



NORTHWEST FIRE DISTRICT

Our Mission is to Save Lives, Protect Property, and Care for Our Community

PHONE: (520) 887-1010 FAX: (520) 887-1034 NorthwestFire.org



REGULAR MEETING AGENDA

**Northwest Fire District Training Facility
5125 W. Camino de Fuego
Tucson, Arizona**

**Tuesday, January 23, 2018
06:00 PM**

The Northwest Fire District Governing Board will meet in Public Session for a Regular Meeting on January 23, 2018, at 6:00 PM, in Building A of the Northwest Fire District Training Facility Located at 5125 W. Camino de Fuego, Tucson, AZ.

The following topics will be subject to Governing Board consideration, discussion, approval, or other action. All items on the agenda are set for possible action.

The order of the Agenda may be changed by order of the Board.

1. **Call to Order/Roll Call/Affirmation of Quorum**
2. **Salute to the Flag of the United States of America**
3. **Presentation of Service Awards**
4. **Public Forum**

Speakers are limited to a three-minute oral presentation and may submit written comments of any length for Governing Board files. Those wishing to address the Governing Board should complete a Citizen Information Card prior to the meeting being called to order. The Governing Board is required under law to accept any materials presented. At the conclusion of the public forum, individual Board Members may respond to criticism made by those individuals who have addressed the Governing Board and may ask staff to review a matter and place it on a future agenda. However, Board Members may not discuss or take action on a matter raised during a call to the public, that is not already on the agenda, and are not obligated to comment upon materials or presentations made by the public.

5. **Consent Agenda**

The Consent Agenda contains items which might require action by the Board, but which are generally routine items not requiring Board discussion. Usually, a single motion will approve all items on the Consent Agenda, including any resolutions. However, a Board Member may remove any item from the Consent Agenda, and that item will be discussed and voted upon separately.

Approval of Consent Agenda

- A. Approval of the minutes of the December 12, 2017, Regular Governing Board Meeting
- B. Adoption of Resolution No. 2018-001 Ordering the Joseph C. Parsons Jr. Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 13660 W. Kirby Hughes Road (Parcel ID 217-18-008D) and is East of Kirby Hughes Road and South of Luckett Road in Marana, Pima County, Arizona
- C. Adoption of Resolution No. 2018-002 Approving the Intergovernmental Agreement Between Northwest Fire District and Pima Community College for the Purposes of Credentialing District Training Programs and Paramedic Certification Training
- D. Adoption of Resolution No. 2018-003 Approving the Intergovernmental Agreement Between Northwest Fire District and Pima County Joint Technological Education District for Support of High School Fire Science Programs
- E. Adoption of Resolution No. 2018-004 Ordering the Poole Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 13701 W. Kirby Hughes Road (Parcel ID 217-21-002G) and is East of Kirby Hughes Road and South of Luckett Road in Marana, Pima County, Arizona
- F. Adoption of Resolution No. 2018-005 Ordering the Grier Road and Sanders Road Rights-of-Way Annexation, Pursuant to A.R.S. Section 48-262(I); All Rights-Of-Ways Are Located in Marana, Pima County, Arizona
- G. Adoption of Resolution No. 2018-006 Ordering the Castelhana Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 12251 N. Klos Drive (Parcel ID 219-35-0050) and is East of Tangerine Road and South of Camino De Oeste Road in Marana, Pima County, Arizona
- H. Discussion and Possible Action to Review and Propose Amendments to the District's Bylaws
- I. Approval of the Presentation of the Updated Retiree Healthcare Actuarial Report from Demsey, Filliger & Associates
- J. Approval of the Independent Contractor Agreement with Wizard Education LLC and the Northwest Fire District for the Purposes of Ongoing Advanced Life Support Recertification Training
- K. Approval to Authorize Staff to Release Request for Qualifications (RFQ) No. 1801 for Construction Manager at Risk Services for the New Administration Facility
- L. Approval of the Audit Communication Letter from Heinfeld, Meech & Company
- M. Discussion and possible action to extend the expiration date of the fire protection services agreement with CalPortland company to February 27, 2018

6. **Fire Chief's Report**

This is a summary of the activities of the Fire Chief and Administrative Staff concerning each of the District's Divisions including: Fire Suppression, Emergency Medical Services, Administrative Services, Finance, Human Resources, Special Projects, Logistics, Prevention and Safety Division and Wild Land Fire Fighting; the report might also include Administrative Activities in Annexations, Intergovernmental Relations, Community Assistance Programs, Fleet and Equipment, Labor and Management Relations, District Revenues and Expenditures, Strategic Planning, Information Technology, Status of Construction Projects, Status of Facilities, Public Outreach and Training.

- A. Fire Chief's Report
- B. Support Services Report
- C. Operational Services Report
- D. Human Resources Report
- E. Prevention & Safety Report
- F. Logistics Report
- G. Community Affairs Report

7. Financial Reports

This report is a summary of the District's Financial Status including: Monthly Board Financial Report, Monthly Disbursements Report, Revenue and Expenditure Reports, Real Estate Tax Revenue Spreadsheets, Monthly Bond Report and Arizona State Land Billing and Payment Reports. The Board will be asked to approve the District's Monthly Disbursements Report.

- A. Finance Reports
- B. NWFD Monthly General Obligation Bond Report

8. Business

- A. Discussion and Possible Action Approving the Updated Goals and Objectives of the 2017-2019 Strategic Plan
- B. Discussion and Possible Action Approving the Policy Manual Draft Based on Accreditation Requirements of a Full Review by the Governing Board of the Northwest Fire District's Policy Manual every three (3) Years
- C. Informational Update on the District's Accreditation Status
- D. Discussion and Possible Action Approving an Amendment to the Existing Contracts with WSM Architects for the Design of Stations 337 and 341
- E. Discussion and Possible Action Approving the Purchase of Fire Hose in the Amount of \$43,808.65
- F. Executive [Closed] Session, Pursuant to A.R.S. 38-431.03 (A) (1) and (3), to Discuss and Consider Potential Salary, Benefits, and Submitted Resumes for Interest in the Fire Chief's Position, and for Legal Advice from the Board's Attorney Regarding the Board's Rights and Responsibilities in Interviewing and Vetting Candidates, as Well as Establishing Potential Contract Terms

9. Future Agenda Items

A Governing Board Member May Bring Forth General Topics for a Future Meeting Agenda. The Governing Board May Not Discuss, Deliberate or Take Any Action on the Topics Presented, Pursuant to A.R.S. § 38-431.02 (H).

10. Adjournment

Two Board Briefing Books containing material related to the Board Meeting are available for public review the day before and the day of the Board Meeting during office hours at the Administration/Prevention and Safety Office located at 5225 W. Massingale Road, Tucson, Arizona 85743 – (520) 887-1010. The two Board Briefing Books are also available for public review at the Board Meetings.

The Northwest Fire District Board may vote to go into Executive Session on any agenda item pursuant to ARS §38-431.03 (A)(3) for discussion and consultation for legal advice with the Fire District Attorney on the matter(s) as set forth in the agenda item. Pursuant to Board Policy, from time to time, it might be necessary for a Board Member to attend a Board meeting via speakerphone.

The Northwest Fire District Training Facility is accessible to persons with disabilities. In compliance with the Americans with Disabilities Act (ADA), those persons with special needs, such as large-type face print or other reasonable accommodations, may request those through Heather D'Amico, by calling 887- 1010, ext. 2905, before the meeting.

Posted January 19, 2018



Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

5.A.

SCHEDULED

MEMORANDUM NO. 2018-8

Date: January 23, 2018
To: Governing Board
From: Heather D'Amico, Management Assistant
Type of Action: Formal Action/Motion
Strategic Plan Goals: SP3 ,OTH
Agenda Item: Approval of the minutes of the December 12, 2017, Regular Governing Board Meeting

RECOMMENDATION:

Approve the minutes.

MOTION:

Move to approve the minutes of the December 12, 2017, regular meeting.

DISCUSSION:

The minutes of the December, 2017, regular meeting are attached for review.

ALTERNATIVES:

Approve the minutes with revisions or do not approve the minutes.

Attachments

Minutes 12-12-17

DRAFT



NORTHWEST FIRE DISTRICT

Our Mission is to Save Lives, Protect Property, and Care for Our Community

PHONE: (520) 887-1010 FAX: (520) 887-1034 NorthwestFire.org



Fire District Governing Board Regular Meeting Minutes December 12, 2017

1. **Call to Order/Roll Call/Affirmation of Quorum**
George Carter called the meeting to order at 6:00 p.m.

Present: George Carter, Chairman
Bruce A. Kaplan, Vice Chair
David Talas, Board Member
Peg Green, Board Member
Becky Hicks, Board Member
 2. **Salute to the Flag of the United States of America**
George Carter led the Pledge of Allegiance to the Flag.
 3. **Presentation of Service Awards**
Captain/PIO Brian Keeley presented a plaque to the Fire Chief and the Governing Board from FM Global as part of a recent grant award for \$3,000. Captain Keeley stated the grant money is allocated for a Mobile Data Terminal (MDT) to be installed in the Fire Investigator's vehicles.

Battalion Chief Alex Sepulveda received his promotional badge pinning. Assistant Chief Bradley administered the loyalty oath.
 4. **Public Forum**
No members of the public requested to speak at this time.
 5. **Consent Agenda**

MOVE TO APPROVE ITEMS A THROUGH F, INCLUDING ITEM B FROM BUSINESS, ON THE DECEMBER, 2017, CONSENT AGENDA AS PRESENTED.

Motioned by Chairman George Carter
Seconded by Board Member David Talas

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks
Passed - Unanimously
- A. Approval of the minutes of the November 14, 2017, Regular Governing Board Meeting.

Motioned by Chairman George Carter

Seconded by Board Member David Talas

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks

Passed - Unanimously

- B. Adoption of Resolution No. 2017-044 Ordering the Dove Mountain Resort Lot 49 Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 6083 W. Seven Saguaro Circle (Parcel 218-19-0520) and is North of Dove Mountain Boulevard and East of Secret Springs Drive in Marana, Pima County, Arizona.

Motioned by Chairman George Carter

Seconded by Board Member David Talas

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks

Passed - Unanimously

- C. Approval of Disclosure Statement Regarding Meeting Notice Posting Locations for Northwest Fire District Governing Board Meetings and Local Pension Board Meetings for 2018.

Motioned by Chairman George Carter

Seconded by Board Member David Talas

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks

Passed - Unanimously

- D. Approval of the Renewal Agreement for Maintenance and Warranty of the District's Station Alerting Systems with US Digital Design in the Amount of \$46,610.72.

Motioned by Chairman George Carter

Seconded by Board Member David Talas

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks

Passed - Unanimously

- E. Approval of the Purchase of 8 (Eight) Portable Radios from Creative Communications in the Amount of \$52,039.08.

Motioned by Chairman George Carter

Seconded by Board Member David Talas

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks

Passed - Unanimously

- F. Approval to Authorize Staff to Release Request for Proposals (RFP) No. 1706 Regarding Grounds Maintenance Remove Extra Space Services.

Motioned by Chairman George Carter

Seconded by Board Member David Talas

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks

Passed - Unanimously

6. **Fire Chief's Report**

Reports are included in the packet; no further discussion took place.

7. **Financial Reports**

- A. The monthly reports are included in the packet. Dave Gephart, Finance Director, stated the reports cover the period from October 31, 2017. He stated the District's tax collections are as expected. Tax collections are at its highest since 2013. All fund balances are positive, and the District remains financially sound and healthy. The District has successfully navigated the PSPRS payouts. He commented there is still interest that remains to be paid. He is available to answer questions.

MOVE TO APPROVE THE DISTRICT'S MONTHLY DISBURSEMENTS REPORT AS PRESENTED.

Motioned by Chairman George Carter

Seconded by Vice Chair Bruce A. Kaplan

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks

Passed - Unanimously

8. **Business**

- A. **Discussion, Presentation and Possible Action Approving the Comprehensive Annual Financial Report (CAFR) Comprising the District Audited Financial Statements for the Fiscal Year Ended June 30, 2017; Discussion May Include the Audit Process and All Aspects of the Financial Status of the District.**

Dave Gephart, Finance Director, stated the report follows the same format as previous years. The primary difference between this year's CAFR versus last years is no single audit is included. This is primarily due to the District not spending enough grant revenue or meeting the threshold. Mr. Gephart provided a brief overview of the CAFR and discussed the following highlighted items:

- Internal control report
- Statistical/historical data
- PSPRS Impact/payout (see page 25).
- Total net position
- PSPRS interest (2.25%)

The auditors are present. Jim and Cynthia from Heinfield and Meech briefly discussed the procedures and the opinions of the audit. Cynthia explained during the audit they look at cash balances, other forms of revenue, and the internal controls and processes for payroll. She stated the federal audit was not conducted as a result of the District not meeting the threshold of the \$750,000. Jim stated the audit opinion can be located on page 13. He reported there are no misstatements to the financials. The internal control can be located

on page 123. Jim stated it was a clean audit, and the District will receive a Communication to Governance letter and an Engagement letter. Additionally, there were no disagreements noted. A note will be added regarding the accrual of payroll. A brief discussion followed.

MOVE TO APPROVE THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2017.

Motioned by Chairman George Carter

Seconded by Board Member Becky Hicks

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks

Passed - Unanimously

B. Discussion and Possible Action Approving the Acceptance of the Governor's Office of Highway Safety Grant, Number 2018-EM-001, for the Purchase of Additional Extrication Tools in the Amount of \$31,975.00.

Business item "B" was moved to the Consent Agenda.

Motioned by Chairman George Carter

Seconded by Board Member David Talas

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks

Passed - Unanimously

C. Discussion and Possible Action Approving the Acceptance of the Design and Construction Proposal for Station 41, Provided by WSM Architects.

Deputy Chief Hughes stated this will be #3 of the large projects that were approved. WSM is on the Mohave contract and the price is set. A brief discussion took place regarding the Mohave contract.

MOVE TO APPROVE THE ACCEPTANCE OF THE PROPOSAL FROM WSM ARCHITECTS FOR DESIGN AND CONSTRUCTION SERVICES FOR STATION 41, AT THE PRICE OF \$225,338.58.

Motioned by Chairman George Carter

Seconded by Vice Chair Bruce A. Kaplan

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks

Passed - Unanimously

D. Discussion and Possible Action Approving the Appointment of Michael J. Brandt as a Citizen Board Member to Serve a Four (4) Year Term on the Northwest Fire District Local Pension Board Beginning January 19, 2018.

Patricia Aguilar, Human Resources Director, explained Chief Brandt and Clint Green are the two citizen members who currently serve on the Local Pension Board as Board members. Chief Brandt's term expires January 18, 2018, and he wishes to renew his term until his retirement from the Northwest Fire District on June 30, 2018. Ms. Aguilar stated

the new Fire Chief could fill this position, if the Board so chooses. A brief discussion took place regarding the option to solicit resumes for interested parties. Ms. Aguilar confirmed it is District practice to have the Fire Chief sit on the Board. The citizen member must be a District resident. She commented the Board may choose to re-appoint Chief Brandt, direct her to bring this item back in January if the Board wishes to have others considered, or bring this item back in June. Board Member Talas recommended tabling this item to give Chief Brandt an opportunity to speak on his behalf. Vice Chair Kaplan recommended making the motion.

MOVE TO APPOINT MICHAEL J. BRANDT TO FILL THE NORTHWEST FIRE DISTRICT'S LOCAL PENSION BOARD - GOVERNING BOARD CITIZEN MEMBER POSITION FOR A FOUR (4) YEAR TERM, BEGINNING JANUARY 19, 2018.

Motioned by Chairman George Carter

Seconded by Board Member Peg Green

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks

Passed - Unanimously

- E. **Executive [Closed] Session, Pursuant to A.R.S. 38-431.03 (A) (1) and (3), to Discuss and Consider Submitted Resumes for Interest in the Fire Chief's Position, and for Legal Advice from the Board's Attorney Regarding the Board's Rights and Responsibilities in Interviewing and Vetting Candidates.**

The executive session began at 6:28 p.m. The following persons are asked to join the Board in executive session: Patricia Aguilar and Thomas Benavidez.

MOVE TO ENTER INTO EXECUTIVE SESSION, AS STATED IN THE AGENDA ITEM, FOR LEGAL ADVICE AND TO DISCUSS PERSONNEL MATTERS.

Motioned by Chairman George Carter

Seconded by Board Member David Talas

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks

Passed - Unanimously

MOVE TO CLOSE THE EXECUTIVE SESSION AT 7:32 P.M.

Motioned by Chairman George Carter

Seconded by Board Member David Talas

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks

Passed - Unanimously

MOVE TO DIRECT STAFF TO LOOK AT DATES FOR INTERVIEWS AND DRAFT THE CHIEF'S CONTRACT.

Motioned by Chairman George Carter

Seconded by Board Member Peg Green

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks

Passed - Unanimously

9. **Future Agenda Items**

No items were presented at this time.

10. **Adjournment**

MOVE TO ADJOURN THE MEETING AT 7:35 P.M.

Motioned by Chairman George Carter

Seconded by Vice Chair Bruce A. Kaplan

AYE: Chairman George Carter, Vice Chair Bruce A. Kaplan, Board Member David Talas, Board Member Peg Green, Board Member Becky Hicks

Passed - Unanimously

Minutes approved by the Northwest Fire District Board at its January 23, 2018, Regular Governing Board meeting.

Becky Hicks, Board Clerk



Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

5.B.

SCHEDULED

MEMORANDUM NO. 2018-17

Date: January 23, 2018
To: Governing Board
From: Heather D'Amico, Management Assistant
Type of Action: Formal Action/Motion
Strategic Plan Goals: Other
Agenda Item: Adoption of Resolution No. 2018-001 Ordering the Joseph C. Parsons Jr. Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 13660 W. Kirby Hughes Road (Parcel ID 217-18-008D) and is East of Kirby Hughes Road and South of Lockett Road in Marana, Pima County, Arizona

RECOMMENDATION:

Adopt the resolution and approve the annexation.

MOTION:

Move to adopt Resolution No. 2018-001 ordering the Joseph C. Parsons Jr. Annexation.

DISCUSSION:

This is an annexation involving property owners, Joseph C. Parsons Jr. and Judith K. Parsons, who submitted the attached letter dated March 16, 2017. The annexation area is located at 13660 W. Kirby Hughes Road (Parcel ID 217-18-008D) and is east of Kirby Hughes Road and south of Lockett Road in Marana, Pima County, Arizona.

The parcel would be serviced by Station 336. No additional resources are needed to serve this area.

ALTERNATIVES:

Not approve the annexation; not recommended

Fiscal Impact

FISCAL IMPACT:

The 2018 Limited Assessed Value of the property is \$34,475; the revenue to the District based on the current combined tax rate would be approximately \$1,059.00, annually.

Attachments

Joseph C. Parsons Jr. Annexation

Notary Public
My Commission Expires: July 22, 2017

RESOLUTION NO. 2018-001
THE JOSEPH C. PARSONS JR. ANNEXATION

A RESOLUTION AUTHORIZING THE AMENDMENT OF THE NORTHWEST FIRE DISTRICT'S BOUNDARIES TO INCLUDE LAND WITHIN PIMA COUNTY AND CONTIGUOUS TO THE BOUNDARIES OF THE NORTHWEST FIRE DISTRICT AFTER WRITTEN REQUEST BY THE PROPERTY OWNER IN ACCORDANCE WITH A.R.S. § 48-262 (I)

WHEREAS, on March 16, 2017, Joseph C. Parsons Jr. and Judith K. Parsons, owners of the real property located in Pima County, Arizona, requested in writing that the Northwest Fire District Governing Board amend the District's boundaries to include the properties, more particularly described on Exhibit A, attached hereto and incorporated herein by this reference [the "Property"]; and

WHEREAS, the Properties are located within Pima County and is contiguous to the boundaries of Northwest Fire District, as shown on the map and legal description, also attached hereto as Exhibit A; and

WHEREAS, the Properties are included within the corporate boundaries of the Town of Marana, and the Town has approved inclusion of the Property within the boundaries of the Northwest Fire District, pursuant to Town of Marana Resolution No. 2004-133; and

WHEREAS, the Northwest Fire District has determined that inclusion of the Properties within the boundaries of the Northwest Fire District will benefit the Northwest Fire District, the Property Owner, and the District's residents.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Northwest Fire District hereby orders the following:

The boundaries of Northwest Fire District are hereby amended to include the Properties described as set forth on the attached Exhibit A.

PASSED and ADOPTED by the Governing Board of the Northwest Fire District at a duly noticed meeting held on January 23, 2018, by a majority of a quorum of the Governing Board Members.

George Carter
Board Chair

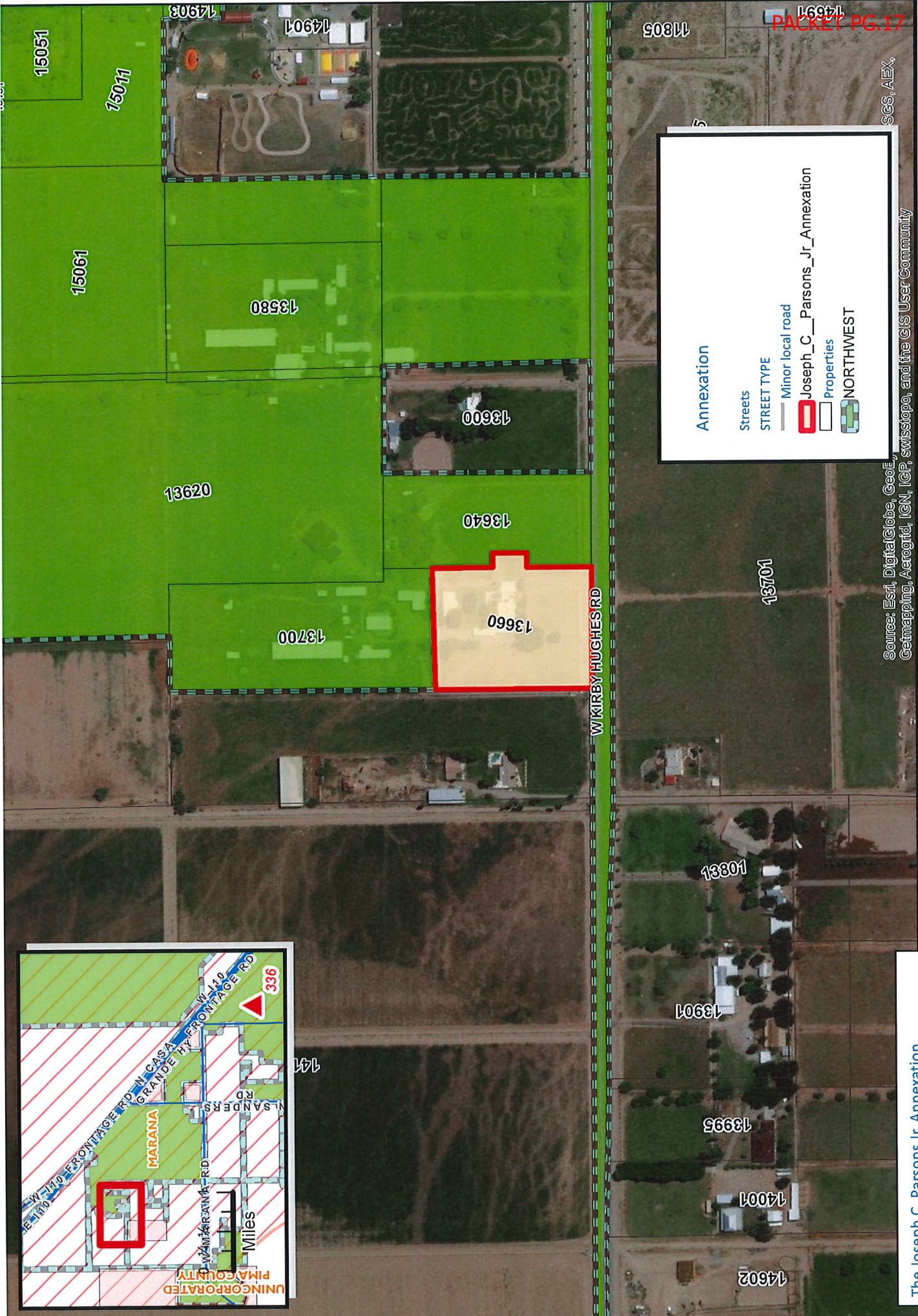
ATTEST:

APPROVED AS TO FORM:

Becky Hicks
Clerk of the Board

Thomas Benavidez
District Attorney

EXHIBIT "A"
[Maps & Legal Descriptions]



PACKET PG.17

SCS, AEX,



Annexation

Streets

STREET TYPE

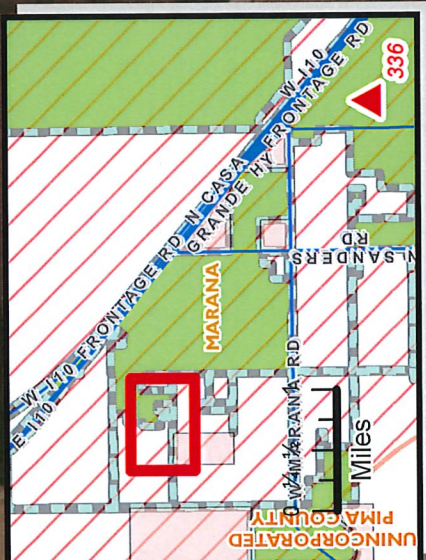
- Minor local road

Joseph_C_Parsons_Jr_Annexation

Properties

NORTHWEST

Source: Esri, DigitalGlobe, GeoEye, Aerial, IGP, swisstopo, and the GIS User Community



The Joseph C. Parsons Jr. Annexation
13660 W KIRBY HUGHES RD
PARCEL:21718008D
TOWN OF MARANA

EXHIBIT "A"
[PROPERTY DESCRIPTION]

Property Description:

PTN S483.05' E413.38' W659.95' SW4 NE4 4.20 AC
CMID 4.20 AC SEC 18-11-11
PARCEL NUMBER: 217-18-008D

F. ANN RODRIGUEZ, RECORDER
RECORDED BY: D K
DEPUTY RECORDER
7864 PE1



DOCKET: 12370
PAGE: 2909
NO. OF PAGES: 1
SEQUENCE: 20041620643
08/20/2004
RES 16:55

SMARA
TOWN OF MARANA
ATTN: TOWN CLERK
13251 N LON ADAMS RD
MARANA AZ 85653

MAIL

AMOUNT PAID \$ 8.00

MARANA RESOLUTION NO. 2004-133

RELATING TO NORTHWEST FIRE DISTRICT; ENDORSING AND AUTHORIZING ANNEXATION OF ANY AND ALL TERRITORY LOCATED WITHIN THE TOWN LIMITS OF MARANA, ARIZONA, AS THEY MAY BE AMENDED FROM TIME TO TIME; AND DECLARING AN EMERGENCY.

WHEREAS, Northwest Fire District has plans to pursue various annexations of property located within the Town limits of the Town of Marana; and

WHEREAS, the Town adopted Marana Resolution No. 98-23 on March 3, 1998, authorizing all Northwest Fire District annexations within the Town limits as it then existed; and

WHEREAS, the Town now desires to grant a blanket authorization for all Northwest Fire District annexations of property located within the Town limits of the Town of Marana as it currently exists and as it is amended from time to time; and

WHEREAS, fire protection is lacking in the areas of the Town of Marana that are not within the boundaries of Northwest Fire District, and it is in the best interests of the citizens of the Town of Marana that fire protection be made available.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, that all annexations proposed by Northwest Fire District of property located within the Town limits of the Town of Marana as it currently exists and as it may be amended from time to time are hereby endorsed and authorized pursuant to A.R.S. § 48-262(F).

BE IT FURTHER RESOLVED THAT since it is necessary for the preservation of the peace, health and safety of the Town of Marana that this resolution become immediately effective, an emergency is hereby declared to exist, and this resolution shall be effective immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, this 17th day of August, 2004.

ATTEST:

Jocelyn C. Bronson
Jocelyn C. Bronson, Town Clerk



Bobby Sutton, Jr.
Mayor Bobby Sutton, Jr.

APPROVED AS TO FORM:

Frank Cassidy
Frank Cassidy, Town Attorney

Parcel Number: 217-18-008D

Property Address

Street Number	Street Direction	Street Name	Location
13660	W	KIRBY HUGHES RD	Marana

Contact Information

Taxpayer Information:

VANCE LEE W & BRENDA L CP/RS
13700 W KIRBY HUGHES RD
MARANA AZ

85653-7770

Property Description:

PTN S483.05' E413.38' W659.95' SW4 NE4 4.20 AC
CMID 4.20 AC SEC 18-11-11

Valuation Data

Valuation Year	Legal Class	Assessment Ratio	Total FCV	Limited Value	Limited Assessed
2017	MIXED (M)	M	\$353,755	\$353,755	\$35,432
2018	MIXED (M)	M	\$344,187	\$344,187	\$34,475

Property Information

Township:	11.0	Section:	18	Range:	11.0E
Map & Plat:	/	Block:		Tract:	
Rule B District:	1	Land Measure:	4.20A	Lot:	
Census Tract:	4408	File Id:	1	Group Code:	
Use Code:	4116 (FIELD CROPS 2 OR MORE RES OR AFX MFDS)			Date of Last Change:	2/7/2017

Sales Information (1)

Affidavit of Fee No.	Sale Date	Property Type	Sale	Validation
20173420705	10/2017	Single Family	\$470,000	

Valuation Area

District Supervisor: SHARON BRONSON District No: 3

Condo Market	DOR Market	MFR Neighborhood	SFR Neighborhood	SFR District
410	14	Marana~Avra Valley_Undefined	01000106	2

Recording Information (4)

Sequence No.	Docket	Page	Date Recorded	Type
20173420705	0	0	12/8/2017	WTDEED
20111950008	0	0	7/14/2011	QCDEED
20090830396	13548	2624	4/30/2009	
91039092	9013	1321	4/9/1991	

Commercial Characteristics

Property Appraiser: Art Robles Phone: (520) 724-7424

Commercial Summary

Interface	Total Sq Ft	Cost Value	CCS Override	Market Override
Y	4,280	\$311,842	\$0	\$0

Commercial Detail

SEQ-SECT	Const Year	Model / Grade	RCN	RCNLD	Model Description
001-001	1978	010/4	\$313,053	\$228,216	SINGLE FAMILY DWELLING
002-001	1978	098/4	\$44,746	\$17,898	AGRICULTURAL YARD IMPS
003-001	1975	010/3	\$102,860	\$65,728	SINGLE FAMILY DWELLING

Petition Information (1)

Tax Year	Owner's Estimate	Petition	Work Up
2014	\$300,000		



Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

5.C.

SCHEDULED

MEMORANDUM NO. 2018-10

Date: January 23, 2018
To: Governing Board
From: Scott Draper
Type of Action: Formal Action/Motion
Strategic Plan Goals: SP2,SP4
Agenda Item: Adoption of Resolution No. 2018-002 Approving the Intergovernmental Agreement Between Northwest Fire District and Pima Community College for the Purposes of Credentialing District Training Programs and Paramedic Certification Training

RECOMMENDATION:

Staff recommends renewal of the existing Intergovernmental Agreement (IGA) between the Northwest Fire District (NWFD) and Pima Community College (PCC).

MOTION:

Move to adopt Resolution No. 2018-002 renewing the Intergovernmental Agreement between the Northwest Fire District and Pima County Community College District for the purposes of credentialing District training programs and Paramedic certification training.

DISCUSSION:

The existing agreement allows for college credit to be provided to NWFD members through certain training programs the District offers, such as its Captain Certification Program (CCP) and Driver Operator Program. Additionally, the agreement allows for the District to be a training site for paramedic certification training to include ride-a-longs for didactic and practical skills application.

The renewal would extend the terms of the existing agreement, and would expire or need to be renewed by June 2019.

The following language is added to allow firefighters from other agencies to participate in the Fire Academy offered through Northwest Fire District for their employees.

COLLEGE shall: Coordinate with the AGENCY to allow firefighters not covered under a similar agreement to enroll in courses identified within this Intergovernmental Agreement.

AGENCY shall: Allow firefighters not covered under this Intergovernmental Agreement to fill empty seats by registering as a student through COLLEGE and pay tuition at the published rate.

Both parties agree to allow open enrollment in the Fire Academy classes that are scheduled for AGENCY providing the opportunity to fill open seats in those classes.

ALTERNATIVES:

No alternatives are being recommended.

Fiscal Impact

Fiscal Year: 2018-2019

Budgeted Y/N: N

Amount Requested: None

FISCAL IMPACT:

None.

Attachments

Resolution

PCC IGA

RESOLUTION NO. 2018-002

A RESOLUTION OF THE GOVERNING BOARD FOR THE NORTHWEST FIRE DISTRICT ["NWFD"] APPROVING AND AUTHORIZING THE EXECUTION OF AN AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT WITH THE PIMA COUNTY COMMUNITY COLLEGE DISTRICT ["COLLEGE"] FOR PROVISION OF EMERGENCY MEDICAL TRAINING PROGRAMS, INCLUDING VEHICULAR ROTATIONS.

WHEREAS, NWFD is an internationally accredited Arizona Fire District, organized under and existing pursuant to Title 48, Arizona Revised Statutes; and

WHEREAS, the College is an Arizona Community College District, organized under and existing pursuant to Title 15, Arizona Revised Statutes; and

WHEREAS, the College and NWFD desire to continue to cooperate and exercise their powers jointly, pursuant to A.R.S. sections 11-952, *et seq.*, 15-1444, *et seq.*, 36-2207 and 48-805 (B)(16)(a) in providing emergency medical training programs; and

WHEREAS, both entities have been participating in training and education programs, including vehicular rotations, pursuant to an Intergovernmental Agreement executed between them, effective June 1, 2016; and

WHEREAS, the staff of the College has drafted an amendment to the Intergovernmental Agreement (the "Amendment"), attached hereto as Exhibit "A" and incorporated herein by this reference, allowing NWFD to offer College credit opportunities to students from other organizations participating in NWFD programs; and

WHEREAS, the Governing Board of the Drexel Heights Fire District has reviewed the terms and conditions of the Amendment and finds that entering into it is in the best interests of NWFD and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Northwest Fire District that the Amendment, attached hereto as Exhibit "A", is hereby adopted, and District officers and staff are hereby authorized to execute the Amendment and take all steps necessary and proper to carry out its purposes.

PASSED and ADOPTED by the Governing Board of Northwest Fire District at a duly noticed meeting held on January 23, 2018, by a majority of a quorum of the Governing Board Members.

George Carter
Board Chair

ATTEST:

APPROVED AS TO FORM:

Becky Hicks
Clerk of the Board

Thomas Benavidez
District Attorney

EXHIBIT "A"

[Training and Education Agreement Amendment Must Be Attached.]

**FIRST AMENDMENT
TO ATTACHMENT 1.A
for the
INTERGOVERNMENTAL AGREEMENT
Between
NORTHWEST FIRE DISTRICT
and
PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

This First Amendment to the Intergovernmental Agreement for the Community Partnership in Attachment 1.A is made as of **October 15, 2017** by and between Pima County Community College District (College) and Northwest Fire District (AGENCY).

Recitals:

- A. On June 1, 2016, the College and Agency entered into an Intergovernmental Agreement. Except as stated in this Amendment, the terms of the Agreement are hereby incorporated into this Amendment by reference.
- B. The following language is added to allow firefighters from other Agencies to participate in the Fire Academy offered through Northwest Fire District for their employees.

a. In Attachment 1.A - Community Partnership

Under **Obligations of the Parties** add the following language:

COLLEGE shall:

- i. f. Coordinate with the AGENCY to allow firefighters not covered under a similar agreement to enroll in courses identified within this Intergovernmental Agreement.

AGENCY shall;

- ii. f. Allow firefighters not covered under this Intergovernmental Agreement to fill empty seats by registering as a student through COLLEGE and pay tuition offered at the published tuition rate.

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

- I. Both parties agree to allow open enrollment to Fire Academy classes that are scheduled for AGENCY providing the opportunity to fill the open seats in those classes.

IN WITNESS WHEREOF, the parties' duly authorized representatives have executed this Amendment on the dates indicated below.

For COLLEGE:

By: 

Print Name: Lee Lambert

Title: Chancellor

Date: _____

For AGENCY:

By: MICHAEL J. BRANDT

Print Name: Michael J. Brandt

Title: Fire Chief

Date: May 12/19/17



Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

5.D.

SCHEDULED

MEMORANDUM NO. 2018-3

Date: January 23, 2018
To: Governing Board
From: Scott Hamblen
Type of Action: Formal Action/Motion
Strategic Plan Goals: SP2,OTH
Agenda Item: Adoption of Resolution No. 2018-003 Approving the Intergovernmental Agreement Between Northwest Fire District and Pima County Joint Technological Education District for Support of High School Fire Science Programs

RECOMMENDATION:

Approve the motion.

MOTION:

Move to adopt Resolution No. 2018-003 approving the Intergovernmental Agreement between Northwest Fire District and Pima County Joint Technological Education District for Support of High School Fire Science Programs.

DISCUSSION:

This is a renewal of an IGA that expired last calendar year. It allows JTED staff to provide training delivery to students at the NWFD Training Center in all areas that directly relate to Firefighter I and II certification. Use of the facility and equipment is billed in accordance with the NWFD Training Center Fee Schedule. This agreement also provides guidance for the establishment of a ride-along program for JTED students.

All Training will be conducted following applicable NFPA standards, particularly NFPA 1403, Standard for Live Fire Training Evolutions. The IGA identifies all of the pre-requisites and requirements that must be met before students may be considered for live fire training. Any student participating in live fire evolutions shall be 18 years of age, legal adults.

ALTERNATIVES:

Not renew the IGA.

Fiscal Impact

FISCAL IMPACT:

There is no cost to NWFD. This agreement operates under full cost recovery using the NWFD Training Center Fee Schedule.

Attachments

Resolution 2018-003

JTED Fire Science Agreement

RESOLUTION NO. 2018-003

A RESOLUTION OF THE GOVERNING BOARD OF THE NORTHWEST FIRE DISTRICT ["NWFD"] APPROVING AND AUTHORIZING THE EXECUTION OF A FIRE SCIENCE EDUCATION SUPPORT AGREEMENT WITH THE PIMA COUNTY JOINT TECHNICAL EDUCATION DISTRICT ["JTED"].

WHEREAS, NWFD is an internationally accredited fire and emergency medical services provider; and

WHEREAS, NWFD is authorized by A.R.S. § 48-805 (B) (1) to employ personnel and provide services necessary for the preservation of life; and

WHEREAS, JTED is an Arizona joint technical education district formed and existing pursuant to A.R.S. 15-391, *et seq.*; and

WHEREAS, JTED wishes to offer its students fire science education programs; and

WHEREAS, NWFD wishes to support JTED's fire science education programs which are compliant with technical standards established by the Arizona Department of Education for high school fire science programs; and

WHEREAS, NWFD and JTED may serve their residents and further the public interest by permitting common use of their facilities, personnel, equipment and services to promote the health and safety of the public; and

WHEREAS, NWFD is authorized by A.R.S. § 48-805 (B) (16) (a) to enter into intergovernmental agreements and contracts with other governmental entities, as provided in A.R.S. § 11-952; and

WHEREAS, staff from NWFD and JTED have developed an agreement, attached hereto as Exhibit A and incorporated herein by this reference, establishing the terms and conditions upon which NWFD will support JTED's fire science education programs; and

WHEREAS, the Governing Board of the Northwest Fire District has reviewed the terms and conditions of the Agreement and finds that entering into it will benefit the residents of NWFD.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Northwest Fire District that the Agreement, attached hereto as Exhibit "A," is hereby adopted, and District officers are hereby authorized to execute it.

BE IT FURTHER RESOLVED that District officers and staff are hereby authorized to take all steps, necessary and proper, to implement the Agreement.

PASSED AND ADOPTED by the Governing Board of the Northwest Fire District this 23rd day of January, 2018.

George Carter
Board Chair

ATTEST:

APPROVED AS TO FORM:

Becky Hicks
Clerk of the Board

Thomas Benavidez
District Attorney

EXHIBIT A

[Intergovernmental Agreement Must Be Attached]

**INTERGOVERNMENTAL AGREEMENT BETWEEN NORTHWEST FIRE
DISTRICT AND PIMA COUNTY JOINT TECHNICAL EDUCATION DISTRICT FOR
FIRE SCIENCE EDUCATION SUPPORT**

THIS INTERGOVERNMENTAL AGREEMENT, dated this 23rd day of January, 2018, is made by and between NORTHWEST FIRE DISTRICT (NWFD) and PIMA COUNTY JOINT TECHNICAL EDUCATION DISTRICT (hereinafter called "JTED").

RECITALS

WHEREAS, NWFD is an internationally accredited emergency fire and rescue services provider and an Arizona fire district formed and existing pursuant to A.R.S. 48-802, *et seq.*;

WHEREAS, JTED is an Arizona joint technical education district formed and existing pursuant to A.R.S. 15-391, *et seq.*;

WHEREAS, JTED wishes to offer its students fire science education programs; and

WHEREAS, NWFD wishes to support JTED's fire science education programs which are compliant with technical standards established by the Arizona Department of Education for high school fire science programs.

TERMS OF AGREEMENT

ARTICLE I. PURPOSE:

The purpose of this Agreement is to establish the framework within which NWFD will support JTED's presentation of fire science education programs which are consistent with and conducted in accordance with:

1. Arizona Career Technical Education (CTE) Career Preparation Standards and Measurement Criteria (Technical Standards) established by the Arizona Department of Education for high school fire science programs (43.0200.0);
2. National Fire Protection Association (NFPA) 1001: *Standard for Firefighter Professional Qualifications*, 2013; and
3. Arizona Center for Fire Service Excellence (AzCFSE) Firefighter I and II standards.

ARTICLE II. JTED RESPONSIBILITIES:

1. JTED shall be solely responsible for implementation of a curriculum for fire science education which is consistent with technical standards established by the Arizona Department of Education for high school fire science programs, national standards developed by NFPA 1001, and Firefighter I and II standards developed by Arizona Center for Fire Service Excellence.
2. JTED shall pay, within thirty days of receipt, NWFD's invoices for use of NWFD's personnel, props, equipment and facilities, at the rates indicated on the fee schedules attached hereto and incorporated herein by this reference. JTED's payment obligations are conditioned upon receipt of funds from the State of Arizona or from funds received from tax levies.
3. JTED will make any requests for use of NWFD personnel, props, equipment and facilities at least thirty days in advance to enable NWFD to schedule and ensure their availability to JTED. Requests for NWFD personnel to provide support, instruction, demonstration or technical expertise shall be made through the NWFD Operations Division. Requests for

NWFD apparatus, equipment and tools shall be made through the NWFD Training Division.

ARTICLE III. NWFD RESPONSIBILITIES

1. NWFD shall cooperate with JTED in scheduling and making available NWFD's personnel, props, equipment and facilities, as requested by JTED.
2. NWFD will send invoices to JTED for fees associated with JTED's use of NWFD's personnel, props, equipment and facilities.
3. Use of NWFD personnel, props, equipment and facilities will be subject to NWFD's policies and procedures and NWFD cannot guarantee their availability to JTED.
4. NWFD will not provide any "on duty" personnel or equipment for use in supporting JTED programs.
5. NWFD will not take any personnel or equipment out of service for the purpose of supporting JTED programs.
6. NWFD will provide only that equipment [beyond apparatus] which is consistent with technical standards established by the Arizona Department of Education for high school fire science programs, national standards developed by NFPA 1001, and Firefighter I and II standards developed by Arizona Center for Fire Service Excellence. Training shall adhere to NFPA standards.
7. Due to inherent danger, NWFD may use its facilities, equipment and personnel for live fire training for only a limited number of high school fire science program students. The NWFD Training Chief, or designee, will collaborate and coordinate with JTED leadership to

determine which high school fire science program students will participate in live fire training.

