the benefit of the Fire District. No public servant whose salary is paid in whole or in part by the Fire District, or is a volunteer, shall appear in behalf of private interests before any agency of the Fire District without express written approval. He/she shall not represent private interest in any action or proceeding against the interest of the Fire District in any litigation.
5. Contracts with Tusayan. Any public servant, who has a substantial financial interest in any business entity, entering into, or proposing to enter into, any transaction or contract with Tusayan, or the sale of real estate, materials, supplies or services to the Fire District, shall disclose such interest to the Fire Board, through the Fire Chief. The information shall be reported in the minutes of the appropriate Fire Board meeting. He/she shall refrain from participation in the transaction or the making of such contract or sale.

Any other public servant who has a financial or other private interest, and who participates in discussion with or gives an official opinion to the Fire Board, shall disclose on the record the nature and extent of such interest.

I. PURPOSE

The purpose of this guideline is to identify rules of conduct under which public servants of the Tusayan Fire District will be expected to conduct him/her self.

II. SCOPE

These rules of conduct are not intended to restrict the rights of individuals, but to protect them.

III. POLICY

Every member of the Tusayan Fire District is expected to function in a highly self-disciplined and professional manner, and is responsible to regulate his/her own conduct in a positive, productive, and mature manner.

Procedures:

- a. All Fire Department members shall:
 1. Follow department manuals and written SOG's of both the Tusayan Fire District and Tusayan;
 2. Use their training and capabilities to protect the public safety at all times;
 3. Work competently and cooperatively in their positions to cause/assist department programs to operate effectively;
 4. Conduct themselves in a manner which will reflect credit upon themselves and the department;
 5. Manage in a professional, effective, and considerate manner, and follow directions and instructions in a positive and cooperative manner;

6. Conduct themselves in a manner that creates good order within the department;
 7. Keep themselves informed professionally to do their jobs effectively;
 8. Be concerned and protective of each member's welfare;
 9. Operate safely and use good judgment;
 10. Keep themselves physically fit;
 11. Observe the work hours of their position;
 12. Obey the law;
 13. Respect and care for the equipment and property of the department.
- b. Tusayan Fire District members should never:
1. Engage in any activity that is detrimental to the district;
 2. Engage in a conflict of interest to the department or use their position with the district for personal gain or influence;
 3. Fight;
 4. Abuse Fire District equipment;
 5. Steal;
 6. Use alcoholic beverages, debilitating drugs, or any substance that could impair their physical or mental capacities while on duty/call;
 7. Engage in any sexual activity while on duty;
 8. Engage in any other activity prohibited by the law or good operating practices.

I. PURPOSE

All members of this District shall administer all personnel practices including recruitment, hiring, assignments, promotions, compensation, training, discipline, termination, and other privileges of employment in a manner which does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, marital status, handicap, or disability. The District prohibits discriminatory practices by any member or appointed official. It is the District's policy to maintain a workplace free of discrimination, harassment, and intimidation. All members should be aware that the District, by adopting this policy, will take action to prevent and correct discriminatory behavior. Individuals who engage in such behavior are subject to disciplinary action, up to and including termination.

II. SCOPE

The District is committed to providing equal opportunity to all applicants for employment and to all members.

III. POLICY

Definitions

Complainant - A District member, group of members, or job applicant who has lodged a formal discrimination or harassment complaint with the EEO/Human Resources.

Discrimination - To make, directly or indirectly, any distinction in applicant selection procedures or in terms or conditions of employment on the basis of race, color, religion, ancestry, national origin, marital status, sex, age, handicap, or disability, or to differ in treatment of, or impact on, any person or persons based upon their protected status. This may be intentional or unintentional.

Equal Employment Opportunity Officer (EEO) / Human Resources - Administrator of the District's Affirmative Action Office and discrimination procedures.

Formal Complaint - A written charge of discrimination by a member, group of members, or job applicant.

Formal Resolution Procedure (FRP) - The procedures a member shall use to file a formal complaint of discrimination with the District on the basis of race, color, religion, ancestry, national origin, sex, age, handicap, or disability.

Informal Resolution Procedure (IRP) - The procedures a member may use as a first step to resolve a complaint of discrimination on the basis of race, color, religion, ancestry, national

origin, sex, age, handicap, or disability. These procedures allow the complainant to notify any or all of the following persons of the discrimination complaint: the offending person(s), the complainant's own supervisor, or the District's EEO / Human Resources. The complaint may be communicated either verbally or in writing at the option of the complainant.

Protected Group / Status - Class or group of persons given special dispensation, recognition, or protection from discrimination under federal or state law.

Respondent - The party charged with discrimination.

Retaliation - Any unwarranted action or change in the terms of employment taken or implemented because of or in response to the filing of a complaint, instituting proceedings, assisting in an investigation, or informally or formally objecting to discriminatory practices.

Confidentiality

The District will protect the confidentiality of any member or job applicant who contacts the District to seek information, assistance, or counseling, or to file a formal complaint. Except as required by law or this policy, all written or verbal contacts between the District and any member or job applicant will be treated as confidential.

It will be necessary to reveal the name of the complainant and the nature of the complaint to the respondent's supervisor or superior, and to the respondent if an investigation is started and action is taken. To the extent possible, supervisors will maintain the confidentiality of the complainant's name and the nature of the charge. Because the grievance process involves a number of people, it may be necessary to share information with those involved, including the respondent.

During an investigation, the EEO / Human Resources may interview the complainant's co-workers. The District and interviewed members shall treat these interviews as confidential, except as may be necessary to complete an investigation or complaint, or institute disciplinary proceedings.

Equal Employment Opportunity Laws

Discrimination Prohibited

The District prohibits discriminatory practices by any member or appointed official. It is the District's policy to maintain a workplace free of discrimination. All members should be aware that the District, by adopting this policy, will take action to prevent and correct discriminatory behavior. Individuals who engage in such behavior are subject to disciplinary action, up to and including termination.

Protected Group / Status

The following are the groups and status protected from employment discrimination under the law:

- Race
- Color
- Religion
- National origin or ancestry

- Sex
- Age
- Handicap or disability

Prohibited Conduct

The following is a list of conduct, which will not be tolerated.

- Recruiting, hiring, assigning, promoting, compensating, training, disciplining, or terminating a member on the basis of protected status.
- Expressing bias in the workplace, including any behavior that is potentially offensive to any member on the basis of protected status. Examples of such expressions of bias include, but are not limited to:
 - Using degrading words, offensive slang labels or names, or profanity describing a person's protected status.
 - Sexually suggestive, obscene, or lewd "jokes" or comments about a person's protected status.
- Sexual harassment. Examples of prohibited sexual harassment in the workplace may include, but are not limited to:
 - Sexually suggestive, obscene, or lewd comments or invitation.
 - Gender-related labels such as "honey," "sweetie," "cutie," "boy," "girl."
 - Asking for sexual favors and implying economic or employment benefits.
 - Leering, ogling, or drawing attention to a person's body.
 - Sexual advances.
 - Introduction into the workplace of visual pornographic or written material, which includes, but is not limited to:
 - Pictorial material depicting nudity or sexual conduct.
 - Any statement or words describing sexual conduct, sexual organs, or excrement.
 - Unnecessary touching, brushing against another person's body, patting, pinching, grabbing, etc.
 - Failure to cooperate in any investigation of an equal employment opportunity (EEO) violation.
- Taking any retaliatory action against any member who has sought redress, filed a report, or made an inquiry concerning EEO matters, cooperated in an investigation or otherwise participated in any way with the procedures outlined in this policy.

Responsibilities

Fire Chief

Ultimate responsibility for implementation of these equal employment rules are vested in the Fire Chief. The Chief shall ensure that all policies and all prohibitions against discrimination are aggressively implemented by ALL levels of management.

EEO / Human Resources

The District's EEO / Human Resources shall be responsible for monitoring and ensuring District compliance with all relevant federal and state laws and District policies and procedures. The EEO / Human Resources will report to the Fire Chief. Specifically, the responsibilities will include:

- Advising the Fire Chief and supervisors on EEO matters.
- Participating in the development and implementation of training and educational programs for supervisors.
- Investigating, attempting to resolve, and reporting upon internal discrimination complaints through implementation of the District's "Discrimination Complaint Procedures," or by other appropriate means as required.

Chief Officers

Chief Officers are required to ensure that personnel practices within their organizational entities are in full compliance with all federal and state laws and District policies and procedures governing nondiscrimination. Specifically, chief officers are to:

- Ensure that all subordinates who supervise, promote, assign, recruit, interview, train, evaluate, or discipline other members utilize only job-related standards in their member actions and contribute to the attainment of District EEO principles.
- Personally monitor and evaluate the member's actions of subordinate supervisors to ensure compliance with EEO laws.
- Ensure that common work areas are free of all pornographic material.
- When made aware of a potential or current EEO problem or complaint:
 - Encourage members, when possible, to utilize the Informal Resolution Procedure (IRP).
 - Take immediate corrective action when necessary.
 - If necessary, notify the EEO / Human Resources. If no action has been taken, work with the EEO / Human Resources to determine whether an investigation is necessary.
 - Cooperate with the EEO / Human Resources in any investigation or resolution of the problem or complaint.

Members

It is the responsibility of ALL MEMBERS to take any action necessary to ensure compliance with EEO laws. Each member is responsible for:

- Demonstrated sensitivity to and respect for racial, cultural, sexual, religious, and physical differences when working with other members and the public.
- Compliance with all equal employment laws.
- When possible, use of the Informal Resolution Procedure (IRP).
- Notifying their chain of command or the District EEO / Human Resources of any EEO violations, which they experience.

I. PURPOSE

To ensure that members of the District have the opportunity to have their complaints of discrimination investigated and resolved within the District. To establish a procedure to ensure that all complaints of discrimination based on race, color, religion, national origin (ancestry), sex (to include pregnancy, gender identity and sexual orientation), age, genetic information, or disability are internally investigated as soon as possible.

II. SCOPE

This policy applies to all District members; including full-time, part-time, and volunteers.

III. POLICY

It is the policy of the District to maintain and exhibit a stature of nondiscrimination in all members-related matters.