8. Due to inherent danger, NWFD may provide use of its facilities, equipment and personnel for the operation of power saws or hydraulic rescue equipment by high school fire science program students in a limited manner, similar to live fire training.

ARTICLE IV. LIVE FIRE TRAINING

1. Live fire training is inherently dangerous. In training evolutions, as the level of "realism" increases the risk of injury also increases. Therefore, NWFD will maintain discretion as to which, if any, JTED students may participate in live fire training on NWFD property. In the interest of student safety, NWFD is under no obligation to place JTED high school fire science program students in live fire training evolutions.
2. NWFD agrees to partner with JTED and to sponsor JTED students for Arizona Center for Fire Service Excellence Firefighter I & II certification. Any live fire training will be contracted with JTED and NWFD at a negotiated cost to JTED (live fire training needed for certification purposes).
3. Prior to live fire training:
 - a. JTED students will meet all NFPA 1001 requirements necessary to participate in live fire training. Documentation will be furnished by JTED to NWFD.
 - b. All students considered for live fire training must be eighteen years of age at the time training is conducted.

- c. JTED students complete a Candidate Physical Ability Test (CPAT) within six months and achieved a passing score.
- d. JTED students will, at JTED expense, complete an NFPA 1582, 2013 edition, compliant medical-physical examination with fire department physician, Dr. Wayne Peate of Well America. A "fit for duty" letter following the physical will be provided to NWFD.
- e. Any student considered for live fire training must work in NFPA 1981 (2007 or 2013 edition) compliant SCBA and NFPA 1851, 2008 edition, compliant PPE.
- f. All live fire training shall meet the requirements of NFPA 1403, 2012 edition.

In addition to the requirements listed in NFPA 1403, 2012 edition, the following shall also be required of any live burn activity:

- i. An ALS transport-capable Rescue is on standby.
- ii. An experienced, three-person minimum RIC company is in place.
- iii. An instructor to student ratio of 1:2 is maintained for high school students.
Additional expenses may be incurred by JTED to facilitate this ratio.
- iv. Only new, clean Class A combustible pallets are burned.
- v. REHAB is established and vital signs are assessed per NWFD SOP.

ARTICLE V. NWFD-JTED RIDE-ALONG PROGRAM

- 1. NWFD will partner and collaborate with JTED on a *ride-along* program for qualifying JTED high school fire science program students.

2. JTED will develop a training passport or task book to guide student learning while at NWFD fire stations.
3. The ride-along program will place JTED students in NWFD fire stations to ride-along with crews on non-emergency and emergency events. NWFD station captains maintain discretion as to the level of involvement of JTED students.
4. Prior to implementation, JTED will present NWFD with a developed ride-along program, noting scope, goals, and objectives and limitations to ride-along hours. NWFD will ultimately approve the ride-along program.

ARTICLE VI. USE OF THE NWFD TRAINING FACILITY

1. The NWFD will provide the use of their Training Facility to JTED for scheduled skills-based training sessions.
2. JTED will provide NWFD a schedule of training dates at the beginning of the school year.
3. JTED will also provide a list of training they desire to use on each particular training date.
4. NWFD will generate a cost quote for each training session for which JTED will provide a purchase order request. Payment for each session will be made within 30 days of invoice.
5. NWFD and JTED may consider agreeing on providing an established leasing fee to cover the entire year based on a number of visits. (10 visits x \$1500/visit = \$15000)

ARTICLE VII: MISCELLANEOUS PROVISIONS

1. **Cancellation for Conflicts of Interest:** Either party may cancel this engagement for a conflict of interest pursuant to A.R.S. section 38-511.

2. **Non-Discrimination:** Neither party shall discriminate against any employee or client of either party or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin in the course of carrying out the duties pursuant to this Agreement. Both parties shall comply with applicable provisions of Executive Order 99-4, as amended by Executive Order 2009-09 of the Governor of Arizona, which are incorporated into this Agreement by reference as if set forth in full herein, and of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.
3. **Workers' Compensation:** Each party shall comply with the notice provisions of A.R.S. § 23-1022(E). For purposes of A.R.S. § 23-1022 (0), each party shall be considered the primary employer of all personnel currently or hereafter employed by that party, irrespective of the operations or protocol in place, and said party shall have the sole responsibility for the payment of Workers' Compensation benefits or other fringe benefits of said employees.
4. **Term and Termination:** This Agreement shall be effective on the 1st day of July, 2017, and shall continue in full force and effect until June 30, 2019. Either party may terminate this Agreement after thirty (30) days written notice to the other party. JTED shall pay all invoices for use of NWFD personnel, equipment and facilities up to the effective date of termination.
5. **Budget:** Each Party represents that it has within its respective budget, sufficient funds to discharge the obligations and duties assumed under this Agreement. Should either party fail to obtain continued funding during the term of this Agreement, through a failure of

appropriation or approval of funds, or through other legal means, then this Agreement shall be deemed to terminate by operation of law.

6. **Indemnification:** Each party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "indemnatee") from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney fees), hereinafter collectively referred to as "claims," arising out of bodily injury to any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the indemnatee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.
7. **No Partnership:** Employees of JTED shall not become employees of NWFD by virtue of this Agreement. The employees of NWFD shall not become employees of JTED by virtue of this Agreement. Nothing in this Agreement shall be construed to create any partnership or joint agency relationship between NWFD and JTED.
8. **Insurance:** Each party represents that it shall maintain for the duration of this Agreement, sufficient policies of public liability insurance covering all of its obligations undertaken in the implementation of this Agreement and NWFD shall name JTED as an additional insured.
9. **Governing Law:** The parties shall each be responsible for their respective compliance with all requirements of any federal, Arizona, county or local ordinances, statutes, charters, codes, rules, regulations, or any other governmental requirements including, but not limited to, the rules and regulations of the Arizona Department of Health Services. This Agreement shall

be governed and interpreted by the laws of the State of Arizona. Venue and jurisdiction for any dispute resolution proceeding shall be in Pima County, Arizona.

10. **No Third Party Beneficiaries:** Nothing in the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement, or to affect the legal liability of either Party to the Agreement by imposing any standard of care different from the standard of care imposed by Arizona law.

11. The Parties warrant that they comply with all federal immigration laws and regulations that relate to their employees and that they comply with A.R.S. § 23-214(A). The Parties acknowledge that pursuant to A.R.S. § 41-4401 and effective September 30, 2008, a breach of this warranty is a material breach of this Agreement subject to penalties up to and including termination of this Agreement, and that each of the other Parties retains the legal right to inspect the papers of any employee who works on the Agreement to ensure compliance with this warranty.

IN WITNESS WHEREOF, NWFD and JTED, by their respective officers authorized to do so, have executed this Agreement.

NWFD

JTED

George Carter
Chairman of the Board

Alex Jácome
Chairman of the Board

ATTEST:

Becky Hicks
Clerk of the Board

Robert Schlanger
Clerk of the Board

INTERGOVERNMENTAL AGREEMENT DETERMINATION

The foregoing Agreement by and between Pima County Joint Technical and Education District and Northwest Fire District has been reviewed pursuant to A.R.S. § 11-952 by the undersigned who have determined, for their respective clients, that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona.

JTED:

Attorney for JTED

Date

Northwest Fire District:

Thomas Benavidez, Attorney for NWFD Date



Northwest Fire District Governing Board
5225 West Massingale Rd.
Tucson, AZ 85743

5.E.

SCHEDULED

MEMORANDUM NO. 2018-18

Date: January 23, 2018
To: Governing Board
From: Heather D'Amico, Management Assistant
Type of Action: Formal Action/Motion
Strategic Plan Goals: Other
Agenda Item: Adoption of Resolution No. 2018-004 Ordering the Poole Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 13701 W. Kirby Hughes Road (Parcel ID 217-21-002G) and is East of Kirby Hughes Road and South of Lockett Road in Marana, Pima County, Arizona

RECOMMENDATION:

Adopt the resolution and approve the annexation.

MOTION:

Move to adopt Resolution No. 2018-004 ordering the Poole Annexation.

DISCUSSION:

This is an annexation involving property owners, Christopher D. Poole and Rebel D. Poole, who submitted the attached letter dated September 28, 2017. The annexation area is located at 13701 W. Kirby Hughes Road (Parcel ID 217-21-002G) and is east of Kirby Hughes Road and south of Lockett Road in Marana, Pima County, Arizona.

The parcel would be serviced by Station 336. No additional resources are needed to serve this area.

ALTERNATIVES:

Not approve the annexation; not recommended

Fiscal Impact

FISCAL IMPACT:

The 2018 Limited Assessed Value of the property is \$11,585; the revenue to the District based on the current combined tax rate would be approximately \$356.00, annually.

Attachments

Poole Annexation



September 28, 2017

George Carter, Chairman
Northwest Fire District Board
5225 W. Massingale Road
Tucson, Arizona 85743

RE: The Poole Annexation

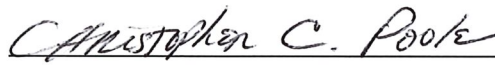
Dear Chairman Carter:

We are the owners of the following property: 13701 W Kirby Hughes Road (parcel 217-21-002G), in Marana, Arizona, and more specifically described on Exhibit A, attached hereto and incorporated herein by this reference. By this letter, with our signatures affixed below, and pursuant to A.R.S. section 48-262(I), we expressly request that the Northwest Fire District forthwith amend its boundaries to include our properties described on Exhibit A.

Sincerely,



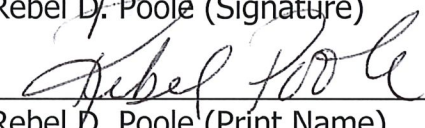
Christopher D. Poole (Signature)



Christopher D. Poole (Print Name)



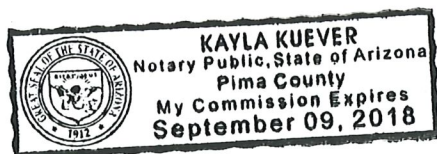
Rebel D. Poole (Signature)

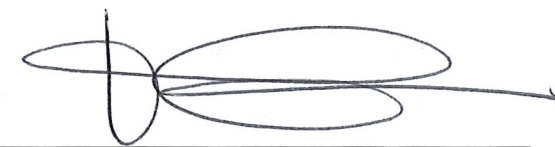


Rebel D. Poole (Print Name)

STATE OF ARIZONA)
) ss.
County of Pima)

On this, the 20 day of October, 2017, before me, the undersigned Notary Public personally appeared, Christopher D. Poole and Rebel D. Poole, who acknowledged to me that they are the owners of the properties mentioned above in Marana, AZ, that as such officer being authorized so to do, executed the foregoing instrument for the purposes herein.





Notary Public
My Commission Expires: 9/9/2018

**RESOLUTION NO. 2018-004
THE POOLE ANNEXATION**

A RESOLUTION AUTHORIZING THE AMENDMENT OF THE NORTHWEST FIRE DISTRICT'S BOUNDARIES TO INCLUDE LAND WITHIN PIMA COUNTY AND CONTIGUOUS TO THE BOUNDARIES OF THE NORTHWEST FIRE DISTRICT AFTER WRITTEN REQUEST BY THE PROPERTY OWNER IN ACCORDANCE WITH A.R.S. § 48-262 (I)

WHEREAS, on September 28, 2017, Christopher D. Poole and and Rebel D. Poole, owners of the real property located in Pima County, Arizona, requested in writing that the Northwest Fire District Governing Board amend the District's boundaries to include the properties, more particularly described on Exhibit A, attached hereto and incorporated herein by this reference [the "Property"]; and

WHEREAS, the Properties are located within Pima County and is contiguous to the boundaries of Northwest Fire District, as shown on the map and legal description, also attached hereto as Exhibit A; and

WHEREAS, the Properties are included within the corporate boundaries of the Town of Marana, and the Town has approved inclusion of the Property within the boundaries of the Northwest Fire District, pursuant to Town of Marana Resolution No. 2004-133; and

WHEREAS, the Northwest Fire District has determined that inclusion of the Properties within the boundaries of the Northwest Fire District will benefit the Northwest Fire District, the Property Owner, and the District's residents.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Northwest Fire District hereby orders the following:

The boundaries of Northwest Fire District are hereby amended to include the Properties described as set forth on the attached Exhibit A.

PASSED and ADOPTED by the Governing Board of the Northwest Fire District at a duly noticed meeting held on January 23, 2018, by a majority of a quorum of the Governing Board Members.

George Carter
Board Chair

ATTEST:

APPROVED AS TO FORM:

Becky Hicks
Clerk of the Board

Thomas Benavidez
District Attorney

EXHIBIT "A"
[Maps & Legal Descriptions]

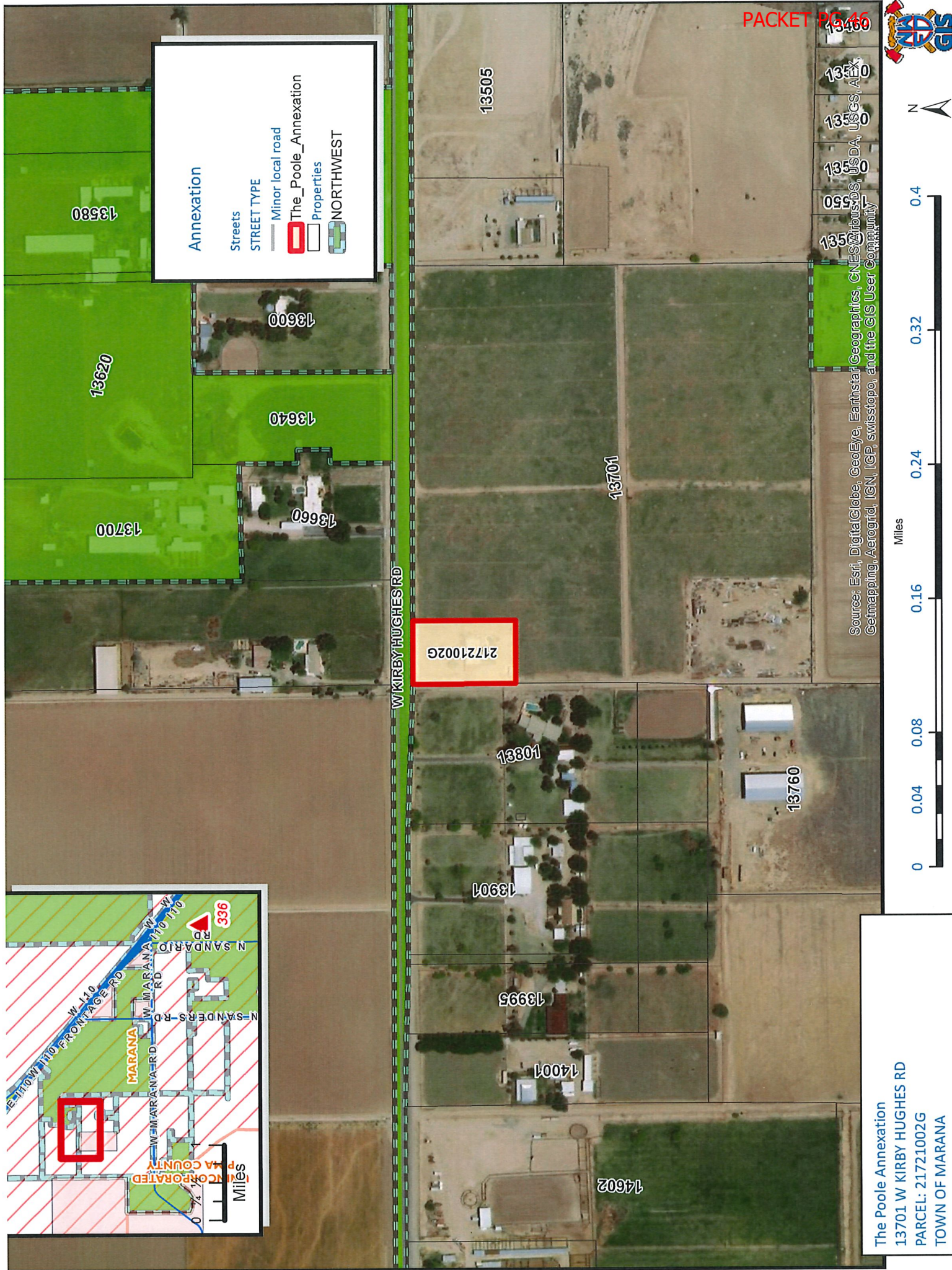


EXHIBIT "A"
[PROPERTY DESCRIPTION]

Property Description:

N326.70' W200' NW4 SE4 LYG S & ADJ RD 1.50 AC
SEC 18-11-11
PARCEL NUMBER: 217-21-002G

F. ANN RODRIGUEZ, RECORDER
RECORDED BY: D_K
DEPUTY RECORDER
7864 PE1



DOCKET: 12370
PAGE: 2909
NO. OF PAGES: 1
SEQUENCE: 20041620643
08/20/2004
RES 16:55

SMARA
TOWN OF MARANA
ATTN: TOWN CLERK
13251 N LON ADAMS RD
MARANA AZ 85653

MAIL

AMOUNT PAID \$ 8.00

MARANA RESOLUTION NO. 2004-133

RELATING TO NORTHWEST FIRE DISTRICT; ENDORSING AND AUTHORIZING ANNEXATION OF ANY AND ALL TERRITORY LOCATED WITHIN THE TOWN LIMITS OF MARANA, ARIZONA, AS THEY MAY BE AMENDED FROM TIME TO TIME; AND DECLARING AN EMERGENCY.

WHEREAS, Northwest Fire District has plans to pursue various annexations of property located within the Town limits of the Town of Marana; and

WHEREAS, the Town adopted Marana Resolution No. 98-23 on March 3, 1998, authorizing all Northwest Fire District annexations within the Town limits as it then existed; and

WHEREAS, the Town now desires to grant a blanket authorization for all Northwest Fire District annexations of property located within the Town limits of the Town of Marana as it currently exists and as it is amended from time to time; and

WHEREAS, fire protection is lacking in the areas of the Town of Marana that are not within the boundaries of Northwest Fire District, and it is in the best interests of the citizens of the Town of Marana that fire protection be made available.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, that all annexations proposed by Northwest Fire District of property located within the Town limits of the Town of Marana as it currently exists and as it may be amended from time to time are hereby endorsed and authorized pursuant to A.R.S. § 48-262(F).

BE IT FURTHER RESOLVED THAT since it is necessary for the preservation of the peace, health and safety of the Town of Marana that this resolution become immediately effective, an emergency is hereby declared to exist, and this resolution shall be effective immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, this 17th day of August, 2004.

ATTEST:

Jocelyn C. Bronson
Jocelyn C. Bronson, Town Clerk



Bobby Sutton, Jr.
Mayor Bobby Sutton, Jr.

APPROVED AS TO FORM:

Frank Cassidy
Frank Cassidy, Town Attorney

Parcel Number: 217-21-002G

Property Address

Street Number	Street Direction	Street Name	Location
---------------	------------------	-------------	----------

Contact Information

Taxpayer Information:

POOLE CHRISTOPHER D & REBEL D CP/RS
13701 W KIRBY HUGHES RD
MARANA AZ

85653-0000

Property Description:

N326.70' W200' NW4 SE4 LYG S & ADJ RD 1.50 AC
SEC 18-11-11

Valuation Data

Valuation Year	Legal Class	Assessment Ratio	Total FCV	Limited Value	Limited Assessed
2017	RES OWNER OCC (3)	10.0	\$155,743	\$110,332	\$11,033
2018	RES OWNER OCC (3)	10.0	\$161,151	\$115,849	\$11,585

Property Information

Township:	11.0	Section:	18	Range:	11.0E
Map & Plat:	/	Block:		Tract:	
Rule B District:	1	Land Measure:	1.50A	Lot:	
Census Tract:	4408	File Id:	1	Group Code:	000
Use Code:	0144 (SFR GRADE 010-4 RURAL NON-SUBDIVIDED)			Date of Last Change:	7/12/2005

Sales Information (1)

Affidavit of Fee No.	Sale Date	Property Type	Sale	Validation
20012160892	11/2001	Vacant Land	\$15,000	X LCB DEED: Warranty Deed

Valuation Area

District Supervisor: SHARON BRONSON District No: 3

Condo Market	DOR Market	MFR Neighborhood	SFR Neighborhood	SFR District
410	14	Marana~Avra Valley_Undefined	01000106	2

Recording Information (1)

Sequence No.	Docket	Page	Date Recorded	Type
20012160892	11671	2459	11/7/2001	

Residential Characteristics

Property Appraiser: Lisa Checkon Phone:

Main Structure:

Appraisal Date:	9/12/2013	Property Type:	Single Family Residence	Area ID:	Ed 2-010001-06-4
Processed:	12/31/1969	Building Class:	4	Physical Condition:	Good
Total Living Area:	2,257	Garage Type:	Garage	Effective Construction Year:	2002
Garage Capacity:	2	Stories:	1	Patlo Type:	Covered
Rooms:	7	Patlo Number:	2	Quality:	Fair
Pool Area:	450	Exterior Walls:	Framed Wood	Valuation Type:	00
Roof Type:	Built Up	Total Main:	\$157,991	Heating:	Forced
Total Control:	\$157,991	Cooling:	Refrigeration	Total Actual:	\$161,151
Bath Fixtures:	7	FCV Adjustment Factor:	1.000	Enhancement:	\$0
Last Calc:	0830				

Notes (3)

Created: 9/12/2013 Modified: 9/12/2013	Per aerial and permit review, pool missed. P/u for 15N.
Created: 7/1/2005 Modified: 7/1/2005	2005 NOE: IMPS LISTED TO OTHER PCL IN ERROR
Created: 3/21/2002 Modified: 3/21/2002	2002-SPLIT OF 21721002B PER 11671/2459,TRAV PER W\TRAV\16712459.217



Northwest Fire District Governing Board
5225 West Massingale Rd.
Tucson, AZ 85743

5.F.

SCHEDULED

MEMORANDUM NO. 2018-19

Date: January 23, 2018
To: Governing Board
From: Heather D'Amico, Management Assistant
Type of Action: Formal Action/Motion
Strategic Plan Goals: Other
Agenda Item: Adoption of Resolution No. 2018-005 Ordering the Grier Road and Sanders Road Rights-of-Way Annexation, Pursuant to A.R.S. Section 48-262(I); All Rights-Of-Ways Are Located in Marana, Pima County, Arizona

RECOMMENDATION:

Adopt the resolution and approve the annexation.

MOTION:

Move to adopt Resolution No. 2018-005 ordering the Grier Road and Sanders Road Rights-of-Way Annexation.

DISCUSSION:

This is an annexation involving Grier Road and Sanders Road Rights-of-Way, under the Town of Marana jurisdiction. The Interim Town Manager, Jamsheed Mehta, submitted the attached letter dated December 18, 2017. All roadways are located in Marana, Pima County, Arizona, and is contiguous with the District.

The above referenced roads will be serviced by Station 336. No additional resources are needed to serve this area.

ALTERNATIVES:

Not approve the annexation; not recommended

Fiscal Impact

FISCAL IMPACT:

There is no tax revenue associated with the annexation of these roadways.

Attachments

Grier & Sanders Rd. Annexation



December 18, 2017

Via email (hdamico@northwestfire.org) and First Class Mail

George Carter, Chairman
NORTHWEST FIRE DISTRICT
5225 W. Massingale Road
Tucson, AZ 85743

Re: Northwest Fire District Annexations of Certain Grier Road, Sanders Road, and Marana Road right-of-way

Dear Mr. Carter,

This letter is in response to Northwest Fire District representatives' communications with Marana Town Attorney Frank Cassidy regarding Northwest Fire District's annexation of the following Grier Road, Sanders Road, and Marana Road public right-of-way, all of which are located within the Town limits and are not yet within any fire district's boundaries.

At the urging of Northwest Fire District, the Town of Marana requests the annexation into the Northwest Fire District of the following-described lands that are not yet within any fire district's boundaries:

- Town of Marana-owned Grier Road public right-of-way located between Pima County Assessor's Parcel Numbers (APNs) 217-41-0010 and 217-40-0130 in Section 28, Township 11 South, Range 11 East.
- Town of Marana-owned Sanders Road public right-of-way located between Marana Road and Grier Road in Section 20, Township 11 South, Range 11 East.
- Town of Marana-owned Marana Road public right-of-way located within 585 feet west of the section line common to Sections 20 and 21, Township 11 South, Range 11 East.

The foregoing parcels and right-of-way are depicted on the maps prepared by Northwest Fire District (copies enclosed).

George Carter, Chairman
NORTHWEST FIRE DISTRICT
December 18, 2017
Page 2

Marana Resolution No. 2004-133 (copy enclosed) endorses all Northwest Fire District annexations of property located within the Town limits. The land and right-of-way addressed by this letter are located within the Town limits.

Please contact me if you require any additional information or documentation.

Sincerely,



Jamsheed Mehta
Interim Town Manager

C: Frank Cassidy, Town Attorney

RESOLUTION NO. 2018-005
MARANA RIGHTS-OF-WAY ANNEXATION

A RESOLUTION AUTHORIZING THE AMENDMENT OF THE NORTHWEST FIRE DISTRICT'S BOUNDARIES TO INCLUDE LAND WITHIN PIMA COUNTY, TOWN OF MARANA, AND CONTIGUOUS TO THE BOUNDARIES OF THE NORTHWEST FIRE DISTRICT, AFTER WRITTEN REQUEST BY THE PROPERTY OWNER IN ACCORDANCE WITH A.R.S. § 48-262 (I)

WHEREAS, on December 18, 2017, the Town of Marana, an Arizona municipal corporation, owner of real property located in Pima County, Arizona, requested in writing that the Northwest Fire District Governing Board amend the District's boundaries to include its property, more particularly described on Exhibit A, attached hereto and incorporated herein by this reference [the "Property"]; and

WHEREAS, the Property is located within Pima County and is contiguous to the boundaries of Northwest Fire District, as shown on the map and legal description, also attached hereto as Exhibit A; and

WHEREAS, the Property is included within the corporate boundaries of the Town of Marana, and the Town has approved inclusion of the Property within the boundaries of the Northwest Fire District, pursuant to Town of Marana Resolution No. 2004-133; and

WHEREAS, the Northwest Fire District has determined that inclusion of the Property within the boundaries of the Northwest Fire District will benefit the Northwest Fire District, the Property Owner, and the District's residents.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Northwest Fire District hereby orders the following:

The boundaries of Northwest Fire District are hereby amended to include the Property described as set forth on the attached Exhibit A.

PASSED and ADOPTED by the Governing Board of the Northwest Fire District at a duly noticed meeting held on January 23, 2018, by a majority of a quorum of the Governing Board Members.

George Carter
Board Chair

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board
Becky Hicks

Thomas Benavidez
District Attorney

EXHIBIT "A"
[Map & Legal Description]

EXHIBIT "A"
[PROEPRTY DESCRIPTION]

GRIER ROAD

Township 11 S Range 11 E Section 28

Includes only the right of way along W Grier Road and includes no adjacent parcels.

Beginning at the northwest corner of the Northwest Fire District Boundary 111°13'32.064"W 32°27'11.894"N proceeding eastward for approximately 644 feet to the northwest boundary of the Northwest Fire District at 111°13'24.525"W 32°27'11.924"N thence turning south for approximately 44 feet to 111°13'24.539"W 32°27'11.48"N along the western boundary of parcel 217400130, 12001 W Grier Rd. Then turning west for approximately 644 feet along the northern boundary of parcel 217400140, 12137 W Grier. to the northeast corner of parcel 217410010, 12253 W Grier Rd 111°13'32.074"W 32°27'11.522"N, then returning north to the origin point.

SANDERS ROAD

Township 11S Range 11 E Section 20

Includes the right of way between W Marana Road and W Grier Road between and excluding any parts of parcels 27740600 and 21724005C.

Beginning at the northwest Corner of the unlabeled right of way parcel 111°14'9.61"W 32°27'37.542"N proceeding eastward toward N Sanders Road 585 feet

Township 11S Range 11 E Section 21

Turning southward along the western boundary of parcel 27740600 toward Grier Rd meeting the intersection of the northwest Fire District Boundary 2,547 feet distant

Turning west for 43 Feet to the south east corner of parcel 217240060

Township 11S Range 11 E Section 20

and thence turning north for 2,118 feet along the eastern boundary of parcel 21724005C to its northeast corner located at 111°14'4.159"W 32°27'36.912"N. Thence turning west along the undesignated parcel for 87 feet to approximately 111°14'4.126"W 32°27'33.304"N then turning north for 360 feet to a point approximately 111°14'4.099"W 32°27'36.886"N along the northeastern edge of parcel 21724005C, thence west approximately 474 feet to a point near the northern edge of parcel 21724005C near 111°14'9.691"W 32°27'36.89"N finally turning north to meet the Origin point about 70 feet away.

F. ANN RODRIGUEZ, RECORDER
RECORDED BY: D_K
DEPUTY RECORDER
7864 PE1

SMARA
TOWN OF MARANA
ATTN: TOWN CLERK
13251 N LON ADAMS RD
MARANA AZ 85653



DOCKET: 12570
PAGE: 2909
NO. OF PAGES: 1
SEQUENCE: 20041620643
08/20/2004
RES 16:55
MAIL

AMOUNT PAID \$ 8.00

MARANA RESOLUTION NO. 2004-133

RELATING TO NORTHWEST FIRE DISTRICT; ENDORSING AND AUTHORIZING ANNEXATION OF ANY AND ALL TERRITORY LOCATED WITHIN THE TOWN LIMITS OF MARANA, ARIZONA, AS THEY MAY BE AMENDED FROM TIME TO TIME; AND DECLARING AN EMERGENCY.

WHEREAS, Northwest Fire District has plans to pursue various annexations of property located within the Town limits of the Town of Marana; and

WHEREAS, the Town adopted Marana Resolution No. 98-23 on March 3, 1998, authorizing all Northwest Fire District annexations within the Town limits as it then existed; and

WHEREAS, the Town now desires to grant a blanket authorization for all Northwest Fire District annexations of property located within the Town limits of the Town of Marana as it currently exists and as it is amended from time to time; and

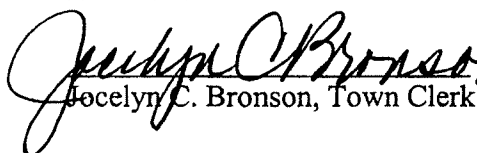
WHEREAS, fire protection is lacking in the areas of the Town of Marana that are not within the boundaries of Northwest Fire District, and it is in the best interests of the citizens of the Town of Marana that fire protection be made available.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, that all annexations proposed by Northwest Fire District of property located within the Town limits of the Town of Marana as it currently exists and as it may be amended from time to time are hereby endorsed and authorized pursuant to A.R.S. § 48-262(F).

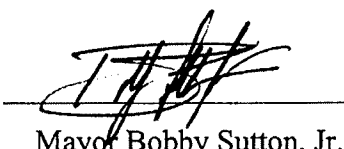
BE IT FURTHER RESOLVED THAT since it is necessary for the preservation of the peace, health and safety of the Town of Marana that this resolution become immediately effective, an emergency is hereby declared to exist, and this resolution shall be effective immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, this 17th day of August, 2004.

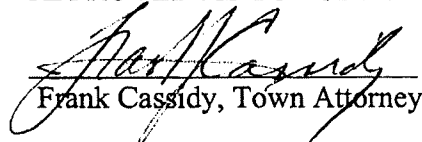
ATTEST:


Jocelyn C. Bronson, Town Clerk




Mayor Bobby Sutton, Jr.

APPROVED AS TO FORM:


Frank Cassidy, Town Attorney

2004-133



Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

5.G.

SCHEDULED

MEMORANDUM NO. 2018-20

Date: January 23, 2018
To: Governing Board
From: Heather D'Amico, Management Assistant
Type of Action: Formal Action/Motion
Strategic Plan Goals: Other
Agenda Item: Adoption of Resolution No. 2018-006 Ordering the Castelhana Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 12251 N. Klos Drive (Parcel ID 219-35-0050) and is East of Tangerine Road and South of Camino De Oeste Road in Marana, Pima County, Arizona

RECOMMENDATION:

Adopt the resolution and approve the annexation.

MOTION:

Move to adopt Resolution No. 2018-006 ordering the Castelhana Annexation.

DISCUSSION:

This is an annexation involving property owners, Edward Castelhana and Mary Ann Castelhana, who submitted the attached letter dated January 11, 2018. The annexation area is located at 12251 N. Klos Drive (Parcel ID 219-35-0050) and is east of Tangerine Road and south of Camino de Oeste Road in Marana, Pima County, Arizona.

The parcel would be serviced by Station 339. No additional resources are needed to serve this area.

ALTERNATIVES:

Not approve the annexation; not recommended

Fiscal Impact

FISCAL IMPACT:

The 2018 Limited Assessed Value of the property is \$53,672; the revenue to the District based on the current combined tax rate would be approximately \$1,649, annually.

Attachments

Castelhana Annexation

January 11, 2018

George Carter, Chairman
Northwest Fire District Board
5225 W. Massingale Road
Tucson, Arizona 85743

RE: The Castelhana Annexation


Dear Chairman Carter:

We are the owners of the following properties: 12251 N Klos Drive (parcel 219-35-0050) in Marana, Arizona, and more specifically described on Exhibit A, attached hereto and incorporated herein by this reference. By this letter, with our signatures affixed below, and pursuant to A.R.S. section 48-262(I), we expressly request that the Northwest Fire District forthwith amend its boundaries to include our properties described on Exhibit A.

Sincerely,


Edward Castelhana (Signature)

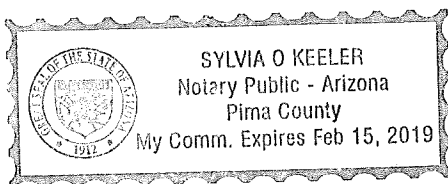
EDWARD CASTELHANO
Edward Castelhana (Print Name)

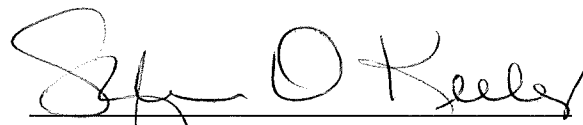

Mary Ann Castelhana (Signature)

MARY ANN CASTELHANO
Mary Ann Castelhana (Print Name)

STATE OF ARIZONA)
) ss.
County of Pima)

On this, the 12 day of January, 2018, before me, the undersigned Notary Public personally appeared, Edward and Mary Ann Castelhana, who acknowledged to me that they are the owners of the properties mentioned above in Marana, AZ, that as such officer being authorized so to do, executed the foregoing instrument for the purposes herein.




Notary Public
My Commission Expires: 02/15/2019

**RESOLUTION NO. 2018-006
THE CASTELHANO ANNEXATION**

A RESOLUTION AUTHORIZING THE AMENDMENT OF THE NORTHWEST FIRE DISTRICT'S BOUNDARIES TO INCLUDE LAND WITHIN PIMA COUNTY AND CONTIGUOUS TO THE BOUNDARIES OF THE NORTHWEST FIRE DISTRICT AFTER WRITTEN REQUEST BY THE PROPERTY OWNER IN ACCORDANCE WITH A.R.S. § 48-262 (I)

WHEREAS, on January 11, 2018, Edward Castelhana and Mary Ann Castelhana, owners of the real property located in Pima County, Arizona, requested in writing that the Northwest Fire District Governing Board amend the District's boundaries to include the properties, more particularly described on Exhibit A, attached hereto and incorporated herein by this reference [the "Property"]; and

WHEREAS, the Properties are located within Pima County and is contiguous to the boundaries of Northwest Fire District, as shown on the map and legal description, also attached hereto as Exhibit A; and

WHEREAS, the Properties are included within the corporate boundaries of the Town of Marana, and the Town has approved inclusion of the Property within the boundaries of the Northwest Fire District, pursuant to Town of Marana Resolution No. 2004-133; and

WHEREAS, the Northwest Fire District has determined that inclusion of the Properties within the boundaries of the Northwest Fire District will benefit the Northwest Fire District, the Property Owner, and the District's residents.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Northwest Fire District hereby orders the following:

The boundaries of Northwest Fire District are hereby amended to include the Properties described as set forth on the attached Exhibit A.

PASSED and ADOPTED by the Governing Board of the Northwest Fire District at a duly noticed meeting held on January 23, 2018, by a majority of a quorum of the Governing Board Members.

George Carter
Board Chair

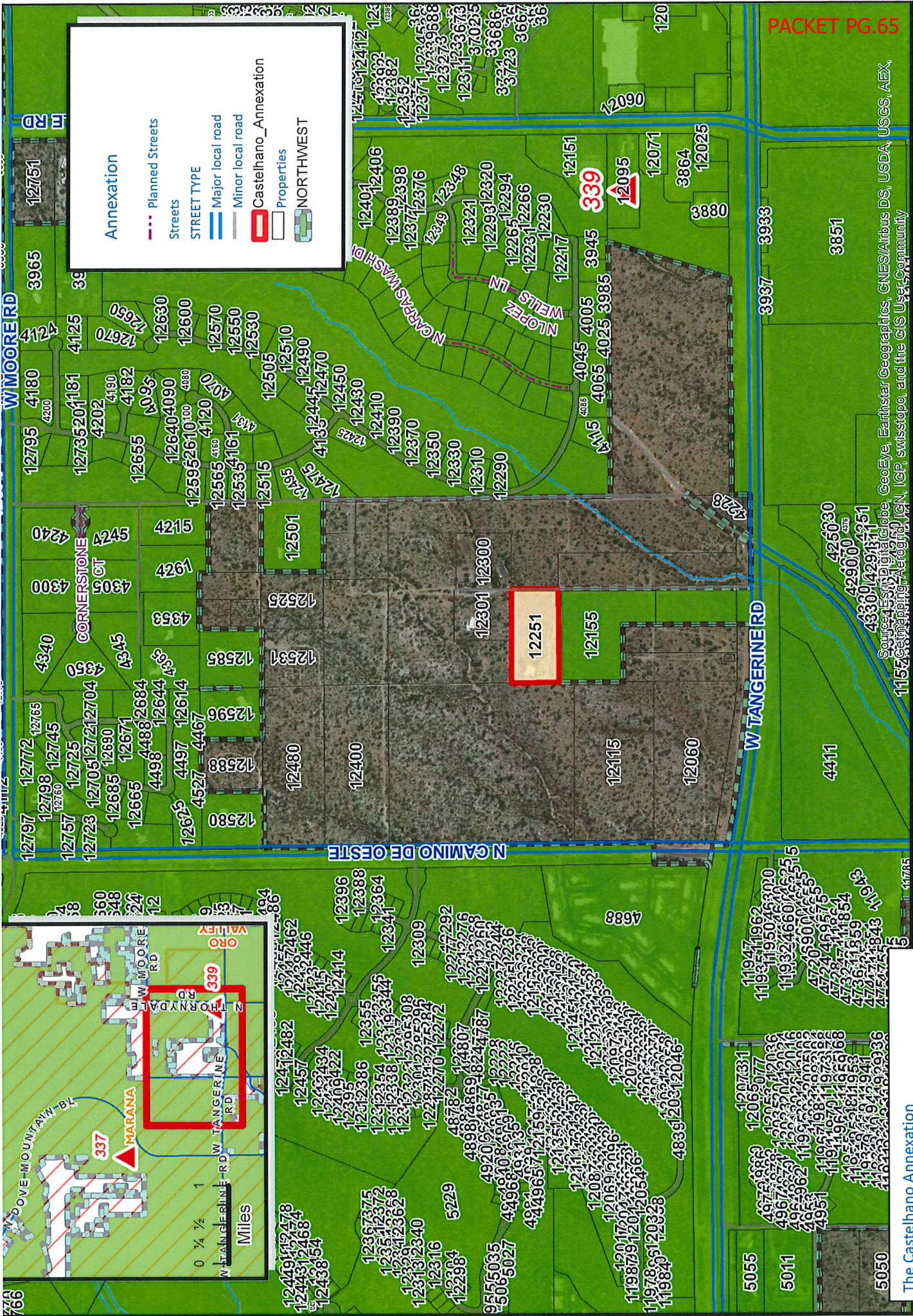
ATTEST:

APPROVED AS TO FORM:

Becky Hicks
Clerk of the Board

Thomas Benavidez
District Attorney

EXHIBIT "A"
[Maps & Legal Descriptions]



The Castelhamo Annexation

112251 N KLOS DR
PARCEL: 219350050
TOWN OF MARANA

EXHIBIT "A"
[PROPERTY DESCRIPTION]

Property Description:

S329.96' W661.62' NE4 SW4 5 AC SEC 31-11-13
PARCEL NUMBER: 219-35-0050

F. ANN RODRIGUEZ, RECORDER
RECORDED BY: D_K
DEPUTY RECORDER
7864 PE1



DOCKET: 13370
PAGE: 2909
NO. OF PAGES: 1
SEQUENCE: 20041620643
RES 08/20/2004 16:55

SMARA
TOWN OF MARANA
ATTN: TOWN CLERK
13251 N LON ADAMS RD
MARANA AZ 85653

MAIL

AMOUNT PAID \$ 8.00

MARANA RESOLUTION NO. 2004-133

RELATING TO NORTHWEST FIRE DISTRICT; ENDORSING AND AUTHORIZING ANNEXATION OF ANY AND ALL TERRITORY LOCATED WITHIN THE TOWN LIMITS OF MARANA, ARIZONA, AS THEY MAY BE AMENDED FROM TIME TO TIME; AND DECLARING AN EMERGENCY.

WHEREAS, Northwest Fire District has plans to pursue various annexations of property located within the Town limits of the Town of Marana; and

WHEREAS, the Town adopted Marana Resolution No. 98-23 on March 3, 1998, authorizing all Northwest Fire District annexations within the Town limits as it then existed; and

WHEREAS, the Town now desires to grant a blanket authorization for all Northwest Fire District annexations of property located within the Town limits of the Town of Marana as it currently exists and as it is amended from time to time; and

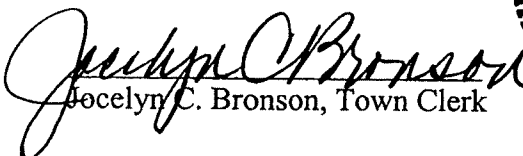
WHEREAS, fire protection is lacking in the areas of the Town of Marana that are not within the boundaries of Northwest Fire District, and it is in the best interests of the citizens of the Town of Marana that fire protection be made available.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, that all annexations proposed by Northwest Fire District of property located within the Town limits of the Town of Marana as it currently exists and as it may be amended from time to time are hereby endorsed and authorized pursuant to A.R.S. § 48-262(F).

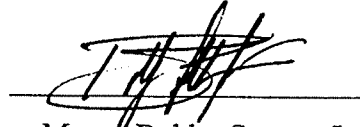
BE IT FURTHER RESOLVED THAT since it is necessary for the preservation of the peace, health and safety of the Town of Marana that this resolution become immediately effective, an emergency is hereby declared to exist, and this resolution shall be effective immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, this 17th day of August, 2004.

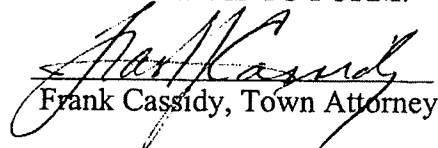
ATTEST:


Jocelyn C. Bronson, Town Clerk




Mayor Bobby Sutton, Jr.

APPROVED AS TO FORM:


Frank Cassidy, Town Attorney

Parcel Number: 219-35-0050

Property Address

Street Number	Street Direction	Street Name	Location
12251	N	KLOS DR	Marana

Contact Information

Taxpayer Information:

CASTELHANO EDWARD R & MARY ANN CP/RS
12251 N KLOS DR
TUCSON AZ
85742-0000

Property Description:

S329.96' W661.62' NE4 SW4 5 AC SEC 31-11-13

Valuation Data

Valuation Year	Legal Class	Assessment Ratio	Total FCV	Limited Value	Limited Assessed
2017	RES OWNER OCC (3)	10.0	\$538,079	\$529,200	\$52,920
2018	RES OWNER OCC (3)	10.0	\$536,718	\$536,718	\$53,672

Property Information

Township:	11.0	Section:	31	Range:	13.0E
Map & Plat:	/	Block:		Tract:	
Rule B District:	5	Land Measure:	5.00A	Lot:	
Census Tract:	4611	File Id:	1	Group Code:	000
Use Code:	0144 (SFR GRADE 010-4 RURAL NON-SUBDIVIDED)			Date of Last Change:	8/21/2009

Sales Information (1)

Affidavit of Fee No.	Sale Date	Property Type	Sale	Validation
20000220814	1/2000	Vacant Land	\$57,000	W1 JAC DEED: Joint Tenancy Deed

Valuation Area

District Supervisor: ALLY MILLER District No: 1

Condo Market	DOR Market	MFR Neighborhood	SFR Neighborhood	SFR District
420	43	Tortolita_Foothills_Undefined	20463806	3

Recording Information (3)

Sequence No.	Docket	Page	Date Recorded	Type
20000650285	11269	799	4/4/2000	
20000220814	11226	2362	2/2/2000	
0	7658	526	11/12/1985	

Residential Characteristics

Property Appraiser: Lisa Checkon Phone:

Main Structure:

Appraisal Date:	4/30/2014	Property Type:	Single Family Residence	Area ID:	Ed 3-204638-06-4
Processed:	12/31/1969	Building Class:	4	Physical Condition:	Good
Total Living Area:	3,452	Garage Type:	Garage	Effective Construction Year:	2001
Garage Capacity:	3	Stories:	1.5	Patio Type:	Covered
Rooms:	9	Patlo Number:	2	Quality:	Good
Pool Area:	450	Exterior Walls:	Framed Wood	Valuation Type:	00
Roof Type:	Built Up	Total Main:	\$443,569	Heating:	Forced
Total Control:	\$443,569	Cooling:	Refrigeration	Total Actual:	\$536,718
Bath Fixtures:	10	FCV Adjustment Factor:	1.000	Enhancement:	\$0
Last Calc:	0830				



Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

5.H.

SCHEDULED

MEMORANDUM NO. 2018-13

Date: January 23, 2018
To: Governing Board
From: Heather D'Amico, Management Assistant
Type of Action: Formal Action/Motion
Strategic Plan Goals: Create System of Internal Communication
Agenda Item: Discussion and Possible Action to Review and Propose Amendments to the District's Bylaws

RECOMMENDATION:

Review the Bylaws and discuss possible amendments.

MOTION:

Move to direct staff to prepare the following Bylaw amendments for future consideration by the Board:

- [Board's pleasure]
- [Board's pleasure]

DISCUSSION:

As you know, the Board amended its Bylaws to formalize a review of the Bylaws each January. Attached hereto are the Board's current Bylaws. Board members and staff may present suggested amendments to the Bylaws. The Bylaws require that amendments be presented to the Board in writing, at two separate Board meetings.

Therefore, any suggestions from tonight's meeting would have to be formally presented to the Board in two subsequent meetings.

ALTERNATIVES:

The Bylaws must be reviewed, but they don't have to be amended.

Fiscal Impact

FISCAL IMPACT:

N/A

Attachments

Bylaws

BYLAWS
OF
NORTHWEST FIRE DISTRICT

Adopted by the
Board of the Northwest Fire District

April 25, 2000

Amended
September 25, 2001
November 27, 2001
February 27, 2007
May 22, 2007
May 13, 2008
April 28, 2009
April 27, 2010
August 7, 2012
January 22, 2013
March 24, 2015
November 15, 2016
March 28, 2017

ARTICLE I

General

1. Purpose. These Bylaws set forth the rules of conduct for the Northwest Fire District.

2. Conflict with Applicable Law. In the event of any conflict in the laws governing the conduct of the Fire District, then such conflict shall be resolved by applying the regulating authority in the following order of priority:

- (a) Arizona Revised Statutes
- (b) the Bylaws for the Northwest Fire District
- (c) the Standing Rules
- (d) Robert's Rules of Order, Current Edition

3. Reference to Applicable Law. Any reference made in these Bylaws to controlling or applicable law, rules or regulations shall include all pertinent amendments thereto.

4. Definitions. The following definitions shall apply to these Bylaws:

(a) "Board" shall mean the governing body of the Northwest Fire District.

(b) "District" shall refer to the Northwest Fire District.

(c) "Standing Rules" shall mean the rules and regulations adopted from time to time as they are needed in the form of resolutions establishing guidelines for a Fire District meeting which have been adopted by a majority vote of the Board without previous notice. "Standing Rules" may be amended by a majority vote.

ARTICLE II

Members

1. Members. There shall be five members of the Board, and they shall be those individuals elected or appointed pursuant to A.R.S. §§ 48-802, 48-803 and 48-805. Employees of the Northwest Fire District shall not be members of the Fire District

Board and conversely, a member of the Fire District Board shall not be an employee of the Fire District. A.R.S. § 48-805(B)(1). A person is not eligible to serve on the Board if that person is related by affinity or consanguinity within the third degree to a person who serves on the Board. A.R.S. § 48-803(D)(2).

2. Qualifications. A member of the Board must be a resident of the Northwest Fire District at the time of his or her election, and must have been a resident for one year prior, and must remain so during his or her incumbency. § 48-803(D)(2). A person is not eligible to be a candidate for election to the Board if that person is related by affinity or consanguinity within the third degree to a person who serves on the Board during the potential candidate's term of office. Id.

3. Election. Members of the Board will be elected in accordance with the laws of the State of Arizona, specifically A.R.S. Titles 48 and 16.

4. Term. Board Members are elected for a term of four years. Each member shall be installed and shall take the oath of office at the first general meeting following his or her election. The term of each member shall begin on the first day of the month following that member's election. A.R.S. § 48-803(F).

5. Duties and Responsibilities. The members of the Board are vested with the authority for managing the affairs of the Northwest Fire District pursuant to the laws of the State of Arizona governing the management of fire districts. A.R.S. § 48-805. All Board members shall complete at least six hours of professional development training, within one year after the date of their election or appointment. The professional development training must include training on open meetings laws, finance and budget matters and laws relating to fire district governance and other matters that are reasonably necessary for the effective administration of a fire district. A.R.S. § 48-803(H).

6. Authority of the Board. The authority of the Board is governed by the laws of the State of Arizona.

7. Compensation. The Board shall serve without compensation but may be reimbursed for any expenses incurred on behalf of the Fire District A.R.S. § 48-803(C).

8. Vacancies. In the event that there is a vacancy in the Board caused by the death or early retirement of a Board Member, then this vacancy must be filled within 90 days by a qualified individual selected by the remaining Board Members. A.R.S. § 48-803(B). An individual selected by the Board to replace a retiring Board Member shall serve until the expiration of the term of the deceased or retiring Board Member whose position he or she replaced.

9. Election to Fill a Vacancy on the Board. In the event that the Board is obligated to replace a member by vote of the Board, then such vote shall be taken as follows: a Board Member shall nominate a replacement and all members of the Board shall thereafter vote on any such nominations. In the event that there is a deadlock in the voting for a replacement for a retiring or deceased member, (a) the Chairman shall withdraw his or her vote, or (b) if the Chairman is the retiring or deceased member, then the Clerk shall withdraw his or her vote.

10. Attendance. To ensure the presence of a quorum for all Board meetings, and to assure the presence of the Board officers necessary for signing District documents, Board Members are expected to attend all meetings of the Board. When a Board Member is unable to attend a meeting, the Board Member shall provide as much advance notice as reasonably possible to the Chairman and the Board Secretary. If the Chairman is going to be absent, he or she shall also notify the Vice Chairman. Pursuant to A.R.S. § 38-291 (7), a Board Member's seat on the Board becomes vacant when the person holding the seat ceases to discharge the duties of office for the period of three consecutive months. Beginning in April, 2017, a Board Member who holds an office on the Board, and who fails to attend at least 75% of Board meetings in any 12 month period, may be removed from that office, as provided below in Article III, Section 8.

ARTICLE III

Officers of the Board

1. Officers. The Northwest Fire District shall be administered by a Chairman and a Clerk. A.R.S. § 48-803(E). In addition, Northwest Fire District shall elect a Vice-Chairman; one person cannot hold more than one office at any one time.

2. Qualifications. All officers must be members of the Board. A.R.S. § 48-803(E).

3. Elections. All officers must be nominated by at least one Board Member and must be elected by a majority vote of the Board. The procedure for conducting officer elections shall be as follows:

a. The Chairman shall ask for nominations for Chairman. Each Board Member shall be given an opportunity to make a nomination, including an opportunity to nominate himself/herself for the position.

b. Once all of the nominations have been made, the name of each nominee shall be written on a separate piece of paper. Each piece of paper shall be the same size and shape. Each nomination paper shall be placed in an opaque can or box.

c. The Chairman shall draw a nomination from the box and shall ask the nominee whether he or she would like to make a statement concerning his or her nomination before the Board Chair calls for a second. If the nominee would like to make a statement, the Chairman shall allow the nominee to make a statement.

d. After a nominee has been given an opportunity to make a statement, the Board Chair shall ask if there is a second for that nomination. The Board Member who made the nomination may not second that nomination. However, a Board Member may second his or her own nomination, so long as that Board Member did not also nominate himself/herself. Each nominee shall be given the same opportunity to make a statement before the Board Chair calls for a second.

e. If there is no second for a nomination, that name shall receive no further consideration for that office. For each name for which there is a second, the nomination paper shall be returned to the opaque can or box.

f. The Chairman shall draw a name, and shall call for a vote on that nomination. The nominee may vote for himself/herself. Once a nominee receives a majority vote, he/she shall be declared elected to that office; and no further voting for that office shall occur.

g. The Chairman shall ask for nominations for Vice Chairman. Each Board Member shall be given an opportunity to make a nomination, including an opportunity to nominate himself/herself for the position.

h. Repeat steps (b) through (f), above.

i. The Chairman shall ask for nominations for Board Clerk. Each Board Member shall be given an opportunity to make a nomination, including an opportunity to nominate himself/herself for the position.

j. Repeat steps (b) through (f), above.

4. Term. All officers shall serve for a term of two years and may be re-elected for subsequent terms of two years. The term of office shall be calculated from the Board's regular meeting in December every two years following the general election in November. A.R.S. § 48-803(E).

5. The Chairman. The Board must elect a Chairman. The Chairman is responsible for ensuring that the business of the public meetings is transacted in proper order and is expedited as much as possible. The Chairman must ensure that all members observe the rules of debate and that order and decorum are always observed at the meetings.

6. The Vice Chairman. The Board may elect a Vice-Chairman. The Vice-Chairman will preside at all Board meetings in the absence of the Chairman.

7. The Clerk. The Board must elect a Clerk. The Clerk shall preside at all Board meetings in the absence of the Chairman and Vice-Chairman. The Clerk must have available at every meeting of the District the minutes of the previous meeting and all other minutes that have not been approved, the Bylaws of the District and all other rules pertaining to the District, a list of all the committees and the order of business or list of business to come before the meeting. The Clerk is the custodian of all the records of the District. The Clerk must insure that all committees have such documents as they require for the performance of their duties. Typically, the Chairman appoints the Clerk

to serve as the Chairman's designee on the Public Safety Personnel Retirement System Local Board. A.R.S. § 38-847(A)(3).

8. Removal of Officers. An officer may be removed in the following manner: at least two (2) members must propose the removal of any one officer. In order for an officer to be successfully removed from office, at least three (3) members of the Board must vote for such removal.

9. Death or Resignation of Officers. An officer may resign at any time by giving the Board written notice of his or her resignation. Upon the death of an Officer, the office shall be deemed to be vacant as of the date of death.

10. Vacancies. In the event that an office of the Northwest Fire District becomes vacant, the Board shall elect a replacement at the next regular meeting after the occurrence of the vacancy to fill the vacant position. The newly elected officer shall then serve until the expiration of the term of the officer whom he or she replaced.

ARTICLE IV

Special Committees

1. Formation. Pursuant to A.R.S. § 38-431(1) and A.R.S. § 38-431.01(A)(B), a committee may be formed in the following way: Any member of the Board present at a meeting may propose the establishment of a committee. A motion to establish a committee must be approved by a majority vote of the Board. Committees of the Board are subject to the Open Meeting Law. A committee may be appointed for one of the following purposes or any other purpose deemed reasonable by the Board:

(a) To consider and report suitable action on a resolution or other main motion referred to;

(b) To consider a subject and report a resolution covering the action it recommends the District take;

(c) To investigate certain issues and report facts with its opinions thereon;

(d) To execute an order of the District;

(e) To represent and act for the District in a certain matter;

(f) To receive and act upon the credentials of potential employees; or

(g) To take charge of a certain class or department of work done.

2. Term. The committee may serve for a reasonable term, as designated by the Board, and should the committee fail to make its recommendations or file its report within the designated term, then the Board may extend such term or discharge the committee as it sees fit.

3. Membership Qualifications. Any individual residing within or without the District may be appointed as a committee member. Nominations for membership to the committee may be made by the floor or made by appointment from the Chair. In the event that nomination is made from the floor, then the member may only qualify if he receives a majority vote of those Board Members present at the meeting. No more than two (2) members of the Board may be appointed as committee members.

4. Authority of the Committee. A committee is authorized to perform only such acts as are within the reasonable scope of the object of the committee. Expenses incurred by the committee must receive the prior approval of the Board and must be reasonable in scope.

5. Records of Committee Action. The committee must keep a written record of its meetings. These records must comply with the requirements under Arizona law for written records of public meetings. A.R.S. § 38-431.01.

6. Reports to the Board. The committee must present its written report or recommendations to the Board at the public meeting designated by the Board as the time for making such report or recommendations. In the event that the committee is unable at such designated time to present the full report, then the committee must present its report of progress to date at that meeting and must request an extension to complete the report. If a written report is prepared, the committee report may be signed by all members agreeing to it or by the chairman of the committee, if so authorized by the committee.

7. Discharge. The committee is discharged at the time of making its report or recommendations to the Board unless (a) the report or recommendations of the committee are rejected, and the committee is requested by the Board to review the report or recommendations and make modifications or (b) the committee is informed in writing by the Chairman of the Board that it is the decision of the Board to discharge the committee prior to the making of the report.

8. Structure. Either the committee or the Chairman of the Board must elect a chairman of the committee. The chairman is the member who reports to the District. A majority of the committee must be present in order to transact business. The committee may also elect a secretary.

Standing Committees

1. There are no Standing Committees at this time.
2. The Budget Committee. The Board may appoint a Budget Committee to assist in the consideration of the budget for next fiscal year. The Fire Chief, Budget Analyst and Finance Director will act as advisors to the Committee; other District Staff Members, at the Chief's request, will attend meetings as necessary to provide budget information for departments, divisions and programs. Meetings will be called by the Committee as needed for budget planning. The objective of the Committee will be to work with the Officers to provide an adoptable recommended budget to the Board.

ARTICLE V

Meetings

1. Notice. Notice must be given, pursuant to A.R.S. § 38-431.02. The notice shall include an agenda of the matters to be discussed or decided at the meeting.
2. Quorum. Three members of the Board shall constitute a quorum. All three Board Members must be present in person or in the manner authorized in Section 12 of this Article V at all times during the meeting. Should the Board membership present at the meeting fall below the required number for a quorum, then the meeting must be reconvened at a designated later date when a quorum is present.
3. Agenda. The agenda must be available at least twenty-four (24) hours in advance of the meeting unless: (a) an actual emergency exists, or (b) a meeting has been recessed and resumed as provided in Section 8 of this Article V. Except for an emergency situation, only matters listed on the agenda and other matters related thereto may be discussed, considered or decided at the meeting. A.R.S. § 38-431.02.
4. Regular Meeting. The regular meeting of the Northwest Fire District is to be held on the fourth Tuesday of each month, at 6:00 p.m., at 5125 W. Camino de Fuego, Tucson, AZ 85743.
5. Special Meetings. The Chairman may call a special meeting at any time by giving the notice required by A.R.S. § 38-431.02.
6. Ratification of a Prior Act. The notice requirement for ratification of a prior act taken in violation of Arizona law is seventy-two (72) hours. Ratification must take place within thirty (30) days after the discovery of the violation or after such discovery should have been made by the exercise of reasonable diligence. A.R.S. § 38-431.05.

7. Emergency Meetings. In the case of an actual emergency, pursuant to A.R.S. § 38-431.02 (D) & (J), less than 24 hours' notice of a meeting may be given, and the notice that is actually given shall be appropriate to the circumstances generating the emergency. However, there are three (3) requirements which must be met which are as follows:

(a) An announcement must be made at the meeting of the reasons necessitating the emergency meeting; and

(b) A statement must be made in the minutes of the meeting setting forth the reasons for the emergency meeting; and

(c) Within 24 hours after the meeting, a public notice must be posted declaring that an emergency session has been held and setting forth the information required under paragraph 3.

8. Meeting Recessed. Less than twenty-four (24) hours' notice may be given when a properly noticed meeting is recessed to a later date. Prior to the recessing, notice must be publicly given as to the time and place of the resumption of the meeting or the method by which notice shall be publicly given. A.R.S. § 38-431.02(E).

This notice must also comply with the agenda requirements respecting matters to be addressed when resumed.

9. Order of Business. The order of business at any public meeting is as follows:

- (a) The taking of attendance and a determination that a quorum exists
- (b) Salute to the flag of the United States of America
- (c) Public Forum (call to the public)
- (d) Consent Agenda
- (e) Reports and Correspondence
- (f) Business
- (g) Future Agenda Items (A Governing Board Member may bring forth general topics for future meeting agenda. The Governing Board may not discuss, deliberate or take any action on the topics presented pursuant to A.R.S. § 38-431.02[H]).

- (h) Adjournment
- (i) The Chairman or majority of the Board may change the order of the agenda.

10. Minutes. The minutes record any and all official acts of the Board, and must comply with A.R.S. § 38-431.01.

11. The Approval of, Ratification of, and Amendments to the Minutes. The minutes of a meeting of the District shall be approved, amended or modified at the next regular meeting. Upon review and approval of the minutes of a previous meeting, those minutes shall be signed by the Clerk. After the minutes have been approved, amended or modified at the next regular meeting, subsequent amendments or modifications may only be made in accordance with the following requirements:

(a) An amendment or modification of a grammatical, typographical, or other non-substantive error in the minutes may be proposed at any time; and

(b) A substantive amendment or modification to the minutes may be proposed, discussed and adopted only at a regularly scheduled public meeting. A substantive amendment or modification to the minutes may only be voted upon if a majority of the Board Members who originally approved the minutes are present and can vote on the subsequent amendment or modification as Board Members.

12. Conduct of the Meeting. The Chairman will preside at all regular, special or emergency meetings. In the event that the Chairman is not present, the Vice-Chairman will preside; in the event the Chairman and Vice-Chairman are not present, the Clerk will preside. The meeting shall also be conducted pursuant to the following requirements:

(a) Voting will be done by voice or a show of hands in a manner sufficient to give the Chairman notice of each member's vote. In the event that a count is demanded, then the Chairman shall appoint a member of the Board to conduct a count of all votes.

(b) The public shall have access to all meetings except for Executive Sessions.

(c) The Board may arrange for participation by telephone or video conference for those unable to attend and where there is no reasonable alternative to this arrangement. In the event that a telephone or video conference is made available, then the following procedure must be followed: facilities must be set up in order to permit the public to observe and hear all telephone or video communications; there should be a clear identification of all members participating by such method; and the

minutes of the meeting should identify members participating by telephonic or video communications and should describe the procedures followed.

(d) Any or all of the public meetings may be recorded by any person in attendance, provided that such a recording does not interfere with the conduct of the meeting.

(e) The rules of the meeting shall be Robert's Rules of Order Revised, except where they are in conflict with these Bylaws, in which case the Bylaws shall prevail.

ARTICLE VI

Executive Sessions

1. Requirements. Pursuant to A.R.S. § 38-431.03, upon and only upon a public majority vote of sufficient members to constitute a quorum, an executive [closed] session may be held, but only for the following purposes:

(a) Personnel Matters. The discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of a public officer, appointee or employee of the District. With the exception of salary discussions, an officer, appointee or employee may demand that this discussion take place at a public meeting. If such a demand is made, the officer, appointee or employee must be provided with at least twenty-four (24) hours notice of the executive session. The Board shall provide the officer, appointee or employee such notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether such discussion or consideration should occur at a public meeting. (There is no emergency exception to this latter requirement.) The Board may permit the officer, employee or appointee discussed to attend the executive session, but the employee does not have a right to attend the executive session, but may demand the discussion take place in a public [open] session.

(b) Confidential Records. An executive session may be held when the public body is considering or discussing records exempt by law from public inspection. The record being considered need not be expressly made confidential by statute.

(c) Legal Advice. An executive session may be held for the discussion or consultation for legal advice with the attorney or attorneys of the District. The only person allowed to attend this executive session are the members of the District Board and such officers, employees, and appointees permitted by the Board with a view to preserving the attorney/client privilege.

(d) Litigation. An executive session may be held for discussion or consultation to consider the District's position and instructing counsel concerning the District's position in impending or contemplated litigation.

(e) Employee Negotiations. An executive session may be held for the discussion or consultation with designated representatives of the District to consider the District's position and instruct its representatives regarding negotiations with employee representatives regarding their salaries, salary schedules or compensation paid in the form of fringe benefits for employees of the District.

(f) International and Interstate Negotiations. An executive session may be held for the discussion of international and interstate negotiations between the District and another party or parties.

(g) Purchase or Lease of Real Property. An executive session may be held for discussions and consultations with designated representatives of the District to consider its position and instruct its representatives regarding negotiations for the purchase or lease of real property.

2. No Action at Executive Session. No executive session may be held for the purpose of taking any legal action involving a final vote or decision.

3. Procedure. Before the Board goes into executive session, a majority of members constituting a quorum must vote at a public meeting to hold such an executive session. The vote may permit the holding of an executive session during or immediately following the public meeting or at some later specified date.

4. Limitation on Conduct in Executive Sessions. The District may not take an informal or preliminary vote or a final vote or make a final decision in the executive session; such action must be taken at a public meeting convened for that purpose. At the public meeting after the executive session, sufficient information must be given to the public to apprise the public of the basic subject matter of the action to be taken.

5. Notice. If an executive session is to be held, notice shall be given to the members of the Board and to the general public stating the specific provision of law authorizing the executive session.

6. Agenda. The agenda for an executive session shall include only a general description of the matters to be considered and shall not contain information that would defeat the purpose of the executive session.

7. Emergency Executive Session. An emergency executive session may be called provided that:

(a) The reason for the emergency session is announced publicly immediately prior to the executive session; and

(b) Within 24 hours after the emergency executive session, an agenda is posted setting forth the information required pursuant to paragraph 6 above.

ARTICLE VII

Maintenance of Records

1. The Responsibility to the Clerk. It is the responsibility of the Clerk to maintain all the records of the District and to keep such records in current order.

2. Written Minutes. Pursuant to A.R.S. § 38-431.02, minutes must be taken of all public meetings and executive sessions. Either written minutes or a recording of the meeting must be available for public inspection within three (3) working days after a meeting, except that no recording shall be made of any executive session. The following information must be in the minutes:

(a) The date, time and place of the meeting.

(b) The members of the Board recorded as either absent or present.

(c) A general description of the matters discussed or considered even where no formal action or vote is taken with respect to those matters. With respect to the executive session, the general description shall be deemed sufficient if it refers to the sub-section of Article VI, Section 1 under which the executive session was held.

(d) An accurate description of all legal actions proposed, discussed or taken and the names of persons who proposed and seconded each motion. The minutes must also reflect how the body voted and the numerical breakdown of the vote.

(e) The name of each person making a statement or presenting material to the Board and a specific reference to the action to which the statement or presentation relates.

(f) A full description of the nature of any emergency matter, specifically including, but not limited to, the circumstances necessitating the emergency.

(g) In the event that a prior act in violation of the Open Meeting Laws of the State of Arizona is ratified, a copy of the disclosure statement is required for such ratification.

3. Maintenance of Records. A record of all notices, including a copy of each notice posted and information regarding the date, time and place of posting must be

kept. Records are to be maintained for a period of at least five (5) years, or as otherwise provided in the District's records retention schedule.

4. Tape Recordings. Minutes may be taken in writing or may be recorded by tape recorder or video tape recorder.

5. Executive Sessions. The minutes of an executive session must be kept confidential. The Board must advise all persons present at the executive session as to the confidential nature of the executive session and the minutes should reflect that such advice was given. The minutes of an executive session must contain the following information:

- (a) The date, time and place of the meeting.
- (b) The members of the Board recorded as either present or absent.
- (c) A general description of matters considered, along with a reference to the sub-section of the statute under which the executive session was held.
- (d) A statement of the reasons for any emergency considerations of any matters not on the agenda.
- (e) Such other information as the Board deems appropriate.

6. Disclosure of Minutes of an Executive Session. Minutes of an executive session may not be disclosed to anyone except as follows:

- (a) Any member of the Board which met in the executive session including members who did not attend the session.
- (b) Any officer, appointee or employee who was a subject of the discussion.
- (c) Staff personnel to the extent necessary to perform their duties to prepare and maintain the minutes of the executive session.
- (d) The attorney for the Board to the extent necessary for representation.
- (e) The Auditor General, Attorney General or County Attorney in connection with the lawful performance of their duties to conduct a financial or performance audit, or an investigation, pursuant to A.R.S. § 38-431.03(B).

(f) The Court for purposes of a confidential inspection. A.R.S. § 38-431.03(F).

7. Committees. Committees shall keep minutes of their proceedings. The committees shall present their reports and/or recommendations at a public meeting and the minutes of such public meeting must reflect the substance of the report and/or recommendation. The minutes should also reflect the names of the committee members supporting the report or recommendation and the names of those committee members not in support of the report or recommendation.

8. Agendas. The agendas for all meetings shall be preserved with the written minutes for each meeting and must be maintained as specified in the District's records retention schedule.

ARTICLE VIII

Finances

1. Annual Report to Pima County and the State Treasurer. The Board shall submit an annual report to the Clerk of the Pima County Board of Supervisors and the State Treasurer pursuant to the requirements of A.R.S. § 48-251 as amended from time to time.

2. Annual Budget. The Board shall prepare an annual budget containing detailed estimated expenditures for each fiscal year. The budget must clearly show the salaries payable to the employees of the District, including the Chief. Notice of the budget must be given as required by the law of Arizona and must be adopted by the Board pursuant to those laws. Copies of the budget must be available to members of the public as required by A.R.S. § 48-805.02.

3. Annual Estimate. No later than July 10th of each year, the Chairman must submit to the Board of Supervisors of Pima County an estimate, certified by items, of the amount of money required for the equipment and maintenance of the District for the ensuing year, less the amount due from the County Fire District Assistance Tax. The annual estimate must in all other ways comply with the requirements of the laws of the State of Arizona. A.R.S. § 48-805.02.

4. Authorized Expenditures. The Board is authorized to make expenditures as is permitted by Arizona laws as amended from time to time. The Board purchasing policy which, among other things, includes specific authority for officers, appointees, or employees of the District to make expenditures and grants signature authority pursuant to the purchasing policy. The Purchasing Policy may be amended from time to time by vote of a majority of the members constituting a quorum.

ARTICLE IX

Execution of Documents

1. General. All documents, instruments or any written material whatsoever binding upon the District shall be executed by the Chairman of the Board for the District; provided, however, that the Board may, by resolution, authorize officers, employees, or appointees of the District to execute documents, instruments, or other written material binding on the District.

2. Finance Documents. All documents, instruments and any written material whatsoever which evidence money owed by, or money to the District should be executed by a minimum of two (2) Board members. Notwithstanding the foregoing, the Board may authorize officers, appointees, or employees to sign checks pursuant to a purchasing policy adopted under Article VIII, Section 4. The District may also use electronic check signing as approved by the Board.

ARTICLE X

Fire Code and Standards

1. Adoption. Pursuant to A.R.S. § 48-805(B)(5) and (6), the Board may adopt, amend or revise the Fire Code. The District must keep three (3) copies of the Code, including amendments and revisions, on file for public inspection.

2. Amendments or Revisions. Amendments or revisions to the Code may be adopted after a hearing, pursuant to A.R.S. § 48-805(B)(6). The proposed revisions and/or amendments shall be posted, pursuant to A.R.S. § 48-805.02(A).

3. Fire Protection Standards. The Board may assist the State Fire Marshall in the enforcement of fire protection standards within the Fire District.

4. NFPA and other Standards. The Board may adopt, amend, or revise such professional standards as it deems appropriate for administration of District services.

ARTICLE XI

Public Safety Personnel Retirement System Local Board

1. The District Participates in the Public Safety Personnel Retirement System "PSPRS". The District's participation in the PSPRS must be administered by a local board, pursuant to A.R.S. § 38-847(A). The District's local board shall be comprised of the Chairman of the District's governing board or the Chairman's designee, two members elected by secret ballot by members employed by the District and two citizens appointed by the Chairman of the District's governing board, one of whom must be a

resident of the District and one of whom has experience in personnel administration, but who is not required to be a resident of the District. A.R.S. § 38-847(A)(3).

2. Appointment of Local Board Members. When the terms of local board members are due to expire, or when a vacancy occurs on the local board that must be filled by appointment of the Governing Board Chairman, the Governing Board Chairman shall nominate, and the Governing Board must take action to approve the Chairperson's nominees and the Chairperson's designee, if any.

3. Number of Local Board Members; Oath of Office. There shall be a total of five local board members. A.R.S. § 38-847(A)(3). Each member of the local board, within ten days after the member's appointment or election, shall take an oath of office that, so far as it devolves on the member, the member shall diligently and honestly administer the affairs of the local board and that the member shall not knowingly violate or willingly permit to be violated any of the provisions of law applicable to the system. A.R.S. § 38-847(C).

4. Vacancies on the Board of Trustees. If a vacancy occurs for a local board member who is appointed by the Governing Board, the Governing Board shall appoint, within sixty (60) days of the date of the vacancy, a person to fill the unexpired term of the member who created the vacancy. A.R.S. § 38-847(C).

5. Meetings of the Local Board. The local board shall meet at least twice per year. A.R.S. § 38-847(C). Each member of a local board is entitled to one vote. A majority is necessary for a decision by the members of a local board at any meeting of the local board. A.R.S. § 38-847(L). The local board shall adopt such bylaws as it deems desirable. The local board shall elect a secretary who may, but need not, be a member of the local board. The secretary of the local board shall keep a record and prepare minutes of all meetings, in compliance with open meeting laws, and forward the minutes and all necessary communications to the state board of trustees. A.R.S. § 38-847(M).

ARTICLE XII

Personnel and Administration

1. Personnel. The Board may, by resolution, hire, appoint, and employ personnel to carry out its lawful purposes, including, but not limited to, a District Chief who shall be the Chief Executive and Operational Officer of the District.

2. Personnel Policy. The Board may delegate its authority to hire, appoint, and employ personnel to the District Chief and his delegates pursuant to a personnel policy adopted by resolution.

3. Operational Policy. The Board may delegate its responsibility for operation of the District to the District Chief and his delegates pursuant to operational standards adopted by resolution.

ARTICLE XIII

Review and Amendments to the Bylaws

Review and Amendment of Bylaws. These Bylaws will be reviewed annually each January at the regularly scheduled meeting of the Board. Amendments to these Bylaws may be proposed in writing at any regular or special public meeting of the Board. Such proposed amendments shall be acted upon at the next regular public meeting of the Board or at a special public meeting called for that purpose and shall be adopted by an affirmative vote of a majority of the Board members present. Notice of intention to present amendments to these Bylaws for adoption shall be contained in the notice of the meeting. All Bylaws adopted shall conform to Arizona State Law. Any Bylaw not in such conformity shall be invalid and State law shall replace them.

Bylaws adopted on November 9, 1988 and first amended December 9, 1992.
 Bylaws as amended by the Board at its Regular Meeting on April 25, 2000.
 Bylaws as amended by the Board at its Regular Meeting on September 25, 2001.
 Bylaws as amended by the Board at its Regular Meeting on November 27, 2001.
 Bylaws as amended by the Board at its Regular Meeting on February 27, 2007.
 Bylaws as amended by the Board at its Regular Meeting on May 22, 2007.
 Bylaws as amended by the Board at its Special Meeting on May 13, 2008.
 Bylaws as amended by the Board at its Regular Meeting on April 28, 2009.
 Bylaws as amended by the Board at its Regular Meeting on April 27, 2010.
 Bylaws as amended by the Board at its Special Meeting on August 7, 2012.
 Bylaws as amended by the Board at its Regular Meeting on January 22, 2013.
 Bylaws as amended by the Board at its Regular Meeting on March 24, 2015.
 Bylaws as amended by the Board at its Regular meeting on November 15, 2016.
 Bylaws as amended by the Board at its Regular meeting on March 28, 2017.

IN WITNESS WHEREOF, the Chairman of the Northwest Fire District Board has hereunto set his hand this 28th day of March, 2017.



 George Carter, Board Chair



Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

SCHEDULED

MEMORANDUM NO. 2018-2

Date: January 23, 2018
To: Governing Board
From: Dave Gephart, Finance Director
Type of Action: Information Only
Strategic Plan Goals: Other
Agenda Item: Approval of the Presentation of the Updated Retiree Healthcare Actuarial Report from Demsey, Filliger & Associates

RECOMMENDATION:

N/A

MOTION:

N/A

DISCUSSION:

The District has received an updated actuarial calculation with respect to its retiree healthcare obligations. The attached report shows the fiscal impact the relatively new policy increasing retiree premiums 30% above active employees is having, as well as requiring retirees to fund the 30% premium effective January 1, 2018. As a reminder, this policy amendment was approved at the June 28, 2016 Board Meeting.

As shown in the report, the changes in liability to the District from July 1, 2015 to July 1, 2017 decreased from \$660,969 to \$167,345 due to the policy changes mentioned above. However, what is not captured in the report are the changes recommended by the Benefit Committee, accepted by the Leadership Team, and approved by the Governing Board mandating District members (including retirees) migrate to the high deductible HSA plan effective January 1, 2019. This change should further reduce the District liability for retirees.

ALTERNATIVES:

N/A

Fiscal Impact

Fiscal Year: 2017
Budgeted Y/N: N
Amount Requested: 0
FISCAL IMPACT:

No estimateable current year fiscal impact.

Attachments

Retiree Healthcare Actuarial Report



December 3, 2017

Mr. David Gephart, CPA
Finance Director
Northwest Fire District
5225 West Massingale Road
Tucson, AZ 85743

Re: Northwest Fire District ("District") GASB 75 Actuarial Valuation

Dear Mr. Gephart:

This report sets forth the results of our GASB 75 actuarial valuation of the District's retiree health insurance program as of July 1, 2017.

In June 2004, the Governmental Accounting Standards Board (GASB) issued its accrual accounting standards for retiree healthcare benefits, GASB 43 and GASB 45. GASB 43/45 require public employers such as the District to perform periodic actuarial valuations to measure and disclose their retiree healthcare liabilities for the financial statements of both the employer and the trust, if any, set aside to pre-fund these liabilities. In June 2015, GASB released new accounting standards for postretirement benefit programs, GASB 74 and GASB 75, which replace GASB 43 and GASB 45, respectively.

To accomplish these objectives the District selected Demsey, Filliger and Associates (DF&A) to perform an actuarial valuation of the retiree health insurance program as of July 1, 2017. This report may be compared with the valuation performed by DF&A as of July 1, 2015, to see how the liabilities have changed since the last valuation.

We are available to answer any questions the District may have concerning the report.

Financial Results

This valuation reflects the impact of the District adopting (effective July 1, 2016) separate rates for retirees (30% above active member premiums). The valuation includes 16 retirees as well as 245 active employees who may become eligible to retire and receive benefits in the future. It excludes employees hired after the valuation date.

We have determined that the present value of benefits (in the form of implicit subsidies) expected to be paid by the District for its current and future retirees is \$215,788, as of July 1, 2017. If the District were to place this amount in a fund earning interest at the rate of 4.0% per year, and all other actuarial assumptions were exactly met, the fund would have exactly enough to pay all expected benefits.

When we apportion the \$215,788 into past service and future service components under the Entry Age, Level Percent of Pay Cost Method, the Total OPEB Liability (under GASB 75) is \$167,345 as of July 1, 2017. This represents the present value of all benefits accrued through the valuation date if each employee's liability is expensed from hire date until retirement date as a level percentage of pay. The \$167,345 is comprised of liabilities of \$85,654 for active employees and \$81,691 for retirees. Because the District has not established an irrevocable trust for the pre-funding of retiree healthcare benefits, the Net OPEB Liability is also \$167,345.

We have determined the following components of Northwest Fire District's Net OPEB Expense for fiscal year 2017-18: Service Cost and Interest Cost. The Service Cost represents the present value of benefits accruing in the current year; Interest Cost represents the interest on the Total OPEB Obligation using a discount rate of 4%. Other components (Deferred Outflows and Inflows) will be determined based on the Total OPEB Obligation as of June 30, 2018.

We show these numbers in the table below. All amounts are net of expected future retiree contributions. Throughout this report, the words "implicit subsidies" and "benefits" have the same meaning, because the District does not explicitly contribute towards health insurance on behalf of its retirees.

Item	
Total OPEB Liability	
Actives	\$85,654
Retired	<u>81,691</u>
	\$167,345
Plan Fiduciary Net Position (Plan Assets)	<u>(0)</u>
Net OPEB Liability at July 1, 2017	\$167,345
Components of Net OPEB Expense for fiscal year 2018¹	
Service Cost at Year-End	\$64,791
Interest Cost	6,694
Change in Deferred Outflows ¹	
Change in Deferred Inflows ¹	

1. To be determined based on the Total OPEB Obligation as of June 30, 2018. When the District begins preparation of the June 30, 2018 government-wide financial statements, DF&A will be available to assist the District and its auditors in preparing the footnotes and required supplemental information for compliance with GASB 75 (and GASB 74, if applicable).

Differences from Prior Valuation

The most recent prior valuation was completed as of July 1, 2015 by DF&A. The AL (Accrued Liability) as of that date was \$660,969 (see page 3 of the prior report), compared to \$167,345 as of July 1, 2017. In this section, we provide a reconciliation between the two numbers so that it is possible to trace the AL from one actuarial report to the next.

Several factors have caused the AL to change since 2015. The AL increases as employees accrue more service and get closer to receiving benefits, and decreases as obligations to current retirees are satisfied. The sum of these two effects may be referred to as the "passage of time". Besides the passage of time, there are actuarial gains/losses from one valuation to the next, changes in plan provisions, and changes in actuarial assumptions and methodology for the current valuation. To summarize, the most important changes were as follows:

1. There was a net census loss (an increase in the AL) of \$317,461, due primarily to more retirees electing coverage than expected.
2. We also changed our valuation software to be able to track experience more precisely over time. This change increased the AL by \$39,062.
3. There was a gain of \$360,510 (a decrease in the AL) due to increases in healthcare costs less than expected.
4. We changed the actuarial cost method from Projected Unit Credit to Entry Age, Level Percent of Pay, as required by GASB 75. This change increased the AL by \$119,900.
5. The impact of the District adopting separate rates for retirees (30% above active member premiums) decreased the AL by \$703,069.

The estimated changes to the AL from July 1, 2015 to July 1, 2017 may be summarized as follows:

Changes to AL	AL
AL 7/15	\$660,969
Passage of time	74,140
Change in census	317,461
Change in system	39,062
Difference in premiums from expected	(360,510)
Change in method	119,900
Plan Change	(683,677)
AL 7/17	\$167,345

Actuarial Assumptions

To perform the valuation, the actuary must make certain assumptions regarding such items as rates of employee turnover, retirement, and mortality, as well as economic assumptions regarding healthcare inflation and interest rates. Our assumptions are based on a standard set of assumptions we have used for similar valuations, modified as appropriate for the District. For example, turnover rates are taken from a standard actuarial table, T-5, increased by 20% at all ages. This closely matches the District's historic turnover patterns. Retirement rates were also based on recent District retirement patterns. Both assumptions should be reviewed in the next valuation to see if they are tracking well with experience.

The discount rate of 4.0% is based on our best estimate of expected long-term plan experience. It is in accordance with our understanding of the guidelines for selection of this rate under GASB 75 for unfunded plans such as the District's. The healthcare trend rates are based on our analysis of recent District experience and our knowledge of the general healthcare environment.

In determining the cost of covering early retirees (those under the age of 65), we used an age-adjusted claims cost matrix fitted to the average premium for active employees and early retirees. A complete description of the actuarial assumptions used in the valuation is set forth in the "Actuarial Assumptions" section.

Annual Amount of Implicit Subsidy

As part of the valuation, we prepared a projection of the expected annual cost to the District to pay benefits on behalf of its retirees on a pay-as-you-go basis. These numbers are computed on a closed group basis, assuming no new entrants, and are net of retiree contributions. Projected pay-as-you-go costs for selected years are as follows:

FYB	Cash Premiums¹	Implicit Subsidies	Total
2017	\$19,392	\$0	\$19,392
2018	0	1,125	1,125
2019	0	5,974	5,974
2020	0	10,254	10,254
2025	0	8,864	8,864
2030	0	5,578	5,578
2035	0	11,759	11,759
2040	0	11,837	11,837
2045	0	18,485	18,485
2050	0	21,971	21,971
2055	0	9,326	9,326
2060	0	3,049	3,049

1. The District will cover the 30% increase in retiree rates until December 31, 2017.

Breakdown by Employee/Retiree Group

Exhibit I, attached at the end of the report, shows a breakdown of the GASB 75 components (Total Pension Liability, Service Cost, and Interest) by group (ASRS and PSPRS) and separately by active employees (future retirees) and current retirees.

Certification

The actuarial certification, including a caveat regarding limitations of scope, if any, is contained in the "Actuarial Certification" section at the end of the report.

We have enjoyed working with the District on this report, and are available to answer any questions you may have concerning any information contained herein.

Sincerely,
DEMSEY, FILLIGER AND ASSOCIATES

DRAFT

Carlos Diaz, ASA, EA, MAAA
Actuary

Benefit Plan Provisions

The District offers medical, dental, and vision benefits to its employees and retirees. Medical benefits are self-insured, and use a four-tiered rate structure that applies to active employees and retirees. The plan purchases both aggregate and specific stop-loss insurance. Effective July 1, 2016, the District adopted separate rates for retirees (30% above active member premiums). The District will cover the 30% increase for retirees until December 31, 2017. Rates are determined each year by Benefit Commerce Group and are designed to be approximately sufficient to pay expected claims and plan expenses for the upcoming year. The medical plans consist of two Blue Cross/Blue Shield plans (Traditional and High Deductible Health Plan with HSA) under separate networks (OAP and Local Plus Network). Pharmacy benefits are provided under the medical plans. Dental benefits are through MetLife DPPO and Total Dental Administration (TDA) HMO, and vision benefits through the VSP Choice Vision plan. Dental and vision plans are all fully insured.