The District shall resolve all discrimination complaints as quickly and fairly as possible.

Any member may inquire of the District EEO / Human Resources as to their rights under existing federal and state civil rights laws.

It is the intent of the District to create an environment through these procedures in which members who have concerns about discrimination may seek information and advice from the EEO / Human Resources. It is the further intent of the District to see that the concerns are addressed appropriately. Therefore, initial inquiries by members with the District's EEO / Human Resources are to be regarded as confidential if the member so desires, except as required by law or unless the information indicates a formal investigation or disciplinary action. Such confidentiality in no way diminishes the necessity for the EEO / Human Resources to keep the Fire Chief informed of perceptions or other factors that would be important in making decisions on future District policies, procedures or practices.

Inquiries

Any member may make an inquiry with the EEO / Human Resources to seek information, assistance, or counseling in regard to any perceived discrimination problem.

The EEO / Human Resources may provide assistance in the following ways: information on rights and responsibilities under EEO law, counseling on members or EEO problems related to the work situation, and explanation of options for problem resolution.

The EEO / Human Resources will keep a record of all inquiries. This information will be used to identify patterns in complaints and to identify training needs for District supervisors.

Complaints - Informal Resolution Procedure (IRP)

Resolution Options - When conflict occurs, 3 options in the Informal Resolution Procedure can be used to reach satisfactory resolution. Use as many options as necessary.

1. Direct Approach

- a. In person - by approaching the individual(s) involved. First, take time to collect thoughts or cool down. Stay focused on the behavior and its impact. Use common courtesy and ensure approach is not disrespectful. Consider writing down thoughts before approaching the individual(s) involved. (The comments do not have to be given to the offending person but can be used as documentation if formal action is necessary.)
- b. In writing - by sending a letter to the offending person stating the facts, feelings about the behavior, and expected resolution. Writing will help collect thoughts and evidence; will help emotionally; will help choose and prepare for any option. Writing may be more effective than a verbal approach in making the offending person stop the harassment.

2. Informal Third Party

- a. Request assistance from another person. Ask another person to talk with the individuals involved, accompany, or intervene to resolve the conflict. This will normally be a friend or co-worker.

3. Supervisor or District EEO / Human Resources

- a. Request assistance from the supervisor, the District's EEO / Human Resources, or the appropriate officer. Ask any 1 of the 3 to tell the respondent of the offense and ask that the offensive behavior be discontinued and the matter resolved.

Roles and Responsibilities - The IRP identifies 4 roles. Regardless of the role in a conflict, keep in mind the following individual responsibilities.

If you have been harassed or discriminated against:

- Determine whether taking a formal action is appropriate or whether the IRP can resolve the problem.
- When appropriate, inform the chain of command.
- Do not ignore the offense. Review your resolution options. Take action to reach a resolution.

If I learn I have offended:

- Stop or change behavior immediately.
- Apologize. If appropriate, ask another person or supervisor to advise you, accompany you to the recipient, or intervene on your behalf.
- *Do not* ignore it. Listen to understand. Review your resolution options. Take action to reach a resolution.

If I observe or am approached about discrimination or harassment:

- If approached by recipient, encourage recipient to determine whether the IRP can resolve the problem or use the formal complaint process. Inform the chain of command, if appropriate. Offer to intervene or accompany recipient to the offending person or supervisor.
- If approached by a person who feels they may have offended, advise offending person to stop or change behavior and apologize. Inform chain of command, if appropriate. Offer to intervene or accompany the offending person to the recipient or supervisor.
- When observing offensive behavior, stop behavior if possible. Inform chain of command if appropriate. Encourage recipient to use the formal complaint process if the IRP cannot resolve the problem.
- Do not ignore discrimination or harassment. Listen to understand and offer to intervene and support if appropriate. Maintain confidentiality when possible and take action to reach a resolution.

If I am a supervisor who observed or is approached about harassment or discrimination:

- When approached by a person who feels they may have been offended: Take corrective action; inform the chain of command, if appropriate; encourage recipient to use the formal complaint process or determine whether the IRP can resolve the problem; and follow up to ensure resolution.
- When approached by a person who feels they have offended someone: Advise offending person to stop behavior; inform the chain of command, if appropriate; determine whether the IRP can resolve the problem; offer to intervene or accompany the offending person to the recipient.
- When approached by a person who feels they may have observed offensive behavior: Instruct the observer on the need for confidentiality and discretion; notify chain of command, if appropriate; discuss IRP and formal complaint process to determine the best course of action; take corrective action; and follow up to ensure resolution.
- When you observe offensive behavior: Stop behavior; notify the chain of command, if appropriate; take corrective action; advise the recipient of IRP and formal complaint options; and follow up to ensure resolution.
- Set the example. Do not ignore harassment or discrimination. Listen and do not filter complaints. Intervene when necessary and take or support action to reach resolution.

Complaints - Formal Resolution Procedure (FRP)

Filing Requirements

Any member who believes that they have been treated unfairly in any employment practice may file a formal discrimination complaint with the District's EEO / Human Resources.

Any member, who believes that they have been discriminated against because they filed a complaint, testified, or assisted in any proceeding, may file a complaint in writing with the District's EEO / Human Resources.

Formal complaints shall be filed with the EEO / Human Resources either within fifteen working days by those working 8-hour days, or within twenty-one calendar days by those working 48-hour shifts, of the last alleged infraction.

All formal complaints shall be written, signed by the complainant, and filed with the District's EEO / Human Resources.

Initial Action

The EEO / Human Resources shall schedule and conduct a personal interview with the complainant.

The EEO / Human Resources shall advise the complainant of the investigative process and what steps will be taken to resolve the complaint.

The EEO / Human Resources will attempt to obtain all the facts relating to the complainant's allegation, including obtaining names of principals and witnesses and copies of relevant documents and determining what form of resolution would be acceptable to the complainant.

Upon receipt of the initial information provided by the complainant, the EEO / Human Resources will decide if reasonable grounds exist to initiate an investigation of discrimination.

Investigation

The EEO / Human Resources shall make every reasonable effort to complete an investigation and make recommendations to resolve the formal complaint within 20 working days of the date that the complaint was filed.

Notification of receipt of a formal complaint shall be sent within 3 working days to the Fire Chief.

Notification shall include the name of the complainant, date filed, and a brief description of the alleged violation.

After notification, the EEO / Human Resources will conduct an investigation of the alleged discrimination.

Such investigation may include, but is not limited to, the following:

- Thorough review of all the circumstances under which the alleged discrimination took place.
- Statements from co-workers or witnesses who may have relevant information to the complaint.
- Comparison of treatment of the complainant with treatment of their similarly situated co-workers.
- Collection and review of any records or paperwork (employment records, training records, promotions, discipline, roster, shift schedules, etc.) deemed relevant to the complaint.

- Review and analysis of any District policies, procedures, practices, or directives related to the complaint.
- Interview with the individual(s) accused of engaging in the discriminatory act.

After collecting all relevant data and conducting interviews, the EEO / Human Resources will write a summary of the investigation. This summary shall include highlights of relevant facts, conclusions, findings related to the complaint, and recommendations for resolution. This summary shall be presented to the Fire Chief and a copy forwarded to the District's attorney and the Board of Directors Chairman for review.

The Fire Chief is the ultimate authority within the District in resolution of complaints through this internal complaint procedure and may direct remedial action and discipline, as necessary.

If the complaint is initiated against the Fire Chief, after attempting a resolution with the EEO Officer, the complaint shall be forwarded to the Board of Directors and District attorney for resolution.

Compliance Procedure

If the Fire Chief accepts the EEO / Human Resources' findings and recommendation, a plan of action shall be written in conjunction with the District's attorney. Copies shall go to the complainant, the Fire Chief, the Chairman of the Board of Directors, and the District's attorney. A copy shall be kept on file in the District's EEO Office.

All remedial actions agreed upon shall be implemented or scheduled to be implemented within 5 working days, if possible. The EEO / Human Resources shall be responsible for monitoring compliance with all such agreements. The affected member is also responsible for notifying the EEO / Human Resources if any part of the compliance agreement is not being implemented.

If the Fire Chief does not agree with either the findings or the proposed remedial action, the Fire Chief shall retain the ultimate authority in the resolution of the complaint within the District.

If the EEO / Human Resources finds there is no cause established to believe that the allegations were discriminatory, the findings will be put in writing and forwarded to the complainant, the Fire Chief, the District's attorney, and the Board of Directors Chairman.

The complaint will be closed and kept on file in the EEO office.

I. PURPOSE

The District is committed to providing equal opportunity to all applicants for employment and to all members. All members of this District shall administer all member practices including recruitment, hiring, assignments, promotions, compensation, training, discipline, termination, and other privileges of employment in a manner, which does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, handicap, disability, genetics, or marital status.

II. SCOPE

This policy applies to all District members.

III. POLICY

Definitions

Complainant - A District member, group of members, or job applicant lodging a formal discrimination complaint with the EEO Officer.

Discrimination - To make, directly or indirectly, any distinction in applicant selection procedures or in terms or conditions of employment on the basis of race, color, religion, ancestry, national origin, sex, age, handicap, disability, genetics or marital status, or to differ in treatment of, or impact on, any person or persons based upon their protected status. This may be intentional or unintentional.

Equal Employment Opportunity Officer (EEO) / Human Resources - Administrator of the District's Affirmative Action Office and discrimination procedures.

Formal Complaint - A written charge of discrimination by a member, group of members, or job applicant.

Formal Resolution Procedure (FRP) - The procedures a member shall use to file a formal complaint of discrimination with the District on the basis of race, color, religion, ancestry, national origin, sex, age, handicap, disability, genetics or marital status.

Informal Resolution Procedure (IRP) - The procedures a member may use as a first step to resolve a complaint of discrimination on the basis of race, color, religion, ancestry, national origin, sex, age, handicap, disability, genetics or marital status. These procedures allow the complainant to notify any or all of the following persons of the discrimination complaint: the offending person(s), the complainant's own supervisor, or the District's EEO / Human Resources. The complaint may be communicated either verbally or in writing at the option of the complainant.

Protected Group / Status - Class or group of persons given special dispensation, recognition, or protection from discrimination, under federal or state law.