District employees who are eligible for Normal Retirement under either the Arizona State Retirement System ("ASRS") or the Public Safety Personnel Retirement System ("PSPRS") are eligible to continue coverage under the District's health plans by paying the required premiums for such coverage. This includes dental, vision, and dependent coverage, if elected. Premiums charged to retirees are offset by Health Insurance Premium Benefits provided by the State of Arizona.

Normal Retirement under ASRS is defined as the earliest of (i) age 65, (ii) age 62 and 10 years of service, or (iii) 80 points (age plus service). Normal Retirement under PSPRS is defined as the earlier of (i) 20 years of credited service or (ii) age 62 and 15 years of service. (The definition under PSPRS was made more restrictive for employees hired on or after July 1, 2011.)

As of the valuation date, there are no retirees receiving District contributions towards healthcare coverage. We have assumed that this situation will continue for all future retirements. While the District does not directly contribute towards the cost of premiums for retirees, the ability to obtain coverage at an active employee rate constitutes a significant economic benefit to the retirees, called an "implicit subsidy" under GASB 75. The inclusion of the retirees increases the District's overall health insurance rates; it is, in part, the purpose of this valuation to track the level of the subsidy. The following monthly rates (before 30% District charge) went into effect as of January 1, 2017:

Plan/Tier:	OAP Network		Local Plus Network		MetLife DPPO	TDA HMO	VSP Choice
	Traditional BC/BS	HDHP w/ HSA	Traditional BC/BS	HDHP w/ HSA			
Retiree	\$403.60	\$339.03	\$348.62	\$293.68	\$29.46	\$10.69	\$9.83
Retiree & Spouse	1,020.32	834.06	881.99	722.44	61.82	21.12	15.73
Retiree & Children	818.20	674.70	707.68	584.40	68.64	23.67	16.05
Family	1,326.07	1,081.55	1,146.94	936.80	111.38	25.98	25.88

Valuation Data

Active and Retiree Censuses

Age distribution of eligible retired participants

Age	Total
Under 50	3
50-54	2
55-59	9
60-64	2
65+	0
Total	16
Average Age	56.16

Age/years of service distribution of active employees included in the valuation

Years→	0-4	5-9	10-14	15-19	20-24	25-29	30+	Total
Age								
<25	4	0	0	0	0	0	0	4
25-29	21	2	0	0	0	0	0	23
30-34	19	5	24	1	0	0	0	49
35-39	6	5	27	7	0	0	0	45
40-44	5	5	19	9	6	0	0	44
45-49	2	0	4	12	13	6	0	37
50-54	2	2	4	5	6	2	1	22
55-59	1	3	1	2	1	3	0	11
60-64	0	1	2	0	1	1	1	6
65+	3	1	0	0	0	0	0	4
Total	63	24	81	36	27	12	2	245

Average Age: 41.19

Average Service: 11.74

Actuarial Assumptions

The liabilities set forth in this report are based on the actuarial assumptions described in this section.

Valuation Date:	July 1, 2017
Actuarial Cost Method:	Entry Age, Level Percent of Pay
Discount Rate:	4.0% per annum
Salary Increases:	3.0% per annum
Pre-retirement Turnover:	According to the Crocker-Sarason Table T-5 less mortality, increased by 20% at all ages. Sample rates are as follows:

Age	Turnover (%)
25	9.3%
30	8.7
35	7.5
40	6.2
45	4.8
50	3.1
55	1.1

Pre-retirement Mortality: RP-2014 Employee Mortality, without projection. Sample deaths per 1,000 employees are as follows:

Age	Males	Females
25	0.48	0.17
30	0.45	0.22
35	0.52	0.29
40	0.63	0.40
45	0.97	0.66
50	1.69	1.10
55	2.79	1.67
60	4.69	2.44

Post-retirement Mortality: RP-2014 Healthy Annuitant Mortality, without projection. Sample deaths per 1,000 retirees are as follows:

Age	Males	Females
55	5.74	3.62
60	7.78	5.19
65	11.01	8.05
70	16.77	12.87
75	26.83	20.94
80	44.72	34.84
85	77.50	60.50
90	135.91	107.13

<p align="center">Actuarial Assumptions (Continued)</p>
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Retirement Rates:

Age	Percent Retiring *
50-54	5.0%
55	8.0
56	10.0
57	12.0
58	15.0
59	18.0
60	20.0
61	22.0
62	25.0
63	30.0
64	35.0
65	100.0

*Of those having met the eligibility for District benefits. The percentage refers to the probability that an active employee who has reached the stated age will retire within the following year. An assumed percent electing coverage is then applied (see below).

Claim Cost per Retiree or Spouse:

Age	Medical/Rx
50	\$5,402
55	6,262
60	7,259
64	8,170

Trend Rate:

Medical/Rx costs were assumed to increase according to the following schedule:

Year	Medical/Rx
2017	6.0%
2018+	5.0

Percent electing coverage:

30% of future retirees assumed to elect coverage. For current retirees, actual coverage data was used.

ASRS and PSPRS subsidies:

Assumed to remain frozen for all future years.

Percent married:

60% of future retirees assumed to have covered spouses, with male spouses assumed 3 years older than female spouses. For current retirees, actual spousal data was used.

Actuarial Certification

The results set forth in this report are based on our actuarial valuation of the health and welfare benefit plans of the Northwest Fire District ("District") as of July 1, 2017.

The valuation was performed in accordance with generally accepted actuarial principles and practices. We relied on census data for active employees and retirees provided to us by the District in August 2017. We also made use of claims, premium, expense, and enrollment data, and copies of relevant sections of healthcare documents provided to us by the District.

The assumptions used in performing the valuation, as summarized in this report, and the results based thereupon, represent our best estimate of the actuarial costs of the program under GASB 74 and GASB 75, and the existing and proposed Actuarial Standards of Practice for measuring post-retirement healthcare benefits. We have assumed no post-valuation mortality improvements, consistent with our belief that there will be no further significant, sustained increases in life expectancy in the United States over the projection period covered by the valuation.

Throughout the report, we have used unrounded numbers, because rounding and the reconciliation of the rounded results would add an additional, and in our opinion unnecessary, layer of complexity to the valuation process. By our publishing of unrounded results, no implication is made as to the degree of precision inherent in those results. Clients and their auditors should use their own judgment as to the desirability of rounding when transferring the results of this valuation report to the clients' financial statements.

The undersigned actuary meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained in this report.

Certified by:

DRAFT

Carlos Diaz, ASA, EA, MAAA
Actuary



Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

5.J.

SCHEDULED

MEMORANDUM NO. 2018-9

Date: January 23, 2018
To: Governing Board
From: Scott Draper
Type of Action: Formal Action/Motion
Strategic Plan Goals: SP2,SP5
Agenda Item: Approval of the Independent Contractor Agreement with Wizard Education LLC and the Northwest Fire District for the Purposes of Ongoing Advanced Life Support Recertification Training

RECOMMENDATION:

Approve the Independent Contractor Agreement with Wizard Education LLC, for the purposes of providing advanced life support (ALS) recertification training for Northwest Fire District Paramedic's.

MOTION:

Move to approve the Independent Contractor Agreement with Wizard Education LLC, for the purposes of providing advanced life support (ALS) recertification training for Northwest Fire District Paramedic's.

DISCUSSION:

The District has utilized Wizard Education LLC to conduct its required internal Paramedic recertification training for a number of years. The attached agreement represents a renewal of this longstanding and beneficial agreement. No changes have been made from its original form.

ALTERNATIVES:

No alternatives are recommended.

Fiscal Impact

Fiscal Year: 2018-2019
Budgeted Y/N: N
Amount Requested: None
FISCAL IMPACT:
None

Attachments



**NORTHWEST FIRE DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

This Agreement, made and entered into by and between Northwest Fire District, an Arizona fire district [hereinafter referred to as “**Owner**”] and Wizard Education, LLC, an Arizona limited liability company [hereinafter referred to as “**Contractor**”].

For and in consideration of the mutual covenants and conditions of their agreement for services, Contractor does hereby accept engagement in accordance with the conditions, covenants and terms that follow:

GENERAL TERMS

WHEREAS, Owner desires to engage the Contractor to perform training services as an independent contractor;

WHEREAS, the Contractor represents that it is fully able and professionally qualified to perform such services; and

WHEREAS, the undersigned person represents and warrants that he is a fully authorized agent of Contractor, and is specifically authorized to sign this Agreement on behalf of Contractor.

SPECIAL TERMS AND CONDITIONS

Effective Date and Duration: This Agreement shall become effective on January 1, 2018, and shall continue in effect until January 31, 2018, unless sooner terminated. Either party may terminate this Agreement with or without cause after 60 days written notice to the other party. Either party may terminate this Agreement for material breach hereof after ten days written notice to the other party.

Insurance: The Contractor shall obtain, and maintain, its own insurance, including workers’ compensation, employers’ liability, professional liability and general liability, sufficient to meet its statutory and business obligations pursuant to its engagement hereunder.

Independent Contractor: It is clearly understood that each party will act in its own capacity and not as an agent, employee, partner, joint venture, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever.

Licenses and Compliance with Laws: The Contractor shall maintain in current status all Federal, State and local licenses and permits required for the performance of the work and operation of the business conducted by the Contractor. The Contractor shall fully comply with all applicable federal, state and local laws in performing hereunder.

Compliance with Immigration Laws: As mandated by Arizona Revised Statutes [“A.R.S.”] §

41-4401, the Owner is prohibited from awarding a contract to any contractor or subcontractor that fails to comply with A.R.S. § 23-214(A). The Owner must also ensure that every contractor and subcontractor complies with federal immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A). Therefore, in signing or performing any contract (including this Agreement) for the Owner, the Contractor fully understands that:

- A. It warrants that both it and any subcontractors it may use comply with all federal immigration laws and regulations that relate to their employees and their compliance with A.R.S. § 23-214(A);
- B. A breach of the warranty described in subsection A, shall be deemed a material breach of the Agreement that is subject to penalties up to and including termination of the Agreement; and
- C. The Owner or its designee retains the legal right to inspect the papers of any Contractor or subcontractor employee who works on the Agreement to ensure that the Contractor or subcontractor is complying with the warranty under subsection A.

Applicable Law: The laws of the State of Arizona shall govern this Agreement, and suits regarding this Agreement or the work contemplated hereunder shall be brought only in State courts in the State of Arizona. Venue and jurisdiction for any suit or other dispute resolution proceeding shall be in Pima County, Arizona.

Indemnification:

- A. The Contractor shall indemnify, defend, and hold Owner harmless from any and all claims, demands, suits, actions, proceedings, loss cost, and damages of every kind and description, including any reasonable attorneys' fees and/or litigation expenses, which may be brought or made against the Contractor, Owner, any of Owner's officers, directors and employees, or any person, regardless of who makes the claim, to the extent they result from the acts of the Contractor, its employees, agents, representatives, or subcontractors, their employees, agents or representatives in connection with or incidental to the performance of the work.
- B. The indemnity provided in this section shall survive termination of this Agreement and the work or services contemplated hereunder. The policy limits and types of insurance provided for above shall not limit the scope and extent of indemnity hereunder.

Superseding Agreement: This Agreement specifically supersedes any inconsistent or conflicting provisions of any other agreements, be they oral or written, between the parties, regardless of whether they were executed or entered into before, during, or after this Agreement. However, this Agreement may be terminated or modified, but only in a writing, executed by both parties, which specifically identifies this Agreement.

Cancellation for Conflicts of Interest: Owner may cancel this Agreement and terminate the

work for conflict of interest pursuant to A.R.S. 38-511.

Recitals Incorporated: The Recitals on the first page of this Agreement are a material part hereof.

No Boycott of Israel: Pursuant to A.R.S. 35-393.01, Owner may not enter into a contract with a company to acquire services, unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of Israel. By signing below, Contractor makes this certification.

No Discrimination: Neither party shall discriminate against any employee or client of either party or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin in the course of carrying out this Agreement. Both parties shall comply with applicable provisions of Executive Order 75-5, as amended by Executive Order 2009-09 of the Governor of Arizona, which are incorporated into this Agreement by reference as if set forth in full herein, and of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.

Description of the Work to be Performed and the Fees to Paid:

Contractor shall conduct advanced life support ["ALS"] refresher and recertification training for Owner's employees. This training shall be provided at Owner's facilities in Pima County, Arizona. Owner agrees to pay Contractor a one-time fee of \$585.00 per Owner employee attending an ALS training class. However, Contractor shall credit Owner for one employee fee of \$585.00 per ALS training class in exchange for Contractor's use of Owner's facilities and Contractor's opportunity to sell any ALS training class seats which are unfilled by Owner's employees.

Signed this 28th day of December, 2017, by Fredrick Killigbecker authorized agent of Contractor, [Signature].

Signed this _____ day of _____, 201_, by George Carter, Board Chair of Northwest Fire District, _____.

**Northwest Fire District Governing Board**5225 West Massingale Rd.
Tucson, AZ 85743

5.K.

SCHEDULED**MEMORANDUM NO. 2018-6**

Date: January 23, 2018
To: Governing Board
From: Raymond Thibault, Buyer
Type of Action: Formal Action/Motion
Strategic Plan Goals: Other
Agenda Item: Approval to Authorize Staff to Release Request for Qualifications (RFQ) No. 1801 for Construction Manager at Risk Services for the New Administration Facility

RECOMMENDATION:

Authorize Staff to release Request for Qualifications (RFQ) No. 1801 for Construction Manager at Risk services for the new Administration facility.

MOTION:

Move to authorize staff to begin a Request for Qualifications (RFQ) No. 1801 for Construction Manager at Risk services for the new Administration facility.

DISCUSSION:

It is necessary to hire a Construction Manager at Risk (CMAR) firm to accomplish the District's plan to build the new Administration facility, as part of the 2016 Bond Project. The contractor will be required to provide a maximum guaranteed price for the construction of the projects and incurs the risk of cost overruns. This RFQ will allow the District to seek qualified firms for this service.

ALTERNATIVES:

None

Fiscal Impact

Fiscal Year: 2018

Budgeted Y/N: Y

Amount Requested: N/A

FISCAL IMPACT:

The funding source for these projects is the 2016 series bond fund.

Attachments

RFQ 1801 Construction Manager at Risk



NORTHWEST FIRE DISTRICT NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)

RFQ Number: 1801 Title: **Construction Manager at Risk**

DUE IN: THURSDAY, FEBRUARY 22, 2018 AT 11:00 A.M. AZ TIME **OPENING:** SAME DAY AT 11:00 A.M. AZ TIME

Submit Proposal to:

Northwest Fire District Administration
5225 W. Massingale Road
Tucson, Arizona 85743

Pre-Proposal Conference: MONDAY, FEBRUARY 12, 2018 at 11:00 A.M. AZ TIME

Northwest Fire District
Central Services Campus
5125 W. Camino de Fuego
Tucson, Arizona 85743

This solicitation may be obtained from our website at: <http://www.northwestfire.org/public-info/purchasing> Any interested offerors without internet access may obtain a copy of this solicitation by calling (520) 887-1010, or a copy may be picked up during regular business hours at the Northwest Fire District Administration, 5225 W. Massingale Road, Tucson, Arizona 85743. If you experience any problems receiving this Request for Qualifications, please call (520) 887-1010.

If you do not wish to bid on this solicitation, please provide written notification of your decision. Failure to respond could result in deletion of your name from the District's vendor listing. This form may be returned to the address above, or faxed to (520) 887-1034. A "No Bid" will be considered a response. Returning this form only does not fulfill bid requirements unless responding with a "No Bid" as shown below.

E-mailed, faxed and verbal offers are not acceptable.

CHECK APPROPRIATE BOX:

- ☐ **I am submitting a "No Bid" at this time.**
Please keep my name on the District's Bidder's List.
- ☐ **I cannot provide services of this nature.**
Please remove my name from this category. I will submit a revised Vendor Registration Form
A copy of the Vendor Registration Form is at <http://www.northwestfire.org/public-info/purchasing>
- ☐ **I no longer wish to do business with Northwest Fire District.**
Please remove my name from the District's Bidder's List.
- ☐ **I am no longer in the business to provide these services.**
Please remove my name from the District's Bidder's List.

<hr/>		<hr/>	
Name of Company		Date Signed	
<hr/>		<hr/>	
Authorized Signature/Local Representative		Telephone/Fax Number	
<hr/>		<hr/>	
Type Name and Position Held with Company			
<hr/>		<hr/>	
Mailing Address	City	State	Zip

RFQ Notice to be mailed: _____



NORTHWEST FIRE DISTRICT NOTICE OF REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)

RFQ Number: 1801 Title: **Construction Manager at Risk**

DUE IN: THURSDAY, FEBRUARY 22, 2018 AT 11:00 A.M. AZ TIME **OPENING:** SAME DAY AT 11:00 A.M. AZ TIME

Submit Proposal to:

Northwest Fire District Administration
5225 W. Massingale Road
Tucson, Arizona 85743

Pre-Proposal Conference: MONDAY, FEBRUARY 12, 2018 at 11:00 A.M. AZ TIME

Northwest Fire District
Central Services Campus
5125 W. Camino de Fuego
Tucson, Arizona 85743

SOLICITATION: Northwest Fire District is soliciting Statements of Qualifications from Construction Firms for the construction of a new Administration Facility.

The Northwest Fire District invites interested firms to submit Statement of Qualifications relating to this project. A selection committee will evaluate the firm's qualifications and experience with similar projects. Final contract award will be determined through the selection process that considers a Statement of Qualifications. The project shall utilize a negotiated Guaranteed Not to Exceed Price (GNE). The District's total budget for design and construction is \$3.7 million and would like to have a total project completion date of no later than August 1, 2019.

Statements must be submitted by the due date and time and at the submittal locations identified above. Failure to do so may be cause for rejection as ***non-responsive***. The Northwest Fire District reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any submittal. All information regarding the content of the specific submittals will remain confidential until a contract is finalized or all proposals are rejected.

Statements may not be withdrawn for 90 days after opening.

The following licenses are required: Contractor's license from the Arizona Registrar of Contractors office.

Bonds are required.

OFFERORS ARE REQUIRED TO READ THE ENTIRE SOLICITATION, INCLUDING ALL REFERENCED DOCUMENTS, ASSURE THAT THEY CAN AND ARE WILLING TO COMPLY, AND TO INCORPORATE ALL ASSOCIATED COSTS IN THEIR STATEMENTS.

David Gephart
Finance Director

THIS PROPOSAL IS OFFERED BY:

Firm/Person _____

Address _____

City _____ **State** _____ **Zip** _____

Phone Number _____

Signature _____

Title _____

Publish: The Arizona Daily Star: 01/26/18, 01/27/18, 01/28/18, and 01/29/18

I. INSTRUCTIONS TO OFFERORS

1. SUBMISSION OF STATEMENTS

Offerors shall submit one (1) original and five (5) copies of all proposal documents. Please send an electronic copy, in Word, Excel and/or PDF format, on a flash drive or CD-R. The submittal shall include all information requested by the solicitation, and utilize, without modification, the forms provided by the solicitation. No substitute document for the forms will be accepted. In case of discrepancy between hard copies of the proposal and the electronic copy of the proposal submitted, the hard copy shall govern.

Telephoned, emailed, or faxed proposals are not acceptable.

Statements must be received and time stamped at the location on or before the time and date as defined by the *Request for Qualifications*. Late proposals will not be accepted, or will be returned unopened.

Statements must be signed by an authorized agent of the offeror and submitted in a sealed envelope marked or labeled with the offeror firm name, solicitation number, title, solicitation due date and time, to the location and not later than the time/date specified by the *Request for Qualifications*. Statements must be submitted in a sealed envelope/container and have "RFQ 1801" written on the front.

Statements and modifications received after the closing time specified will not be accepted.

Failure to comply with the solicitation requirements may be cause for the offeror's proposal to be rejected as *non-responsive*.

2. PREPARATION OF RESPONSES

All proposals shall be made using the forms provided in this package. All prices and notations must be printed in ink or typewritten. **No erasures are permitted.** Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and shall be initialed in ink by person signing the proposal. Typewritten responses are **preferred**.

All proposals shall, as appropriate, indicate the registered trade name, stock number, and packaging of the items included in the proposal.

Surety required by this solicitation may be in the form of a bond, cashier's check or certificate of deposit made payable to *Northwest Fire District*. Personal or company checks are not acceptable.

3. PRICE BID & CERTIFICATION

Offerors shall complete and submit the price bid and certification documents utilizing the forms provided in this RFQ. Requested information and data shall be provided in the precise manner requested. Product descriptions shall provide sufficient information to precisely document the product being offered. Failure to comply may cause the proposal to be improperly evaluated or deemed non-responsive.

The certification document must be completed and signed by an authorized representative certifying that the firm can and is willing to meet all requirements of the solicitation. Failure to do so may be cause to reject the proposal as non-responsive.

All unit prices shall remain firm for the initial term of the executed agreement, with the exception that should seller during the term of the agreement offer to another buyer pricing for like or similar quantity, products or services more favorable than those given to District, that seller shall offer same pricing to the District, effective the date effective to other buyer. Unit prices given by offeror shall include all costs required to implement and actively conduct cost control and reduction activities.

Unit Prices shall include all costs and, unless otherwise specified, shall be F.O.B. Destination. Unit prices shall prevail in the event of an extension error. Price each item separately. Delivery time, if stated as a number of days, shall mean "calendar" days. Northwest Fire District reserves the right to question and correct obvious errors.

4. GENERAL SPECIFICATIONS & DEVIATIONS

The specifications included in this solicitation are intended to identify the kind and quality of goods and/or services to be provided without being unnecessarily restrictive, and as required to provide the information needed for the development of consistent and comprehensive proposals.

Equipment brand names, models and numbers, when given, are intended to identify a level of quality, equivalent performance and dimensional specifications, and are for reference only, unless otherwise specified in the solicitation.

Failure to examine any drawings, specifications, and instructions will be at the offeror's risk.

Items included in the proposal shall meet the specifications and requirements set forth by the solicitation.

Deviation requests shall be specifically documented and clearly illustrate the deviation to the particular specification or the requirements set forth by this solicitation and fully explain the requested deviation's impact on the end performance of the item. Deviation requests shall be submitted prior to the initial solicitation due date. Requests submitted within 8 days of the solicitation due date may not be answered. Acceptance or rejection of said deviation request shall be at the sole discretion of the District.

All equipment shall be models of current production, latest design and technology, new and unused unless otherwise specified. Manufacturer and supplier documentation, including and not limited to the following, shall be provided by the successful offeror not later than 14 days after request by the District and at no additional cost: warranty; caution-informational warnings; recommended maintenance schedule and process; recommended spare parts list; operating, technical and maintenance manuals including drawings, if appropriate; product brochures; and material safety data sheets (MSDS).

5. COMPLIANCE WITH AGREEMENT

District will execute an agreement with the successful offeror by issue of a purchase order or contract.

The offeror agrees to establish, monitor, and manage an effective administration process that assures compliance with all requirements of the agreement. In particular, the offeror agrees that they shall not provide goods or services in excess of the executed agreement items, item quantity, item amount, or agreement amount without prior written authorization by amendment or change order properly executed by the District. Any items provided in excess of the quantity stated in the agreement shall be at the Offeror's own risk. Offerors shall decline verbal requests to deliver items in excess of the agreement and shall report all such requests in writing to the Northwest Fire District Warehouse Supervisor within 1 workday of the request. The report shall include the name of the requesting individual and the nature of the request.

6. INQUIRIES

Results of this procurement will not be given in response to telephone inquiries. Interested parties are invited to attend the public opening at the time and date stated in this solicitation. A tabulation of submittals will be on file at Administration.

No oral interpretations or clarifications will be made to any offeror as to the meaning of any of the solicitation documents.

If a prospective offeror believes a requirement of the solicitation documents to be needlessly restrictive, unfair, or unclear, the offeror shall notify the Northwest Fire District in writing identifying the issue with suggested solution prior to the closing time set for receipt of the solicitation proposal. Responses from Northwest Fire District will be made by written addendum and sent to all known potential offerors. Issues identified less than 8 days prior to the solicitation opening date may not be answered.

7. CONFLICTING INSTRUCTIONS

In the event there are variations or conflicts between these instructions and the special terms and conditions, the special terms and conditions shall govern.

END OF INSTRUCTIONS TO OFFERORS

II. STANDARD TERMS AND CONDITIONS

1. PROPOSAL OPENING:

Statements will be publicly opened and offeror's names will be read on the date and at the location defined in the *Request for Qualifications*. No other information contained in the proposals will be disclosed at the opening. All interested parties are invited to attend.

2. PROPOSAL EVALUATION:

Statements shall be evaluated to determine which response is most advantageous to the District considering price, conformity to the specifications and other factors.

The District reserves the following rights: 1) to waive informalities in the proposal or proposal procedure; 2) to reject the response of any persons or corporations that have previously defaulted on any contract with Northwest Fire District or who have engaged in conduct that constitutes a cause for debarment or suspension; 3) to reject any and all responses; 4) to re-advertise for proposals previously rejected; 5) to otherwise provide for the purchase of such equipment, supplies materials and services as may be required herein; 6) to award the purchase order or contract on the basis of price and other factors, including but not limited to such factors as delivery time, quality, uniformity of product, suitability for the intended task, and offeror's ability to supply; 7) to increase or decrease the quantity herein specified.

3. AWARD NOTICES:

An award notice will be issued by the district following award by the Northwest Fire District Governing Board. A tabulation of responses will be maintained in the Purchasing Department.

4. AWARD:

Awards shall be made by the Fire District Governing Board in accordance with the Northwest Fire District policies. The District reserves the right to reject any or all bids, or to waive irregularities and informalities if it is deemed in the best interest of the District. Resulting agreements are not exclusive, are for the sole convenience of Northwest Fire District, and the District reserves the right to obtain like goods or services from other sources.

In the event that the resulting agreement is terminated for any reason during the initial term of the contract, Northwest Fire District reserves the right to award to an alternate offeror if deemed in the best interest of the District. A fully executed purchase order or contract mailed, or otherwise furnished, to the selected offeror will result in a binding contract without further action by either party.

5. FORM OF CONTRACT:

It shall be understood by the offeror and the District that the proposal received is a signed agreement to furnish all goods and perform all services, including labor (if any), as stipulated in the documents, upon the award of the proposal. The District may issue a numbered purchase order which will serve as an additional Contractual Agreement with the successful offeror.

The two (2) documents (the original bid response bearing the signature of the offeror and the District's signed purchase order) become the forms of Contractual Agreement, agreeing to the performance of all conditions set forth in the solicitation, the standard conditions and special instructions and conditions, including any addenda issued by the solicitation.

If a firm submitting a proposal requires that an additional contract be signed by the District, a copy of the proposed contract must be included with the proposal. Proposed offeror contract documents will be reviewed by the District. A bidder's contract document shall not become part of the purchase contract unless and until it is signed by an authorized representative of the District. The District's contract documents shall govern in event of conflict with the terms of a bidder's contract. No contract exists on the part of the District until a written purchase order is issued. A signed and executed Offer and Acceptance will be considered sufficient notice of acceptance of contract. The Contract may be modified only through a written Contract Amendment agreed to and signed by both parties.

6. WAIVER:

Each offeror, by submission of a proposal, proclaims and agrees and does waive any and all claims for damages against Northwest Fire District or its officers or employees when any of the rights reserved by Northwest Fire District may be exercised.

II. STANDARD TERMS AND CONDITIONS (CONT.)**7. INTERPRETATION; APPLICABLE LAW:**

The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Arizona. If any of seller's terms or conditions are not in agreement with Northwest Fire District's terms and conditions as set forth herein, Northwest Fire District's shall govern. This Agreement incorporates the complete agreement of the parties with respect to the subject matter of this Agreement. No oral agreement or other understanding shall in any way modify these terms and conditions.

8. PRICE WARRANTY:

Seller shall give Northwest Fire District benefit of any price reduction before actual time of shipment except that should Northwest Fire District permit shipment to be made prior to specified shipping date, Northwest Fire District shall have advantage of any price reduction before shipping date. Sellers agree that all pricing given includes all costs required to conduct aggressive and active cost control and reduction activities.

9. PRICE ESCALATION:

In the event that changes in economic conditions are such that Supplier requires price increases for subsequent renewals of the agreement, the offeror shall submit to the District a unit price escalation request with supporting documents justifying the requested increase not later than 90 days prior to the termination date of the current agreement. The request shall cite sources, specific conditions and in detail how they affect the cost of agreement items and include a listing of those efforts taken to control and reduce costs. The District will review the request and determine if it is in the best interest of the District to extend the agreement.

10. QUANTITY:

The quantity of goods ordered shall not be exceeded or reduced without written permission in the form of a properly executed purchase order or contract change except in conformity with acknowledged industry tolerances. All quantities are estimates and no guarantee regarding actual usage is provided.

11. DELIVERY:

On-time delivery of goods and services is an essential part of the consideration to be received by Northwest Fire District.

All delivery will be made prior to the expiration date of the agreement. Delivery made after the expiration date of the agreement will be at Seller's sole risk, and invoices for delivery made after the expiration date of the agreement will be rejected.

A guaranteed delivery date, or interval period from order release date to delivery, must be given if requested by the Price Bid document.

Upon receipt of notification of delivery delay, Northwest Fire District at its sole option may cancel the order or extend delivery times. Such extension of delivery times will not be valid unless extended in writing by an authorized representative of the District.

To mitigate or prevent damages caused by delayed delivery, the District may require contractor to deliver additional quantity utilizing express modes of transport, and or overtime, all costs to be contractor responsibility. The District reserves the right to procure from alternate source, and/or refuse receipt of or return delayed deliveries, at no cost to the District.

Contractor will not be held responsible for unforeseen delays caused by fires, strikes, acts of god, or other causes beyond Contractor's control, provided that Contractor provided prompt notice of delay as soon as Contractor had knowledge of said delay.

12. INSPECTION:

All goods and services are subject to inspection and testing at place of manufacture, the destination, or both, by Northwest Fire District. Goods failing to meet specifications of the order or contract shall be held at seller's risk and may be returned to seller with costs for transportation, unpacking, inspection, repacking, reshipping, restocking or other like expenses to be the responsibility of seller.

In lieu of return of nonconforming supplies, Northwest Fire District, at its sole discretion and without prejudice to District's rights under the *Rights and Remedies of Northwest Fire District for Default* clause below, may waive any nonconformity, receive the delivery, and treat the defect(s) as a warranty item, but waiver of any condition shall not be considered a waiver of that condition for subsequent shipments or deliveries.

II. STANDARD TERMS AND CONDITIONS (CONT.)**13. TAXES, FEES, EXPENSES:**

Articles sold to Northwest Fire District are exempt from federal excise taxes. Northwest Fire District will furnish an exemption certificate upon request. No separate charges for delivery, sales tax, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, or proposal preparation, will be paid by Northwest Fire District, unless expressly included and itemized by the solicitation documents. Pricing evaluations will be based on pre-tax pricing offered by vendor.

14. PAYMENT TERMS:

Payment terms are net 30, unless otherwise specified by the solicitation documents.

15. ACCEPTANCE:

Northwest Fire District will not execute an acceptance or authorize payment of any equipment or component prior to delivery and verification that all the specifications have been met.

16. RIGHTS AND REMEDIES OF NORTHWEST FIRE DISTRICT FOR DEFAULT:

In the event any item furnished by the seller in the performance of the contract or purchase order should fail to conform to the specifications thereof, or to the sample submitted by the vendor with their proposal, Northwest Fire District may reject same, and it shall thereupon become the duty of the seller to reclaim and remove the same, without expense to Northwest Fire District, and immediately replace all such rejected items with others conforming to the specifications or samples: provided that should the seller fail, neglect, or refuse to do so, Northwest Fire District, shall have the right to purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any monies due or that may become due to the seller the difference between the price named in the contract or purchase order and actual cost to Northwest Fire District. In the event the seller shall fail to make prompt delivery as specified of any item, the same conditions as to the rights of Northwest Fire District to purchase in the open market and invoke the reimbursement condition above shall apply, except when delivery is delayed by fire, strike, freight embargo, or acts of god or of the government. In the event of cancellation of the contract or purchase order, either in whole or in part, by reason of the default or breach by the seller, any loss or damage sustained by Northwest Fire District in procuring any items which the seller agreed to supply shall be borne and paid for by the seller. The rights and remedies of Northwest Fire District provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

17. FULL AND COMPLETE PERFORMANCE:

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of the blanket contract, purchase order or contract to be performed on the part of the other, or to take any action permitted as a result thereof, shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time shall not be construed as an accord and satisfaction.

18. GRATUITIES:

Contractor shall not give, offer to give, nor intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. The District may cancel this contract if it is found that gratuities in the form of entertainment, gifts or otherwise, were offered or given by contractor or any agent or representative of contractor, to any employee of the District with a view toward securing a contract or with respect to the performance of this contract.

19. FRAUD AND COLLUSION:

Each offeror, by submission of a proposal, proclaims and agrees that no officer or employee of Northwest Fire District or of any subdivision thereof has: 1) aided or assisted the offeror in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other offeror; 2) favored one offeror over another by giving or withholding information or by willfully misleading the offeror in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 3) will knowingly accept materials or supplies of a quality inferior to those called for by any contract; 4) any direct or indirect financial interest in the proposal. Additionally, during the conduct of business with Northwest Fire District that the offeror will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If at any time it shall be found that the person or entity to whom a contract has been awarded has, in presenting any proposal, or proposals, colluded with any other party or parties for the purpose of preventing any other proposal being made, then the contract so awarded shall be terminated and that person or entity shall be liable for all damages sustained by Northwest Fire District.

II. STANDARD TERMS AND CONDITIONS (CONT.)

20. OTHER PARTICIPATING GOVERNMENTAL ENTITIES:

Northwest Fire District has entered into cooperative purchasing agreements with other agencies in order to conserve resources, reduce procurement costs and improve the timely acquisition and cost of supplies, equipment and services. The Seller, to whom a contract or purchase order is awarded, may be requested by other parties to extend to them the right to purchase supplies, equipment and services provided by the Seller under this contract, pursuant to the terms and conditions stated herein.

21. PATENT INDEMNITY:

Offeror shall hold Northwest Fire District, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order. Offerors may be required to furnish a bond or other indemnification to Northwest Fire District against any and all loss, damage, costs, expenses, claims and liability for patent or copyright infringement.

22. UNFAIR COMPETITION AND OTHER LAWS:

Responses shall be in accordance with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable District, State, and Federal laws and regulations.

23. CONFLICT OF INTEREST:

All agreements are subject to the provisions of A.R.S. § 38-511, the pertinent provisions of which are incorporated into and made part of all resultant contracts or purchase orders as if set forth in full herein.

24. NON-DISCRIMINATION:

Offeror shall not discriminate against any District employee, client or individual in any way because of the person's age, race, creed, color, religion, sex, disability or national origin in the course of performing the offeror's duties pursuant to any contract or purchase order issued as a result of this solicitation. Offeror shall comply with executive order 75-5, as amended by executive order 2009-09, which is incorporated into this solicitation by reference as if set forth in full herein.

25. NON-APPROPRIATION OF FUNDS:

This agreement may be canceled at the end of each fiscal year (June 30) if for any reason the Northwest Fire District Governing Board does not appropriate funds for the stated purpose of maintaining any agreement. In the event of such cancellation, Northwest Fire District shall have no further obligation, other than for services or goods that have already been received.

26. PUBLIC INFORMATION:

Pursuant to A.R.S. § 39-121.01 et seq., all information submitted in response to this solicitation, including, but not limited to, pricing, product specifications, work plans, and any supporting data becomes public information and upon request, is subject to release and/or review by the general public including competitors.

27. AMERICANS WITH DISABILITIES ACT:

Offeror shall comply with all applicable provisions of the Americans with Disabilities Act (public law 101-336, 42 USC 12101-12213) and all applicable federal regulations under the act, including 28 CFR parts 35 and 36.

28. FEDERAL IMMIGRATION LAW COMPLIANCE:

As mandated by Arizona Revised Statutes § 41-4401, the District is prohibited after September 30, 2008, from awarding a contract to any contractor or subcontractor that fails to comply with A.R.S. § 23-214(A). The District must also ensure that every contractor and subcontractor complies with federal immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A). Therefore, in signing or performing any contract for the District, the Contractor fully understands that:

- A. It warrants that both it and any subcontractors it may use comply with all federal immigration laws and regulations that relate to their employees and their compliance with A.R.S. § 23-214(A);
- B. A breach of the warranty described in subsection A, shall be deemed a material breach of the Contract that is subject to penalties up to and including termination of the Contract; and
- C. The District or its designee retains the legal right to inspect the papers of any contractor or subcontractor employee who works on the Contract to ensure that the contractor or subcontractor is complying with the warranty under subsection A.

II. STANDARD TERMS AND CONDITIONS (CONT.)**29. TERRORISM COUNTRY DIVESTMENTS:**

By entering the contract, Contractor warrants compliance in accordance with A.R.S. 35-392, and hereby certifies that the Contractor is not in violation of the Export Administration Act and is not on the Excluded Parties List.

30. PROTESTS:

An interested party may file a protest regarding any aspect of a solicitation, evaluation, or recommendation for award.

31. NON-EXCLUSIVE:

Agreements resulting from this solicitation are non-exclusive and are for the sole convenience of Northwest Fire District which reserves the right to obtain like goods and services from other sources for any reason.

32. TERMINATION:

District reserves the right to terminate any contract, purchase order, or award, in whole or in part at anytime, when in the best interests of the District, without penalty or recourse. Upon receipt of written notice, contractor shall immediately cease all work as directed by the notice, notify all subcontractors of the effective date of termination and take appropriate actions to minimize further costs to the District. In the event of termination under this paragraph, all documents, data, and reports prepared by the contractor under the contract shall become the property of and be promptly delivered to the District. The contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures defined by A.A.C. R2-7-701 shall apply.

33. CANCELLATION FOR NON-PERFORMANCE OR CONTRACTOR DEFICIENCY:

The District reserves the right to cancel the whole or any part of this contract due to failure by contractor to carry out any obligation, term or condition of the contract. The District may issue a written deficiency notice to contractor for acting or failing to act in any of the following:

- Providing material that does not meet the specifications of the contract
- Providing work and/or material that was not awarded under the contract
- Failing to adequately perform the services set forth in the scope of work and specifications
- Failing to complete required work or furnish required materials within a reasonable amount of time
- Failing to make progress in performance of the contract and/or giving the District reason to believe that contractor will not or cannot perform the requirements of the contract
- Performing work or providing services under the contract prior to receiving a District purchase order for such work

Upon receipt of a written deficiency notice, contractor shall have ten (10) days to provide a satisfactory response to the District. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by contractor under the contract shall become the property of the District on demand.

34. CONFLICTS:

In the event there are inconsistencies between the agreement documents, following is the order of precedence (superior to subordinate); contract or purchase order; special terms and conditions, standard terms and conditions, instructions to offerors, request for qualifications.

35. COOPERATIVE USE OF RESULTING CONTRACT OR PURCHASE ORDER:

As allowed by law, the District has entered into cooperative procurement agreements that enable other Public Agencies to utilize procurement agreements developed by the District. The Contractor may be contacted by participating agencies and requested to provide services and products pursuant to the pricing, terms and conditions defined by the District contract. Minor adjustments are allowed subject to agreement by both Contractor and Requesting Party to accommodate additional cost or other factors not present in the District agreement and are required to satisfy particular Public Agency code or functional requirements and are within the intended scope of the solicitation and resulting agreement. Any such usage shall be in accordance with State, District and other Public Agency procurement rules, regulations and requirements and shall be transacted by contract or purchase order between the requesting party and Contractor. Contractor shall hold harmless the District, its officers, employees, and agents from and against all liability, including without limitation payment and performance associated with such use.

END OF STANDARD TERMS AND CONDITIONS

III. SPECIAL TERMS AND CONDITIONS

1. SCOPE:

The Northwest Fire District invites interested firms to submit Statement of Qualifications relating to this project. A selection committee will evaluate the firm's qualifications and experience with similar projects. Final contract award will be determined through the selection process that considers a Statement of Qualifications. The project shall utilize a negotiated Guaranteed Not to Exceed Price (GNE). The District's total budget for design and construction is \$3.7 million and would like to have a total project completion date of no later than August 1, 2019.

It is the intent of Northwest Fire District (NWFD) to procure Construction Manager at Risk (CMAR) services. This Request for Qualifications document, firm's response, and the formal District Contract and General Conditions between Owner and Construction Manager at Risk will become the controlling contract documents for this procurement. The terms and conditions, and requirements of this RFQ will also be part of the final contract.

The purpose of this Request for Qualifications (RFQ) is to obtain qualification proposals for pre-construction and construction services necessary for design assistance and construction of bond improvement projects which include new site construction.

This Request for Qualifications shall not commit the District to enter into an agreement, to pay any expenses incurred in preparation of any response to the request or to procure or contract for any supplies, good or services. The District reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the district's best interest to do so. The District reserves the right to refuse to enter into a Preconstruction Contract or a Construction Services Contract with any contractor. The district reserves the option to retain the services of the Construction Manager at Risk for subsequent bond projects.

The new Administration Facility will be located at the Central Services Complex near I-10 and Ina road on the vacant land (approximately 3.4 acres). The project is to build the Administration Building for the new facility, with a future Auditorium Building to be built later as a separate project. The Administration building is a one story +/- 13,126 square feet facility containing offices and conferencing areas for various departments, with a public entrance. Exterior work will include site, lighting and parking area modifications as well as exterior site and landscape work to connect the Administration Facility to the rest of the complex. The exact footprint of the building has not been finalized but the design will be complimentary to the other buildings at the Central Services Complex.

The facility design and construction will focus on a long term lifecycle costing while showing the ability to be within budget. Construction materials will be selected to improve the efficiency and longevity with reduced operating and maintenance costs. Finishes will include solid surface materials that meet all applicable health codes and NFPA 1500.

The design of the facilities must be low maintenance with high durability. The mechanical, plumbing and electrical components of this project will be important to the overall success of the project. The heating, cooling and various mechanical systems must be properly designed and highly efficient.

In the event that the resulting contract is terminated for any reason during the initial term of the contract, Northwest Fire District reserves the right to award to the second highest scoring proposal if deemed in the best interest of District.

2. GENERAL PROJECT DESCRIPTIONS:

New Site Construction

Location	Estimated Budget	Approximate Start Date	Approximate Completion Date
Administration Facility will include a new Administration building at approximately 13,126 square feet, a future auditorium building (not in scope), and new site and design for the facility to connect to the existing complex.	\$3,700,000	July 1, 2018	August 1, 2019

3. PRECONSTRUCTION SERVICES

The District is working with WSM Architects, who will provide architectural services including design and construction administration as needed. The CMAR will provide the following pre-construction services that may include, but are not limited to the following:

1. Key project personnel shall attend regular meetings with the District to review project status, review design and update the construction cost estimate.
2. Consult with the District regarding site use and improvements, phasing of the various projects, selection of materials, building systems and requirements. Firm shall make suggestions on which systems are most cost-effective.
3. Conduct value engineering including estimates of alternative designs, procedures or materials, preliminary budgets and possible economies. **Proposed value engineering options identified during pre-construction services must be approved in writing by the District prior to inclusion into the Guaranteed Maximum Price (GMP).**
4. Prepare and periodically update a preliminary project schedule for the District's review and approval. At a minimum this schedule shall be updated on a weekly basis.
5. The Firm shall coordinate and integrate the preliminary project schedule with the services and activities of the District and CMAR. As the design proceeds, the preliminary project schedule shall be updated (at a minimum on a weekly basis) to indicate proposed activity sequences and duration, milestone dates for receipt and approval of pertinent information, and submittal of the GMP proposal.
6. When the detailed scope of work is complete, the Firm shall prepare a detailed cost estimate with supporting data. The District will not proceed until the cost estimate is within the specified budget limits.
7. During the preparation of the construction scope of work, the CMAR shall update and refine the cost estimate when the scope of work is 100% complete. If the estimate exceeds the approved budget, the CMAR shall make recommendations to the District to reduce the cost of the project. In no case will the project be allowed to exceed the project budget, except for change orders requested by the District.
8. The Firm shall recommend to the District a schedule for procurement of long lead time items that will constitute part of the work as required to meet the project schedule.
9. When the Construction Scope of Work is completed the CMAR shall propose a GMP, which shall be the sum of the estimated Cost of the Work, Preconstruction Service Fee, Construction Manager's Fee, and General Conditions fee. **The GMP will be in accordance with the Scope of work and any authorized value engineering solutions. Any deviations from these documents must be submitted in writing to the District for approval prior to the acceptance of the GMP. Furthermore, the CMAR Contractor will provide in detail all items included in the General Conditions with the associated itemized cost for approval by the District. The District reserves the right to accept and/or reject any items included in the General Conditions.**
10. The CMAR will have full budgetary responsibility from the design phase through the establishment of the GMP on the project.
11. The CMAR will assist the District and WSM Architects, with all State and Local submittals and will attend relative meetings as requested.

4. CONSTRUCTION SERVICES

The CMAR will provide the following construction services that may include, but are not limited to the following:

1. The CMAR will be responsible in assuring that subcontractors abide by all law, code, statute, insurance, bonding and license requirements.
2. Enter into "At Risk" contract with all subcontractors, material suppliers and equipment suppliers necessary for the construction of the proposed.

3. Schedule and conduct pre-construction meetings.
4. Provide continuous on site construction services throughout the construction phase. Services shall include, but are not limited to:
 - a. Regular job site meetings & minutes
 - b. Maintain daily on-site project log and schedule report
 - c. Oversee quality assurance testing and inspection programs
 - d. Maintain master set of construction documents on site to include all ASI's and supplemental sketches and provide copies to all subcontractors concerned.
5. Develop, update and maintain master project schedules, detailed construction schedules, submittal schedules, inspection schedules and occupancy schedules.
6. Report schedule variances and prepare recovery plans.
7. Coordinate special consultants, and testing lab services contracted by owner as required.
8. Administer post construction closeout and warranty collection, start-up and transition to operation.
9. Provide construction program accounting and reporting to the District as required.
10. Work with District Personnel on the project and submit pay request for approval, issue RFI's when necessary, and assist the Owner as required for the timely completion of the project.
11. Work with and coordinate activities with any third party contract or contractors that the District provides for this project.

5. PRELIMINARY DATA

The CMAR will be required to provide all documentation required by the State laws. The design and construction must meet or exceed all minimum building standards and guidelines required by the District's standards.

Pre-construction serviced required shall include but may not be limited to the following:

1. Key project personnel, as a team member, shall attend regularly scheduled team meetings with the District to review the project status, design review and update construction cost estimate.
2. The Construction Manager shall generate a preliminary Project Schedule after careful coordination and input from the District. As the project proceeds the Construction Manager shall update the Project schedule and integrate any new activities and their durations, milestones dates leading up to the submittal of the Guaranteed Maximum Price proposal.
3. The submittal of the Guaranteed Maximum Price shall include the construction cost including Preconstruction Service Fee, Construction Manager's Fee, and General Conditions Fee and agreed upon schedule. The total Project cost shall not exceed the budget unless there is an Owner requested and approved change in Project scope.
4. All cost information shall be made available to the District during the entire process. The project will be built with an "open book" philosophy for the entire team. It is required of the CMAR to obtain three quotes for subcontractor work, unless the situation justifies otherwise and is approved by the District. The District reserves the rights to request CMAR obtain quotes from a District recommended subcontractor.
5. The Construction manager shall recommend to the District a schedule for procurement of long-lead time items that will constitute part of Work as required to meet the Project schedule.

Construction services may not commence until the District and CMAR agree upon the terms of a contract, and the CMAR provides Performance and Payment Bonds and General Power of Attorney. Projects may be bonded individually. Bonds shall be in the possession of the District Procurement Department 5 days prior to any project start date. If the District and the CMAR are unable to agree upon the terms of a contract, the District will enter into negotiations with the next most qualified Offeror. Following the failure to agree upon a Contract, the District may use any and all materials developed during the term of Pre-construction Services Contract initially entered into pursuant to this RFQ with a subsequent CMAR, or other as deemed in the best interest of the District.

6. SPECIFICATIONS:

All Goods and Services shall conform to the *Instructions to Offerors*, and *Standard Terms and Conditions* as modified or added to by the following Specifications:

- NFPA 1500 compliant facility

7. SELECTION PROCEDURE

Selection of the construction firm will follow a modified two step process. All teams are first required to submit a Statement of Qualification. The evaluation process is broken down below.

The tentative schedule for the various activities which make-up the Selection Process is as follows:

<u>ACTIVITY</u>	<u>DATE</u>
Step 1 - Screening	
• Advertise Request for Statement of Qualifications (RFQ)	01/24/2018-02/22/2018
• Statement of Qualifications (RFQ) Pre-Submittal Conference	02/12/2018
• Submittal of Statement of Qualifications (RFQ)	02/22/2018
• Short-list Decided by Committee	03/01/2018
Step 2 - Evaluation	
• Interview (3) Teams from short list	03/09/2018
• Proposal Selected by Committee	03/09/2018
• Negotiations Completed	03/14/2018
• Award	03/27/2018

8. MINIMUM QUALIFICATIONS:

Offerors shall meet all minimum qualifications. Failure to provide information required by these Minimum Qualifications may be cause for the respondent's proposal to be rejected as ***Non-Responsive***.

- a. At least one project building Administration Facilities or public service facilities of similar size and scope completed successfully in Arizona within the last ten years.
- b. Firm must be a licensed contractor in good standing in the State of Arizona. List all licenses in STATEMENT OF QUALIFICATIONS.

Offerors shall submit with their proposals verifiable documents that prove satisfaction of the minimum qualification:

- a. Offerors shall complete the Questionnaire contained in **Appendix I: Questionnaire** and return the form with information/documentation as requested.
- b. Offerors shall meet all Minimum Qualifications contained in the **Appendix II: Minimum Qualifications Verification Form** and return the form with information/documentation as requested.
- c. Offerors shall also provide a minimum of three (3) satisfactory references of current clients. The services and products provided to those clients shall be of those defined in this Request for Qualifications. Offerors are to provide references contained in **Appendix III: Reference Form** and return the form with information/documentation as requested.

If you intend to use any subcontractors for this proposal, you shall include the required subcontractors' information in responding to the afore-mentioned minimum requirements and questionnaire. Failure to provide such information may cause your proposal to be deemed ***NON-RESPONSIVE***.

9. EVALUATION AND AWARD CRITERIA:

The District intends to contract with the qualified firm(s) and/or individual(s) whose proposals are deemed to be most advantageous to the District. No contract shall be awarded solely on the basis of price. Cost is a factor in selection. However, only those proposals determined to best meet all of the requirements of the Request for Qualifications will be given consideration.

Northwest Fire District shall evaluate proposals meeting the minimum qualifications and deemed RESPONSIVE. Proposals shall be evaluated according to the evaluation criteria set forth herein. Evaluation of cost shall be made without regard to applicable taxes.

District reserves the right to request additional information and/or clarification. Any clarification of a proposal shall be in writing. Recommendation for award will be to the responsible and responsive offeror whose proposal is determined to be the most advantageous to the District taking into consideration the evaluation criteria set forth in this RFQ.

Responsiveness to this Request for Qualifications and responsibility to successfully carry out the contract must be evident. Award will be made as determined to be in the best interest of NWFD, and the District's decision shall be final.

A. Evaluation Criteria and Points

Evaluation of proposals will be by a committee comprised of District personnel. The evaluation may consist of two phases. In Phase One, the Evaluation Committee will evaluate, score and rank the responses utilizing the Phase One Criteria listed below. Each numeric ranking will be weighted based on a relative weighting assigned by the Evaluation Committee.

After final scoring of the Phase One Criteria, a short-list and ranking may be created. The short-listed Offerors may proceed into a Phase Two Evaluation. Vendors no longer being considered will be notified by the District in writing. If the District does not proceed into Phase Two Evaluations, the scoring of Phase One shall determine the ranking for contract award recommendation.

Offerors who move on to Phase Two of the evaluation process may be required to provide the District with a full demonstration of requested items. Demonstrations will be held after proposal opening and prior to award. Vendor demonstrations will be coordinated to occur on the same day to allow District staff to evaluate all of the vendors concurrently.

Each vendor will be responsible for all costs associated with providing their demonstration. Vendors will be notified approximately one week prior to the schedule date of the demonstration. Upon the conclusion of Phase Two, the District may request a Best and Final Offer from the vendors included in Phase Two.

Upon the conclusion of Phase Two activities, the District shall re-score the short-listed vendors according to criteria and/or questions vendors are asked to present at the Vendor Presentation. Re-scoring shall be based upon the original proposal as well as any additional information obtained during the Phase Two activities. Upon final scoring of the Phase Two activities, a ranking will be established. This ranking will determine the contract award(s).

Evaluation Criteria are listed below in order of relative importance. Your proposal must address these criteria in the order presented. Your response to these criteria must be organized in a clear and explicit manner so as to facilitate the evaluation process.

The evaluation committee will assign points to each proposal submitted on the basis of the following evaluation criteria, unless otherwise indicated:

a. Related Project and Firm Experience (20%)

Respondents should include in their statements documentation describing the extent of their experience and expertise for work related to the construction of fire stations.

Respondents should include in their statements a minimum of at least 3 samples of work performed from previous clients.

Points for the company experience will be based on documented successful experience on similar projects and engagements.

b. Proposed Personnel for Project (20%)

Respondents should provide resumes of all proposed key personnel who will be performing services under the contract. Experience narratives shall describe the specific relevant experience in relation to the work to be performed in this contract as well as their certifications or other professional credentials that clearly show how they meet and/or exceed the minimum requirements set forth in this RFQ.

Respondents shall include in their proposal copies of appropriate professional certifications for key personnel.

c. Project Approach (20%)

Respondents should provide a thorough explanation of their firm's approach. Demonstrate your knowledge of the sites and the requirements of building a fire station within Pima County. Explain your approach to preconstruction services, including budgeting, scheduling, GMP preparation and subcontractor selection.

Points for the project approach will be based on the quality and thoroughness of the approach.

d. Project Schedule (15%)

Respondents should provide a thorough project plan to include a milestone chart including tasks to be performed, the time frame and proposed staff member designated for the completion of each task.

Points for the project plan will be based on the quality and thoroughness of the project plan.

e. Cost and Control/Value Engineering (15%)

Provide your firm's demonstrated knowledge and experience in evaluation of building systems, construction techniques and materials recommendations to create an optimum value in meeting design, schedule and budget requirements.

f. References (10%)

Respondents shall have three (3) professional references documenting the proposer's ability and expertise in providing the similar services in this RFQ.

Points for the references will be based on the proposer's work for its clients receiving similar services to this RFQ.

Respondents should respond in the form of a thorough narrative to each specification as guided by the Evaluation Criteria listed above. The narratives along with required supporting materials will be evaluated and awarded points accordingly. The narrative section shall be less than 20 pages, not including exhibits.

SPECIAL TERMS AND CONDITIONS (CONT.)**10. PROPOSAL SUBMITTAL:**

The Northwest Fire District will not assume responsibility for any costs related to the preparation or submission of the proposal. One original and five (5) copies of your proposal must be submitted. The original must be marked as "Original" on the cover, and the three copies, each marked as "Copy" on the cover. Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal is not desired. Elaborate artwork, expensive paper, bindings, visuals and other presentation aids are not required. In order for your proposal to be considered, the following should be included and should be referenced with index tabs:

Binders shall be INDEXED and tabbed in the order stated below, with each tab clearly labeled:

- Tab 1. Provide a one page Executive Summary that explains your firm's approach to building Administration Facilities and methodology of preparing cost estimates.
- Tab 2. Provide a brief history of your firm including name of firm, address and how long the firm has been in business and if applicable how long you have been providing CMAR services.
- Tab 3. Provide a complete description of your firm's method and approach to providing CMAR services.
- Tab 4. Complete APPENDIX I: STATEMENT OF QUALIFICATIONS
- Tab 5. Complete APPENDIX II: MINIMUM QUALIFICATION VERIFICATION FORM.
- Tab 6. Complete APPENDIX III: REFERENCE FORM
- Tab 7. Provide any *pertinent* supplementary information regarding your firm's services or experience that may enable NWFD to become aware of the firm's qualifications. **Please use eco-friendly consideration and consumables when preparing your response. Elaborate brochures, expensive paper, bindings, visuals, presentation aids and packaging beyond that sufficient to present a complete and effective proposal is not desired.**
- Tab 8. **Please provide a signed copy of the Offer and Acceptance Page and all addendums. Proposals submitted without an original, signed copy of this document may be considered nonresponsive. Addendums are posted on the District web site <http://www.northwestfire.org/public-info/purchasing>.**

SPECIAL TERMS AND CONDITIONS (CONT.)**11. PRICING:**

A Guaranteed Not to Exceed (GNE) shall be negotiated prior to award of contract. The only deviations to price shall be duly authorized work change orders.

12. BRAND NAMES:

Specific brand of merchandise or equipment used in the specification is done to indicate general character or quality desired, or to match an item already in use. Such references are not intended to limit or restrict offers by other vendors. If specified items are not available, please submit an offer on suitable alternatives. Offeror must be prepared to submit an alternative sample at no cost to the District.

When specifications indicate a particular brand and model only, this is required because the specified item must meet a certain quality level, match an existing item or is part of an item already in use. If the brand and model specified only is not available the District reserves the right to consider alternatives. Additional criteria when considering alternatives under this situation shall include an evaluation of how well the alternative matches the specified item in quality, design, color, etc.

Consideration will be given to proposals on other brands quoted as "equal." However, the Northwest Fire District will be the sole judge on the question of "equal quality." After each item, full brand name, model, etc., must be written on the proposal form by all the offerors. Descriptive literature must accompany all proposals, if offering an alternative item.

13. WARRANTY/GUARANTEE:

All offeror(s) must guarantee full satisfaction of their products use, or permit unsatisfactory product to be returned collect for full money refund. All defective products shall be replaced and exchanged by the vendor. The cost of transportation, unpacking, inspection, repacking, reshipping or other like expenses shall be paid by the vendor. All replacement products must be received by the District within ten (10) days of initial notification. If applicable, offeror shall indicate current pricing for an annual service contract, and estimated percent increase after the initial year service period expires. The district has the option to either accept or pass on future maintenance agreements. Offeror shall provide an example of a service support agreement with the proposal. Offerors must agree to provide maintenance and repairs after the first year.

14. SAMPLES:

May be required after proposal opening for evaluation. The samples received will be used to determine quality, durability and compliance with specifications. All samples are to be of the same quality as those materials to be supplied by successful offeror(s) upon proposal award. They shall be free of charge and be submitted within five (5) days of request and removed by the offeror at their expense. Award samples may be held for comparison with deliveries. The District shall not be held responsible for any samples damaged or destroyed in examination or testing. Samples not removed within thirty (30) days after notice to the offeror will be regarded as abandoned and the District shall have the right to dispose of them as its own property.

SPECIAL TERMS AND CONDITIONS (CONT.)**15. QUANTITIES:**

Quantity(s) as shown are the District's best estimate of projected needs and are in no way guaranteed or implied. Payment will be made to successful offeror for actual quantity(s) ordered and received. Final quantity(s) will be based upon need and funds available at time of the order. In the best interest of the District, we reserve the right to increase or decrease quantities as shown, or to place subsequent orders with successful offeror(s). Successful offeror(s) will be contacted prior to placing subsequent orders for verification of proposal prices.

16. ORDERING:

DISTRICT will make releases by issuing purchase orders under this Agreement. Releases will be transmitted to Supplier via: email, fax or US mail.

Contract administration for the District may be performed by Raymond Thibault or the Northwest Fire District Logistics Division.

Quantities referred to are estimated quantities, and Northwest Fire District reserves the right to increase or decrease these amounts as circumstances may require. No guarantee is made as to the actual work that will be performed during the term of the contract.

Any increase in excess of amount of work must be made through a fully executed change order or amendment to the contract. The contractor will work on an as-needed basis, with no limitations on the number of trips to the on-site locations.

17. DELIVERY:

Delivery is to be F.O.B. destination, freight prepaid to the Northwest Fire District, as indicated on the purchase order. Orders will be placed as soon as possible after proposal opening for delivery. Failure to deliver order within the specified time frame may result in purchase order cancellation. All deliveries shall be accompanied by delivery tickets or packing slips. Ticket shall contain district purchase order number, vendor name and name of the article.

18. ACCEPTANCE:

Acceptance of the goods and services shall be made by the Northwest Fire District as designated on the issued Order in accordance with this agreement. Acceptance is required prior to commencement of Payment terms.

19. CONTRACT PERIOD:

It is the intent of the District to award a multi-term contract for the specified services beginning upon award. If this is a multi-term contract and assuming funds are appropriated to support continuation of services for succeeding periods, the original contract may be renewed annually for a total time of contract not to exceed five (5) consecutive years. Renewal shall be a mutual agreement between the awarded firm and the Northwest Fire District. However, no contract exists unless and until a purchase order is issued.

Conditions for renewal of the contract shall include, but not be limited to, satisfactory performance of services during the preceding contract term, ability to continue to provide satisfactory services, continued adherence to the requirements of the proposal documents, and continued competitive prices for the services and/or products provided under the original contract.

20. CONTRACT LIAISON:

The Contract Liaison for any contract awarded under this Request for Qualifications will be Battalion Chief Dugger Hughes, (520) 887-1010. The Contract Liaison shall act as the District's contract manager and oversee performance under the contract.

The Contract Liaison may provide the offeror with general guidance as to the contract performance. However, this individual is not authorized to make changes in the contractual or performance requirements of any contract. Changes to an awarded contract shall be effective only upon written approval from the District's Purchasing Department and the Fire Board.

SPECIAL TERMS AND CONDITIONS (CONT.)

21. ADDITIONAL SERVICES:

The District reserves the right to add related services to the contract at any time during the contract period. The District shall contact the contractor for prices prior to adding any service, and may at NWFD's sole option, accept the quoted price or purchase elsewhere those services.

22. DEMONSTRATIONS:

All offerors may be required to provide the District with a full demonstration of requested items. Demonstrations will be held after proposal opening and prior to award. Vendor demonstrations will be coordinated to occur on the same day to allow District staff to evaluate all of the vendors concurrently. Each vendor will be responsible for all costs associated with providing their demonstration. Vendors will be notified approximately one week prior to the schedule date of the demonstration.

23. BILLING:

Contractor shall submit Request(s) for Payment/Invoices to the District for goods and services provided in accordance with the contract. Said documents shall reference the District Contract number under which the charges authorized, and assign and reference all charges to a particular line item defined by the contract.

Invoices are not considered received until verified and received by Financial Operations. Invoices must be sent to:

Northwest Fire District
Accounts Payable
5225 W. Massingale Rd.
Tucson, AZ 85743

SPECIAL TERMS AND CONDITIONS (CONT.)

The proposal shall be bound and indexed in the exact order as indicated above (except that Reference Forms are to be submitted separately, directly from the reference firm to the District).

24. BEST AND FINAL OFFER

District reserves the right to request additional information and/or clarification with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements.

In the event that discussions are held and clarifications are requested, a written request for best and final offers shall be issued. The request shall set forth the date, time, and place for the submission of best and final offers. If offerors fail to respond to the request for best and final offer or fail to submit a notice of withdrawal, their immediate previous offer will be construed as their best and final offer.

25. PROCUREMENT CONTACT:

Questions regarding this solicitation should be submitted in writing to Logistics Division, Attention: Raymond Thibault. All offers shall reference the Solicitation Number and Title. Questions submitted within 8 days of the solicitation Due Date may not be answered.

Fax: (520) 887-1034 email: rthibault@northwestfire.org

VERBAL REQUESTS FOR CLARIFICATIONS OR INTERPRETATIONS WILL NOT BE ACCEPTED.

26. PRE-PROPOSAL CONFERENCE:

All interested parties may attend a pre-proposal conference that will be held at the time and place indicated on the cover page. The purpose of the conference is to clarify, if necessary, the terms of this Request for Qualifications, and to prevent any misunderstanding of the District's intention in this matter. If anyone should have a discrepancy in, or omission from, the general terms and conditions of this Request for Qualifications, or if in doubt as to their meaning, such matters should be presented at this conference so that written addendum may be given if necessary. Oral statements or instructions will not constitute an amendment to this Request for Qualifications.

27. INSURANCE CLAUSE:

Certificates of Insurance shall be provided by the successful firm(s) or individual(s) providing Commercial Liability Coverage within ten (10) days after the District issues a notice of award. Liability coverage shall include automobile liability and is required in an amount of not less than \$1 million per claim with a general aggregate of at least \$1 million. The Certificate(s) of Insurance shall name the District as an additional insured. Professional Liability Insurance (for errors, omissions and malpractice coverage) shall be provided with limits of at least \$1 million per claim and \$1 million per aggregate to be maintained by the successful offerors. If the policy is written on a claims-made basis, offeror warrants that any retroactive date under the policy precedes the effective date of this contract and that continuous coverage will be maintained for a period of two years beginning from the time work under the contract is completed. The cost of the Insured's defense will not be deducted from the amount of insurance available to pay claims. Terms of professional liability insurance may be modified upon a showing that the required terms are not readily available in the commercial market.

A certificate of Workers' Compensation Insurance shall be provided by the successful offeror(s). Workers' Compensation Insurance shall be in compliance with State statute.

Each insurance policy required by the District shall not be cancelled or reduced in coverage or limits except after thirty (30) days written notice to the District.

All certificates are to be received and approved by the District prior to the beginning of the contract period. Failure to maintain the required insurance or provide evidence of insurance shall be considered a material breach of contract.

SPECIAL TERMS AND CONDITIONS (CONT.)

28. LICENSES:

Successful Offeror shall maintain in current status all federal, state, and local licenses and permits required by the operation of the business conducted by the Offeror.

29. PERMITS:

Contractor shall be responsible for obtaining any and all permits required to perform all services. The District will pay for any and all permitting. The installation shall be in complete compliance with all federal state and city codes.

30. BONDS:

The successful Contractor shall be required to furnish a 100% (including sales tax) Statutory Performance Bond, a Statutory Payment Bond and a General Power of Attorney from an insurance company, licensed by the State of Arizona have a rating of "B+" or higher Best's Financial Strength Rating. Bonds shall be payable to the Northwest Fire District. Bonds must be executed by a surety company authorized to do business in Arizona or otherwise secured in a manner satisfactory to the District. Payment bond shall be the price of construction and shall not include the cost of any design services, preconstruction services, finance services, maintenance services, operations services or other related services included in the contract.

Projects may be bonded individually. Bonds must be in the possession of the District Procurement Department 5 days prior to any project start date. If the contractor fails to execute the documents as required, the contractor may be found in default and the contract terminated.

END OF SPECIAL TERMS AND CONDITIONS

APPENDIX I: STATEMENT OF QUALIFICATIONS

The Statement of Qualifications shall include the following sections and tabbed accordingly.

A. Related Project and Firm Experience

- 1) How many contracts has your team completed as a contractor for the past 10 years for identical or similar projects? Please include each contract description, dollar amount, and verifiable information.
- 2) How successful is the general history of your team in completing similar projects on time and within budget? Include and provide historical data.
- 3) If a subcontractor will perform the work on the project, include and provide full details as indicated above.

B. Proposed Personnel for Project

- 1) Submit resumes of all proposed key personnel who will be performing services under the contract. Experience narratives shall be attached that describe the **specific relevant experience** of the key personnel in relation to the role that personnel will perform for this contract.
- 2) Identify key personnel special competencies that will be valuable in completing the contract. Include and provide copy of certification or other professional credential.
- 3) Identify any of your firm's personnel who have worked in the local area previously.
- 4) If a subcontractor will perform the work on the project, include and provide full details as indicated above.

C. Project Approach

Respondents should provide a thorough explanation of their firm's approach. Demonstrate your knowledge of the sites and the requirements of building a fire station within Pima County. Explain your approach to preconstruction services, including budgeting, scheduling, GMP preparation and subcontractor selection. Points for the project approach will be based on the quality and thoroughness of the approach.

D. Project Schedule

- 1) Provide a sample project plan, including a milestone chart, time frame and proposed staff designated for the completion of each task for a typical fire station project.
- 2) Describe how your plan will provide value to the Northwest Fire District taxpayers in the current economic climate.

E. Cost and Control/Value Engineering

Provide your firm's demonstrated knowledge and experience in evaluation of building systems, construction techniques and materials recommendations to create an optimum value in meeting design, schedule and budget requirements.

F. References

Respondent shall complete **Appendix III: Reference Form**. Failure to meet this requirement may cause submittal to be deemed non-responsive.

END OF APPENDIX I

APPENDIX II: MINIMUM QUALIFICATIONS VERIFICATION FORM

OFFEROR’S NAME: _____

Proposals not meeting the minimum qualifications will be deemed *NON RESPONSIVE* and will not be considered for further evaluation.

If defined in this solicitation, provide documented and verifiable evidence that your firm satisfies the Minimum Requirements, and indicate what/if attachments are submitted.

ITEM NO.	MINIMUM QUALIFICATIONS	COMPLIANCE YES/NO (SELECT ONE)	DOCUMENT TITLE AND NUMBER OF PAGES SUBMITTED FOR EACH DOCUMENT
1	Minimum qualifications of the offeror’s company	Yes/No	
2	Minimum qualifications of the proposed key personnel	Yes/No	
3	Provide copies of license, certifications, accreditation, etc.	Yes/No	
4	Additional MQ if any.	Yes/No	

Submitted by (Printed Name and Title): _____ Initial: _____ Date: _____

END OF APPENDIX II

APPENDIX III: REFERENCE FORM

OFFEROR’S NAME: _____

REFERENCES: Please provide three preferably Arizona firms, addresses, contact persons and telephone numbers of customers who have done business with your firm:

REFERENCE 1
Company Name:
Contact Name and Title:
Telephone No:
Fax No:
E-mail address:
REFERENCE 2
Company Name:
Contact Name and Title:
Telephone No:
Fax No:
E-mail address:
REFERENCE 3
Company Name:
Contact Name and Title:
Telephone No:
Fax No:
E-mail address:

END OF APPENDIX III

OFFER AND ACCEPTANCE

RESPONDENT SHALL COMPLETE THE FOLLOWING INFORMATION IN INK AND SUBMIT WITH THEIR BID

Print or type in ink the requested information. **TYPEWRITTEN RESPONSES ARE PREFERRED.**

OFFER

TO THE NORTHWEST FIRE DISTRICT

The Undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, conditions, specifications, and amendments in the Invitation for Bid and any written exceptions in the offer. Signature also certifies understanding and compliance with paragraph (1) of the Northwest Fire District Standard Terms and Conditions.

For clarification of this offer, contact:

Company Name

Address

City State Zip

Name: _____

Phone: _____

Fax: _____

E-mail: _____

Signature of Person Authorized to Sign

Printed Name

Title

CERTIFICATION

By signature in the Offer Section above, the bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted offer.

Failure to provide a valid signature affirming the stipulations required by these clauses shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the Request For Qualifications, including all terms, conditions, specification, amendments, etc. and the Contractor's Offer as accepted by the District.

This contract shall henceforth be referred to as Contract No. 1801. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order.

NORTHWEST FIRE DISTRICT, a political subdivision

Approved as to form this _____ day of _____, 2018.

Awarded this _____ day of _____, 2018.

Michael J. Brandt
As Northwest Fire District Fire Chief and not personally

George Carter
As Northwest Fire District Chair and not personally

Thomas A. Benavidez

**Northwest Fire District Governing Board**5225 West Massingale Rd.
Tucson, AZ 85743

5.L.

SCHEDULED**MEMORANDUM NO. 2018-1**

Date: January 23, 2018
To: Governing Board
From: Dave Gephart, Finance Director
Type of Action: Formal Action/Motion
Strategic Plan Goals: Other
Agenda Item: Approval of the Audit Communication Letter from Heinfeld, Meech & Company

RECOMMENDATION:

Staff recommends approval of the Audit Communication Letter from Heinfeld, Meech & Company.

MOTION:

Move to approve the Audit Communication Letter from Heinfeld, Meech & Company for the fiscal year ended June 30, 2017.

DISCUSSION:

As mentioned in the December 2017 Governing Board meeting, our auditors have a duty to communicate certain items with the Governing Board in relation to their audit of the District financial statements. The attached letter communicates fulfills this duty.

ALTERNATIVES:

Not approve the audit communication letter.

Fiscal Impact

Fiscal Year: 2017

Budgeted Y/N: Y

Amount Requested: 0

FISCAL IMPACT:

N/A

Attachments

Audit Communication Letter



December 13, 2017

Board of Directors
Northwest Fire District

We have audited the financial statements of the governmental activities and each major fund of Northwest Fire District for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter provided to you during the planning phase of the audit. Professional standards also require that we communicate to you the following matters related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Northwest Fire District are described in Note 1 to the financial statements. No matters have come to our attention that would require us, under professional standards, to inform you about the methods used to account for significant unusual transactions and the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from management's current judgments.

The most sensitive estimates affecting the financial statements are:

- Management's estimate of the useful lives of depreciable capital assets is based on the length of time management estimates those assets will provide some economic benefit in the future.
- Management's estimate of the allowance for uncollectible receivable balances is based on past experience and future expectation for collection of various account balances
- Management's estimate of the accrued compensated absences is based on leave rates and District policies regarding payment of unused vested leave.
- The assumptions used in the actuarial valuations of the pension and other postemployment benefits plans are based on historical trends and industry standards.

We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Audit Adjustments

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. We identified as a result of our audit procedures a misstatement for accrued payroll that was brought to the attention of management. The misstatement was not material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole, and does not affect our opinions on the financial statements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain written representations from management, which are included in the management representation letter provided to us at the conclusion of the audit.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Northwest Fire District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants regarding auditing and accounting matters.

Discussions with Management

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management throughout the course of the year. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention as the District's auditors.

Compliance with Ethics Requirements Regarding Independence

The engagement team, others in our firm, and as appropriate, our firm, have complied with all relevant ethical requirements regarding independence. Heinfeld, Meech & Co., P.C. continually assesses client relationships to comply with relevant ethical requirements, including independence, integrity, and objectivity, and policies and procedures related to the acceptance and continuance of client relationships and specific engagements. Our firm follows the "Independence Rule" of the AICPA Code of Professional Conduct and the rules of state boards of accountancy and applicable regulatory agencies. It is the policy of the firm that all employees be familiar with and adhere to the independence, integrity, and objectivity rules, regulations, interpretations, and rulings of the AICPA, U.S. Government Accountability Office (GAO), and applicable state boards of accountancy.

Responsibility for Fraud

It is important for both management and the members of the governing body to recognize their role in preventing, deterring, and detecting fraud. One common misconception is that the auditors are responsible for detecting fraud. Auditors are required to plan and perform an audit to obtain reasonable assurance that the financial statements do not include material misstatements caused by fraud. Unfortunately most frauds which occur in an organization do not meet this threshold.

The attached document prepared by the Association of Certified Fraud Examiners (ACFE) is provided as a courtesy to test the effectiveness of the fraud prevention measures of your organization. Some of these steps may already be in place, others may not. Not even the most well-designed internal controls or procedures can prevent and detect all forms of fraud. However, an awareness of fraud related factors, as well as the active involvement by management and the members of the governing body in setting the proper "tone at the top", increases the likelihood that fraud will be prevented, deterred and detected.

Other Important Communications Related to the Audit

Attached to this letter are a copy of the signed engagement letter provided to us at the initiation of the audit, and a copy of the management representation letter provided to us at the conclusion of the audit. If there are any questions on the purpose or content of these letters please contact the engagement partner identified in the attached engagement letter.

Restriction on Use

This information is intended solely for the use of the members of the Board of Directors and management of Northwest Fire District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in blue ink that reads "Heinfeld, Meech & Co., P.C.".

Heinfeld, Meech & Co., P.C.
Tucson, Arizona

Fraud Prevention Checklist

The most cost-effective way to limit fraud losses is to prevent fraud from occurring. This checklist is designed to help organizations test the effectiveness of their fraud prevention measures.

1. Is ongoing anti-fraud training provided to all employees of the organization?

- Do employees understand what constitutes fraud?
- Have the costs of fraud to the company and everyone in it — including lost profits, adverse publicity, job loss and decreased morale and productivity — been made clear to employees?
- Do employees know where to seek advice when faced with uncertain ethical decisions, and do they believe that they can speak freely?
- Has a policy of zero-tolerance for fraud been communicated to employees through words and actions?

2. Is an effective fraud reporting mechanism in place?

- Have employees been taught how to communicate concerns about known or potential wrongdoing?
- Is there an anonymous reporting channel available to employees, such as a third-party hotline?
- Do employees trust that they can report suspicious activity anonymously and/or confidentially and without fear of reprisal?
- Has it been made clear to employees that reports of suspicious activity will be promptly and thoroughly evaluated?
- Do reporting policies and mechanisms extend to vendors, customers and other outside parties?

3. To increase employees' perception of detection, are the following proactive measures taken and publicized to employees?

- Is possible fraudulent conduct aggressively sought out, rather than dealt with passively?
- Does the organization send the message that it actively seeks out fraudulent conduct through fraud assessment questioning by auditors?
- Are surprise fraud audits performed in addition to regularly scheduled audits?
- Is continuous auditing software used to detect fraud and, if so, has the use of such software been made known throughout the organization?

- 4. Is the management climate/tone at the top one of honesty and integrity?**
 - Are employees surveyed to determine the extent to which they believe management acts with honesty and integrity?
 - Are performance goals realistic?
 - Have fraud prevention goals been incorporated into the performance measures against which managers are evaluated and which are used to determine performance-related compensation?
 - Has the organization established, implemented and tested a process for oversight of fraud risks by the board of directors or others charged with governance (e.g., the audit committee)?
- 5. Are fraud risk assessments performed to proactively identify and mitigate the company's vulnerabilities to internal and external fraud?**
- 6. Are strong anti-fraud controls in place and operating effectively, including the following?**
 - Proper separation of duties
 - Use of authorizations
 - Physical safeguards
 - Job rotations
 - Mandatory vacations
- 7. Does the internal audit department, if one exists, have adequate resources and authority to operate effectively and without undue influence from senior management?**
- 8. Does the hiring policy include the following (where permitted by law)?**
 - Past employment verification
 - Criminal and civil background checks
 - Credit checks
 - Drug screening
 - Education verification
 - References check
- 9. Are employee support programs in place to assist employees struggling with addictions, mental/ emotional health, family or financial problems?**
- 10. Is an open-door policy in place that allows employees to speak freely about pressures, providing management the opportunity to alleviate such pressures before they become acute?**
- 11. Are anonymous surveys conducted to assess employee morale?**



Tucson • Phoenix • Flagstaff
HeinfeldMeech.com

June 20, 2017

Board of Directors and Management
Northwest Fire District
5225 W. Massingale Rd.
Tucson, AZ 85743

We are pleased to confirm our understanding of the services we are to provide for Northwest Fire District (Fire District) for the year ended June 30, 2017. We encourage you to read this letter carefully as it includes important information regarding the services we will be providing to the Fire District. If there are any questions on the content of the letter, or the services we will be providing, we would welcome the opportunity to meet with you to discuss this information further.

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Northwest Fire District as of and for the year ended June 30, 2017. We have also been engaged to report on supplementary information that accompanies the Fire District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the basic financial statements as a whole:

1. Schedule of Expenditures of Federal Awards
2. Other Supplementary Information

Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI) to supplement the Fire District's basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Fire District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules
3. Net pension liability and pension contributions schedules

The following other information accompanying the basic financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information.

1. Other information included with the audited financial statements such as the transmittal letter and statistical data

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. We will also report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. Our responsibility in the expression of opinions is to plan and perform the audit to obtain reasonable assurance, but not absolute assurance, that the financial statements are free from material misstatements.

An important aspect to our expression of opinions on the financial statements is understanding the concept of materiality. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial information needs of users of the financial statements. In this context, it is reasonable for us to assume that users –

1. have a reasonable knowledge of business and economic activities and accounting principles, and a willingness to study the information in the financial statements with reasonable diligence;
2. understand that financial statements are prepared, presented, and audited to levels of materiality;
3. recognize the uncertainties inherent in the measurement of amounts based on the use of estimates, judgment, and the consideration of future events; and
4. make reasonable economic decisions on the basis of the information in the financial statements.

The objective of our audit also includes reporting on –

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our tests will not include a detailed check of all of the Fire District's transactions for the period. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Fire District or to acts by management or employees acting on behalf of the Fire District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect errors or fraud that are immaterial to the financial statements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the Fire District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards* and the Uniform Guidance.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Fire District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the Fire District has complied with federal statutes, regulations and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Uniform Guidance Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Fire District's major programs. The purpose of these procedures will be to express an opinion on the Fire District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Management Responsibilities

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, including the preparation of the schedule of expenditures of federal awards in accordance with the requirements of the Uniform Guidance.

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information for which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the Fire District from whom we determine it necessary to obtain audit evidence.

Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the Fire District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Fire District received in communications from employees, former employees, grantors, regulators, or others. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. In addition, you are responsible for identifying and ensuring that the Fire District complies with applicable laws, regulations, contracts, agreements and grants. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review prior to issuance of our reports.

Management is responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in a written representation letter that (1) you are responsible for presentation of supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our tests will not include a detailed check of all transactions for the period.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit in June 2017 and conclude audit procedures and date our report in November 2017.

Use of Third-Party Service Providers

We maintain internal policies, procedures, and safeguards to protect the confidentiality of your information. We may, depending on the circumstances, use third-party service providers in providing our professional services. The following service providers may be utilized in the completion of our engagement:

- Capital Confirmation, Inc. – electronic bank and account balance confirmation service
- Wolters Kluwer – web-based application service to transfer files
- Harvest Investments, Ltd. – investment portfolio valuation service

You hereby consent and authorize us to use the above service providers, if deemed necessary, to complete the professional services outlined in this letter.

Engagement Administration, Fees and Other

We understand that your employees will prepare and provide us with the items listed in our request for audit information and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification.

We will provide copies, which may include electronic copies, of the reports to the State of Arizona, Office of the Fire District. It is management's responsibility to submit the reporting package, if appropriate, to pass-through entities and any other agencies that request or require the reports. Unless restricted by law or regulation, or containing privileged or confidential information, copies of our audit reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Heinfeld, Meech & Co., P.C., and constitutes confidential information. However, we may be requested to make certain audit documentation available to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, the U.S. Government Accountability Office, or other authorized governmental agency for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. If requested, access to such audit documentation will be provided under the supervision of Heinfeld, Meech & Co., P.C., personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by governmental agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

Corey Arvizu is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

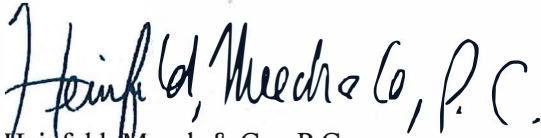
Our fee for these services will be \$20,450. Our fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. We exercised care in estimating the fee and believe it accurately indicates the scope of the work. Subsequent review of documentation and additional meetings will be billed at the hourly rates indicated below. Our fee does not include factors beyond our control, such as new GASB requirements, consultation and assistance in correcting errors in Fire District-prepared information, or rescheduling of the audit when the Fire District is not prepared. It will be necessary for you to complete the requested information by certain timelines in order to meet the applicable filing deadlines for your audit reports. Not completing the requested information on time will jeopardize meeting the applicable filing deadlines. Additional fees incurred for factors beyond our control will be billed at the following hourly rates: Partner - \$230; Manager - \$175; Senior - \$135; Staff - \$105. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2015 peer review report accompanies this letter.

Auditing standards require a two-way communication between the auditor and those charged with governance. In order to ensure compliance with this communication requirement at the conclusion of the audit we will submit to the clerk of the board complete reporting package of all reports issued by us, as well as the representation letter signed by management.

We appreciate the opportunity to be of service to Northwest Fire District and believe that this letter accurately summarizes the significant terms of our engagement. Please feel free to contact us at any time if you have questions or concerns. If you have any questions regarding this letter, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Heinfeld, Meech & Co., P.C.
Tucson, Arizona

cc: David Gephart, CPA, Finance Director

RESPONSE

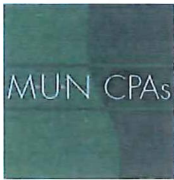
This letter correctly sets forth the understanding of Northwest Fire District.

Printed Name: David Gephart

Title: Finance Director

Signature: David Gephart

Date: 6/20/2017



MANN • URRUTIA • NELSON CPAs & ASSOCIATES, LLP
 GLENDALE • ROSEVILLE • SACRAMENTO • SOUTH LAKE TAHOE • KAUAI, HAWAII

SYSTEM REVIEW REPORT

To the Partners of Heinfeld, Meech & Co., P.C.
 and the Peer Review Committee of the
 CalCPA Peer Review Program

We have reviewed the system of quality control for the accounting and auditing practice of Heinfeld, Meech & Co., P.C (the firm) in effect for the year ended May 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Heinfeld, Meech & Co., P.C in effect for the year ended May 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Heinfeld, Meech & Co., P.C has received a peer review rating of *pass*.

Mann Urrutia Nelson CPAs

Sacramento, California

August 6, 2015



ADMINISTRATION/LIFE SAFETY SERVICES
5225 W. MASSINGALE ROAD
TUCSON AZ 85743

PHONE: (520) 887-1010 FAX: (520) 887-1034 www.northwestfire.org

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10120 N. Oracle Road
Tucson, AZ 85704

This representation letter is provided in connection with your audit of the financial statements of Northwest Fire District, which comprise the respective financial position of the governmental activities and each major fund as of June 30, 2017, and the respective changes in financial position for the period then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date of our signature, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.



NORTHWEST FIRE DISTRICT IS PROUD TO BE ACCREDITED BY

THE COMMISSION ON FIRE ACCREDITATION INTERNATIONAL

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
8. The effects of all known actual or possible litigation, claims, and assessments have been evaluated, and if necessary, have been accounted for and disclosed in accordance with U.S. GAAP.
9. Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

10. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the District from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
11. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
12. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

13. We have no knowledge of any fraud or suspected fraud that affects the District and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
14. We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, grantors, regulators, or others.
15. We have no knowledge of any instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
16. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
17. We have disclosed to you the identity of the District's related parties and all the related party relationships and transactions of which we are aware.