Respondent - The party charged with discrimination.

Retaliation - Any unwarranted action or change in the terms of employment taken or implemented because of or in response to the filing of a complaint, instituting proceedings, assisting in an investigation, or informally or formally objecting to discriminatory practices.

Sexual Harassment - Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, submission to or a rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual. Such conduct has the purpose or effect of interfering with an individual's work performance or creating a hostile, intimidating, or offensive working environment.

Confidentiality

The District will protect the confidentiality of any member or job applicant who contacts the District to seek information, assistance, or counseling, or to file a formal complaint. Except as required by law or this policy, all written or verbal contacts between the District and any member or job applicant will be treated as confidential.

It will be necessary to reveal the name of the complainant and the nature of the complaint to the respondent's supervisor or superior if an investigation is started. To the extent possible, supervisors will maintain the confidentiality of the complainant's name and the nature of the charge. Because the grievance process involves a number of people, it may be necessary to share information with those involved.

During an investigation, the EEO / Human Resources may interview the complainant's co-workers. The District and interviewed members shall treat these interviews as confidential, except as may be necessary to complete an investigation or complaint, or institute disciplinary proceedings.

Prohibited Conduct

The following is a list of conduct that is prohibited and will not be tolerated:

- Recruiting, hiring, assigning, promoting, compensating, training, disciplining, or terminating members on the basis of their protected status.
- Expressing bias in the workplace, including any behavior that is potentially offensive to members on the basis of their protected status. Examples of such expressions of the bias include, but are not limited to:
 - a. Using degrading words, offensive slang labels or names, or profanity describing a person's protected status.
 - b. Making sexually suggestive, obscene or lewd "jokes" or comments or "jokes" or comments about a person's protected status

Sexual harassment. Examples of prohibited sexual harassment in the workplace may include, but are not limited to:

- Sexually suggestive, obscene, or lewd comments or invitation.

- Gender-related labels such as “honey,” “sweetie,” “cutie,” “boy,” “girl.”
- Asking for sexual favors and implying economic benefits.
- Leering, ogling, or drawing attention to a person’s body.
- Sexual advances.
- Introduction into the workplace of visual or written material, which includes, but is not limited to: Pictorial material depicting nudity or sexual conduct.
- Any statement or words describing sexual conduct, sexual organs, or excrement.
- Unnecessary touching, brushing against another person’s body, patting, pinching, grabbing, etc.
- Failure to cooperate in any investigation of an equal employment opportunity (EEO) violation.
- Taking any retaliatory action against any member who has sought redress, filed a report, and made an inquiry concerning EEO matters, cooperated in an investigation, or otherwise participated in any way with the procedures outlined in this policy.

I. PURPOSE

The District is committed to creating and maintaining a working, learning, and social environment for all members, which is free from violence. Civility, understanding, and mutual respect toward all individuals are intrinsic to excellence in providing the highest level of service to our citizens and members and to the existence of a safe and healthy workplace. The District prohibits violent acts or threats of violence, and any member who commits or threatens to commit a violent act will be subject to disciplinary action or civil or criminal prosecution as appropriate. The District has adopted a Zero Tolerance Policy for violence against any member of the workforce, other persons in the workplace, or property.

II. SCOPE

This policy applies to all District members and volunteers.

III. POLICY

Acts or Threats of Violence Defined

For the purpose of this policy, violence or threats of violence include, but are not limited to: any physical or verbal threat, behavior, or action which is interpreted by a reasonable person to carry the potential to harm or endanger the safety of others; to result in an act of aggression; or to destroy or damage property; conduct against persons or property that is sufficiently severe, offensive, or intimidating to disrupt another's work performance or the District's ability to execute its mission, or to create a hostile, abusive, or intimidating work environment for one or more District members.

Examples: General examples of prohibited workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on District property, regardless of the relationship between the District and the parties involved in the incident.
- All threats or acts of violence not occurring on District property but involving someone who is acting in the capacity of a representative of the District.
- All threats or acts of violence not occurring on District property involving a member of the District if the threats or acts of violence affect the legitimate interests of the District.
- Any threats or acts resulting in the conviction of a member of the District, or of an individual performing services on the District's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the District.

Specific examples of conduct that may be considered "threats or acts of violence" prohibited under this policy include, but are not limited to, the following:

- Hitting, grabbing, or shoving an individual.
- Threatening to harm an individual or their family, friends, associates, or their property.
- The intentional destruction or threat of destruction of property owned, operated, or controlled by the District.
- Making harassing or threatening telephone calls, letters or other forms of written or electronic communications.
- Intimidating or attempting to coerce a member to do wrongful acts that would affect the interests of the District.
- Harassing surveillance, also known as “stalking,” the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety.
- Making a suggestion or otherwise intimating that an act to injure persons or property is “appropriate,” without regard to the location where such suggestion or intimation occurs.
- Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on District property.

Application of Prohibition

The District prohibition against threats and acts of violence applies to all persons involved in the District’s operation, including but not limited to District members, volunteers, and anyone else on District property. Violations of this policy by any individual on District property, by any individual acting as a representative of the District while not on District property, or by any individual acting off of District property when their actions affect the public interest or the District’s interests will be followed by legal action, as appropriate. Violations by a member of any provision of this policy may lead to disciplinary action, up to and including termination.

Member Obligations

Members are responsible for notifying the Human Resources of any threats that they have witnessed, received, or have been told that another person has witnessed or received. The report should be made to the reporting individual’s immediate supervisor, an Officer if the immediate supervisor is not available, or the Human Resources. Each supervising member shall promptly refer any such incident to the appropriate management level supervisor.

Firearms

The District prohibits members and visitors from possessing, carrying, or using firearms in District buildings or vehicles except when carried by duly authorized law enforcement officers. Violations of this policy may result in disciplinary action, up to and including termination. Signs will be posted at public entrances per A.R.S. § 13-3102.

Role of Human Resources / Human Resources

The Human Resources, under supervision and ultimate Human Resource authority of the Fire Chief, is responsible for assisting in the prevention of violence in the workplace by providing advice and counsel to managers, supervisors, and members when faced with threats or other situations that have a potential for violence. The Human Resources’s role is to assist in the implementation of appropriate member practices used in the hiring,

supervision, and retention of members. To accomplish this, Human Resources is available to advise and instruct on subjects such as improving member performance, completing accurate performance evaluations, proper documentation techniques, and interpretation and application of District policies and procedures.

The Human Resources is also responsible for assisting in pre-employment screening and other preventative hiring practices and is the source of information for fitness for duty examinations, leaves of absence, and disciplinary procedures. The Human Resources also assists, as appropriate, in the investigation of threats of violence and addresses related issues that are of legitimate concern to members.

All members, including supervisors, are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe and secure work environment.

I. PURPOSE

The purpose of this policy is to establish compliance with the Americans with Disabilities Act (ADA) and eliminate discrimination against individuals with disabilities.

II. SCOPE

This policy applies to all District services, programs, facilities, and activities.

III. POLICY

Authority

The Human Resources shall serve as the District's ADA Coordinator. All supervisors and officers shall familiarize themselves with the provisions of this standard and shall ensure all issues related to ADA compliance are immediately directed to the District's ADA Coordinator.

Standards

The intent of the District's policies and procedures is to protect the substantive rights of interested parties to meet appropriate due process standards for accessing public services and employment opportunities. The District's ADA Coordinator will maintain and systematically implement a plan to ensure all District facilities and activities are in compliance with the ADA standards.

Any complaints concerning the District's compliance with ADA standards shall be directed to the Human Resources. The Human Resources will implement immediate investigation into the complaint.

1. The investigation will be informal but thorough and will afford all interested parties and their representatives an opportunity to submit information relevant to the complaint.
2. The Human Resources will issue a response to the complaint within 30 days.

The complainant may request an appeal of the case by the Fire Chief or Board of Directors within 15 days if not satisfied with results.

**RELEASE OF MEDICAL RECORDS
AND DESIGNATED RECORD SETS (DRS)**

Fire Chief: Greg Brush

I. PURPOSE

The purpose of this Guideline is to establish policy and procedures to prevent breach of patient confidentiality and to protect personal medical information to any patient who has utilized Tusayan Fire District Services. To ensure that Tusayan Fire District releases Protected Health Information (PHI) in accordance with Privacy Rule, this policy establishes a definition of what information should be accessible to patients as part of DRS, and outlines procedures for requests for patient access, amendment, and restriction on the use of PHI.

II. SCOPE

Under the Privacy Rule, the DRS includes medical records that are created or used by the company to make decisions about the patient.

III. POLICY

- a. Medical records/information/DRS will not be released to any individual and/or organization until the Tusayan Fire District has in its possession an Authorization for the Release of Medical Records/DRS from the patient, legal guardian, court appointed representative, or legal subpoena for information.
- b. Upon receipt of an Authorization for the Release of Medical Records from the patient, legal guardian, court appointed representative, or subpoena, the Fire Chief/designee of the Tusayan Fire District will release copies of requested records.
- c. The DRS should only include HIPAA covered PHI, and should not include information used for the operation purposes of the organization, such as quality assurance data, accident reports, and incident reports. The type of information that should be included in the DRS is medical records and billing records.

Procedure

When it is determined that the proper authorization for the Release of Information/DRS has been signed and received by TFD, and the related medical records are in the possession of the Tusayan Fire District, the party requesting the transport/medical information shall pick up, in person, all copies of the medical records held at the Tusayan Fire District as authorized by the Fire Chief/designee and will be required to show photo identification. If mailing service is approved by Tusayan Fire Department, it will be at the requesting party's expense.

The Tusayan Fire District will file all Requests for Medical Records and information related to the release of these medical records.

The DRS for any requests for access to PHI includes the following records:

- a. The patient care report (PCR) created by TFD field personnel, which includes any photograph, monitor strips, Refusal for Care forms, or other source data that is incorporated in and/or attached to the PCR.
- b. The electronic claims records or other paper records of submission of actual claims to Medicare or other insurance companies.
- c. Any patient-specific claim information, including responses from insurance payers, such as remittance advice statement, Explanation of Medicare Benefits (EOMB's), charge screens, patient account statement, and signature authorization and agreement to pay documents.
- d. Medicare Advance Beneficiary Notices, notices from insurance companies including coverage determinations, documentation submitted by the patient, and copies of the patients insurance card or policy coverage summary, that relate directly to the care of the patient.
- e. Amendments to PHI, or statements of disagreement by the patient requesting the amendment when PHI is not amended upon request, or an accurate summary of the statement of disagreement.
- f. The DRS may also include copies that the TFD has on record, or records created by other service providers or healthcare providers, such as first responder units, assisting ambulance services, air medical services, hospitals, police departments, coroner's office, etc., that are used by TFD as part of treatment and payment purposes related to the patient.

**Tusayan Fire District
Standard Operating Policies**

**HIPAA – POLICY ON PATIENT ACCESS, AMENDMENT
& RESTRICTION ON USE OF PROTECTED HEALTH INFO**

**Division: 100
Article: 11
Page: 1 of 5
Effective Date:
Revised Date: 12/9/2021
Fire Chief: Greg Brush**

I. PURPOSE

Under the HIPAA Privacy Rule, individuals have the right to access and to request amendment or restriction on the use of their protected health information, or PHI, and restrictions on its use that is maintained in “designated record sets,” or DRS. (See Policy on Designated Record Sets.)

To ensure that Tusayan Fire District only releases the PHI that is covered under the Privacy Rule, this policy outlines procedures for requests for patient access, amendment, and restriction on the use of PHI.

This policy also establishes the procedure by which patients or appropriate requestors may access PHI, request amendment to PHI, and request a restriction on the use of PHI.

II. SCOPE

This policy applies to all District employees/staff members and members of the public requesting information.

III. POLICY

Only information contained in the DRS outlines in this policy is to be provided to patients who request access, amendment, and restriction on the use of their PHI in accordance with the Privacy Rule and the Privacy Practices of Tusayan Fire District.

Procedure:

Patient Access

1. Upon presentation to the business office, the patient or appropriate representative will complete a Request for Access Form.
2. The Tusayan Fire District (TFD) employee must verify the patient’s identity and if the requestor is not the patient, the name of the individual and reason that the request is being made by this individual. The use of a driver’s license, social security card, or other form of government-issued identification is acceptable for this purpose.
3. The completed form will be presented to the Officer on Duty or designee for action.
4. The Officer on Duty or designee will act upon the request within 30 days, preferably sooner. Generally, TFD must respond to requests for access to PHI within 30 days of receipt of the access request, unless the designated record set is not maintained on site, in which case the response period may be extended to 60 days.

5. If TFD is unable to respond to the request within these time frames, the requestor must be given a written notice no later than the initial due date for a response, explaining why TFD could not respond within the time frame and in that case TFD may extend the response time by an additional 30 days.
6. Upon approval of access, the patient will have the right to access the PHI contained in the DRS outline below and may make a copy of the PHI contained in the DRS upon verbal or written request.
7. The business office will establish a reasonable charge for copying PHI for the patient or appropriate representative.
8. Patient access may be denied for the reasons listed below, and in some cases, the denial of access may be appealed to TFD for review.
9. The following are reasons to deny access to PHI that are not subject to review and are final and may not be appealed by the patient:
 - a. If the information the patient requested was compiled in reasonable anticipation of, or use in, a civil, criminal or administrative action or proceeding;
 - b. If the information the patient requested were obtained from someone other than a health care provider under a promise of confidentiality and the access requested would be reasonably likely to reveal the source of the information.
10. The following reasons to deny access to PHI are subject to review and the patient may appeal the denial:
 - a. If a licensed health care professional has determined, in the exercise of professional judgment, that the access requested is reasonably likely to endanger the life or physical safety of the individual or another person;
 - b. If the protected health information makes reference to another person (other than a health care provider) and a licensed health professional has determined, in the exercise of professional judgment, that the access requested is reasonably likely to cause substantial harm to that person;
 - c. If the request for access is made by a requestor as a personal representative of the individual about whom the requestor is requesting the information, and a licensed health professional has determined, in the exercise of professional judgment, that access by you is reasonably likely to cause harm to the individual or another person.
 - d. If the denial of the request for access to PHI is for reasons a, b, or c, then the patient may request a review of the denial of access by sending a written request to the Officer on Duty.
 - e. TFD will designate a licensed health professional, who was not directly involved in the denial, to review the decision to deny the patient access. TFD will promptly refer the request to this designated review official. The review official will determine within a reasonable

period of time whether the denial is appropriate. TFD will provide the patient with written notice of the determination of the designated reviewing official.

f. The patient may also file a complaint in accordance with the Procedure for Filing Complaints about Privacy Practices if the patient is not satisfied with the TFD' determination.

11. Access to the actual files or computers that contain the DRS that may be accessed by the patient or requestor should not be permitted. Rather, copies of the records should be provided for the patient or requestor to view in a confidential area under the direct supervision of a designated TFD staff member. UNDER NO CIRCUMSTANCES SHOULD ORIGINALS OF PHI LEAVE THE PREMISES.

12. If the patient or requestor would like to retain copies of the DRS provided, then TFD may charge a reasonable fee for the cost of reproduction.

13. Whenever a patient or requestor accesses a DRS, a note should be maintained in the Accounting Log for PHI indicating the time and date of the request, the date access was provided, what specific records were provided for review, and what copies were left with the patient or requestor.

14. Following a request for access to PHI, a patient or requestor may request an amendment to his or her PHI, and request restriction on its use in some circumstances.

Requests for Amendment to PHI

15. The patient or appropriate requestor may only request amendment to PHI contained in the DRS. The "Request for Amendment of PHI" Form must be accompanied with any request for amendment.

16. TFD must act upon a Request for Amendment within 60 days of the request. If TFD is unable to act upon the request within 60 days, it must provide the requestor with a written statement of the reasons for the delay, and in that case may extend the time period in which to comply by an additional 30 days.

Granting Requests for Amendment

17. All requests for amendment must be forwarded immediately to the Officer on Duty for review.

18. If the Officer on Duty grants the request for amendment, then the requestor will receive a letter indicating that the appropriate amendment to the PHI or record that was the subject of the request has been made.

19. There must be written permission provided by the patient so that TFD may notify the persons with which the amendments need to be shared. TFD must provide the amended information to those individuals identified by having received the PHI that has been

amended as well as those persons or business associates that have such information and who may have relied on or could be reasonably expected to relay on the amended PHI.

20. The patient must identify individuals who may need the amended PHI and sign the statement in the Request for Amendment form giving TFD permission to provide them with the updated PHI.

21. TFD will add the request for amendment, the denial, or granting of request, as well as any statement of disagreement by the patient and any rebuttal statement by TFD to the designated record set.

Denial of Requests for Amendment

22. TFD may deny a request to amend PHI for the following reasons:

- a) If TFD did not create the PHI at issue;
- b) If the information is not part of the DRS; or
- c) If the information is accurate and complete.

23. TFD must provide a written denial, and the denial must be written in plain language and state the reason for the denial; the individual's right to submit a statement disagreeing with the denial and how the individual may file such a statement; a statement that, if the individual does not submit a statement of disagreement, the individual may request that the provider provide the request for amendment and the denial with any future disclosures of the PHI; and a description of how the individual may file such a statement; a statement that, if the individual does not submit a statement of disagreement, the individual may request that the provider provide the request for amendment and the denial with any future disclosures of the PHI; and a description of how the individual may file a complaint with the covered entity, including the name and telephone number of an appropriate contact person, or to the Secretary of Health and Human Services.

24. If the individual submits a "statement of disagreement," the provider may prepare a written rebuttal statement to the patient's statement of disagreement. The statement of disagreement will be appended to the PHI, or at TFD' option, a summary of the disagreement will be appended, along with the rebuttal statement to TFD.

25. If TFD receives a notice from another covered entity, such as a hospital, that it has amended its own PHI in relation to a particular patient, then TFD must amend its own PHI that may be affected by the amendments.

Requests for Restriction

26. The patient may request a restriction on the use and disclosure of their PHI.

27. TFD is not required to agree to any restriction, and given the emergent nature of our operation, we generally will not agree to a restriction.

28. ALL REQUESTS FOR RESTRICTION ON USE AND DISCLOSURE OF PHI MUST BE SUBMITTED IN WRITING ON THE APPROVED TFD FORM. ALL REQUESTS WILL BE REVIEWED AND DENIED OR APPROVED BY THE OFFICER ON DUTY.

29. If TFD agrees to a restriction, we may not use or disclose PHI in violation of the agreed upon restriction, except that if the individual who requested the restriction is in need of emergency service, and the restricted PHI is needed to provide the emergency service, TFD may use the restricted PHI or may disclose such PHI to another health care provider to provide treatment to the individual.

30. The agreement to restrict PHI will be documented to ensure that the restriction is followed.

31. A restriction may be terminated if the individual agrees to or requests the termination. Oral agreements to terminate restrictions must be documented. A current restriction may also be terminated by TFD as long as TFD notifies the patient that PHI created or received after the restriction is removed is no longer restricted. PHI that was restricted prior to TFD voiding the restriction must continue to be treated as restricted PHI.

HIPAA-POLICY ON PRIVACY TRAINING

I. PURPOSE

To ensure that all members of TFD-including all employees, volunteers, students, trainees (collectively referred to as “staff members”) who have access to patient information, understand the organizations concern for the respect of patient privacy and are trained in the Department’s policies regarding Protected Health Information (PHI) .

II. SCOPE

This policy applies to all District members and volunteers.

III. POLICY

1. All current and new staff will be required to undergo privacy training in accordance with the HIPAA Privacy Rule, which went into effect in 2003.
2. All staff will be required to undergo privacy training in accordance with HIPAA within a reasonable time, following a regulatory change to the federal procedures on privacy, or in the event of District change.

Procedures:

- a. The Fire Chief/designee will conduct the Privacy Training.
- b. Staff attending Privacy Training will receive copies of the Departments policies and procedures regarding privacy.
- c. All attendees must attend the training in person and verify attendance and agreement to adhere to the Department policies and procedures on privacy practices.
- d. Training will be conducted in the following manner; verbal and handouts.
- e. Topics of the training will include a complete review of the Departments’ Policy and Privacy Practices, and will include other information concerning the HIPAA Privacy Rule, such as, but not limited to the following topic areas:
 1. Overview of the federal and state laws concerning patient privacy including the Privacy Regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
 2. Description of protected health information (PHI).