Government-specific

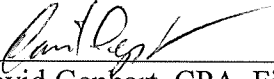
18. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
19. If applicable, we have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.
20. We have a process to track the status of audit findings and recommendations.
21. We have identified and communicated to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
22. If applicable, we have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
23. The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, deferred outflows/inflows, or equity.
24. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.

25. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
26. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
27. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
28. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
29. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
30. The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
31. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
32. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
33. The financial statements properly classify all funds and activities.
34. All funds that meet the quantitative criteria for presentation as a major fund are identified and presented as such and all other funds that are presented as a major fund are particularly important to financial statement users.
35. Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
36. Investments are properly valued.
37. If applicable, provisions for uncollectible receivables have been properly identified and recorded.

38. We believe all payroll information and the individual employment data have been properly submitted to the state retirement systems, and the employer contributions have been properly submitted to the retirement systems.
39. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
40. Revenues are appropriately classified in the statement of activities within program revenues and general revenues.
41. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
42. Special and extraordinary items, if any, are appropriately classified and reported.
43. Deposits and investment securities are properly classified as to risk and are properly disclosed.
44. Capital assets are properly capitalized, reported, and, if applicable, depreciated.
45. If applicable, we have identified and disclosed to you all programs, agreements, and transactions that result in a tax abatement for financial reporting purposes. Tax abatement agreements and programs have been properly disclosed in the notes to the financial statements.
46. We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
47. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
48. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
49. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

50. With respect to the supplementary information presented, such as the Other Supplementary Information.
- a. We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

We understand that at the conclusion of the audit Heinfeld, Meech & Co, P.C. will submit to the Board of Directors a communication to those charged with governance that will include a copy of this representation letter and a copy of the engagement letter.



 David Gephart, CPA, Finance Director
 Northwest Fire District

11/13/2017

 Date

**Northwest Fire District Governing Board**5225 West Massingale Rd.
Tucson, AZ 85743

5.M.

SCHEDULED**MEMORANDUM NO. 2018-12**

Date: January 23, 2018
To: Governing Board
From: Heather D'Amico, Management Assistant
Type of Action: Formal Action/Motion
Strategic Plan Goals: SP1,SP2,SP5
Agenda Item: Discussion and possible action to extend the expiration date of the fire protection services agreement with CalPortland company to February 27, 2018

RECOMMENDATION:

Approve extension of services to February 27, 2018.

MOTION:

Move to approve continuation of services for CalPortland Company, until February 27, 2018.

DISCUSSION:

As you know, the District has provided fire protection services to CalPortland for a number of years, under the terms of a service agreement. This agreement is due to expire on February 13, 2018. Staff has had discussions with the company concerning potential annexation of the property into the District. At this time, no agreement has been reached.

Staff would like to allow time for further discussions with the property owner concerning annexation or entering into another services agreement for one more year. Therefore, staff requests that the Board authorize the District to extend the expiration date of the current services agreement for a couple of weeks, up to the date of the Board's meeting in February, to allow time for further dialogue.

Staff anticipates that by the packet deadline before the February Board meeting, staff will have either an annexation request from the property owner or another proposed services agreement which would allow recovery of the service charges for the two week extension of services.

ALTERNATIVES:

Allow the agreement to expire on February 13, 2018.

Fiscal Impact

FISCAL IMPACT:
Minimal

Attachments

Original Agreement
2017 Extension

NORTHWEST FIRE DISTRICT FIRE PROTECTION AGREEMENT

This Fire Protection Agreement is made and entered into this 16 day of December, 2003, between Northwest Fire District ("Northwest") and Arizona Portland Cement ("Applicant"). The property under consideration is described as the land and building commonly known as Arizona Portland Cement, Pima County Tax Parcel Number 216-12-009F, and referred to as the "Subject Property." This Agreement is a renewal of the agreement initially executed by the parties in February, 1996.

RECITALS

- A. Northwest currently provides fire protection and emergency medical services to its residents. Northwest does not provide ambulance service.
- B. Applicant is familiar with the quality and level of services Northwest provides within Northwest.
- C. Northwest is prepared to provide fire suppression and emergency medical services upon the terms and conditions set forth in this Agreement.
- D. Applicant is not currently located within a fire district and needs to obtain fire protection and emergency medical services upon the terms and conditions set forth in this Agreement.

For the mutual promises contained below, Northwest and Applicant agree as follows:

- 1. PURPOSE. Northwest will provide services to the Subject Property under the terms of this Agreement.
- 2. TERM. This Agreement will be effective from February 14, 2004 to February 13, 2005.
- 3. SERVICES PROVIDED. Northwest will provide the fire suppression and emergency medical services with standard response to the Subject Property as determined by Northwest dispatch protocols on each emergency call from Applicant.
 - A. Northwest will make reasonable efforts to respond to each emergency call from the Applicant and such call will be considered as a call from within Northwest.
 - B. Response times are subject to conditions arising due to existing weather conditions, travel distance, traffic conditions, property identification and access to the Subject Property as identified in paragraph four below. In certain situations, Northwest's response times are also subject to

occurrences of unforeseen circumstances, emergencies, a reduction in force, road closure, or other situations causing a shortage of personnel or equipment.

- C. Applicant acknowledges that Northwest does not provide ambulance transportation services. Applicant is responsible for obtaining ambulance service from private sector providers dispatched through 911.

4. STANDARD ACCESS. Applicant acknowledges that standard access roads are sufficient to allow Northwest fire equipment to reach the scenes of emergency calls within a reasonable and expeditious time. If access roadways are not maintained by any public service agencies, the responsibility of providing and maintaining adequate access rests solely with the Applicant.

5. COMPENSATION. Applicant will pay Northwest \$10,674 as consideration for this Agreement. Payment will be due and payable in quarterly installments of \$2,668.50 commencing upon the execution of this Agreement. Payment must be received by Northwest for the Applicant to receive services from Northwest. Compensation for the Agreement will be reviewed annually at renewal, and the existing amount of compensation will be increased by at least a percentage equal to the Consumer Price Index (CPI) for Western States for the most recent period.

6. WAIVER AND DISCLAIMER OF LIABILITY. As additional consideration, Applicant agrees to defend, indemnify and hold harmless Northwest, its officers, employees and agents from any and all claims, demands, liability and causes of action that may arise as a result of Northwest providing the above-described services except for those claims, demands, liabilities, and causes of action resulting from Northwest's negligence. Northwest agrees to defend, indemnify and hold harmless Applicant, its officers, employees and agents, from any and all claims, demands, liability and causes of action that may arise as a result of Northwest's actions except for those that are resulting from the negligence or intentional acts of Applicant.

7. TERMINATION. Either party may terminate any renewals of this Agreement by giving thirty (30) days written notice of termination delivered to the other party at the following addresses:

"NORTHWEST"

Northwest Fire District
5225 W. Massingale Rd.
Tucson, AZ 85743-8416

"APPLICANT"

Arizona Portland Cement
Post Office Box 338
Rillito, AZ 85654

- A. Either party may terminate this Agreement as provided herein without incurring any liability to the other party for so doing, except for liability for services provided before termination.

- B. In the event of termination of this Agreement by Northwest, Northwest will refund the compensation paid by Applicant, prorated as of the date of termination.
- C. This Agreement will automatically and immediately terminate in the event Applicant fails to deliver payments as set forth in paragraph five above.

8. RENEWAL. This Agreement will be automatically renewed for two successive additional 12-month periods unless terminated by either party delivering written notice to the other sixty (60) days prior to the expiration of the term of this Agreement. The consideration for the renewal will be calculated by Northwest pursuant to paragraph 5 above, and Northwest will bill Applicant for this amount sixty (60) days prior to the expiration of the term.

9. SEVERABILITY. The terms and conditions of this Agreement are separate and severable and if one provision of this Agreement is or becomes unenforceable as a matter of law, the validity of the remaining portions will not be affected.

10. CANCELLATION. This Agreement is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511.

11. ENTIRE AGREEMENT. This Agreement contains the entire agreement between the parties and may not be amended or modified unless in writing and signed by the parties. This Agreement will not be interpreted against the party preparing the agreement. The paragraph titles are included for convenience purposes only and will not be construed as part of the terms or conditions of this Agreement.

12. TIME IS OF THE ESSENCE. Time is of the essence of this Agreement in each and every provision of this Agreement.

"NORTHWEST"

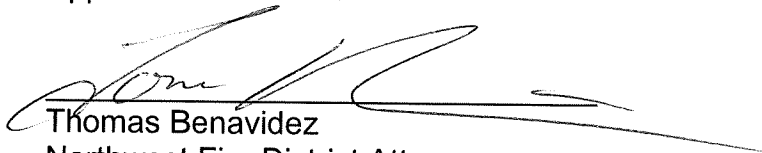
Northwest Fire District



By: Lee C. Mellor


Its: Clerk of the Board

Approved as to form:


Thomas Benavidez
Northwest Fire District Attorney

"APPLICANT"

Arizona Portland Cement,
an Arizona corporation



By: DAVID N. BITTEL

Its: PLANT MANAGER,

AMENDMENT TO NORTHWEST FIRE DISTRICT FIRE PROTECTION AGREEMENT

This Amendment entered into on January 24, 2017, amends the Fire Protection Agreement previously made and entered into on December 16, 2003, between Northwest Fire District ("Northwest") and CalPortland Company, Rillito Cement Plant ("Applicant").

RECITALS

- A. Northwest and Applicant entered into a fire protection agreement (the "Agreement") which may be renewed for subsequent one-year terms; and
- B. Northwest and Applicant wish to renew the Agreement for a one-year term; and
- C. Pursuant to the Agreement, renewal terms are subject to cost increases.

Now, therefore, Northwest and Applicant amend their Agreement as follows:

2. TERM. This Agreement will be effective from February 14, 2017 to February 13, 2018.

5. COMPENSATION. Applicant will pay Northwest \$13,834.15 as consideration for this Agreement. Payment will be due and payable in quarterly installments of \$3,458.54 for each of the four quarters commencing upon the execution of this Agreement. Payment must be received by Northwest for the Applicant to receive services from Northwest. Compensation for the Agreement will be reviewed annually at renewal, and the existing amount of compensation will be increased by at least a percentage equal to the Consumer Price Index (CPI) for Western States for the most recent period.

NORTHWEST

APPLICANT

Northwest Fire District

CalPortland Company,
Rillito Cement Plant

By: George Carter
Its: Board Chair

By: David N. Bittel
Its: Plant Manager

Approved as to form:

Thomas Benavidez
Northwest Fire District Attorney

**Northwest Fire District Governing Board**

5225 West Massingale Rd.
Tucson, AZ 85743

SCHEDULED**FIRE CHIEF'S REPORT**

Date: January 23, 2018
To: Governing Board
From: Michael J. Brandt, Fire Chief
Department: Fire Chief
Agenda Item: Fire Chief's Report

ACTIVITIES:

The Administrative, Fleet, and Logistic Offices were closed on Monday, December 25th, 2017, for the Christmas holiday.

The Administrative Office celebrated the holidays with an Admin Holiday Pot Luck Luncheon and White Elephant Gift Exchange. Thank you to Amy Allen and Kirsten Cook for creating a fun event for all.

I attended a Strategic Plan Quarterly Meeting on December 21st, 2017.

I attended a Pension Board meeting on December 28th.

We recently closed escrow for two properties regarding Station 37 relocation and a new Station 41 in the Gladden Farms area of Marana.

I attended the Arizona Ambulance Association General Membership Meeting on January 10th and January 11th, 2017 in Laughlin, Nevada.

I attended the Arizona Fire District Association 2018 Winter Conference, January 11th thru January 13th, 2017 in Laughlin, Nevada.

The Administrative, Fleet, and Logistic Offices were closed on Monday, January 15th, 2018, in observance of the Martin Luther King/Civil Rights Day holiday.

A Retirement Party luncheon was held on January 18th for Battalion Chief Stu Rodeffer during his last shift with NWFD. Stu joined the NWFD family in March of 2000 as a firefighter/paramedic. Over his career Stu has served in numerous capacities and positions which include Academy Instructor, Maintenance Supervisor, Captain, Battalion Chief, and Deputy Chief of Operations. Stu also has served in numerous wildland positions such as Squad Boss, Wildland Battalion Chief, and Type I Logistics Chief.

Chief Rodeffer's continued sacrifice and dedicated commitment to our organization is evident through his numerous commendations and awards. These include Probationary Firefighter of the Year, Firefighter of the Year, 6 Firefighter Commendation awards, 7 Unit

Citations awards, a Meritorious Service Medal, and a Distinguished Service Medal.

Please join me in thanking Stu for his tireless and professional service to the organization and our community. We wish him well in his retirement as we're eternally grateful for the positive impacts he has made for so many in the Northwest Fire District.

A Retirement Luncheon was held on Friday, December 29th, 2017, for our Finance Supervisor Phyllis Schumacher. Phyllis began her journey at Northwest Fire District over 21 years ago as an Account Clerk working with a very small staff of folks who supported our five-station operation. Phyllis has been involved in every big step forward the District has made since then including, a merger with Flowing Wells Fire District, moving in with Flowing Wells in a combined staff situation at a brand-new location in the current Battalion 31 headquarters, two bond elections, expansion to ten fire stations, another location change and over 100 new members later, Phyllis has not stopped serving the community and every one of us. On behalf of all of us at Northwest Fire District, we sincerely appreciate and thank her for her commitment and service to our community. We wish Phyllis all the best in her retirement.

ROUTINE EXTERNAL MEETINGS:

Town of Marana Mayor and Council Meeting; Marana Community and Regional Update Meeting; Town of Marana Department Head Meetings; Pima County Fire Chiefs Association Meeting; Greater Tucson Fire Foundation Meetings; PCWIN Meetings; NWFD Governing Board Meeting; Board of Managers YMCA meeting; Southern Arizona Fire/EMS Regional Consortium meeting; and associated Boards/Committees.

INTERNAL MEETINGS:

A full schedule of internal meetings included: Executive Staff Meetings, Executive Team Meetings with all members of Senior Staff; General Staff Meeting; Leadership Team Meeting; Meet and Confer; Meetings with Asst. Chiefs Bradley and Emans on Operational and Support coordination; Operational meetings with Executive Staff – Finance, Operations, Support, HR, and Community Affairs; and General Staff Meeting.

GOALS:

N/A

**Northwest Fire District Governing Board**

5225 West Massingale Rd.
Tucson, AZ 85743

SCHEDULED**FIRE CHIEF'S REPORT**

Date: January 23, 2018
To: Governing Board
From: Doug Emans, Assistant Fire Chief
Department: Support Services
Agenda Item: Support Services Report

ACTIVITIES:

- The escrow process on two pieces of property the District has acquired for construction of new or replacement Fire Stations has been completed. Both properties closed without difficulty or incident on December 29, 2017 as originally planned. There was an option to close one week early, prior to the Christmas holiday weekend on December 22, but that was not able to be completed by all parties. Particular thanks to the Districts Attorney, Thomas Benavidez and Deputy Chief Dugger Hughes for all the effort put into both of these negotiations and making bringing them to fruition. Now the visible and necessary work can begin.
- Support Staff continue to focus on budget and have been working very hard to clearly document all the requirements, compliance and cost saving measures for inclusion into this budget cycle.
- Staff continues to work through design criteria and alternatives for three major development projects including the two mentioned above, Stations 337 and 341, as well as the Administration Building construction project.
- Division reports are also attached for your review.

Planning/Health and Safety

- Chief Hartley and Captain Watson hosted the Peer Support Team Candidate Assessment Panel members (Stefanie Lockery – Clinical Director MHC, Holly Joubert – Owner Sunlight Center for Change, Mario Carrasco – TFD FF and Local 479 Member Services Rep, Dale Stephens – NWFD Retired, Tony Compagno – Capt. Station 31 B-shift) at BCHQ/31 for a complete review and practical application of the proposed assessment process using Chief Hartley and Capt. Watson as test subjects. Several minor edits to content were suggested, but the process as a whole was very well received and found to be very credible in the selection of new team members. Again, this is the highest priority topic for the Health and Safety Division.
- Paramedic Chris Neely is wrapping up a project to deliver a civilian and staff (non-suppression personnel) employee OSHA Training Program, Facility Inspection Program and Carcinogen Reduction Program. The OSHA and Facility Inspection Programs will be ready to go live in February. Training for all Operations and closely related Support personnel (Investigators, Mechanics and PPE service) on the Carcinogen Reduction Program is on track to take place during Live Fire training

in February.

- Finalized research on Faith-Based Mental Health Service Providers and met with three counselor/provider groups. These were added to the Mental Health Provider Contact List, along with several other additions and edits. New message has been released to all employees addressing the updates and reminding everyone how to access the Mental Health Provider Contact List.
- Served in a PIO capacity for filming a public service announcement that highlights the collaborative relationship between Banner/UMC, GTFF and the area Fire/EMS providers (attendees were Banner/UMC, TFD, NWFD, and GTFF).
- Attended and presented material to Southern Arizona Safety Officers on an NWFD incident where we utilized our Facilitated Learning Analysis template. Provided TFD H&S Deputy Chief, Darin Wallentine, with a copy of the FLA. He is working on updating TFD's investigative process and likes a lot of what the NWFD FLA provides.
- Division Chief West remains highly engaged in our Strategic Plan update and our visit by our accreditation team leader on January 24th. Steve Olsen will be attending a series of meetings in his review of progress and adjustments we have made since our previous accreditation visit where the District received deferral status. Provided all goes according to plan, we will potentially have our deferral status removed in March at the CFAI hearings in Orlando and be considered an accredited agency once again. Trina Motto and Chief West have been true leaders in these processes demonstrating their commitment to engaged improvement of District services *through* continuous efforts in the strategic planning process.

Logistics

Fleet

- Both new apparatus have been outfitted and equipped for delivery to their new stations.

Facilities

- Captain Grimes, working with our Facilities Worker Shawn Van Camp, are doing great work keeping facilities operating. They have made some discoveries in the first several weeks of their new positions that are proving to be far more effective. Shawn has been relocated to the CSC where he is much closer to many repairs required right in the Training facility itself. This was one of the areas we have not previously been able to staff despite its clear identification within the business plan and staffing model at the time the CSC was being developed. Our targets and goals for better efficiency and service delivery to all locations is beginning to occur in a much more predictable way.

Warehouse

- All final uniform items have been received for the latest recruit class graduation in late January. Distribution is pending. EMS and Warehouse personnel are working to streamline and improve efficiencies in supply ordering and delivery. One of the topics in quarterly training underway currently is the updated processes and accuracy in documentation to insure the greatest possible efficiencies.

Technology

- Our Technology department received both a boost and a blow in December. We began working with Jay Hanson from Hye-Tech Networks one week, and then received notice from James Devoy that he was relocating his family to Colorado Springs the following. Jay has been reviewing our systems, processes and work flows trying to understand and learn; he has already made some observations

which we have corrected, as well as corrected some connectivity issues that have plagued several sites for some time. We look forward to solving problems with the continued relationship. Additionally, we have begun weekly update meetings geared toward better communications of goals and priorities, as well as, honing in on where additional resourcing is required. All systems are now being monitored via the Hye-Tech Network Operations Center. Trina Motto and I have collaborated to identify the future path moving forward to fill the void left by James and potentially determine if we can do more within our budget restraints. A solid plan is outlined and being constructed for final review at this time. We have options and will be exercising those to the fullest.

GOALS:

- Continue momentum on the three capital construction projects anticipated.
 - Complete the review and familiarization process of the IT managed services agreement.
 - Complete the recruitment requirements to fill IT vacancy effective January 19, 2018.
-



Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

6.C.

SCHEDULED

FIRE CHIEF'S REPORT

Date: January 23, 2018
To: Governing Board
From: Brad Bradley, Assistant Fire Chief
Department: Operations
Agenda Item: Operational Services Report

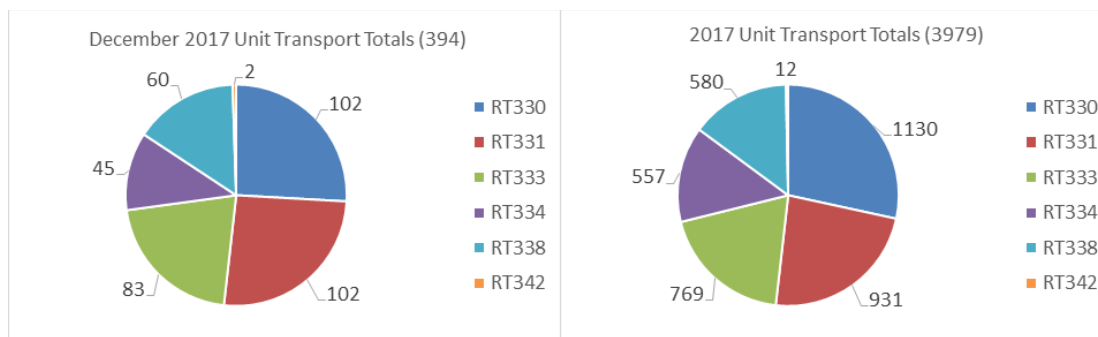
ACTIVITIES:

December was spent coordinating personnel, responsibilities, and activities within Operational Services as follows:

- Paramedic Training Process (PTP) – The District still has four personnel engaged in certification training for FY17-18 to fill existing Paramedic vacancies within Operations. The five recently certified Paramedics have been assigned to core (busy) stations to complete their probationary year.
- Captains Certification and Testing Processes (CCP) – Promotional test result reviews and feedback sessions for all participants continued during December and should be completed by February 2018. Paramedic Andy Carter is being promoted to the rank of Captain effective January 8, 2018 and will receive his badge and be sworn in at the regularly scheduled Board meeting in January.
- Academy Process – Academy 17-02 continued throughout December and all recruits are doing well. A “Family Night” event is scheduled for January, and graduation will be occurring on January 25, 2018 at Mt. View High School. Following the graduation of class 17-02, all probationary firefighters will be assigned throughout operations in conjunction with the graduates of academy 17-01. The result is that every Engine on every shift (to include EN342) will have at least 1 probationary firefighter assigned for their probationary year.
- Battalion Chief Promotional Process – A badge pinning and swearing in ceremony for Chief Sepulveda occurred at the regularly scheduled Board meeting in December. Captain Steve Noble will be promoted to Battalion Chief effective January 22, 2018 coinciding with the scheduled retirement of Battalion Chief Stu Rodeffer. Battalion Chief Chuck Shaffer is retiring in May 2018 which will result in another BC and Captain promotion.
- New Apparatus – The two KME engines that arrived in October 2017 are still being readied for service, which is now anticipated to be sometime in January 2018.
- New Stations – Operations and Support Services continue to work collaboratively on plans associated with the construction of Station 41 at Tangerine Farms and I-10 and the relocation of Station 37.
- Communications / Dispatch – Optimization of the District’s dispatch and call processing system remain a constant effort, including the update of the CAD mapping system and GIS information systems. Additional information is provided in

Alarm Room Captain Mike Rollman's monthly report, as well as the monthly report for Captain Brian Keeley.

- Ambulance Transportation – Determination and finalization of the District's billing process changes and Department of Health Services (DHS) application for a BLS CON is anticipated to occur in the first quarter of 2018. The District's annual Ambulance Revenue and Cost Report (ARCR) for FY16/17 was completed and submitted to DHS in December as required.
- ePCR and RMS System – Efforts continued in December towards full implementation of the Image Trend reporting system within EMS, Operations, and Prevention & Safety. In addition, discussions continue between the District and the regions hospitals regarding the establishment of health information exchange (HIE) systems. These systems, once established, would allow for the electronic sharing of billing and outcome data between Fire and EMS agencies and the hospitals.
- Transport Statistics - The December transport total and calendar year 2017 transport totals are as follows:



- Budget – Several Capital Improvement Plan (CIP) budget requests were submitted for review from various Operational Services sections during the month of December. The General Fund budgeting process is anticipated to begin in earnest in January or February of 2018. This will occur following the receipt of the annual net assessed values (NAV) report from the Pima County Assessor's Office.
- Memorandum of Understanding (MOU) – Policy manual adjustments as well as recommendations through the CFAI reaccreditation process were presented by Human Resources (HR) to the Leadership Team in December. The review and revision of the District's policy manual is anticipated to come before the Board in January.
- Regional Automatic Aid – Discussions with the City of Tucson regarding the potential for establishing a limited automatic aid agreement for certain medical calls occurred in December. However, progress in this regard my slow somewhat due to executive level staffing changes within TFD. As further discussions occur, the Board will remain apprised through the monthly report to the Board.
- Accreditation and Strategic Plan – Operations staff remained engaged throughout December in the collection and analysis of data necessary to revise the current Standards of Cover (SOC). Staff also remain engaged towards completion and progress reporting of the various initiative within the District's Strategic Plan.

Meetings and Events– Activities in December consisted of the following:

- Attended a charity golf event at the Ritz Carlton in Dove Mountain sponsored by the Marana Police Department.
- Attended the District's annual Holiday Party and Awards Banquet at the Tucson Omni.
- Attended the Marana Health Care (MHC) annual Holiday Party and Awards Banquet at the Sheraton El Conquistador.

- Attended the District and L3572's "shop with a firefighter" charity event.
- Attended the District and L3572's gift giving event at the Diamond Children's Medical Center.
- Attended a retirement luncheon for Phyllis Schumacher, Finance Manager
- Attended an Arizona Fire Services Institute (AFSI) meeting in Phoenix.
- Attended an NWFD Leadership Team meeting.
- Attended an NWFD Governing Board meeting.
- Attended the Pima County Fire Chiefs Association meeting.
- Attended a January 8th Memorial Foundation Board of Directors meeting.
- Attended a Board of Directors and a committee meeting for Marana Health Care (MHC).
- Participated in the District's five-day in-house ALS refresher program.
- Attended a quarterly reporting meeting of the District's Strategic Plan.
- Attended a meeting regarding the ongoing CFAI reaccreditation effort.
- Attended a Battalion Chief Promotional Process review.
- Attended several weekly and monthly Operations meetings.
- Attended several weekly executive staff meetings.

OPERATIONS AND MEDICAL SERVICES BOARD REPORT

Division Chief Mike Duncan

Activities:

Alarm Room - Captain Mike Rollman

- The largest priority at the Comm Center in December was the physical consolidation of police and fire dispatchers.
- Continue to work on improving the maps that CAD uses for dispatching.

Operations - Deputy Chief Brian Gard

- Significant incidents in December include a large HazMat Oil Spill, an Auto-Aid Aircraft Fire at La Cholla Airpark, 1 Medical Full Alarm for an MVA, 2 Apartment Fires, 2 House Fires, and 3 Mobile Home Fires.
- Completed monthly NFIRS and Pima County HazMat reporting for November. Met with representatives from Prevention and EMS to make changes to Image Trend to improve work flow between divisions and overall reporting quality.
- Coordinated the Application and Selection Process for 5 Hazardous Materials Technician Students starting class January 22nd.
- Attended Meetings for Operations Division, Pima Regional HazMat Steering Committee, Pima Regional Training and Exercise Committee, Leadership Team, and Strategic Planning.
- Attended weekly meetings with the Town of Marana Events Committee.
- Attended conceptual Auto-Aid Discussion Meeting with representatives from Tucson Fire and Northwest Fire Operations groups.

EMS - Deputy Chief Scott Draper

- Town of Marana Holiday Festival Standby.
- Town of Marana Citizens PD Hands Only-CPR Class.
- NWFD In-House Recertification meeting with Doug Crunk from AZ DHS.
- TFD-NWFD Auto-Aid Big 7 Meeting.
- EMS Meeting-GRFD-NWFD – ECs Roles and Responsibilities in Auto Aid.
- Verizon Public Safety Presentation, alternative to AT&T's FirstNet program.
- Meeting with AMR to discuss NWFD bringing all medical supplies in-house.
- Held a joint Marana PD-NWFD After-Action-Review of a significant call.
- Participated in the After-Action-Review meeting with the Town of Marana regarding

the Annual Holiday Festival.

Training - Deputy Chief Scott Hamblen

- Academy 17-02 continues. All recruits passed the Arizona State Firefighter I & II Certification this month.
- Annual hose testing conducted on site.
- Hosted Wizard ALS Refresher Training.
- Regional HAZMAT Meetings were held this month.
- The regularly scheduled Motorcycle Safety courses were held in the parking area.
- Hosted monthly Governing Board Meeting.
- Continued to accommodate pump testing for internal and external apparatus.
- NWFD hosted several internal meetings for multiple divisions.
- NWFD Training was used by on-duty crews for physical training and various fire-based training evolutions.
- NWFD Training Center accounted for 581 hours of scheduled use this month with 9209 projected participant hours.

GOALS:

Save lives, protect property, and care for our community.



Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

6.D.

SCHEDULED

FIRE CHIEF'S REPORT

Date: January 23, 2018
To: Governing Board
From: Patricia Aguilar, Human Resources Director
Department: Human Resources
Agenda Item: Human Resources Report

ACTIVITIES:

- January 17th, Pension Board Meeting
- January 25th, Academy review of retirement options
- January 26th, Employment Law and Legislative Update Conference
- Input Open Enrollment employee deductions into Incode
- Send out to Governing Board and management online Department of Public Safety compliance training for approval to review fingerprint criminal background checks of new hires
- After Action Review of Open Enrollment with insurance broker and Selerix
- Complete Policy Manual for Accreditation and Board Approval
- Retiree insurance coupons generated based on individual needs for withdrawals from PEHP, Nationwide, and retirement subsidy payment
- 2018 State Minimum Wage Poster sent out to District Sites
- Process Deferred Retirement Option Plan (DROP) application for 1 employee
- Retirement(s): 2 (Finance Supervisor and Battalion Chief)
- Promotion(s): 1 Paramedic to Captain/Paramedic
- Part-time to full-time - 1 Community Assistance Program
- Recruitment(s): Fire Chief, Account Clerk Specialist – Payables, Finance Supervisor, PIO Assignment, and EC Shift Assignment
- Other meetings: Governing Board, Pension Board, and Leadership Team

GOALS:

- Short Term - Preparing Job Analysis to be distributed to employees and supervisors
 - Long Term - Human Resources Information Systems
-

**Northwest Fire District Governing Board**

5225 West Massingale Rd.
Tucson, AZ 85743

SCHEDULED**FIRE CHIEF'S REPORT**

Date: January 23, 2018
To: Governing Board
From: Ian Robinson, Lead Inspector
Department: Prevention & Safety
Agenda Item: Prevention & Safety Report

ACTIVITIES:

We continue to evaluate, coordinate, and direct all activities related to inspections, plan reviews, public education, training, strategic planning, and community partnerships.

We continue to build relationships with the Town of Marana and Pima County consistently working towards a more streamlined approach to assist the customer. Fred Durham, Ian Robinson and I met with TOM Building Official David Spurlock to maintain enhance our partnership and discuss current collaboration and future collect projects like the adoption of the 2018 International Fire Code and Building Code.

The District purchased the Image Trend Fire Records Management software for Prevention, EMS, and Suppression. Although there are still some items to complete, Prevention and Safety is currently beta testing the fire inspections module for residential fire sprinklers only. The Prevention team is manually inputting all business addresses and names while creating inspection checklists for specific inspection types. Our goal is to launch the remainder of the inspections on January 1, 2018.

Three members of the operations division continue to support the Prevention Division by conducting fire inspections. Most of the training has been completed and they are performing fire inspections on single family residences fire sprinkler systems in accordance with NFPA 13D standard and General Inspections on low hazard businesses.

Fred Durham continues to attend the weekly Monsanto meetings. Monsanto still has not provided all the required plans and specifications to progress beyond the underground fire line and foundational footings. We have allowed Monsanto to install steel beams "at risk". We will continue to collaborate and coordinate the code requirements and construction timelines.

Fire Plans Examiner Fred Durham and I met with Classic Party Rentals regarding the installation of a large tent for Mr. Bell memorial. The challenge being the topography of the home and anticipated large public attendance.

Assistant Fire Chief Emans, Fire Plans Examiner Fred Durham and I met with the

President Ed Stolmaker from the Marana Chamber of Commerce to discuss the fire code requirements for use permits for installing tents and canopies.

Fire Plans Examiner Fred Durham, Lead Fire Inspectors Douglas, Robinson and I had a conference call with Fred Coy from Tucson Water and staff to discuss Tucson Water removing water wells from the distribution system and fire flow impacts to the District.

Arizona Fire & Burn Educators Association quarterly meeting was held at our training facility. 30 Fire & Life Safety Educators from Southern Arizona attended. Training - Superstition Fire and Medical came up with a great way to present a scaled down version of the impactful Teens & Distracted Driving event, on an indoor stage (this event is usually done on a football field and how they incorporated PSAs, Social Media and live action to remind teens that distracted driving kills and seat belts save lives.

Marana Senior Center – Annual Christmas Luncheon – Prevention provided a safety table with Fire Safety information & Station 36 served lunch to 40 seniors.

3 car seats & 2 boosters were given out to families.

The 2017 -2018 school year has started:

Grade	Number of Classes	Number of Students	SYTD Students
Kindergarten:	10	207	542
2nd Grade:	20	447	2346
4th Grade:	17	412	692
Special Needs	0	0	0

** School year August 2017-May 2018*

DEVELOPMENT

COMMERCIAL PROJECTS

- Arizona Pavilions Project is complete with the all the buildings being complete and inspected. There are still suites that are vacant as they are trying to secure tenants.
- Chick-Fil-A building located in the parking lot of Target on Ina and Thornydale. Chick-Fil-A had their Grand Opening on October 2, 2017.
- 100,000 SF Marana Senior Center moving forward located on Silverbell and Coachline area. Construction has begun with the fire line and hydrants installed, and vertical construction underway.
- Sage Desert Assisted Care project is underway and has gone vertical. All intermediate fire sprinkler inspections have been completed (104,000 SF facility located in Pima County) Orange Grove and LA Cholla.
- International Towers – Next to Breakers Water Park. Company manufactures towers used for cell phones, borders etc. Construction is now complete.
- STEM 7-12, 125,000 SF School located at the corner of Moore and Sandra up in the Dove Mountain area. This project is currently not in the District. If the school does not annex into the District, the State Fire Marshal's Office will be responsible.
- 100,000 SF High School owned by the Leman Academy located next door to the new Marana Senior Living, 8700 North Silverbell. Approximately 1200 students.
- Circle K-Ina and Silverbell located on the Southeast Corner. Permits have been issued.

- 4-Story Hotel. Across from Outlet Mall. Hampton Inn. 101 Rooms. Building plans approved and construction has begun.?????• Villagio Self-Storage –Tangerine/Thornysdale – 4 Story, 86,500 SF Approved and construction has gone vertical.
- Top Golf – Costco Drive / Thornysdale – 3-Tier, 55,000 SF on about 15 acres. Construction is complete and the facility is finished and open for business.
- Marana Main Gate Retail – Sandario/I-10 – 8,000 SF slated to start after the roadway and water upgrades. Marana PD building – Town Center, 2 Story, 44,785 SF Construction has begun.
- HSL Properties – 16 Unit Apartment Complex consisting of 2 and 3 story units. Approximately 304 apartments. Location is across from Chinese Buffet on Crackle Barrel and Golf Course. We are still waiting on the water availability for the project to be resolved. The anticipated start date is Early 2018.
- Abrazo Community Health – Marana Micro Hospital. Located on Cortaro Farms Road and North Cerius Stravenue near IHOP. The project is 1-story general care hospital of approximately 32,250 sf. We had a preliminary development meeting and the customers are eager about starting construction.
- 160,000 SF Assisted Care Facility in the works, located at the intersection of Dove Mountain and Tangerine. (Behind the old Bashas building) in the development phase.
- 18,000 SF shell building is being proposed on Travel Center Drive.
- Al Coronado Plumbing on Travel Center Drive-Construction has begun.
- Marana Market Place- 6,500 SF shell building and construction is complete.
- Popeye's Chicken- Located at Marana Market Place. Plans approved.
- Monsanto – 600K SF Corn Processing Plant– Twin Peaks and Sanders. Construction has begun.
- Northwest Hospital medical office building located on Cortaro and Silverbell. Construction has begun.

RESIDENTIAL PROJECTS

- Camino De Oeste housing development has been submitted for review. North of Cortaro Between Hartman and Camino de Oeste. (144 SFR) (Pulte) Project is moving forward with start date planned for December.
- Deanza housing Development / Final Plat – West of Hartman, North of Cortaro. (265 SFR) (Richman)
- Del Web Phase V has been approved and construction has begun. (Dove Mountain area) (100 SFR) - Pulte
- Pima Canyon Apartments on Orange Grove and La Cholla (development phase) (240 units) Construction is well under way. Leasing is anticipated in the upcoming weeks.
- La Cholla Station (39) home lots.
- Gladden Farms – Block 14 and 15 – 450 homes – KB Homes. 50% complete
- Blue Agave (200+) Construction of homes have begun.
- New subdivision planned for the northeast corner on Sanders and Barnett Roads. Over 200 homes. They would like to break ground ASAP. There was a previously approved project in 2003 and is within the District boundaries.
- Park Place at Dove Mountain, far west end of Dove Mountain Blvd. New subdivision 186 lots. In development, a large levee must be constructed at the west side before site work commences.
- Rancho Marana Block 3, 128 homes at the North-East corner of Tangerine Farms and Clark Farms Blvd. Commensurate with extension of Tangerine Farms to Barnett

Rd.

- Tortolita Road rezoning in progress for new subdivision of 34 homes on north Tortolita Road, directly north of Tortolita Reserve.

PREVENTION AND SAFETY STATISTICS

Activity	Marana	Pima	December Total 2017	Fiscal 2017 YTD
Inspections	18	81	99	725
Re-Inspections	22	24	46	480
Construction Inspections	32	24	56	432
Plan Review	24	13	37	301
Fire Investigations	1	3	4	23
Car Seat Inspections	16	0	16	220
Out of District Plan Review				0
Out of District Inspections				0

The above monthly / yearly statistics have been changed to reflect fiscal year data rather than the previous calendar year. The above figures also do not include the inspections captured in the new Image Trend Records Management System.

I also attended the following meetings:

- Executive Staff (3)
- General Staff
- Strategic Planning Quarterly Report Session
- Internal Division Meeting (Daily)
- Arizona Fire Marshal Association
- Southern Arizona Homebuilders Association (SAHBA)
- Southern Arizona Fire Marshal's Association

GOALS:

- Continue to organize the Prevention section of the District web site.
- Work in ImageTrend Records Management System and continue to build fire inspection check sheets and add information that didn't move from Firehouse to the new software.



Northwest Fire District Governing Board
5225 West Massingale Rd.
Tucson, AZ 85743

SCHEDULED

FIRE CHIEF'S REPORT

Date: January 23, 2018
To: Governing Board
From: Dugger Hughes, Deputy Chief
Department: Support Services
Agenda Item: Logistics Report

ACTIVITIES:

The District finalized the purchase of the two pieces of property for Stations 337 and 341. We are currently working with the architects and government entities as we prepare for station construction.

Hose testing for all the District hose was completed.

Fleet purchased a new set of battery powered extrication tools that were financed through the Governor's Highway Safety Grant. These tools will be placed in service in January.

Facilities:

- All HVAC systems in the District received Preventive Maintenance.
- The new Facilities Maintenance Worker, Shawn Van Camp, was re-located from Logistics to an office in Building B in the Training Center.
- The Proximity Card Locks are being installed in District Stations this month.
- The District is having one more meeting with the Shade/Solar panel vendor, with installation scheduled to begin soon.
- 35 Work Orders were completed.

Personal Protective Equipment:

- Hose testing for the District was completed-61,160 feet of hose was tested and inventoried. All hose on any of the District apparatus, or in storage is now accounted for, and assigned to that particular unit.
- The clothes dryer from Station 33 was repaired, and will be kept as a switch out unit for other District clothes dryers when they fail. This in-house work is a valuable asset, and will save the District a substantial amount of money.
- 28 cylinders were sent in for hydrostatic recertification, reassembled, and returned to service.
- 11 SCBA's were repaired.
- The Stove at Station 37 was repaired by our PPE personnel, also saving the District a significant repair charge. There are very few vendors who will work on these commercial stoves, and their prices are very high. From past experience, this repair would have probably been \$500 in just labor costs.
- A total of 387 Work Orders were processed.

Warehouse:

- There were 14 Special Uniform orders and 22 In-house Uniform orders completed.
- A meeting was hosted by the Warehouse Supervisor with the District's uniform vendor to discuss numerous issues and complaints.
- 117 Oxygen cylinders were consumed, refilled, and replaced.
- There were 29 Station Supply and 9 Office Supply orders placed and filled.
- 51 EMS orders were processed.
- Warehouse personnel continue to work closely with EMS personnel as the District moves to a new way of obtaining and distributing EMS supplies.

Fleet:

- The two new engines are still waiting on the arrival of computers, and once received, they will be placed in service. The two engines currently on order are progressing well in the development and construction processes.
- 184 Scheduled Work Orders were completed by Fleet personnel this past month.
- An additional 55 Unscheduled Work Orders were completed.
- There are currently 66 Active Work Orders that are being worked on.
- District vehicle drove 42,213 miles in December, consuming 5,587 gallons of fuel, for an average MPG of 7.56.

GOALS:

Work on the construction of the two new stations will continue.

Select a company for construction of the new Administration facility.

Continue working with EMS to streamline the ordering and delivery of medical supplies.

Get the two new engines placed in service.



Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

6.G.

SCHEDULED

FIRE CHIEF'S REPORT

Date: January 23, 2018
To: Governing Board
From: Trina Motto, Manager
Department: Community Affairs
Agenda Item: Community Affairs Report

ACTIVITIES:

- Developed a presentation and managed a Quarterly Strategic Plan Reporting Session; created update report for Board presentation with Planning and Preparedness Chief; documented and housed session results
- Finalized work on an evaluation of internal communication tools in partnership with the Strategic Plan Goal 3 Committee (Internal Communications); presented this work with Deputy Chief Gard at the Strategic Planning Quarterly Reporting Session
- Attended and took part in the January 8th Memorial Dedication – Captain Keeley rang the bell during the victim/survivor roll call
- The District served as home for the reveal of the new Jeep Wrangler and the sponsor required a two-person EMS standby for the 8-day event that was coordinated by Community Affairs
- Documented a role for Back-up PIOs within the current Community Affairs structure
- Partnered with the Awards Committee on the Program development and production for the Annual Awards Dinner
- Developed a Hands-Only CPR safety message for an annual Marana Chamber publication
- Coordinated with the Training Division on Academy Graduation 17-02 requirements; captured photos of graduating class, produced an invitation for distribution
- Facilitated and managed a photo shoot for all staff to update Official Staff Photos
- Attended the Town of Marana Planning and Zoning Commission meeting; Town of Marana Pre-application sessions for construction meetings; attended emergency services update meeting for the Ina and I-10 construction project
- Facilitated annexation requests for board approval; continued annexation communications and workflow efforts
- Updated the annual holiday mailer contact list in partnership with all divisions and departments (also in line with Goal 2 of our Strategic Plan); created and distributed a holiday email blast to these contacts; redirected viewers to our website for winter safety tips
- Collaborated with GTFF on honoring a NWFD recent retiree
- Worked with staff members to ensure accuracy of district boundary maps, taxed parcels, and dispatch center accuracy
- Coordinated upcoming proactive media stories on multiple topics

- Attended Professional Development Opportunities: *background investigations; OSHA Training*
- Consulted with colleagues on projects requiring editorial or design/production input
- Coordinated representation at various community events in conjunction with Administration, Support Services, and Operations (*i.e. Holiday related safety Fair events, station tours, etc...*)
- Attended internal meetings and events as required or requested; inclusive of Morning Check-ins, Executive, Leadership, & General Staff, Communications, and various internal meetings (*i.e. Quarterly Reporting for Strategic Planning, Strategic Planning prep session, Annexation discussions, etc.*)
- Met with neighboring Districts, agencies, organizations, and municipalities to promote information and/or resource sharing in line with cooperative regional teaming plans (*i.e. Town of Marana, ADOT, Pima County, Pima Community College, Marana Chamber of Commerce, and more...*)

- BackOffice items:

1. Posted General Staff Meeting and Leadership Meeting Agendas and Minutes
2. Posted Employees by Location and Station Assignments documents
3. Posted 2018 Pay Period Information and an updated Employee Leave Report
4. Created new page for 2018 Memos. Added page to the top navigation.
5. Adjusted permissions for IT staff to make edits as needed. Trained IT staff on WordPress and the Divi Editor to make changes to BackOffice content.
6. Updated Job Description PDFs on HR Documents
7. Tested and deployed several updates to WordPress, theme, and plugins - many of these were security-based updates.

- Public Website Items:

1. Updated lists for Approved Fire Protection Contractors
2. Posted new RFP/RFQs to the Purchasing page. Made edits and removed RFPs as requested
3. Posted two job positions - Finance Supervisor and Account Clerk
4. Reposted the Account Clerk position with a new end date and application link
5. Finished new layout for Prevention section on the staging server. Worked with Prevention staff to identify new content areas
6. Finalized layout/design refresh changes for rest of the site
7. Added a new link/button to NWFD Administrative Orders webpage/web app.
8. Tested and deployed several updates to WordPress, theme, and plugins - many of these were security-based updates.

- Office365 items:

1. Continued testing and refinement of the Facility Safety Inspection app for the Health & Safety Team

- Monitored media; managed public safety messaging and press for the following:

11/25/2017: A full alarm was dispatched to the 4500 block of Obetka Ave. Units on scene found a shed fire endangering nearby homes. The fire was quickly extinguished, and no exposures were damaged.

12/06/2017: A taped interview was performed with Channel 11/13 regarding a red

flag warning being issued the next day. The story was part of a larger piece referencing the wildfires in Southern California. Warnings, reminders, and suggestions of how to be safe and protect one's property were given.

12/07/2017: Two tractor trailers were involved in an accident on I-10 near mile marker 236 resulted in a HazMat Full alarm. A report of a sulfuric acid leak was found to be inaccurate, but delays on the freeway were seen.

12/08/2017: The deployment of a Type 3 Engine to assist in the California wildfires received coverage from many local media outlets. Crew departed prior to an ability to gain footage so information was relayed.

12/14/2017: A skit on the Jimmy Kimmel Show used internet footage of Engine 338 inside the bay of Station 338. The skit also suggested that the Chief in the video was the was the real Chief of an actual California Fire Department. Several days were spent reassuring the public and media that NWFD did not partake in the creation of this video.

12/22/2017: A live interview was performed with Channel 4 for the final fundraiser for the January 8th memorial. Captain Keeley spoke on behalf of first responders.

12/22/2017: A full alarm was dispatched to a plant nursery off Wetmore for a reported fire. On arrival, crews found a small office and a large patio on fire. The fire was quickly contained. Media reported from the scene.

12/24/2017: A house fire resulted in a full alarm near Mars and Oldfather. When crews arrived, the carport and a single vehicle were fully involved in fire. Crews extinguished the fire and prevented it from spreading to the home's interior. Media reported from the scene.

12/24/2017: Smoke from an attic resulted in a full alarm dispatch to Sunset Heights. Crews found a smoldering fire in the attic space and were able to extinguish it without any additional spread. A press release was disseminated for this call.

12/24/2017: A two-vehicle MVA on Bromley resulted in a medical full alarm. Three people were injured and one required extrication. All three people were transported with non-life-threatening injuries. A media release was sent to media outlets.

12/31/2017: A full alarm was dispatched to the 5100 block of La Cholla for a mobile home fire. On arrival, crews found fire conditions coming from a mobile home. Crews extinguished the fire and prevented spread to nearby units. A press release was sent to all media outlets.

1/08/2017: Two interviews took place with Channel 9 and one interview with Channel 13 related to the January 8th, 2011 Safeway Shooting.

GOALS:

- Prepare and provide a presentation to 17-02 Class on the 2017-2019 Strategic Plan
- In partnership with Training, manage processes as requested to ensure a smooth graduation ceremony for Class 17-02
- Prepare for Q1 2018 Strategic Plan Reporting Session scheduled for January 25; continue project management software evaluation; coordinate with accreditation team leader during site visit on strategic planning processes
- Address Objective 3.B with the Internal Communications Planning Committee
- In partnership with HR, post a position for a Back-up PIO within the current Community Affairs structure; begin training program
- Finalize arrangements for continued web maintenance and Office 365 work
- Coordinate with Divisions to facilitate Strategic Plan Goal #2 objectives
- Continue to coordinate with Pima County, CAD, and ISO on mapping updates
- Continue annual website review and revision process

- Continue annexation communications and efforts
-



Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

7.A.

SCHEDULED

FINANCIAL REPORT

Date: January 23, 2018
To: Governing Board
From: Phyllis Schumacher, Finance Supervisor
Department: Finance
Agenda Item: Finance Reports

Attachments

Fund Balance Report
Monthly Budget Report
Pooled Cash Report
Revenue Comparison
Check Listing

Monthly Board Rept Fund Balance

As Of 11/30/2017



NORTHWEST FIRE DISTRICT AZ

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
100 - GENERAL FUND	0.00	20,998,490.42	14,077,774.50	6,920,715.92
110 - MEDICAL SELF INSURANCE	0.00	3,438,079.91	1,074,579.71	2,363,500.20
200 - WILDLAND FUND	0.00	635,914.04	539,994.22	95,919.82
250 - AMBULANCE FUND	0.00	1,022,245.90	196,600.70	825,645.20
400 - CAPITAL PROJECTS	0.00	14,687,609.68	1,406,380.71	13,281,228.97
410 - CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00
450 - CAPITAL RESERVE	0.00	1,207,493.00	0.00	1,207,493.00
480 - GRANT PROGRAM	0.00	1,623,433.56	462,532.72	1,160,900.84
500 - GO DEBT SERVICE	0.00	2,728,373.69	1,775.00	2,726,598.69
800 - GENERAL FIXED ASSETS	0.00	0.00	0.00	0.00
999 - POOLED CASH	0.00	0.00	0.00	0.00
Report Total:	0.00	46,341,640.20	17,759,637.56	28,582,002.64



NORTHWEST FIRE DISTRICT AZ

PACKET PG.181

Monthly Budget Report

Account Summary

For Fiscal: 2017-2018 Period Ending: 11/30/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL FUND							
Revenue							
FinancialRpt: 2 - Community Safety							
Department: 2100 - PREVENTION & SAFETY							
100-2100-42330-000	Prevention Service Fees	0.00	0.00	0.00	-100.00	-100.00	0.00 %
100-2100-42335-000	Prevention Review Fees	150,000.00	150,000.00	25,063.28	68,872.78	-81,127.22	54.08 %
Department: 2100 - PREVENTION & SAFETY Total:		150,000.00	150,000.00	25,063.28	68,772.78	-81,227.22	54.15 %
Department: 2300 - BEHAVIORAL HLTH/COMM SVC							
100-2300-45000-000	Donations & Contributions	0.00	0.00	215.00	320.00	320.00	0.00 %
Department: 2300 - BEHAVIORAL HLTH/COMM SVC Total:		0.00	0.00	215.00	320.00	320.00	0.00 %
FinancialRpt: 2 - Community Safety Total:		150,000.00	150,000.00	25,278.28	69,092.78	-80,907.22	53.94 %
FinancialRpt: 3 - Operational							
Department: 3100 - TRAINING							
100-3100-42700-000	Facility Use Revenue	20,000.00	20,000.00	500.00	5,310.00	-14,690.00	73.45 %
100-3100-44100-000	Training Revenue	3,500.00	3,500.00	0.00	2,347.95	-1,152.05	32.92 %
Department: 3100 - TRAINING Total:		23,500.00	23,500.00	500.00	7,657.95	-15,842.05	67.41 %
Department: 3400 - EMS							
100-3400-42355-000	EMS Ride-A-Long Fees	0.00	0.00	0.00	113.40	113.40	0.00 %
Department: 3400 - EMS Total:		0.00	0.00	0.00	113.40	113.40	0.00 %
FinancialRpt: 3 - Operational Total:		23,500.00	23,500.00	500.00	7,771.35	-15,728.65	66.93 %
FinancialRpt: 9 - Undesignated							
Department: 9000 - NON-DEPARTMENTAL							
100-9000-40000-000	Beginning Fund Balance	5,000,000.00	5,000,000.00	0.00	5,450,966.98	450,966.98	109.02 %
100-9000-41100-000	Property Taxes-CY	29,156,442.00	29,156,442.00	5,582,913.35	14,668,196.17	-14,488,245.83	49.69 %
100-9000-41150-000	Property Taxes-PY	400,000.00	400,000.00	21,430.57	249,558.11	-150,441.89	37.61 %
100-9000-41200-000	FDAT-CY	390,000.00	390,000.00	68,486.90	201,856.84	-188,143.16	48.24 %
100-9000-41250-000	FDAT-PY	0.00	0.00	421.90	4,455.12	4,455.12	0.00 %
100-9000-42310-000	Fire Protection Fees	10,000.00	10,000.00	3,458.54	6,917.08	-3,082.92	30.83 %
100-9000-42360-000	Technology Maint Revenue	25,000.00	25,000.00	5,346.35	26,731.75	1,731.75	106.93 %
100-9000-42390-000	Dispatch Revenue	600,000.00	600,000.00	58,586.65	262,661.47	-337,338.53	56.22 %
100-9000-42600-000	Rents And Leases	45,000.00	45,000.00	4,500.00	22,500.00	-22,500.00	50.00 %
100-9000-43100-000	Investment Revenue	50,000.00	50,000.00	2,137.00	14,695.90	-35,304.10	70.61 %
100-9000-45000-000	Donations & Contributions	0.00	0.00	100.00	100.00	100.00	0.00 %
100-9000-46000-000	Miscellaneous Revenue	0.00	0.00	488.16	600.69	600.69	0.00 %
100-9000-46100-000	State Insurance Program	280,000.00	280,000.00	0.00	12,386.18	-267,613.82	95.58 %
Department: 9000 - NON-DEPARTMENTAL Total:		35,956,442.00	35,956,442.00	5,747,869.42	20,921,626.29	-15,034,815.71	41.81 %
FinancialRpt: 9 - Undesignated Total:		35,956,442.00	35,956,442.00	5,747,869.42	20,921,626.29	-15,034,815.71	41.81 %
Revenue Total:		36,129,942.00	36,129,942.00	5,773,647.70	20,998,490.42	-15,131,451.58	41.88 %
Expense							
FinancialRpt: 1 - Administrative Costs							
Department: 1200 - FIRE CHIEF							
100-1200-51110-000	Salaries	165,866.00	165,866.00	10,207.12	57,734.09	108,131.91	65.19 %
100-1200-51190-000	PTO Paid Out	4,976.00	4,976.00	0.00	0.00	4,976.00	100.00 %
100-1200-51211-000	Medical Insurance	10,583.00	10,583.00	881.92	4,409.60	6,173.40	58.33 %
100-1200-51212-000	Dental Insurance	489.00	489.00	40.75	203.75	285.25	58.33 %
100-1200-51213-000	Vision Insurance	96.00	96.00	8.00	40.00	56.00	58.33 %
100-1200-51215-000	PSPRS-Cancer Insurance	50.00	50.00	0.00	0.00	50.00	100.00 %
100-1200-51216-000	Life Insurance	60.00	60.00	3.84	22.80	37.20	62.00 %
100-1200-51218-000	STD Insurance	583.00	583.00	14.42	85.60	497.40	85.32 %

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-1200-51231-000	Medicare	2,477.00	2,477.00	147.81	817.34	1,659.66	67.00 %
100-1200-51250-000	PSPRS	52,688.00	52,688.00	1,507.58	8,690.76	43,997.24	83.51 %
100-1200-51270-000	Workers Compensation	8,030.00	8,030.00	0.00	1,388.01	6,641.99	82.71 %
100-1200-51280-000	Deferred Compensation	18,793.00	18,793.00	1,143.20	6,466.23	12,326.77	65.59 %
100-1200-51290-000	PEHP	1,707.00	1,707.00	0.00	381.02	1,325.98	77.68 %
100-1200-52110-000	Office Supplies	100.00	100.00	0.00	0.00	100.00	100.00 %
100-1200-52160-000	Dues, Memberships & Subscripti	1,500.00	1,500.00	0.00	579.00	921.00	61.40 %
100-1200-52161-000	Organizational Credentialing	0.00	0.00	0.00	100.00	-100.00	0.00 %
100-1200-52170-000	Travel & Per Diem	3,000.00	3,000.00	214.85	6,261.77	-3,261.77	-108.73 %
100-1200-52177-000	Meals & Entertainment	2,000.00	2,000.00	0.00	-960.67	2,960.67	148.03 %
100-1200-52180-000	Training	5,000.00	5,000.00	135.00	1,905.00	3,095.00	61.90 %
100-1200-52196-000	Employee Recognition	1,500.00	1,500.00	0.00	43.66	1,456.34	97.09 %
100-1200-52270-000	Organizational Development	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
100-1200-52310-000	Cell Phones & Pagers	2,200.00	2,200.00	94.85	859.09	1,340.91	60.95 %
Department: 1200 - FIRE CHIEF Total:		285,198.00	285,198.00	14,399.34	89,027.05	196,170.95	68.78 %
Department: 1220 - FIRE OPERATIONS - ADMIN							
100-1220-51110-000	Salaries	688,210.00	688,210.00	70,993.32	323,642.05	364,567.95	52.97 %
100-1220-51190-000	PTO Paid Out	20,646.00	20,646.00	0.00	0.00	20,646.00	100.00 %
100-1220-51211-000	Medical Insurance	63,498.00	63,498.00	5,291.50	26,457.50	37,040.50	58.33 %
100-1220-51212-000	Dental Insurance	2,934.00	2,934.00	244.50	1,222.50	1,711.50	58.33 %
100-1220-51213-000	Vision Insurance	576.00	576.00	48.00	240.00	336.00	58.33 %
100-1220-51215-000	PSPRS-Cancer Insurance	300.00	300.00	0.00	450.00	-150.00	-50.00 %
100-1220-51216-000	Life Insurance	360.00	360.00	40.65	204.10	155.90	43.31 %
100-1220-51218-000	STD Insurance	2,418.00	2,418.00	152.62	766.20	1,651.80	68.31 %
100-1220-51231-000	Medicare	10,278.00	10,278.00	1,048.77	6,962.52	3,315.48	32.26 %
100-1220-51250-000	PSPRS	212,244.00	212,244.00	18,751.39	222,236.27	-9,992.27	-4.71 %
100-1220-51270-000	Workers Compensation	33,316.00	33,316.00	0.00	8,059.90	25,256.10	75.81 %
100-1220-51280-000	Deferred Compensation	0.00	0.00	963.70	3,571.55	-3,571.55	0.00 %
100-1220-51290-000	PEHP	7,089.00	7,089.00	0.00	3,429.18	3,659.82	51.63 %
100-1220-52110-000	Office Supplies	100.00	100.00	0.00	0.00	100.00	100.00 %
100-1220-52139-000	Operational Equipment	200.00	200.00	0.00	0.00	200.00	100.00 %
100-1220-52140-000	Operational Supplies	200.00	200.00	0.00	0.00	200.00	100.00 %
100-1220-52160-000	Dues, Memberships & Subscripti	1,000.00	1,000.00	0.00	429.00	571.00	57.10 %
100-1220-52170-000	Travel & Per Diem	8,900.00	8,900.00	0.00	6,784.87	2,115.13	23.77 %
100-1220-52177-000	Meals & Entertainment	400.00	400.00	0.00	46.25	353.75	88.44 %
100-1220-52180-000	Training	4,200.00	4,200.00	190.00	2,559.92	1,640.08	39.05 %
100-1220-52310-000	Cell Phones & Pagers	2,000.00	2,000.00	212.70	1,351.18	648.82	32.44 %
100-1220-52360-000	Television	1,000.00	1,000.00	73.21	366.05	633.95	63.40 %
Department: 1220 - FIRE OPERATIONS - ADMIN Total:		1,059,869.00	1,059,869.00	98,010.36	608,779.04	451,089.96	42.56 %
Department: 1230 - ADMINISTRATIVE SERVICES							
100-1230-51120-000	Hourly	122,928.00	122,928.00	9,962.50	44,533.76	78,394.24	63.77 %
100-1230-51150-000	Overtime	1,589.00	1,589.00	790.96	3,542.87	-1,953.87	-122.96 %
100-1230-51190-000	PTO Paid Out	3,736.00	3,736.00	0.00	0.00	3,736.00	100.00 %
100-1230-51211-000	Medical Insurance	31,749.00	31,749.00	2,645.75	13,228.75	18,520.25	58.33 %
100-1230-51212-000	Dental Insurance	1,467.00	1,467.00	122.25	611.25	855.75	58.33 %
100-1230-51213-000	Vision Insurance	288.00	288.00	24.00	120.00	168.00	58.33 %
100-1230-51216-000	Life Insurance	180.00	180.00	14.40	67.20	112.80	62.67 %
100-1230-51218-000	STD Insurance	641.00	641.00	36.69	170.89	470.11	73.34 %
100-1230-51230-000	Social Security	7,952.00	7,952.00	628.75	2,844.85	5,107.15	64.22 %
100-1230-51231-000	Medicare	1,860.00	1,860.00	147.04	665.31	1,194.69	64.23 %
100-1230-51251-000	ASRS	14,723.00	14,723.00	1,236.66	5,528.84	9,194.16	62.45 %
100-1230-51270-000	Workers Compensation	487.00	487.00	0.00	57.96	429.04	88.10 %
100-1230-51290-000	PEHP	1,282.00	1,282.00	0.00	1,143.06	138.94	10.84 %
100-1230-52110-000	Office Supplies	3,500.00	3,500.00	173.76	1,330.39	2,169.61	61.99 %
100-1230-52112-000	Copier Supplies	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
100-1230-52115-000	Fees	3,600.00	3,600.00	0.00	1,550.00	2,050.00	56.94 %
100-1230-52120-000	Printing & Duplicating	500.00	500.00	0.00	46.70	453.30	90.66 %
100-1230-52130-000	Computer Supplies	200.00	200.00	0.00	0.00	200.00	100.00 %

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-1230-52150-000	Postage & Mailings	7,110.00	7,110.00	35.63	1,021.06	6,088.94	85.64 %
100-1230-52160-000	Dues, Memberships & Subscripti	1,500.00	1,500.00	0.00	118.00	1,382.00	92.13 %
100-1230-52170-000	Travel & Per Diem	2,000.00	2,000.00	0.00	588.77	1,411.23	70.56 %
100-1230-52180-000	Training	3,000.00	3,000.00	-15.75	365.00	2,635.00	87.83 %
100-1230-52198-000	Books & Periodicals	200.00	200.00	0.00	0.00	200.00	100.00 %
100-1230-52223-000	Consultants-General	29,000.00	29,000.00	2,000.00	10,000.00	19,000.00	65.52 %
100-1230-52227-000	Contract Labor	5,000.00	5,000.00	0.00	2,116.42	2,883.58	57.67 %
100-1230-52230-000	Engineering & Architectural	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-1230-52250-000	Legal Advertising	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00 %
100-1230-52260-000	Legal	63,723.00	63,723.00	5,814.00	17,173.00	46,550.00	73.05 %
100-1230-52310-000	Cell Phones & Pagers	1,275.00	1,275.00	36.85	224.03	1,050.97	82.43 %
100-1230-52320-000	Electric	30,000.00	30,000.00	1,903.52	13,395.59	16,604.41	55.35 %
100-1230-52340-000	Refuse Removal	1,000.00	1,000.00	61.01	362.05	637.95	63.80 %
100-1230-52350-000	Telephone	18,000.00	18,000.00	2,677.28	13,357.33	4,642.67	25.79 %
100-1230-52370-000	Water & Sewer	900.00	900.00	36.26	237.05	662.95	73.66 %
100-1230-52410-000	Claim Settlement	5,000.00	5,000.00	0.00	-5,160.31	10,160.31	203.21 %
100-1230-52430-000	Gen. Liab. & Auto Insurance	134,300.00	134,300.00	232.50	93,454.84	40,845.16	30.41 %
100-1230-52540-000	Building Services	0.00	0.00	0.00	162.30	-162.30	0.00 %
100-1230-52560-000	Equipment Services	500.00	500.00	0.00	0.00	500.00	100.00 %
100-1230-52620-000	Equipment Rental	10,400.00	10,400.00	1,171.43	7,058.97	3,341.03	32.13 %
Department: 1230 - ADMINISTRATIVE SERVICES Total:		524,090.00	524,090.00	29,735.49	229,915.93	294,174.07	56.13 %
Department: 1240 - HUMAN RESOURCES							
100-1240-51110-000	Salaries	118,075.00	118,075.00	9,082.70	43,142.82	74,932.18	63.46 %
100-1240-51120-000	Hourly	144,997.00	144,997.00	7,196.50	43,332.41	101,664.59	70.11 %
100-1240-51150-000	Overtime	2,900.00	2,900.00	1,765.44	13,578.61	-10,678.61	-368.23 %
100-1240-51190-000	PTO Paid Out	7,979.00	7,979.00	0.00	23,219.83	-15,240.83	-191.01 %
100-1240-51211-000	Medical Insurance	42,332.00	42,332.00	3,527.67	17,638.35	24,693.65	58.33 %
100-1240-51212-000	Dental Insurance	1,956.00	1,956.00	163.00	815.00	1,141.00	58.33 %
100-1240-51213-000	Vision Insurance	384.00	384.00	32.00	160.00	224.00	58.33 %
100-1240-51216-000	Life Insurance	240.00	240.00	14.40	84.00	156.00	65.00 %
100-1240-51217-000	AD&D Insurance	11,000.00	11,000.00	0.00	5,388.51	5,611.49	51.01 %
100-1240-51218-000	STD Insurance	1,370.00	1,370.00	46.82	274.04	1,095.96	80.00 %
100-1240-51230-000	Social Security	16,985.00	16,985.00	1,085.84	7,475.28	9,509.72	55.99 %
100-1240-51231-000	Medicare	3,972.00	3,972.00	253.93	1,748.21	2,223.79	55.99 %
100-1240-51251-000	ASRS	31,450.00	31,450.00	2,075.14	11,506.26	19,943.74	63.41 %
100-1240-51270-000	Workers Compensation	1,040.00	1,040.00	0.00	210.63	829.37	79.75 %
100-1240-51290-000	PEHP	2,740.00	2,740.00	0.00	1,524.08	1,215.92	44.38 %
100-1240-52110-000	Office Supplies	2,000.00	2,000.00	505.64	1,030.24	969.76	48.49 %
100-1240-52110-015	Office Supplies	0.00	0.00	0.00	459.91	-459.91	0.00 %
100-1240-52120-000	Printing & Duplicating	3,670.00	3,670.00	0.00	265.80	3,404.20	92.76 %
100-1240-52160-000	Dues, Memberships & Subscripti	3,463.00	3,463.00	63.65	753.95	2,709.05	78.23 %
100-1240-52170-000	Travel & Per Diem	2,632.00	2,632.00	0.00	308.81	2,323.19	88.27 %
100-1240-52177-000	Meals & Entertainment	2,500.00	2,500.00	76.97	198.65	2,301.35	92.05 %
100-1240-52177-015	Meals & Entertainment	0.00	0.00	0.00	1,459.74	-1,459.74	0.00 %
100-1240-52180-000	Training	4,612.00	4,612.00	0.00	495.00	4,117.00	89.27 %
100-1240-52198-000	Books & Periodicals	500.00	500.00	0.00	0.00	500.00	100.00 %
100-1240-52220-000	Software	0.00	0.00	0.00	25.93	-25.93	0.00 %
100-1240-52223-000	Consultants-General	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00 %
100-1240-52227-000	Contract Labor	0.00	0.00	0.00	2,005.53	-2,005.53	0.00 %
100-1240-52240-000	Health Services	82,950.00	82,950.00	13,545.99	55,092.57	27,857.43	33.58 %
100-1240-52270-000	Organizational Development	5,793.00	5,793.00	474.32	734.32	5,058.68	87.32 %
100-1240-52280-000	Recruitment	9,000.00	9,000.00	433.36	2,110.11	6,889.89	76.55 %
100-1240-52290-000	Testing & Background Services	11,349.00	11,349.00	247.00	6,351.50	4,997.50	44.03 %
100-1240-52310-000	Cell Phones & Pagers	1,650.00	1,650.00	82.06	506.81	1,143.19	69.28 %
100-1240-52540-000	Building Services	350.00	350.00	0.00	162.30	187.70	53.63 %
100-1240-52620-000	Equipment Rental	4,930.00	4,930.00	538.55	4,038.15	891.85	18.09 %
Department: 1240 - HUMAN RESOURCES Total:		562,819.00	562,819.00	41,210.98	246,097.35	316,721.65	56.27 %

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 1250 - FINANCE							
100-1250-51110-000	Salaries	191,900.00	191,900.00	14,761.54	70,117.31	121,782.69	63.46 %
100-1250-51120-000	Hourly	153,608.00	153,608.00	8,219.20	39,021.58	114,586.42	74.60 %
100-1250-51150-000	Overtime	3,072.00	3,072.00	239.74	1,142.58	1,929.42	62.81 %
100-1250-51190-000	PTO Paid Out	10,457.00	10,457.00	0.00	0.00	10,457.00	100.00 %
100-1250-51211-000	Medical Insurance	52,915.00	52,915.00	4,409.58	22,047.90	30,867.10	58.33 %
100-1250-51212-000	Dental Insurance	2,445.00	2,445.00	203.75	1,018.75	1,426.25	58.33 %
100-1250-51213-000	Vision Insurance	480.00	480.00	40.00	200.00	280.00	58.33 %
100-1250-51216-000	Life Insurance	300.00	300.00	19.20	96.00	204.00	68.00 %
100-1250-51218-000	STD Insurance	1,795.00	1,795.00	64.90	324.26	1,470.74	81.94 %
100-1250-51230-000	Social Security	22,260.00	22,260.00	1,303.91	6,262.34	15,997.66	71.87 %
100-1250-51231-000	Medicare	5,206.00	5,206.00	304.92	1,464.45	3,741.55	71.87 %
100-1250-51251-000	ASRS	41,218.00	41,218.00	2,670.34	12,682.30	28,535.70	69.23 %
100-1250-51270-000	Workers Compensation	1,365.00	1,365.00	0.00	143.48	1,221.52	89.49 %
100-1250-51290-000	PEHP	3,590.00	3,590.00	0.00	1,905.10	1,684.90	46.93 %
100-1250-52110-000	Office Supplies	1,500.00	1,500.00	388.26	637.85	862.15	57.48 %
100-1250-52115-000	Fees	6,320.00	6,320.00	314.46	7,403.21	-1,083.21	-17.14 %
100-1250-52120-000	Printing & Duplicating	700.00	700.00	791.61	1,000.14	-300.14	-42.88 %
100-1250-52160-000	Dues, Memberships & Subscripti	1,415.00	1,415.00	0.00	665.00	750.00	53.00 %
100-1250-52170-000	Travel & Per Diem	1,700.00	1,700.00	0.00	0.00	1,700.00	100.00 %
100-1250-52180-000	Training	1,300.00	1,300.00	0.00	160.00	1,140.00	87.69 %
100-1250-52198-000	Books & Periodicals	200.00	200.00	0.00	0.00	200.00	100.00 %
100-1250-52210-000	Accounting & Auditing	18,960.00	18,960.00	2,322.50	15,615.00	3,345.00	17.64 %
100-1250-52227-000	Contract Labor	0.00	0.00	3,955.92	21,762.58	-21,762.58	0.00 %
100-1250-52310-000	Cell Phones & Pagers	300.00	300.00	25.40	126.70	173.30	57.77 %
100-1250-52550-000	Equipment Supplies	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
Department: 1250 - FINANCE Total:		524,206.00	524,206.00	40,035.23	203,796.53	320,409.47	61.12 %
Department: 1280 - COMMUNITY AFFAIRS							
100-1280-51110-000	Salaries	89,675.00	89,675.00	6,675.00	31,706.25	57,968.75	64.64 %
100-1280-51120-000	Hourly	90,946.00	90,946.00	7,539.20	34,755.35	56,190.65	61.78 %
100-1280-51140-000	Holiday Pay	2,000.00	2,000.00	326.96	1,141.28	858.72	42.94 %
100-1280-51150-000	Overtime	9,273.00	9,273.00	245.22	1,926.34	7,346.66	79.23 %
100-1280-51190-000	PTO Paid Out	5,457.00	5,457.00	0.00	0.00	5,457.00	100.00 %
100-1280-51211-000	Medical Insurance	21,166.00	21,166.00	1,763.83	8,819.15	12,346.85	58.33 %
100-1280-51212-000	Dental Insurance	978.00	978.00	81.50	407.50	570.50	58.33 %
100-1280-51213-000	Vision Insurance	192.00	192.00	16.00	80.00	112.00	58.33 %
100-1280-51215-000	PSPRS-Cancer Insurance	0.00	0.00	0.00	50.00	-50.00	0.00 %
100-1280-51216-000	Life Insurance	120.00	120.00	9.60	48.04	71.96	59.97 %
100-1280-51218-000	STD Insurance	937.00	937.00	36.04	180.34	756.66	80.75 %
100-1280-51230-000	Social Security	5,727.00	5,727.00	394.94	1,875.97	3,851.03	67.24 %
100-1280-51231-000	Medicare	2,717.00	2,717.00	208.57	1,129.74	1,587.26	58.42 %
100-1280-51250-000	PSPRS	29,294.00	29,294.00	2,501.55	26,211.15	3,082.85	10.52 %
100-1280-51251-000	ASRS	10,604.00	10,604.00	767.62	3,646.20	6,957.80	65.61 %
100-1280-51270-000	Workers Compensation	8,805.00	8,805.00	0.00	1,345.24	7,459.76	84.72 %
100-1280-51290-000	PEHP	1,872.00	1,872.00	0.00	762.04	1,109.96	59.29 %
100-1280-52110-000	Office Supplies	150.00	150.00	0.00	72.85	77.15	51.43 %
100-1280-52111-000	Photographic Supplies	600.00	600.00	0.00	0.00	600.00	100.00 %
100-1280-52160-000	Dues, Memberships & Subscripti	400.00	400.00	360.00	810.00	-410.00	-102.50 %
100-1280-52170-000	Travel & Per Diem	350.00	350.00	0.00	0.00	350.00	100.00 %
100-1280-52177-000	Meals & Entertainment	520.00	520.00	150.24	150.24	369.76	71.11 %
100-1280-52180-000	Training	2,400.00	2,400.00	36.87	36.87	2,363.13	98.46 %
100-1280-52192-000	Public Affairs	28,558.00	28,558.00	1,995.66	5,892.34	22,665.66	79.37 %
100-1280-52192-015	Public Affairs	0.00	0.00	0.00	6,183.90	-6,183.90	0.00 %
100-1280-52223-000	Consultants-General	1,400.00	1,400.00	0.00	0.00	1,400.00	100.00 %
100-1280-52310-000	Cell Phones & Pagers	3,500.00	3,500.00	99.13	1,604.98	1,895.02	54.14 %
Department: 1280 - COMMUNITY AFFAIRS Total:		317,641.00	317,641.00	23,207.93	128,835.77	188,805.23	59.44 %
FinancialRpt: 1 - Administrative Costs Total:		3,273,823.00	3,273,823.00	246,599.33	1,506,451.67	1,767,371.33	53.98 %

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
FinancialRpt: 2 - Community Safety							
Department: 2100 - PREVENTION & SAFETY							
100-2100-51110-000	Salaries	110,600.00	110,600.00	8,507.70	40,411.56	70,188.44	63.46 %
100-2100-51120-000	Hourly	579,547.00	579,547.00	44,811.14	213,033.84	366,513.16	63.24 %
100-2100-51140-000	Holiday Pay	0.00	0.00	413.52	1,430.21	-1,430.21	0.00 %
100-2100-51150-000	Overtime	8,696.00	8,696.00	2,244.49	12,401.19	-3,705.19	-42.61 %
100-2100-51190-000	PTO Paid Out	20,179.00	20,179.00	0.00	0.00	20,179.00	100.00 %
100-2100-51211-000	Medical Insurance	116,413.00	116,413.00	9,701.08	48,505.40	67,907.60	58.33 %
100-2100-51212-000	Dental Insurance	5,379.00	5,379.00	448.25	2,241.25	3,137.75	58.33 %
100-2100-51213-000	Vision Insurance	1,056.00	1,056.00	88.00	440.00	616.00	58.33 %
100-2100-51215-000	PSPRS-Cancer Insurance	150.00	150.00	0.00	150.00	0.00	0.00 %
100-2100-51216-000	Life Insurance	660.00	660.00	53.46	267.33	392.67	59.50 %
100-2100-51218-000	STD Insurance	2,356.00	2,356.00	177.10	881.75	1,474.25	62.57 %
100-2100-51230-000	Social Security	28,978.00	28,978.00	2,243.56	10,640.03	18,337.97	63.28 %
100-2100-51231-000	Medicare	10,046.00	10,046.00	780.00	4,208.33	5,837.67	58.11 %
100-2100-51250-000	PSPRS	67,492.00	67,492.00	5,717.12	60,967.24	6,524.76	9.67 %
100-2100-51251-000	ASRS	53,657.00	53,657.00	4,305.47	20,419.59	33,237.41	61.94 %
100-2100-51270-000	Workers Compensation	32,562.00	32,562.00	0.00	4,605.91	27,956.09	85.85 %
100-2100-51290-000	PEHP	6,926.00	6,926.00	0.00	3,810.20	3,115.80	44.99 %
100-2100-52110-000	Office Supplies	2,400.00	2,400.00	97.01	2,051.52	348.48	14.52 %
100-2100-52120-000	Printing & Duplicating	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-2100-52130-000	Computer Supplies	5,000.00	5,000.00	0.00	2,645.67	2,354.33	47.09 %
100-2100-52139-000	Operational Equipment	1,600.00	1,600.00	0.00	0.00	1,600.00	100.00 %
100-2100-52140-000	Operational Supplies	750.00	750.00	0.00	6.51	743.49	99.13 %
100-2100-52148-000	Small Tools & Instruments	750.00	750.00	0.00	10.73	739.27	98.57 %
100-2100-52160-000	Dues, Memberships & Subscripti	4,750.00	4,750.00	0.00	765.00	3,985.00	83.89 %
100-2100-52170-000	Travel & Per Diem	7,622.00	7,622.00	0.00	1,506.50	6,115.50	80.23 %
100-2100-52177-000	Meals & Entertainment	1,200.00	1,200.00	76.28	480.66	719.34	59.95 %
100-2100-52180-000	Training	7,500.00	7,500.00	35.00	1,732.57	5,767.43	76.90 %
100-2100-52193-000	Public Education	9,500.00	9,500.00	57.70	235.73	9,264.27	97.52 %
100-2100-52196-000	Employee Recognition	500.00	500.00	0.00	0.00	500.00	100.00 %
100-2100-52198-000	Books & Periodicals	2,000.00	2,000.00	128.15	424.27	1,575.73	78.79 %
100-2100-52227-000	Contract Labor	14,500.00	14,500.00	0.00	2,440.00	12,060.00	83.17 %
100-2100-52310-000	Cell Phones & Pagers	7,500.00	7,500.00	706.81	2,974.99	4,525.01	60.33 %
100-2100-52549-000	Hydrant Maintenance	10,000.00	10,000.00	0.00	3,200.00	6,800.00	68.00 %
100-2100-52560-000	Equipment Services	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-2100-52620-000	Equipment Rental	4,000.00	4,000.00	282.12	1,613.91	2,386.09	59.65 %
Department: 2100 - PREVENTION & SAFETY Total:		1,128,269.00	1,128,269.00	80,873.96	444,501.89	683,767.11	60.60 %
Department: 2250 - HEALTH & SAFETY							
100-2250-51150-000	Overtime	0.00	0.00	0.00	1,047.87	-1,047.87	0.00 %
100-2250-51216-000	Life Insurance	0.00	0.00	0.00	0.72	-0.72	0.00 %
100-2250-51218-000	STD Insurance	0.00	0.00	0.00	2.64	-2.64	0.00 %
100-2250-51231-000	Medicare	0.00	0.00	0.00	14.54	-14.54	0.00 %
100-2250-51250-000	PSPRS	0.00	0.00	0.00	323.16	-323.16	0.00 %
100-2250-52110-000	Office Supplies	0.00	0.00	0.00	83.52	-83.52	0.00 %
100-2250-52120-000	Printing & Duplicating	500.00	500.00	0.00	0.00	500.00	100.00 %
100-2250-52149-000	Small Fitness Equip & Supplies	3,000.00	3,000.00	78.99	150.96	2,849.04	94.97 %
100-2250-52160-000	Dues, Memberships & Subscripti	1,000.00	1,000.00	0.00	210.00	790.00	79.00 %
100-2250-52170-000	Travel & Per Diem	1,400.00	1,400.00	635.94	1,272.56	127.44	9.10 %
100-2250-52180-000	Training	4,100.00	4,100.00	15.00	595.00	3,505.00	85.49 %
100-2250-52196-000	Employee Recognition	250.00	250.00	0.00	0.00	250.00	100.00 %
100-2250-52198-000	Books & Periodicals	300.00	300.00	0.00	0.00	300.00	100.00 %
100-2250-52223-000	Consultants-General	6,000.00	6,000.00	0.00	3,510.00	2,490.00	41.50 %
100-2250-52550-000	Equipment Supplies	500.00	500.00	0.00	0.00	500.00	100.00 %
100-2250-52560-000	Equipment Services	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-2250-54130-000	Furniture & Equipment	13,000.00	13,000.00	0.00	3,951.53	9,048.47	69.60 %
Department: 2250 - HEALTH & SAFETY Total:		31,550.00	31,550.00	729.93	11,162.50	20,387.50	64.62 %

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 2300 - BEHAVIORAL HLTH/COMM SVC							
100-2300-51120-000	Hourly	52,625.00	52,625.00	0.00	0.00	52,625.00	100.00 %
100-2300-51130-000	Temporary Or Part-Time	0.00	0.00	4,115.00	15,401.00	-15,401.00	0.00 %
100-2300-51150-000	Overtime	0.00	0.00	30.00	30.00	-30.00	0.00 %
100-2300-51218-000	STD Insurance	208.00	208.00	0.00	0.00	208.00	100.00 %
100-2300-51230-000	Social Security	2,579.00	2,579.00	257.00	956.73	1,622.27	62.90 %
100-2300-51231-000	Medicare	603.00	603.00	60.11	223.74	379.26	62.90 %
100-2300-51270-000	Workers Compensation	1,955.00	1,955.00	0.00	452.78	1,502.22	76.84 %
100-2300-51290-000	PEHP	526.00	526.00	0.00	0.00	526.00	100.00 %
100-2300-52110-000	Office Supplies	100.00	100.00	0.00	0.00	100.00	100.00 %
100-2300-52120-000	Printing & Duplicating	250.00	250.00	0.00	0.00	250.00	100.00 %
100-2300-52140-000	Operational Supplies	6,000.00	6,000.00	79.51	3,972.04	2,027.96	33.80 %
100-2300-52160-000	Dues, Memberships & Subscripti	250.00	250.00	0.00	0.00	250.00	100.00 %
100-2300-52170-000	Travel & Per Diem	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-2300-52180-000	Training	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-2300-52198-000	Books & Periodicals	100.00	100.00	0.00	0.00	100.00	100.00 %
100-2300-52310-000	Cell Phones & Pagers	1,200.00	1,200.00	73.70	432.70	767.30	63.94 %
Department: 2300 - BEHAVIORAL HLTH/COMM SVC Total:		70,396.00	70,396.00	4,615.32	21,468.99	48,927.01	69.50 %
FinancialRpt: 2 - Community Safety Total:		1,230,215.00	1,230,215.00	86,219.21	477,133.38	753,081.62	61.22 %
FinancialRpt: 3 - Operational							
Department: 3100 - TRAINING							
100-3100-51110-000	Salaries	91,900.00	91,900.00	0.00	17,830.75	74,069.25	80.60 %
100-3100-51120-000	Hourly	284,333.00	284,333.00	53,305.04	109,858.59	174,474.41	61.36 %
100-3100-51120-015	Hourly	0.00	0.00	0.00	17,173.20	-17,173.20	0.00 %
100-3100-51140-000	Holiday Pay	0.00	0.00	1,630.32	3,766.56	-3,766.56	0.00 %
100-3100-51150-000	Overtime	28,077.00	28,077.00	5,195.10	20,329.88	7,747.12	27.59 %
100-3100-51190-000	PTO Paid Out	12,132.00	12,132.00	73.02	73.02	12,058.98	99.40 %
100-3100-51211-000	Medical Insurance	52,915.00	52,915.00	4,409.58	22,047.90	30,867.10	58.33 %
100-3100-51212-000	Dental Insurance	2,445.00	2,445.00	203.75	1,018.75	1,426.25	58.33 %
100-3100-51213-000	Vision Insurance	480.00	480.00	40.00	200.00	280.00	58.33 %
100-3100-51215-000	PSPRS-Cancer Insurance	200.00	200.00	0.00	150.00	50.00	25.00 %
100-3100-51216-000	Life Insurance	300.00	300.00	66.01	140.39	159.61	53.20 %
100-3100-51216-015	Life Insurance	0.00	0.00	0.00	14.81	-14.81	0.00 %
100-3100-51218-000	STD Insurance	1,501.00	1,501.00	166.19	422.96	1,078.04	71.82 %
100-3100-51218-015	STD Insurance	0.00	0.00	0.00	54.69	-54.69	0.00 %
100-3100-51230-000	Social Security	3,147.00	3,147.00	1,355.19	2,187.86	959.14	30.48 %
100-3100-51231-000	Medicare	6,039.00	6,039.00	840.04	3,386.85	2,652.15	43.92 %
100-3100-51231-015	Medicare	0.00	0.00	0.00	237.48	-237.48	0.00 %
100-3100-51250-000	PSPRS	109,496.00	109,496.00	11,722.68	124,129.43	-14,633.43	-13.36 %
100-3100-51250-015	PSPRS	0.00	0.00	0.00	5,296.22	-5,296.22	0.00 %
100-3100-51251-000	ASRS	5,830.00	5,830.00	427.26	2,061.53	3,768.47	64.64 %
100-3100-51270-000	Workers Compensation	19,573.00	19,573.00	0.00	7,141.03	12,431.97	63.52 %
100-3100-51280-000	Deferred Compensation	0.00	0.00	2,154.53	2,154.53	-2,154.53	0.00 %
100-3100-51290-000	PEHP	4,164.00	4,164.00	0.00	1,524.08	2,639.92	63.40 %
100-3100-52110-000	Office Supplies	3,860.00	3,860.00	165.39	1,152.42	2,707.58	70.14 %
100-3100-52110-015	Office Supplies	0.00	0.00	102.31	102.31	-102.31	0.00 %
100-3100-52120-000	Printing & Duplicating	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-3100-52120-015	Printing & Duplicating	0.00	0.00	0.00	737.35	-737.35	0.00 %
100-3100-52139-000	Operational Equipment	5,000.00	5,000.00	0.00	289.96	4,710.04	94.20 %
100-3100-52139-015	Operational Equipment	0.00	0.00	97.58	391.20	-391.20	0.00 %
100-3100-52140-000	Operational Supplies	2,000.00	2,000.00	0.00	880.47	1,119.53	55.98 %
100-3100-52141-015	Uniforms	11,626.00	11,626.00	1,717.48	12,232.32	-606.32	-5.22 %
100-3100-52142-000	Propane Gas	5,268.00	5,268.00	733.70	733.70	4,534.30	86.07 %
100-3100-52145-015	Consumable Rehab Goods	500.00	500.00	0.00	93.08	406.92	81.38 %
100-3100-52146-015	Protective Equipment	32,606.00	32,606.00	1,607.55	17,073.76	15,532.24	47.64 %
100-3100-52150-000	Postage & Mailings	300.00	300.00	0.00	0.00	300.00	100.00 %
100-3100-52160-000	Dues, Memberships & Subscripti	12,500.00	12,500.00	0.00	1,000.00	11,500.00	92.00 %
100-3100-52170-000	Travel & Per Diem	10,920.00	10,920.00	941.34	1,133.33	9,786.67	89.62 %