3. Patients' rights under the HIPAA rule.
4. Staff member's responsibilities under the privacy rule.
5. Role of the Fire Chief and reporting employee and patient concerns regarding privacy issues.
6. Importance of and benefits of privacy compliance.
7. Consequences of failure to follow established privacy policies.
8. Use of Department specific forms.

**Tusayan Fire District
Standard Operating Policies**

**Division: 100
Article: 13
Page: 1 of 4
Effective Date:
Revised Date: 12/9/2021
Fire Chief: Greg Brush**

**HIPAA – SECURITY, LEVELS OF ACCESS. LIMITING
DISCLOSURE AND USE OF PHI POLICY**

I. PURPOSE

To outline levels of access to Protected Health Information (PHI) of various staff members of TFD and to provide a policy and procedure on limiting access, disclosure, and use of PHI. Security of PHI is everyone's responsibility.

II. SCOPE

III. POLICY

TFD retains strict requirements on the security, access, disclosure, and use of PHI. Access, disclosure, and use of PHI will be based on the role of the individual staff member in the organization, and should be only to the extent that the person needs access to PHI to complete necessary job functions

When PHI is accessed, disclosed, and used, the individuals involved will make every effort, except in patient care situations, to only access, disclose, and use PHI to the extent that only the minimum necessary information is used to accomplish the intended purpose.

Procedure:

Role Based Access

Access to PHI will be limited to those who need access to PHI to carry out their duties. The following describes the specific categories or types of PHI to which such persons need access is defined and the conditions, as appropriate, that would apply to such access.

Job Title Access	Description of PHI	Condition of
EMT/Paramedic Officer on Duty	Intake forms, patient care reports, other patient records from facilities	May access only as part of completion of a patient event & post-event activities and only while actually on duty. Captains/Lieutenants may use for quality assurance checks and corrective counseling of staff
Chief, Assistant Chief/EMS Coordinator Human Resources	Intake forms, patient care reports, billing claim forms, remittance advice statements, other patient	May access only as part of duties to complete patient billing & follow up & only during actual work

	records from facilities	shift
Chief, Asst. Chief/EMS Coordinator	All forms and patient records	May access only as part of completion of a patient event & post-event activities, as well as for monitoring compliance and to accomplish appropriate supervision and management of personnel

Access to PHI is limited to the above-identified persons only, and to the identified PHI only, based on the TFD’s reasonable determination of the persons or classes of persons who require PHI, and the nature of the health information they require, consistent with their job responsibilities.

Access to a patient’s entire file will not be allowed except when provided for in this and other policies and procedures and the justification for use of the entire medical record is specifically identified and documented.

Disclosures to and Authorizations from the Patient

You are not required to limit to the minimum amount of information necessary to perform your job function, or your disclosures of PHI to patients who are the subject of the PHI. In addition, disclosures authorized by the patient are exempt from the minimum necessary requirements unless the authorization to disclose PHI is requested by TFD.

Authorizations received directly from third parties, such as Medicare, or other insurance companies, which direct you to release PHI to those entities, are not subject to the minimum necessary standards.

For example, if we have a patient’s authorization to disclose PHI to Medicare, Medicaid, or another health insurance plan for claim determination purposes, TFD is permitted to disclose the PHI requested without making any minimum necessary determination.

TFD Requests for PHI

If TFD needs to request PHI from another health care provider on a routine or recurring basis, we must limit our requests to only the reasonably necessary information needed for the intended purpose, as described below. For requests not covered below, you must make this determination individually for each request and you should consult your supervisor for guidance. For example, if the request is non-recurring or non-routine, like making a request for documents via a subpoena, we must review and make sure our request covers only the minimum necessary PHI to accomplish the purpose of the request.

Holder of PHI	Purpose of Request	Information Reasonably Necessary to Accomplish Purpose
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Skilled Nursing Facilities	To have adequate patient records to determine medical necessity for service and to properly bill for services provided	Patient face sheets, discharge summaries, Physician Certification Statements and Statements of Medical Necessity, Mobility Assessments
Hospitals	To have adequate patient records to determine medical necessity for service and to properly bill for services provided	Patient face sheets, discharge summaries, Physician Certification Statements and Statements of Medical Necessity, Mobility Assessments
Mutual Aid Ambulance or Paramedic Services	To have adequate patient records to conduct joint billing operations for patients mutually treated/transported by TFD	Patient care reports

For all other requests, determine what information is reasonably necessary for each on an individual basis.

Incidental Disclosures

TFD understands that there will be times when there are incidental disclosures about PHI in the context of caring for a patient. The privacy laws were not intended to impede common health care practices that are essential in providing health care to the individual. Incidental disclosures are inevitable, but these will typically occur in radio or face-to-face conversation between health care providers, or when patient care information in written or computer form is left out in the open for others to access or see.

The fundamental principle is that all staff needs to be sensitive about the importance of maintaining the confidence and security of all material we create or use that contains patient care information. Coworkers and other staff members should not have access to information that is not necessary for the staff to complete his or her job. For example, it is generally not appropriate for field personnel to have access to billing records of the patient. But all personnel must be sensitive to avoiding incidental disclosures to other health care providers and others who do not have a need to know the information. Pay attention to who is within earshot when you make verbal statements about a patient's health information, and follow some of these common sense procedures for avoiding accidental or inadvertent disclosures:

a. Verbal Security:

(1) Waiting or Public Areas: If patients are in waiting areas to discuss the service provided to them or to have billing questions answered, make sure that there are no other persons in

the waiting area, or if so, bring the patient into a screened area before engaging in discussion.

(2) Garage Areas: Staff members should be sensitive to the fact that members of the public and other agencies may be present in the garage and other easily accessible areas. Conversations about patients and their health care should not take place in areas where those without a need to know are present.

(3) Other Areas: Staff members should only discuss patient care information with those who are involved in the care of the patient, regardless of your physical location. You should be sensitive to your level of voice and to the fact that others may be in the area when you are speaking. This approach is not meant to impede anyone's ability to speak with other health care providers freely when engaged in the care of the patient. When it comes to treatment of the patient, you should be free to discuss all aspects of the patient's medical condition, treatment provided, and any of their health information you may have in your possession with others involved in the care of the patient

b. Physical Security

(1) Patient Care and Other Patient or Billing Records: Patient care reports should be stored in safe and secure areas. When any paper records concerning a patient are completed, they should not be left in open bins or on desktops or other surfaces. Only those with a need to have the information for the completion of their job duties should have access to any paper records.

Billing records, including all notes, remittance advices, charge slips, or claim forms should not be left out in the open and should be stored in files or boxes that are secure and in an area with access limited to those who need access to the information for the completion of their job duties.

(2) Computers and Entry Devices: Computer access terminals and other remote entry devices such as laptops should be kept secure. Access to any computer device should be by password only. Staff members should be sensitive to who may be in viewing range of the monitor screen and take simple steps to shield viewing of the screen by unauthorized persons. All remote devices should remain in the physical possession of the individual to who it is assigned at all times.

I. PURPOSE

The purpose of this policy is to establish the standards and procedures for public access to public District records. The Arizona Public Records Law (A.R.S. § 39-121, et. seq.) permits any person to inspect any public District records during regular business hours. Inspections will not be allowed when such inspection would otherwise interfere with the business activities of the District. As a public entity, the District is subject to the Public Records Law. This regulation shall serve to provide general guidelines for a uniform policy approach to disclosure and inspection of public records.

The Freedom of Information Act (FOIA) is the federal version of the public records law. It is not applicable to local entities such as the District. Courts have stated, however, that the FOIA and the cases interpreting it are helpful in construing the state public records law.

II. SCOPE

This policy applies to all District employees/staff members and all requests to view public records or to obtain copies of public records created by or in the possession of the District.

III. POLICY

The District desires to conduct its business in an open atmosphere. Therefore, it is the District's policy to comply with its obligations under the Arizona public records law by providing access to public records in good faith and with due diligence. Exceptions are made for records that are clearly privileged and confidential in which case the requesting party shall be provided an index of the documents that the District has declined to disclose, and the reason for not disclosing the records.

As a general rule most District records and documents are public record and may be inspected by members of the general public. The Arizona Supreme Court has defined a public record as any record that is required by law to be kept or necessary to be kept in the discharge of a duty imposed by law or directed by law to serve as a memorial of something written, said, or done in the District's official capacity. To be a public record, the document must relate to the official duties of a public officer or public District.

Examples of public records determined to be subject to disclosure by statute, the Arizona Courts, or opinions of the Attorney General's Office include:

- Official minutes and records of governmental bodies, boards, and commissions
- Records of expenditures of public monies
- Books of accounts and audits of the District
- Public notices and announcements

- All products of electronic databases made or received by any governmental District in connection with the transaction of public business
- Preliminary, tentative, and final District budgets
- Written legal opinions that determine existence or absence of a conflict of interest

Exclusions

Arizona state law clearly defines certain exceptions for documents that are not subject to public inspection or disclosure. These exceptions include, but are not limited to:

- Medical records
- Personal Privacy. Matters which would inappropriately intrude upon an individual's privacy such as:
 - Home address, telephone number, social security number, age / birth date, racial background, credit or debit card numbers, financial account numbers, credit reports of employees/staff
 - Any other material in an employee/staff employment file where there are specific facts which justify the possibility of specific risks to the employee/staff member if the information is disclosed; or whereby the privacy and confidentiality interests of the employee/staff member would outweigh public disclosures of the document or information
- Legal work product of attorneys. This does not include actual briefs or memoranda filed with the court, which are public record
- Letters, memos, and e-mail to and from the District attorney with other District staff, appointees, or Board of Directors which are attorney-client privileged information
- Memoranda and documents which are not otherwise public, which are provided to the District Board in an executive session
- Other records made confidential by Arizona Statutes. There are over 300 Arizona statutes that make certain information confidential. A comprehensive list of these statutes is included in the Arizona Attorney General publication entitled *Arizona District Handbook*, which is accessible on the Internet at www.ag.state.az.us.

Custom Requests

- A Custom Request is a request for data that does not currently exist as requested. Custom data requests include requests to generate new data, perform research projects, create new report formats, or perform custom programming or extraction.
- The District is not required to create a new record to meet a public records request. This means that the District is not obligated to obtain new data, perform research projects, create new report formats, convert data to different medium or formats, nor perform custom programming or extraction.
- Requestors only have a right to the data that is already maintained and in the format in which it is currently kept. A public entity is not required to convert data to a different format or to convert the magnetic media to one that the public entity does not use.
- Custom requests may be declined. However, the District may choose to fulfill a request for nonexistent information or for existing information in a different format or medium when it is in the District's best interest to do so.

- Factors to consider in evaluating whether to fulfill a custom request:
 - Availability of resources (employees/staff members, equipment, etc.)
 - The data subject to disclosure
 - Production costs
 - Maintenance costs
 - Impact on the District
- Once a “custom” document is created, it then becomes a public record subject to the normal public records requests guidelines.

Procedure

All requests for access to District reports, records, or documentation shall be forwarded to the Business Administrator for processing. Requests for public records will be submitted in writing to the Business Administrator.

Requests in the form of a subpoena or court order will be forwarded to the Business Administrator and will take priority.

Prompt Disclosure. The District is required to promptly comply with a records request in the proper format. “Prompt” under the law means in the ordinary course of business. To that end, Public Records requests do not preempt the regular business of the District. The District is a fire and emergency medical services District that does not have a public records disclosure section or a permanent assigned employee to handle public records requests. Disclosure will be made of any records or portions of records that are plainly subject to public records disclosure. If a record is partly confidential, the District will promptly disclose the portion that is subject to disclosure. The District is not obligated to modify or redact documents to allow disclosure of public information, but it may choose to do so if that does not otherwise negatively impact District business. Records should be available for review or copies available for purchase within a reasonable period of time following receipt of a request in the proper format. Additional time may be needed for substantial requests, and in said case, the requesting party will be notified of additional time needed.

Explanation of Withholding. In the event the District withholds a record or part thereof, a clear and explicit reason for such withholding will be provided in writing to the requesting party expressing the District’s reason for withholding information.

Additionally, some requests may be denied due to vague, overbroad, or unduly burdensome demands, requests deemed harassing in nature, or if the request falls outside of the ordinary course. This includes but is not limited to those requests that may require use of a computer-based search or searches of large databases by an outside vendor, or that implicate the use of substantial taxpayer funds to allow for a response. The District reserves the right to review and respond to each request separately and on an item-by item basis; some requested items may be subject to disclosure, while others may not.

Requests for Employee/Staff Member Files and Evaluations

The District’s general policy is to keep employee/staff members' employment records confidential in order to preserve the employee/staff member’s privacy rights. The District will

review a request for employment files to determine whether the request is made pursuant to a matter of public interest, such as a claim letter, written complaint, criminal investigation, litigation, or an allegation involving misconduct of an employee/staff member.

Employee/staff member information that will be released regardless of the reason that the request is made:

- Name
- Job Title
- Department
- Supervisor
- Date of Hire
- Salary
- Date of Termination.

Information that may be released if the request is made pursuant to a matter of public interest:

- Discipline report form (indicating the date, reason for discipline and actual discipline given).

Information that will not be released:

- Social Security number
- Birth date
- Home address and telephone number
- Medical records.

Fees for copies and staff hours for research/compilation shall be as established pursuant to Arizona law, and shall be determined based upon a variety of factors including but not limited to whether the requested records are for private or commercial use, hours involved to produce same, fees paid to outside vendors in connection with the requested production,

**Tusayan Fire District
Standard Operating Policies**

Release of Medical Records

**Division: 100
Article: 14
Page: 1 of 1
Effective Date:
Revised Date:12/9/2021
Fire Chief: Greg Brush**

I. PURPOSE

The purpose of this Guideline is to establish policy and procedures to prevent the breach of patient confidentiality and to protect the personal medical information to any patient who has utilized Tusayan Emergency Services

II. SCOPE

This policy applies to all District members and volunteers.

III. POLICY

- a. Medical records/information will not be released to any individual and/or organization until the Tusayan Fire District has in its possession an Authorization for the Release of Medical Records from the patient, legal guardian, court appointed representative, or legal subpoena for information.
- b. Upon receipt of an Authorization for the Release of Medical Records from the patient, legal guardian, court appointed representative, or from a subpoena, the Fire Chief/designee of the Tusayan Fire District will release copies of requested records.

Procedures:

When it is determined that the proper authorization for the release of medical records and the related medical records are in the possession of the Tusayan Fire District, the party requesting the transport/medical information shall pick up, in person, copies of all of the medical records held at the Tusayan Fire District as authorized by the Fire Chief/designee and will be required to show photo identification.

The Tusayan Fire District will file all requests for Medical Records and information related to the release of these Medical Records.

I. PURPOSE

The purpose of this policy is to guide District employees on the use of social media in the workplace so as to minimize risk and provide a control mechanism.

II. SCOPE

This policy applies to all District employees and volunteers.

III. POLICY

Social media provides a valuable means of communication for the District and its employees in providing community education, community information, fire prevention and other related organizational and community objectives. The District recognizes the role that social media can play in the personal lives of District employees and that the personal use of social media can have an effect on District employees in their official capacity as firefighters. This policy is a means to provide guidance of a precautionary nature as well as restrictions and prohibitions on the use of social media by District employees.

Nothing contained herein shall prevent employees, employees or volunteers from using their personal computer and personal communication resources to participate in communications on the Internet and other communication systems as long as they do not divulge privileged or confidential District information or otherwise communicate in a manner that violates this policy.

Display of District logos, uniform, identifying items, personal photographs, or similar means of member recognition that may cause you to be identified as a firefighter, fire officer, member, or volunteer of the District will be permitted as long as it is clean and family oriented and positive in nature to the District as an organization.

District employees and volunteers shall not criticize or ridicule the District, its policies, its officers or other employees or volunteer by speech, writing or other expression, when such speech, writing or expression:

- Is defamatory, obscene, slanderous, or unlawful; or
- Tends to interfere with the maintenance of proper discipline or its process; or
- Damages or impairs the reputation or efficiency of the District or its employeeship

This includes, but is not limited to, written, auditory, or visual messages communicated via District resources or via personal communication devices, such as cell phones or social media, etc.

Any posting of personal opinion related to District business or employees not described previously must have a disclaimer statement expressly stating that the comments, posting, blog, etc. is one of personal view and not the position, view or opinion of the District. Because you are legally responsible for your postings, you may be subject to personal liability if your posts are found to be defamatory, harassing, or in violation of any other applicable law. You may also be liable if you make postings, which include confidential information belonging to third parties. Releasing / posting of any patient information or pictures are specifically prohibited.

In the event of a reported violation that would constitute misconduct by an District employee, Administration shall conduct an investigation. The District employee will be required to assist the District in the review of any site when its content is "narrowly, directly, and specifically" related to matters that have been described in this policy. Violations of the Social Media Policy will be subject to the District Discipline Policy.

I. PURPOSE

The purpose of this policy is to guide District employees on the use of social media in the workplace so as to minimize risk and provide a control mechanism.

II. SCOPE

This policy applies to all District employees and volunteers.

III. POLICY

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- Tends to interfere with the maintenance of proper discipline or its process; or
- Damages or impairs the reputation or efficiency of the District or its employeeship

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I. PURPOSE

The purpose of this policy is to establish procedures for hiring and promoting employees.

II. SCOPE

This policy applies to all District members including volunteers and persons applying for employment with the District.

III. POLICY

General Policy

In accordance with District policies, all members shall be assigned for service on the basis of merit and qualifications for particular duties. Discrimination on the basis of race, sex, color, age, national origin, marital status, religious creed, or disability or any additional protected class is strictly prohibited.

Eligibility Lists - Right to Refuse Promotion

When individuals are offered a promotion from an established eligibility list, they have the right to refuse the promotion. The first time they refuse a promotion, they will remain in the same position on the eligibility list.

Background Checks

All new hires will be required to complete a fingerprint, background, and reference check before employment with District.

Physical Exam

All members are required to complete a Firefighter Physical according to NFPA standards. For immunization against hepatitis B, all full-time members are offered immunization within 10 days of initial assignment. The risks and benefits of immunization will be explained to all members and informed consent obtained before immunizations.

Members may refuse hepatitis B immunization, or may submit proof of previous immunization. Members who refuse will be counseled on the occupational risks of communicable diseases and will be required to sign a refusal of immunization form.

Members are strongly encouraged to receive all CDC recommended vaccinations.

Probation

Each new hire shall require a one-year probationary period.

Driving Record Checks

All members will have a driving record check completed through the Motor Vehicle Division on an annual basis to ensure valid Driver's License and no DUI's.

EMS Certification Minimums

All full-time firefighters, engineers, captains, and Assistant Chiefs will maintain, at minimum, an Arizona Department of Health Services Basic Emergency Medical Technician Certification.

Members shall maintain all required certifications and other preliminary and probationary requirements. Copies of updated medical certification cards required by Arizona DHS, FMC, and the District will be turned in to the Business Administrator prior to expiration date on the card. Failure to have a current copy of medical certification cards on file will result in disciplinary action and may result in the loss of any associated assignment pay. Full time members will be removed from shift work until copies of medical certification cards can be obtained.

Advanced Cardiac Life Support (ACLS) providers (paramedics) shall possess and continue to maintain an ACLS certification as well as, either a Pediatric Advanced Life Support (PALS) or a Pre-hospital Emergency Pediatric Program (PEPP) certification along with the other required certifications.

Pay Increase Upon Promotion

In the event of a promotion, a member's pay rate will be increased by the amount designated by the Fire Chief.

Members who meet the requirements for a cost of living increase and are promoted within 30 days of their evaluation date will receive both their merit and promotional increases.

**Tusayan Fire District
Standard Operating Policies**

Background Check

Division: 200

Article: 1

Page: 1 of 3

Effective Date: 12/9/2021

Revised Date:

Fire Chief: Greg Brush

I. PURPOSE

The purpose of this policy is to establish background checks to be conducted after a conditional offer of employment is given to an applicant by the District including but not limited to: a fingerprint, reference, and other background checks shall be conducted.

II. SCOPE

This policy applies to all District members, employees, volunteers, and applicants for employment with the District.

III. POLICY

Background check may include verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record, criminal background, and other pertinent information. One copy of the fingerprints shall be taken by National Park Service or Coconino County Sherriff's Office and transmitted to TFD for submission to the Department of Public Safety, Federal Bureau of Investigation, and Department of Justice for the purpose of securing a report from the records of these agencies.

All District employees, including but not limited to full-time and part-time employees, volunteers, and administrative staff, shall immediately apprise the Chief any time that employee is arrested or convicted of a felony, of whatever nature, and any misdemeanor or administrative action (such as driver's license suspension), which may affect the member's ability to perform his or her duties or may reflect poorly on the District's reputation or public image.

The Chief may, from time to time, either verbally or in writing, ask for such information or take such steps as may be necessary to determine the status of a member's criminal background. This may include, but shall not be limited to, having the member complete a questionnaire disclosing that member's criminal background history or changes in the member's criminal background history and may include, but shall not be limited to, a Motor Vehicle Division (MVD) check, FBI check, Department of Public Safety check, or local law enforcement jurisdiction inquiry. In conjunction, therewith a member may be requested to complete, sign, or produce the releases, consent forms, fingerprint cards, licenses, permits, and copies of court records necessary to allow the District access to said records.

The District reserves the right to take such action as it deems appropriate depending on the results of the background / criminal check referenced above.

Applicants are advised that the importance of a member's background or criminal history vary depending on the age, type, and circumstances surrounding the charges, conviction or disposition, and that member's job duties, responsibilities and contact with the public. Failure to disclose may subject a member or applicant to discipline, including, but not limited to, termination, or removal from the hiring process.

Except for good cause, individuals shall not be eligible for hire if they have been convicted of or have a felony charge pending, within 5 years of the date of application submitted. Any crime involving theft, robbery, assault with a deadly weapon, forgery, defalcation, fraud, burglary, or other offense which, at the judgment of the Chief, reflects on the individual's credibility, honesty and integrity or the District's standing or reputation; or within 3 years of application for employment any conviction of driving while intoxicated (DWI) or driving under the influence (DUI), assault or other crimes or offenses involving moral turpitude.

No employees shall be entitled to operate an District vehicle or vehicle on behalf of the District, while on duty, if they receive a conviction for DWI or DUI, or have their license suspended for any reason, until such time as they have provided written verification that said license suspension is no longer in effect and evidence that they have complied with and completed all requirements of the court or administration system imposed in conjunction with said conviction or suspension.

Criminal History Records Handling

As part of its background check on new and prospective employees, the District conducts fingerprint-based criminal history record checks with the Arizona Department of Public Safety (AZDPS.) Records returned could include state and federal criminal history information, depending on which type of record is requested. The Business Administrator will be designated as the District Security Contact with AZDPS. Authorized member who may possibly come in contact with criminal history information will be given access to view and handle criminal history information. The District Security Contact will be responsible for maintaining the Authorized Member List with AZDPS, as well as conducting the required training for new and continuing Authorized Employees. Upon termination of a member on the Authorized Member List, the District Security Contact will update its list with AZDPS within 48 hours of termination.

The top portion of the fingerprint card is to be filled out by the applicant, and the District member taking the fingerprints must verify the identity of the person being fingerprinted. Fingerprints shall be taken by NPS or CCSO, and the fingerprint card should be returned to the District after the prints have been obtained to protect the integrity of the process.

The District Security Contact will complete the processing of the fingerprint card, including preparing the submission form and requesting the appropriate payment. The District will not require applicants to pay for fingerprint processing.

All criminal history record information received by the District office is to be stored in a locked filing cabinet. Only Authorized Employees may have access to this information. Criminal history record information is not stored electronically.

Criminal history information is only to be used for the specific purpose for which it was requested.

Authorized Employees may discuss the contents of the criminal history record with the applicant or member in a private and secure place. Care should be taken to prevent casual unauthorized release of criminal history information. The applicant or employee may not be given a copy of the record; the record is for District use only.

The applicant or member should be informed that if they wish to challenge the content of the record, a Review and Challenge packet for Arizona criminal history can be obtained from DPS Criminal History Records. Information on challenging an FBI record can be obtained by contacting the FBI directly.

Secondary dissemination of criminal history record information (sharing with another District) is prohibited.

Criminal history record information will be maintained in a binder by the District Security Contact, separate from member's employment files. Retention of these records will follow the District's records retention schedule.

When the criminal history record has reached the end of the retention period, it must be completely destroyed by shredding. Originals and any copies must be destroyed by District employees who are authorized to handle or access criminal history record information.

In the event of deliberate, reckless, or unintentional misuse of criminal history record information, the member will be subject to disciplinary action as outlined in District's Discipline Policy.

I. PURPOSE

The District believes that it is important to promote a drug-free community, to maintain safe, healthy, and efficient operations, and to protect the safety and security of the members, facilities, and property of the District. Drugs or alcohol may pose serious risks to the user and all those who work with the user. In addition, the use, possession, sale, transfer, manufacture, distribution, and dispensation of alcohol, misuse of prescription drugs, or illegal drugs in the workplace pose unacceptable risks to the maintenance of a safe and healthy workplace and to the security of District members, facilities, and property. Use of marijuana in any form is prohibited. Substance abuse, while at work or otherwise, seriously endangers the safety of members, as well as the general public, and creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased health care and benefit costs, increased theft, decreased morale, decreased productivity, and a decline in the quality of products and services provided by the District. For all of those reasons, the District has established this Substance Abuse Policy.

This policy is not intended to and does not constitute a contract of employment with the District.

This policy supersedes and revokes all previous practices, procedures, policies, and other statements of the District, whether written or oral, that modify, supplement, or conflict with the policy. This policy may be amended at any time.

II. SCOPE

This policy applies to all District members including management, administration, temporary members, volunteers and all applicants who have received conditional offers of employment with the District.

Depending upon their specific job duties, certain members may be subject to additional requirements under client requirements or state or federal regulations, including additional restrictions on drug or alcohol use, and additional provisions for drug and alcohol testing.

III. POLICY

Dissemination of Policy

All applicants who have received conditional offers of employment with the District will be provided a copy of this policy to review before undergoing drug screening.

Definitions

Illegal Drugs

"Illegal drugs" means any controlled substance listed in schedules I through V of the Federal Controlled Substances Act (21 U.S.C. §812), medication, or other chemical substance that (1) is not legally obtainable; or (2) is legally obtainable, but is not legally obtained, is not being used legally, or is not being used for the purpose(s) for which it was prescribed or intended by the manufacturer. Thus, "illegal drugs" may include even over-the-counter medications, if they are not being used for the purpose(s) for which they were intended by the manufacturer.

Legal Drugs

"Legal Drugs" means prescribed or over-the-counter drugs that are legally obtained by the member and used as prescribed for the purpose(s) for which they were intended by the manufacturer.

District Property

"District property" and "District equipment, machinery, and vehicles" means all property, equipment, machinery, and vehicles owned, leased, rented, or used by the District.

On Duty

"On duty" means all working hours, as well as, meal periods and break periods, regardless of whether on District property and all hours when a member represents the District in any capacity.

Work Rules

Substance Abuse by Members

Alcohol

Members may not use, possess, sell, or transfer alcohol while on duty, while working, while on District property, or while operating District equipment, machinery, or vehicles.

Members may not work or report to work with any detectable levels of alcohol in their systems.

Members who violate either of these rules will be subject to discipline, up to and including immediate discharge. The District may make exceptions to these rules for certain business or social functions sponsored or approved by the District.

Illegal Drugs

Members may not possess illegal drugs or engage in the use of illegal drugs while on duty, while working, while on District property, or while operating District equipment, machinery, or vehicles.

Members may not work or report to work with any detectable levels of illegal drugs in their systems.

Members may not manufacture, distribute, dispense, transfer, or sell illegal drugs.

Members who violate any of these rules will be subject to discipline, up to and including immediate discharge.

Legal Drugs/Medications

Any member who obtains a legal drug (as defined above), either prescription or over-the-counter, for any medication or class of medication prescribed for a Category A or a Category B medical condition that is listed under NFPA 1582, Chapter 6.24 is required to report that prescription to HR as soon as they receive the prescription. The relevant portions of NFPA are as follows:

6.24.1 Category A medical conditions shall include those that require chronic or frequent treatment with any of the following medications or classes of medications:

- (1) Narcotics, including methadone
- (2) Sedative-hypnotics
- (3)* Full-dose or low-dose anticoagulation medications or any drugs that prolong prothrombin time (PT), partial thromboplastin time (PTT), or international normalized ratio (INR)
- (4) Beta-adrenergic blocking agents at doses that prevent a normal cardiac rate response to exercise, high-dose diuretics, or central acting antihypertensive agents (e.g., clonidine)
- (5)* Respiratory medications: inhaled bronchodilators, inhaled corticosteroids, systemic corticosteroids, theophylline, and leukotriene receptor antagonists (e.g., montelukast)
- (6) High-dose corticosteroids for chronic disease
- (7) Anabolic steroids
- (8) Any chemical, drug, or medication that results in the candidate not being able to safely perform one or more of the essential job tasks

6.24.2 * Category B medical conditions shall include the use of the following:

- (1) Cardiovascular agents
- (2) Stimulants
- (3) Psychiatric medications
- (4) Other than high-dose systemic corticosteroids
- (5) Antihistamines
- (6) Muscle relaxants
- (7) Leukotriene receptor antagonists (e.g., montelukast) used for allergies that do not affect the lower respiratory system

If a member has a question as to whether the medication they are being prescribed falls under these guidelines, the member is advised to provide this list to their medical provider and request assistance in making that determination.

Additionally, any member who receives a prescription for a medication that carries a warning that it may in any way cause a possible impairment, even if it is not included above, the member shall promptly report the medication to HR.

In all cases, the District shall make a determination as to whether any work restriction or limitation is indicated while the member is using the medication.

Failure to report the legal use of a drug as described in this section will result in disciplinary action. The District, at its discretion, may require an independent assessment by the district physician or an impairment specialist to determine whether continued use by the employee could pose a safety risk.

Inspection of Property, Equipment, and Vehicles

All persons on District property or who are performing services on an District project, and all property, equipment, and vehicles on District property or being used in connection with the performance of work on an District project (including without limitation all vehicles, containers, desks, and file cabinets), are subject to unannounced inspection by the District. You should not expect that any property or items that you bring to work with you or that you use at work are private. If you do not want any property or items inspected, do not bring them to work. Members who refuse to permit inspections under this Policy or who fail to cooperate with inspections under this Policy will be subject to discipline, up to and including immediate discharge.

Drug and Alcohol Testing

The District may require that members and applicants provide urine, blood, breath, and/or other samples for drug and alcohol testing under any of the following circumstances:

Pre-Employment Testing

All applicants who have received conditional offers of employment will be required to undergo drug testing as a condition of employment.

Reasonable Suspicion Testing

The District may require any member to undergo drug and alcohol testing if management has a reasonable suspicion that the member:

- Has violated the District's written work rules prohibiting the use, possession, sale, or transfer of alcohol and/or illegal drugs while on duty, while working, while on District property, or while operating District equipment, machinery, or vehicles;
- Is under the influence of alcohol and/or illegal drugs while on duty, while working, while on District property, or while operating District equipment, machinery, or vehicles;
- Is impaired by alcohol and/or illegal drugs; or
- May be affected by the use of alcohol and/or illegal drugs and that the use may adversely affect job performance or the work environment.

Post-Accident / Injury Testing

The District requires any member to undergo drug and alcohol testing as soon as practical after a work-related accident or injury. Members being seen by a hospital or District physician as a result of an on-duty accident or injury will be drug tested as

soon as possible, but at minimum within 24 hours. Additionally, any motor vehicle accident that results in damage that may warrant an insurance claim will require a drug and alcohol test of the vehicle operator as soon as possible, but at minimum within 24 hours of the incident. The initial test will consist of a rapid screen followed by a comprehensive test if deemed necessary.

Specimen Collection and Testing Procedures

Specimen Collection Procedures

All collection procedures will be performed by North Country Health Care at the Grand Canyon in accordance with medical guidelines and procedures.

Specimen Testing Procedures

Specimens will be tested only by laboratories that are properly approved to conduct drug and alcohol testing by U.S. Department of Health and Human Services (SAMHSA, formerly NIDA), the College of American Pathologists, or the State of Arizona.

The laboratory will test for the presence of marijuana, alcohol, illegal drugs, and their metabolites only.

The District will rely only on positive initial screening test results that also have been confirmed North Country Health Care.

Cost of Testing

The District will pay for any drug and alcohol test that it requests or requires.

Suspensions Pending Test Results

Pending receipt of test results and written explanations and requests for retests of positive confirmatory test results, members may be temporarily suspended. If a member is suspended and the final confirmatory test result is negative, the member will be reinstated immediately with full back pay.

Test Result Reports

The District will promptly communicate test results to test subjects. Any test subject may request a copy of his or her test result report. Member must submit request for results records in writing.

Confidentiality of Test Results

The District will not disclose test results except as authorized by the test subject or as authorized, permitted, or required by applicable law.

Consequences of Refusal

Members and applicants may refuse to undergo drug and alcohol testing. However, members who refuse to undergo testing or who fail to cooperate with the testing procedures will be subject to discipline, up to and including immediate discharge. Applicants who refuse to undergo testing or who fail to cooperate with the testing procedures will not be hired.

Consequences of Confirmed Positive Test Results

Applicants

Any applicant who tests positive on a confirmatory test on any drug and alcohol test required by the District will not be hired.

Members

Any member who tests positive on a confirmatory test on any drug and alcohol test required by the District for the first time will be subject to discipline up to and including discharge. Such members may be referred for a chemical dependency evaluation.

Any member, who fails to appear for a chemical dependency evaluation when directed by the District, fails to complete the terms of any prescribed treatment program, or fails in any way to cooperate with the chemical dependency referral and/or treatment process, will be subject to discipline, up to and including immediate discharge.

Unemployment Compensation Benefits / Workers' Compensation Benefits

Any member who refuses to cooperate with or who tests positive on a confirmatory test on any drug and alcohol test required by the District and who is discharged will be subject to loss of unemployment insurance benefits.

Any member who refuses to cooperate with or who tests positive on a confirmatory test on any drug and alcohol test required by the District after a workplace accident or injury will be subject to loss of workers' compensation benefits.

VOLUNTEER STIPEND POLICY

Purpose: To ensure that all members of TFD-including all employees, volunteers, students, trainees (collectively referred to as “staff members”) understand the stipend schedule for TFD Volunteers.

Policy:

TFD’s Volunteer Stipend Policy is as follows:

- Volunteers must work a minimum of 12 hours per month to qualify for a stipend.
- Volunteers must attend at least one monthly training.
- Stipends are paid bi-annually in June and December.
- All volunteers will receive a 1099-MISC. at year end if stipend exceeds \$600.00

	Hours per month					
	0	1	2	3	4	5
Certifications	0 - 11:59 Hrs.	12 - 23:59 Hrs.	24 - 35:59 Hrs.	36 - 47:59 Hrs.	48 - 59:59 Hrs.	>60 Hrs.
Volunteer FF	\$ -	\$ 12.50	\$ 25.00	\$ 37.50	\$ 50.00	\$ 62.50
FF I/II	\$ -	\$ 25.00	\$ 50.00	\$ 75.00	\$ 100.00	\$ 125.00
EMT-B	\$ -	\$ 25.00	\$ 50.00	\$ 75.00	\$ 100.00	\$ 125.00
FF I/II, EMT-B	\$ -	\$ 37.50	\$ 75.00	\$ 112.50	\$ 150.00	\$ 187.50
FF I/II, Pmedic	\$ -	\$ 42.50	\$ 85.00	\$ 127.50	\$ 170.00	\$ 212.50

- All Stipends follow the Department of Labor 20% Rule. Volunteer stipends cannot exceed 20% of the lowest paid firefighter’s salary:

Max Stipend per year	Max Stipend per Month	Max Stipend per Week	Max Stipend per Shift
\$ 6,600.00	\$ 550.00	\$ 137.50	\$ 68.75

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Volunteer FF	\$ -	\$25.00	\$50.00	\$75.00	\$100.00	\$125.00
FF I/II	\$ -	\$50.00	\$100.00	\$150.00	\$200.00	\$250.00
EMT-B	\$ -	\$50.00	\$100.00	\$150.00	\$200.00	\$250.00
FF I/II, EMT-B	\$ -	\$75.00	\$150.00	\$225.00	\$300.00	\$375.00
FF I/II, Pmedic	\$ -	\$85.00	\$170.00	\$255.00	\$340.00	\$425.00

- All Stipends follow the Department of Labor 20% Rule. Volunteer stipends cannot exceed 20% of the lowest paid firefighter’s salary:

Max Stipend per year	Max Stipend per Month	Max Stipend per Week	Max Stipend per Shift
\$ 7,920.00	\$ 660.00	\$ 152.37	

We budget \$14,000 per year for annual Volunteer Stipends

FY 2021: used **\$3,160** (still have second payment to make for this fiscal year)

FY 2020: used **\$1,888** (we increased Chief & Assistant Chief’s salaries to compensate for “volunteer stipend”)

FY 2019: used \$9,136 (Includes \$4,863 paid to salaried personnel for “volunteer stipend”)

Actual volunteer payments = **\$4,273**

FY 2018: used \$12,265 (Includes \$8,583 paid to salaried personnel for “volunteer stipend”)

Actual volunteer payments = **\$3,682**

FY 2017: used \$13,840 (Includes \$8,190 paid to salaried personnel for “volunteer stipend”)

Actual volunteer payments = **\$5,650**



SURPLUS ASSET ACKNOWLEDGEMENT, RELEASE AND WAIVER – DONATIONS (OUTGOING)

Northern Arizona Healthcare, Flagstaff Medical Center, and Verde Valley Medical Center keep a record of outgoing surplus product donations made by their departments to entities outside of the NAH system. This information contributes to comprehensive record keeping of non-profit activity engaged in by the hospitals and their employees.

Circle One: NAH FMC VVMC

The entity indicated above is providing and the undersigned is accepting the following items:

Ford F350 Vehicle - Ambulance Package VIN#1FDWF37R59EA88330 License:CG06670

in "as is, where is and with all faults" condition. NAH does not assume any responsibility for, or providing any warranty for same, for its present condition, past or future maintenance, or longevity. NAH is neither the manufacturer nor a merchant of this equipment. The recipient acknowledges that no representations are being made by the NAH as to the condition or maintenance of the above described item(s), or its fitness for the purpose that the purchaser may intend for it.

The undersigned, hereby fully releases, absolves and holds NAH, its trustees, officers, administrators, staff and other employees or agents, harmless from all liability arising out of claims or actions relating to accidents, injuries, damages or loss which arise out of the acceptance and use of the above described item(s) except for liability arising from any act or omission by NAH determined by a court of competent jurisdiction to constitute gross negligence.

The undersigned agrees not to assert any claims or actions against NAH, its trustees, officers, administrators, staff, employees, or agents for any harm which arises out of the donation(s).

The undersigned agrees that this release has been freely and voluntarily executed and that the contents have been fully and completely read and understood.

Date of Donation: 11-17-21 Total Estimated Value: \$5000.00

Department Making the Donation: Guardian Medical Transport, Cost Center 27900

Contact Name and Number in the Department Vince Martinez 928-213-6275

Entity Receiving the Donation: Tusayan Fire District

Contact Name and Number of Recipient: Greg Brush, Fire Chief 928-638-3473

Recipient's Address: PO Box 3625 Grand Canyon, AZ 86023

Additional Comments: Tusayan Fire District EIN Tax ID Number 86-0843550

Donor's Signature and Date

 12/7/21

Recipient's Signature and Date
GREG BRUSH, TUSAYAN FIRE