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-3100-52171-015	Training Materials	1,500.00	1,500.00	0.00	2,678.21	-1,178.21	-78.55 %
100-3100-52172-015	SFMO Certifications	0.00	0.00	1,800.00	1,800.00	-1,800.00	0.00 %
100-3100-52173-015	Recruit Issuance	1,332.00	1,332.00	0.00	0.00	1,332.00	100.00 %
100-3100-52174-015	Facility & Equipment Rental	0.00	0.00	0.00	140.00	-140.00	0.00 %
100-3100-52175-015	Family Night & Graduation	1,500.00	1,500.00	0.00	1,652.20	-152.20	-10.15 %
100-3100-52177-000	Meals & Entertainment	2,350.00	2,350.00	351.20	1,514.90	835.10	35.54 %
100-3100-52180-000	Training	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00 %
100-3100-52186-000	Training - Suppression	15,310.00	15,310.00	490.70	12,354.61	2,955.39	19.30 %
100-3100-52191-000	Tuition Reimbursement	33,900.00	33,900.00	3,963.60	12,928.98	20,971.02	61.86 %
100-3100-52196-000	Employee Recognition	100.00	100.00	0.00	0.00	100.00	100.00 %
100-3100-52198-000	Books & Periodicals	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00 %
100-3100-52310-000	Cell Phones & Pagers	2,400.00	2,400.00	281.99	1,407.00	993.00	41.38 %
100-3100-52320-000	Electric	36,400.00	36,400.00	2,429.17	16,883.23	19,516.77	53.62 %
100-3100-52340-000	Refuse Removal	1,050.00	1,050.00	73.76	811.37	238.63	22.73 %
100-3100-52370-000	Water & Sewer	13,100.00	13,100.00	1,332.29	6,075.35	7,024.65	53.62 %
100-3100-52540-000	Building Services	875.00	875.00	0.00	169.95	705.05	80.58 %
100-3100-52544-000	Preventive Maintenance	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
100-3100-52546-000	Facility Use/Maintenance	3,000.00	3,000.00	0.00	5.60	2,994.40	99.81 %
100-3100-52620-000	Equipment Rental	10,800.00	10,800.00	740.49	4,138.64	6,661.36	61.68 %
Department: 3100 - TRAINING Total:		848,229.00	848,229.00	98,417.26	439,580.45	408,648.55	48.18 %
Department: 3210 - TECHNICAL RESCUE TEAM							
100-3210-52139-000	Operational Equipment	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
100-3210-52140-000	Operational Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-3210-52146-000	Protective Equipment	5,200.00	5,200.00	0.00	275.21	4,924.79	94.71 %
100-3210-52148-000	Small Tools & Instruments	500.00	500.00	0.00	180.34	319.66	63.93 %
100-3210-52170-000	Travel & Per Diem	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-3210-52180-000	Training	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
Department: 3210 - TECHNICAL RESCUE TEAM Total:		12,700.00	12,700.00	0.00	455.55	12,244.45	96.41 %
Department: 3220 - HAZMAT							
100-3220-52139-000	Operational Equipment	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00 %
100-3220-52140-000	Operational Supplies	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
100-3220-52146-000	Protective Equipment	1,000.00	1,000.00	0.00	13.22	986.78	98.68 %
100-3220-52148-000	Small Tools & Instruments	500.00	500.00	0.00	0.00	500.00	100.00 %
100-3220-52170-000	Travel & Per Diem	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-3220-52180-000	Training	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-3220-52560-000	Equipment Services	500.00	500.00	0.00	0.00	500.00	100.00 %
Department: 3220 - HAZMAT Total:		18,000.00	18,000.00	0.00	13.22	17,986.78	99.93 %
Department: 3300 - FIRE/RESCUE SERVICES							
100-3300-51110-000	Salaries	746,852.00	746,852.00	43,276.92	207,502.90	539,349.10	72.22 %
100-3300-51120-000	Hourly	9,190,659.00	10,055,223.48	833,993.37	4,031,467.84	6,023,755.64	59.91 %
100-3300-51140-000	Holiday Pay	282,514.00	282,514.00	27,923.61	118,490.35	164,023.65	58.06 %
100-3300-51150-000	Overtime	1,298,963.00	434,398.52	62,724.95	337,140.24	97,258.28	22.39 %
100-3300-51190-000	PTO Paid Out	376,151.00	376,151.00	189.91	189.91	375,961.09	99.95 %
100-3300-51211-000	Medical Insurance	1,638,248.00	1,638,248.00	136,520.67	682,603.35	955,644.65	58.33 %
100-3300-51212-000	Dental Insurance	75,696.00	75,696.00	6,308.00	31,540.00	44,156.00	58.33 %
100-3300-51213-000	Vision Insurance	14,861.00	14,861.00	1,238.42	6,192.10	8,668.90	58.33 %
100-3300-51215-000	PSPRS-Cancer Insurance	7,740.00	7,740.00	0.00	8,150.00	-410.00	-5.30 %
100-3300-51216-000	Life Insurance	9,288.00	9,288.00	774.76	3,808.71	5,479.29	58.99 %
100-3300-51218-000	STD Insurance	43,921.00	43,921.00	2,728.07	13,339.45	30,581.55	69.63 %
100-3300-51230-000	Social Security	0.00	0.00	138.49	138.49	-138.49	0.00 %
100-3300-51231-000	Medicare	168,534.00	168,534.00	13,334.97	90,598.10	77,935.90	46.24 %
100-3300-51250-000	PSPRS	3,476,037.00	3,476,037.00	282,392.42	3,228,333.44	247,703.56	7.13 %
100-3300-51270-000	Workers Compensation	545,657.00	545,657.00	0.00	87,468.54	458,188.46	83.97 %
100-3300-51280-000	Deferred Compensation	0.00	0.00	4,173.14	20,398.26	-20,398.26	0.00 %
100-3300-51290-000	PEHP	116,231.00	116,231.00	0.00	64,392.38	51,838.62	44.60 %
100-3300-52110-000	Office Supplies	500.00	500.00	0.00	0.00	500.00	100.00 %
100-3300-52120-000	Printing & Duplicating	0.00	0.00	0.00	46.70	-46.70	0.00 %

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-3300-52139-000	Operational Equipment	0.00	0.00	0.00	74.68	-74.68	0.00 %
100-3300-52140-000	Operational Supplies	400.00	400.00	11.90	102.09	297.91	74.48 %
100-3300-52160-000	Dues, Memberships & Subscripti	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-3300-52170-000	Travel & Per Diem	2,500.00	2,500.00	1,328.32	1,680.32	819.68	32.79 %
100-3300-52180-000	Training	3,500.00	3,500.00	0.00	140.00	3,360.00	96.00 %
100-3300-52183-000	Rover Mileage	500.00	500.00	76.51	329.05	170.95	34.19 %
100-3300-52198-000	Books & Periodicals	300.00	300.00	0.00	0.00	300.00	100.00 %
100-3300-52310-000	Cell Phones & Pagers	12,800.00	12,800.00	1,487.13	7,218.37	5,581.63	43.61 %
100-3300-52320-000	Electric	6,000.00	6,000.00	305.94	2,696.54	3,303.46	55.06 %
100-3300-52380-000	Hydrant Fees	2,000.00	2,000.00	177.19	885.95	1,114.05	55.70 %
100-3300-52620-000	Equipment Rental	1,200.00	1,200.00	110.86	445.39	754.61	62.88 %
100-3330-52320-000	Electric	25,987.00	25,987.00	1,824.12	12,873.38	13,113.62	50.46 %
100-3330-52330-000	Natural Gas	3,100.00	3,100.00	145.67	746.03	2,353.97	75.93 %
100-3330-52340-000	Refuse Removal	500.00	500.00	0.00	0.00	500.00	100.00 %
100-3330-52350-000	Telephone	450.00	450.00	34.50	171.96	278.04	61.79 %
100-3330-52370-000	Water & Sewer	3,300.00	3,300.00	374.17	2,069.44	1,230.56	37.29 %
100-3331-52320-000	Electric	15,750.00	15,750.00	1,379.07	11,055.38	4,694.62	29.81 %
100-3331-52330-000	Natural Gas	3,000.00	3,000.00	79.34	398.83	2,601.17	86.71 %
100-3331-52340-000	Refuse Removal	850.00	850.00	89.67	441.31	408.69	48.08 %
100-3331-52350-000	Telephone	450.00	450.00	34.50	171.96	278.04	61.79 %
100-3331-52370-000	Water & Sewer	3,475.00	3,475.00	314.20	2,296.70	1,178.30	33.91 %
100-3332-52142-000	Propane Gas	150.00	150.00	0.00	66.62	83.38	55.59 %
100-3332-52320-000	Electric	18,900.00	18,900.00	1,438.58	9,261.62	9,638.38	51.00 %
100-3332-52340-000	Refuse Removal	660.00	660.00	57.15	283.03	376.97	57.12 %
100-3332-52350-000	Telephone	450.00	450.00	34.50	171.96	278.04	61.79 %
100-3332-52370-000	Water & Sewer	2,500.00	2,500.00	199.61	1,315.29	1,184.71	47.39 %
100-3333-52320-000	Electric	21,000.00	21,000.00	1,599.31	11,759.07	9,240.93	44.00 %
100-3333-52330-000	Natural Gas	2,200.00	2,200.00	101.79	496.70	1,703.30	77.42 %
100-3333-52340-000	Refuse Removal	850.00	850.00	97.67	406.31	443.69	52.20 %
100-3333-52350-000	Telephone	450.00	450.00	34.50	171.96	278.04	61.79 %
100-3333-52370-000	Water & Sewer	4,000.00	4,000.00	414.10	2,931.06	1,068.94	26.72 %
100-3334-52320-000	Electric	12,600.00	12,600.00	1,015.77	7,002.27	5,597.73	44.43 %
100-3334-52330-000	Natural Gas	2,200.00	2,200.00	75.95	406.45	1,793.55	81.53 %
100-3334-52340-000	Refuse Removal	660.00	660.00	37.65	186.88	473.12	71.68 %
100-3334-52350-000	Telephone	450.00	450.00	16.48	82.14	367.86	81.75 %
100-3334-52370-000	Water & Sewer	1,300.00	1,300.00	151.09	944.21	355.79	27.37 %
100-3335-52320-000	Electric	7,875.00	7,875.00	780.73	5,980.40	1,894.60	24.06 %
100-3335-52330-000	Natural Gas	1,300.00	1,300.00	44.06	207.91	1,092.09	84.01 %
100-3335-52340-000	Refuse Removal	660.00	660.00	63.29	313.73	346.27	52.47 %
100-3335-52350-000	Telephone	450.00	450.00	34.50	171.96	278.04	61.79 %
100-3335-52370-000	Water & Sewer	750.00	750.00	188.95	1,408.42	-658.42	-87.79 %
100-3336-52142-000	Propane Gas	150.00	150.00	0.00	44.56	105.44	70.29 %
100-3336-52320-000	Electric	18,900.00	18,900.00	1,301.16	10,885.46	8,014.54	42.40 %
100-3336-52330-000	Natural Gas	1,200.00	1,200.00	96.11	426.60	773.40	64.45 %
100-3336-52340-000	Refuse Removal	660.00	660.00	62.19	308.47	351.53	53.26 %
100-3336-52350-000	Telephone	450.00	450.00	36.38	181.66	268.34	59.63 %
100-3336-52370-000	Water & Sewer	2,650.00	2,650.00	238.74	1,326.86	1,323.14	49.93 %
100-3337-52320-000	Electric	14,175.00	14,175.00	1,037.50	5,556.21	8,618.79	60.80 %
100-3337-52330-000	Natural Gas	1,350.00	1,350.00	79.21	380.17	969.83	71.84 %
100-3337-52340-000	Refuse Removal	660.00	660.00	63.29	313.73	346.27	52.47 %
100-3337-52350-000	Telephone	45.00	45.00	33.88	168.91	-123.91	-275.36 %
100-3337-52370-000	Water & Sewer	1,650.00	1,650.00	182.29	1,026.95	623.05	37.76 %
100-3338-52320-000	Electric	20,475.00	20,475.00	1,747.93	12,180.84	8,294.16	40.51 %
100-3338-52330-000	Natural Gas	1,400.00	1,400.00	99.67	447.73	952.27	68.02 %
100-3338-52340-000	Refuse Removal	660.00	660.00	75.29	373.73	286.27	43.37 %
100-3338-52350-000	Telephone	450.00	450.00	36.38	181.66	268.34	59.63 %
100-3338-52370-000	Water & Sewer	3,500.00	3,500.00	424.06	1,967.02	1,532.98	43.80 %
100-3339-52320-000	Electric	13,125.00	13,125.00	1,447.23	8,057.90	5,067.10	38.61 %

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-3339-52330-000	Natural Gas	1,500.00	1,500.00	48.28	241.65	1,258.35	83.89 %
100-3339-52340-000	Refuse Removal	660.00	660.00	61.69	306.05	353.95	53.63 %
100-3339-52350-000	Telephone	450.00	450.00	35.43	176.61	273.39	60.75 %
100-3339-52370-000	Water & Sewer	2,750.00	2,750.00	281.16	1,762.76	987.24	35.90 %

Department: 3300 - FIRE/RESCUE SERVICES Total: 18,245,179.00 18,245,179.00 1,437,264.34 9,065,481.66 9,179,697.34 50.31 %

Department: 3400 - EMS

100-3400-51110-000	Salaries	91,900.00	91,900.00	7,746.92	36,790.85	55,109.15	59.97 %
100-3400-51120-000	Hourly	231,530.00	249,552.68	21,946.44	102,480.88	147,071.80	58.93 %
100-3400-51140-000	Holiday Pay	5,545.00	5,545.00	1,582.08	5,320.23	224.77	4.05 %
100-3400-51150-000	Overtime	27,034.00	9,011.32	3,033.78	21,612.90	-12,601.58	-139.84 %
100-3400-51190-000	PTO Paid Out	10,680.00	10,680.00	0.00	0.00	10,680.00	100.00 %
100-3400-51211-000	Medical Insurance	42,332.00	42,332.00	3,527.67	19,402.17	22,929.83	54.17 %
100-3400-51212-000	Dental Insurance	1,956.00	1,956.00	163.00	815.00	1,141.00	58.33 %
100-3400-51213-000	Vision Insurance	384.00	384.00	32.00	160.00	224.00	58.33 %
100-3400-51215-000	PSPRS-Cancer Insurance	200.00	200.00	0.00	300.00	-100.00	-50.00 %
100-3400-51216-000	Life Insurance	240.00	240.00	19.41	87.06	152.94	63.73 %
100-3400-51218-000	STD Insurance	1,251.00	1,251.00	72.70	326.08	924.92	73.93 %
100-3400-51231-000	Medicare	5,317.00	5,317.00	421.22	2,594.45	2,722.55	51.20 %
100-3400-51250-000	PSPRS	109,793.00	109,793.00	10,580.97	111,712.27	-1,919.27	-1.75 %
100-3400-51270-000	Workers Compensation	17,234.00	17,234.00	0.00	4,713.43	12,520.57	72.65 %
100-3400-51280-000	Deferred Compensation	0.00	0.00	0.00	23.63	-23.63	0.00 %
100-3400-51290-000	PEHP	3,667.00	3,667.00	0.00	762.04	2,904.96	79.22 %
100-3400-52110-000	Office Supplies	500.00	500.00	0.00	0.00	500.00	100.00 %
100-3400-52120-000	Printing & Duplicating	0.00	0.00	0.00	46.70	-46.70	0.00 %
100-3400-52139-000	Operational Equipment	2,500.00	2,500.00	1,657.94	6,403.40	-3,903.40	-156.14 %
100-3400-52140-000	Operational Supplies	2,000.00	2,000.00	0.00	4,367.79	-2,367.79	-118.39 %
100-3400-52160-000	Dues, Memberships & Subscripti	1,687.00	1,687.00	0.00	0.00	1,687.00	100.00 %
100-3400-52170-000	Travel & Per Diem	3,950.00	3,950.00	0.00	2,148.72	1,801.28	45.60 %
100-3400-52180-000	Training	44,529.00	44,529.00	0.00	5,815.00	38,714.00	86.94 %
100-3400-52181-000	Training-Paramedic School	36,085.00	36,085.00	0.00	29,122.00	6,963.00	19.30 %
100-3400-52198-000	Books & Periodicals	400.00	400.00	0.00	0.00	400.00	100.00 %
100-3400-52220-000	Software	59,600.00	59,600.00	0.00	0.00	59,600.00	100.00 %
100-3400-52223-000	Consultants-General	87,238.00	87,238.00	0.00	0.00	87,238.00	100.00 %
100-3400-52224-000	Exposure Control Program	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
100-3400-52310-000	Cell Phones & Pagers	5,280.00	5,280.00	261.74	1,356.05	3,923.95	74.32 %
100-3400-52320-000	Electric	4,740.00	4,740.00	289.84	2,335.77	2,404.23	50.72 %
100-3400-52330-000	Natural Gas	474.00	474.00	30.48	152.40	321.60	67.85 %
100-3400-52340-000	Refuse Removal	316.00	316.00	37.64	186.85	129.15	40.87 %
100-3400-52350-000	Telephone	158.00	158.00	16.47	82.13	75.87	48.02 %
100-3400-52370-000	Water & Sewer	1,580.00	1,580.00	151.09	944.18	635.82	40.24 %
100-3400-52550-000	Equipment Supplies	1,000.00	1,000.00	0.00	962.63	37.37	3.74 %
100-3400-52560-000	Equipment Services	300.00	300.00	0.00	31,361.52	-31,061.52	-10,353.84 %
100-3400-52620-000	Equipment Rental	2,700.00	2,700.00	263.08	2,106.51	593.49	21.98 %

Department: 3400 - EMS Total: 806,600.00 806,600.00 51,834.47 394,492.64 412,107.36 51.09 %

FinancialRpt: 3 - Operational Total: 19,930,708.00 19,930,708.00 1,587,516.07 9,900,023.52 10,030,684.48 50.33 %

FinancialRpt: 4 - Support Services

Department: 4100 - INFORMATION TECHNOLOGY

100-4100-51110-000	Salaries	205,071.00	205,071.00	9,833.64	44,899.69	160,171.31	78.11 %
100-4100-51120-000	Hourly	102,690.00	102,690.00	470.20	4,844.42	97,845.58	95.28 %
100-4100-51150-000	Overtime	3,510.00	3,510.00	0.00	2,054.91	1,455.09	41.46 %
100-4100-51190-000	PTO Paid Out	9,338.00	9,338.00	0.00	0.00	9,338.00	100.00 %
100-4100-51211-000	Medical Insurance	52,915.00	52,915.00	4,409.58	20,284.08	32,630.92	61.67 %
100-4100-51212-000	Dental Insurance	2,445.00	2,445.00	203.75	1,018.75	1,426.25	58.33 %
100-4100-51213-000	Vision Insurance	480.00	480.00	40.00	200.00	280.00	58.33 %
100-4100-51216-000	Life Insurance	300.00	300.00	9.60	49.14	250.86	83.62 %
100-4100-51218-000	STD Insurance	1,603.00	1,603.00	34.06	175.23	1,427.77	89.07 %
100-4100-51230-000	Social Security	19,878.00	19,878.00	594.82	2,918.84	16,959.16	85.32 %

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-4100-51231-000	Medicare	4,649.00	4,649.00	139.12	701.09	3,947.91	84.92 %
100-4100-51250-000	PSPRS	0.00	0.00	0.00	415.96	-415.96	0.00 %
100-4100-51251-000	ASRS	36,806.00	36,806.00	1,184.94	5,801.77	31,004.23	84.24 %
100-4100-51270-000	Workers Compensation	15,069.00	15,069.00	0.00	1,094.02	13,974.98	92.74 %
100-4100-51290-000	PEHP	3,205.00	3,205.00	0.00	1,143.06	2,061.94	64.34 %
100-4100-52110-000	Office Supplies	400.00	400.00	0.00	0.00	400.00	100.00 %
100-4100-52130-000	Computer Supplies	102,500.00	102,500.00	48,304.54	119,013.80	-16,513.80	-16.11 %
100-4100-52139-000	Operational Equipment	0.00	0.00	0.00	1,917.88	-1,917.88	0.00 %
100-4100-52140-000	Operational Supplies	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %
100-4100-52160-000	Dues, Memberships & Subscripti	32,000.00	32,000.00	13,365.00	40,095.00	-8,095.00	-25.30 %
100-4100-52170-000	Travel & Per Diem	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-4100-52180-000	Training	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
100-4100-52198-000	Books & Periodicals	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-4100-52220-000	Software	237,000.00	237,000.00	27,916.90	198,284.51	38,715.49	16.34 %
100-4100-52223-000	Consultants-General	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00 %
100-4100-52310-000	Cell Phones & Pagers	6,250.00	6,250.00	2,684.56	13,715.14	-7,465.14	-119.44 %
100-4100-52320-000	Electric	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
100-4100-52330-000	Natural Gas	340.00	340.00	0.00	0.00	340.00	100.00 %
100-4100-52350-000	Telephone	27,000.00	27,000.00	3,956.09	19,833.92	7,166.08	26.54 %
100-4100-52370-000	Water & Sewer	300.00	300.00	0.00	0.00	300.00	100.00 %
100-4100-52381-000	Radio Parts	2,000.00	2,000.00	0.00	171.59	1,828.41	91.42 %
100-4100-52382-000	Radio Maintenance	15,000.00	15,000.00	531.86	5,334.19	9,665.81	64.44 %
100-4100-52385-000	Transmitter Fees	12,000.00	12,000.00	2,067.80	12,119.89	-119.89	-1.00 %
100-4100-52560-000	Equipment Services	20,000.00	20,000.00	559.31	9,531.24	10,468.76	52.34 %
Department: 4100 - INFORMATION TECHNOLOGY Total:		1,000,249.00	1,000,249.00	116,305.77	505,618.12	494,630.88	49.45 %
Department: 4150 - COMMUNICATIONS							
100-4150-51110-000	Salaries	63,250.00	63,250.00	5,086.54	29,812.49	33,437.51	52.87 %
100-4150-51120-000	Hourly	83,126.00	83,126.00	6,431.12	26,062.96	57,063.04	68.65 %
100-4150-51140-000	Holiday Pay	1,974.00	1,974.00	338.48	1,015.44	958.56	48.56 %
100-4150-51150-000	Overtime	9,624.00	9,624.00	0.00	0.00	9,624.00	100.00 %
100-4150-51190-000	PTO Paid Out	4,739.00	4,739.00	0.00	0.00	4,739.00	100.00 %
100-4150-51211-000	Medical Insurance	21,166.00	21,166.00	1,763.83	8,819.15	12,346.85	58.33 %
100-4150-51212-000	Dental Insurance	978.00	978.00	81.50	407.50	570.50	58.33 %
100-4150-51213-000	Vision Insurance	192.00	192.00	16.00	80.00	112.00	58.33 %
100-4150-51215-000	PSPRS-Cancer Insurance	50.00	50.00	0.00	50.00	0.00	0.00 %
100-4150-51216-000	Life Insurance	120.00	120.00	9.21	47.44	72.56	60.47 %
100-4150-51218-000	STD Insurance	659.00	659.00	33.91	169.88	489.12	74.22 %
100-4150-51230-000	Social Security	4,039.00	4,039.00	289.62	1,409.28	2,629.72	65.11 %
100-4150-51231-000	Medicare	2,359.00	2,359.00	162.07	935.18	1,423.82	60.36 %
100-4150-51250-000	PSPRS	29,213.00	29,213.00	2,087.74	24,044.22	5,168.78	17.69 %
100-4150-51251-000	ASRS	7,479.00	7,479.00	584.96	2,840.86	4,638.14	62.02 %
100-4150-51270-000	Workers Compensation	7,648.00	7,648.00	0.00	1,171.68	6,476.32	84.68 %
100-4150-51290-000	PEHP	1,628.00	1,628.00	0.00	762.04	865.96	53.19 %
100-4150-52140-000	Operational Supplies	500.00	500.00	0.00	9.00	491.00	98.20 %
100-4150-52160-000	Dues, Memberships & Subscripti	72,000.00	72,000.00	0.00	184.00	71,816.00	99.74 %
100-4150-52170-000	Travel & Per Diem	3,500.00	3,500.00	0.00	7,259.96	-3,759.96	-107.43 %
100-4150-52177-000	Meals & Entertainment	250.00	250.00	0.00	0.00	250.00	100.00 %
100-4150-52180-000	Training	3,000.00	3,000.00	3,222.00	10,834.00	-7,834.00	-261.13 %
100-4150-52198-000	Books & Periodicals	150.00	150.00	0.00	42.00	108.00	72.00 %
100-4150-52227-000	Contract Labor	0.00	0.00	3,325.00	9,457.00	-9,457.00	0.00 %
100-4150-52310-000	Cell Phones & Pagers	925.00	925.00	345.66	794.36	130.64	14.12 %
100-4150-52381-000	Radio Parts	0.00	0.00	76.39	76.39	-76.39	0.00 %
100-4150-52382-000	Radio Maintenance	38,500.00	38,500.00	0.00	0.00	38,500.00	100.00 %
100-4150-52390-000	Dispatch Services	790,823.00	790,823.00	83,177.33	415,886.65	374,936.35	47.41 %
100-4150-52560-000	Equipment Services	0.00	0.00	0.00	45.00	-45.00	0.00 %
Department: 4150 - COMMUNICATIONS Total:		1,147,892.00	1,147,892.00	107,031.36	542,216.48	605,675.52	52.76 %
Department: 4200 - FLEET SERVICES							
100-4200-51110-000	Salaries	79,875.00	79,875.00	6,144.24	29,185.14	50,689.86	63.46 %

Monthly Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-4200-51120-000	Hourly	308,776.00	308,776.00	23,934.52	102,315.71	206,460.29	66.86 %
100-4200-51130-000	Temporary Or Part-Time	12,522.00	12,522.00	0.00	688.50	11,833.50	94.50 %
100-4200-51150-000	Overtime	5,911.00	5,911.00	524.80	2,698.12	3,212.88	54.35 %
100-4200-51190-000	PTO Paid Out	11,441.00	11,441.00	0.00	238.20	11,202.80	97.92 %
100-4200-51211-000	Medical Insurance	63,498.00	63,498.00	5,291.50	26,457.50	37,040.50	58.33 %
100-4200-51212-000	Dental Insurance	2,934.00	2,934.00	244.50	1,222.50	1,711.50	58.33 %
100-4200-51213-000	Vision Insurance	576.00	576.00	48.00	240.00	336.00	58.33 %
100-4200-51216-000	Life Insurance	360.00	360.00	33.60	146.40	213.60	59.33 %
100-4200-51218-000	STD Insurance	2,027.00	2,027.00	99.51	461.01	1,565.99	77.26 %
100-4200-51230-000	Social Security	25,130.00	25,130.00	1,791.67	7,900.64	17,229.36	68.56 %
100-4200-51231-000	Medicare	5,877.00	5,877.00	419.00	1,847.65	4,029.35	68.56 %
100-4200-51251-000	ASRS	45,093.00	45,093.00	3,519.41	15,512.12	29,580.88	65.60 %
100-4200-51270-000	Workers Compensation	19,050.00	19,050.00	0.00	2,388.29	16,661.71	87.46 %
100-4200-51290-000	PEHP	3,927.00	3,927.00	0.00	2,286.12	1,640.88	41.78 %
100-4200-52110-000	Office Supplies	0.00	0.00	0.00	160.73	-160.73	0.00 %
100-4200-52115-000	Fees	500.00	500.00	0.00	0.00	500.00	100.00 %
100-4200-52140-000	Operational Supplies	0.00	0.00	0.00	294.52	-294.52	0.00 %
100-4200-52148-000	Small Tools & Instruments	6,500.00	6,500.00	0.00	253.00	6,247.00	96.11 %
100-4200-52160-000	Dues, Memberships & Subscripti	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-4200-52170-000	Travel & Per Diem	6,500.00	6,500.00	469.60	2,273.30	4,226.70	65.03 %
100-4200-52180-000	Training	5,000.00	5,000.00	0.00	1,100.00	3,900.00	78.00 %
100-4200-52198-000	Books & Periodicals	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-4200-52310-000	Cell Phones & Pagers	3,200.00	3,200.00	119.97	669.52	2,530.48	79.08 %
100-4200-52320-000	Electric	19,000.00	19,000.00	1,375.62	9,574.58	9,425.42	49.61 %
100-4200-52330-000	Natural Gas	1,500.00	1,500.00	67.09	322.46	1,177.54	78.50 %
100-4200-52340-000	Refuse Removal	1,200.00	1,200.00	88.73	443.65	756.35	63.03 %
100-4200-52350-000	Telephone	1,000.00	1,000.00	70.86	353.22	646.78	64.68 %
100-4200-52360-000	Television	450.00	450.00	48.31	336.55	113.45	25.21 %
100-4200-52370-000	Water & Sewer	3,000.00	3,000.00	232.68	1,270.75	1,729.25	57.64 %
100-4200-52511-000	Fuel	142,200.00	142,200.00	13,607.62	70,678.23	71,521.77	50.30 %
100-4200-52512-000	Oil, Lubricants, Etc.	12,000.00	12,000.00	888.77	4,124.78	7,875.22	65.63 %
100-4200-52513-000	Vehicle Parts	125,000.00	125,000.00	6,862.64	66,550.61	58,449.39	46.76 %
100-4200-52514-000	Tires & Repairs	65,000.00	65,000.00	1,510.22	17,292.84	47,707.16	73.40 %
100-4200-52515-000	Batteries	20,000.00	20,000.00	1,755.57	6,748.07	13,251.93	66.26 %
100-4200-52519-000	Shop Supplies	18,000.00	18,000.00	1,820.66	9,408.16	8,591.84	47.73 %
100-4200-52520-000	Vehicle Services	120,000.00	120,000.00	4,089.99	28,253.62	91,746.38	76.46 %
100-4200-52521-000	Ground Ladder Testing	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00 %
100-4200-52522-000	Aerial Ladder Testing	2,700.00	2,700.00	0.00	0.00	2,700.00	100.00 %
100-4200-52540-000	Building Services	500.00	500.00	311.32	473.62	26.38	5.28 %
100-4200-52560-000	Equipment Services	10,000.00	10,000.00	37.50	12,151.67	-2,151.67	-21.52 %
100-4200-52622-000	Vehicle Lease	100,000.00	100,000.00	9,107.82	44,549.01	55,450.99	55.45 %
Department: 4200 - FLEET SERVICES Total:		1,257,247.00	1,257,247.00	84,515.72	470,870.79	786,376.21	62.55 %
Department: 4230 - FACILITY MAINTENANCE							
100-4230-51120-000	Hourly	118,810.00	118,810.00	4,902.00	21,557.36	97,252.64	81.86 %
100-4230-51150-000	Overtime	1,852.00	1,852.00	0.00	1,046.56	805.44	43.49 %
100-4230-51190-000	PTO Paid Out	2,834.00	2,834.00	0.00	4,437.10	-1,603.10	-56.57 %
100-4230-51211-000	Medical Insurance	21,166.00	21,166.00	1,763.83	8,819.15	12,346.85	58.33 %
100-4230-51212-000	Dental Insurance	978.00	978.00	81.50	407.50	570.50	58.33 %
100-4230-51213-000	Vision Insurance	192.00	192.00	16.00	80.00	112.00	58.33 %
100-4230-51216-000	Life Insurance	120.00	120.00	3.74	22.94	97.06	80.88 %
100-4230-51218-000	STD Insurance	486.00	486.00	14.02	77.54	408.46	84.05 %
100-4230-51230-000	Social Security	6,032.00	6,032.00	0.00	1,296.54	4,735.46	78.51 %
100-4230-51231-000	Medicare	1,411.00	1,411.00	67.72	370.94	1,040.06	73.71 %
100-4230-51250-000	PSPRS	0.00	0.00	1,511.77	1,511.77	-1,511.77	0.00 %
100-4230-51251-000	ASRS	11,169.00	11,169.00	0.00	1,679.91	9,489.09	84.96 %
100-4230-51270-000	Workers Compensation	4,573.00	4,573.00	0.00	458.37	4,114.63	89.98 %
100-4230-51290-000	PEHP	971.00	971.00	0.00	381.02	589.98	60.76 %
100-4230-52139-000	Operational Equipment	15,000.00	15,000.00	0.00	144.13	14,855.87	99.04 %

Monthly Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-4230-52148-000	Small Tools & Instruments	2,500.00	2,500.00	0.00	481.25	2,018.75	80.75 %
100-4230-52160-000	Dues, Memberships & Subscripti	0.00	0.00	0.00	199.00	-199.00	0.00 %
100-4230-52170-000	Travel & Per Diem	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100-4230-52223-000	Consultants-General	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
100-4230-52310-000	Cell Phones & Pagers	800.00	800.00	65.40	286.70	513.30	64.16 %
100-4230-52320-000	Electric	2,400.00	2,400.00	0.00	0.00	2,400.00	100.00 %
100-4230-52330-000	Natural Gas	125.00	125.00	0.00	0.00	125.00	100.00 %
100-4230-52350-000	Telephone	40.00	40.00	0.00	0.00	40.00	100.00 %
100-4230-52370-000	Water & Sewer	100.00	100.00	0.00	0.00	100.00	100.00 %
100-4230-52530-000	Building Supplies	25,000.00	25,000.00	1,798.65	8,493.75	16,506.25	66.03 %
100-4230-52540-000	Building Services	144,953.00	144,953.00	35,675.07	130,563.74	14,389.26	9.93 %
100-4230-52540-050	Building Services	0.00	0.00	0.00	1,015.50	-1,015.50	0.00 %
100-4230-52541-000	Pest Control	10,000.00	10,000.00	530.00	2,540.00	7,460.00	74.60 %
100-4230-52542-000	Janitorial Services	20,000.00	20,000.00	2,984.10	11,605.50	8,394.50	41.97 %
100-4230-52543-000	Emergency Bldg. Maint.	45,000.00	45,000.00	156.60	2,710.54	42,289.46	93.98 %
100-4230-52544-000	Preventive Maintenance	130,350.00	130,350.00	8,248.17	101,797.21	28,552.79	21.90 %
100-4230-52545-000	Furnishings & Appliances	25,000.00	25,000.00	16,617.87	42,856.00	-17,856.00	-71.42 %
100-4230-52560-000	Equipment Services	6,000.00	6,000.00	54.31	2,582.27	3,417.73	56.96 %
100-4230-52563-000	Fire Sprinkler Insp/Maint	6,500.00	6,500.00	469.80	661.59	5,838.41	89.82 %
100-4230-52620-000	Equipment Rental	30,000.00	30,000.00	206.69	880.23	29,119.77	97.07 %
Department: 4230 - FACILITY MAINTENANCE Total:		655,862.00	655,862.00	75,167.24	348,964.11	306,897.89	46.79 %
Department: 4260 - WAREHOUSE							
100-4260-51120-000	Hourly	135,491.00	135,491.00	11,356.73	52,932.58	82,558.42	60.93 %
100-4260-51130-000	Temporary Or Part-Time	23,899.00	23,899.00	620.46	5,469.24	18,429.76	77.12 %
100-4260-51150-000	Overtime	2,710.00	2,710.00	302.02	394.49	2,315.51	85.44 %
100-4260-51190-000	PTO Paid Out	4,146.00	4,146.00	0.00	0.00	4,146.00	100.00 %
100-4260-51211-000	Medical Insurance	31,749.00	31,749.00	2,645.75	13,228.75	18,520.25	58.33 %
100-4260-51212-000	Dental Insurance	1,467.00	1,467.00	122.25	611.25	855.75	58.33 %
100-4260-51213-000	Vision Insurance	288.00	288.00	24.00	120.00	168.00	58.33 %
100-4260-51216-000	Life Insurance	180.00	180.00	14.40	72.00	108.00	60.00 %
100-4260-51218-000	STD Insurance	712.00	712.00	39.19	189.96	522.04	73.32 %
100-4260-51230-000	Social Security	10,307.00	10,307.00	733.77	3,488.97	6,818.03	66.15 %
100-4260-51231-000	Medicare	2,411.00	2,411.00	171.63	816.05	1,594.95	66.15 %
100-4260-51251-000	ASRS	16,341.00	16,341.00	1,412.12	6,761.60	9,579.40	58.62 %
100-4260-51270-000	Workers Compensation	7,814.00	7,814.00	0.00	1,161.70	6,652.30	85.13 %
100-4260-51290-000	PEHP	1,424.00	1,424.00	0.00	1,905.10	-481.10	-33.79 %
100-4260-52110-000	Office Supplies	6,004.00	6,004.00	295.65	1,666.62	4,337.38	72.24 %
100-4260-52120-000	Printing & Duplicating	2,000.00	2,000.00	46.70	46.70	1,953.30	97.67 %
100-4260-52130-000	Computer Supplies	0.00	0.00	305.13	305.13	-305.13	0.00 %
100-4260-52139-000	Operational Equipment	51,000.00	51,000.00	1,965.78	17,079.97	33,920.03	66.51 %
100-4260-52140-000	Operational Supplies	69,520.00	69,520.00	112.19	12,577.97	56,942.03	81.91 %
100-4260-52141-000	Uniforms	98,750.00	98,750.00	4,460.61	37,315.20	61,434.80	62.21 %
100-4260-52143-000	Station Supplies	15,000.00	15,000.00	823.67	3,541.26	11,458.74	76.39 %
100-4260-52144-000	Medical Supplies	158,000.00	158,000.00	16,621.96	95,184.51	62,815.49	39.76 %
100-4260-52145-000	Consumable Rehab Goods	3,000.00	3,000.00	44.09	2,804.19	195.81	6.53 %
100-4260-52146-000	Protective Equipment	102,700.00	102,700.00	8,545.13	24,160.26	78,539.74	76.47 %
100-4260-52160-000	Dues, Memberships & Subscripti	500.00	500.00	0.00	0.00	500.00	100.00 %
100-4260-52170-000	Travel & Per Diem	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
100-4260-52180-000	Training	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
100-4260-52196-000	Employee Recognition	4,500.00	4,500.00	27.21	372.79	4,127.21	91.72 %
100-4260-52310-000	Cell Phones & Pagers	2,000.00	2,000.00	311.36	1,312.26	687.74	34.39 %
100-4260-52320-000	Electric	10,000.00	10,000.00	1,046.75	7,432.70	2,567.30	25.67 %
100-4260-52325-000	Environmental Disposal	1,000.00	1,000.00	95.00	190.00	810.00	81.00 %
100-4260-52330-000	Natural Gas	2,000.00	2,000.00	80.86	424.95	1,575.05	78.75 %
100-4260-52340-000	Refuse Removal	2,400.00	2,400.00	137.74	923.70	1,476.30	61.51 %
100-4260-52350-000	Telephone	750.00	750.00	68.38	340.87	409.13	54.55 %
100-4260-52370-000	Water & Sewer	4,000.00	4,000.00	384.36	2,019.63	1,980.37	49.51 %
100-4260-52515-000	Batteries	6,000.00	6,000.00	0.00	555.61	5,444.39	90.74 %

Monthly Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-4260-52535-000	Janitorial Supplies	23,700.00	23,700.00	4,340.62	15,317.90	8,382.10	35.37 %
100-4260-52544-000	Preventive Maintenance	17,000.00	17,000.00	0.00	0.00	17,000.00	100.00 %
100-4260-52550-000	Equipment Supplies	5,000.00	5,000.00	0.00	63.82	4,936.18	98.72 %
100-4260-52551-000	SCBA Supplies	10,000.00	10,000.00	0.00	3,603.10	6,396.90	63.97 %
100-4260-52552-000	SCBA Services	12,000.00	12,000.00	0.00	297.60	11,702.40	97.52 %
100-4260-52560-000	Equipment Services	35,000.00	35,000.00	0.00	11,808.00	23,192.00	66.26 %
100-4260-52562-000	Fire Extinguisher Insp/Maint	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
100-4260-52620-000	Equipment Rental	395.00	395.00	0.00	0.00	395.00	100.00 %
Department: 4260 - WAREHOUSE Total:		887,658.00	887,658.00	57,155.51	326,496.43	561,161.57	63.22 %
FinancialRpt: 4 - Support Services Total:		4,948,908.00	4,948,908.00	440,175.60	2,194,165.93	2,754,742.07	55.66 %

FinancialRpt: 9 - Undesignated

Department: 9000 - NON-DEPARTMENTAL

100-9000-58000-000	Interfund Transfers	1,742,689.00	1,742,689.00	0.00	0.00	1,742,689.00	100.00 %
100-9000-59000-000	Contingency	5,003,599.00	5,003,599.00	0.00	0.00	5,003,599.00	100.00 %
Department: 9000 - NON-DEPARTMENTAL Total:		6,746,288.00	6,746,288.00	0.00	0.00	6,746,288.00	100.00 %
FinancialRpt: 9 - Undesignated Total:		6,746,288.00	6,746,288.00	0.00	0.00	6,746,288.00	100.00 %
Expense Total:		36,129,942.00	36,129,942.00	2,360,510.21	14,077,774.50	22,052,167.50	61.04 %
Fund: 100 - GENERAL FUND Surplus (Deficit):		0.00	0.00	3,413,137.49	6,920,715.92	6,920,715.92	0.00 %

Fund: 110 - MEDICAL SELF INSURANCE

Revenue

FinancialRpt: 9 - Undesignated

Department: 9000 - NON-DEPARTMENTAL

110-9000-40000-000	Beginning Fund Balance	2,000,000.00	2,000,000.00	0.00	2,088,255.29	88,255.29	104.41 %
110-9000-42400-000	Medical Self Ins Billings	3,400,000.00	3,400,000.00	210,167.16	1,050,835.80	-2,349,164.20	69.09 %
110-9000-42401-000	Dental Self Ins Billings	0.00	0.00	9,413.17	47,065.85	47,065.85	0.00 %
110-9000-42402-000	Vision Self Ins Billings	0.00	0.00	1,848.00	9,240.00	9,240.00	0.00 %
110-9000-42410-000	Employee Medical Withholdings	0.00	0.00	35,045.96	157,197.92	157,197.92	0.00 %
110-9000-42411-000	Employee Dental Withholdings	0.00	0.00	12,534.35	61,515.18	61,515.18	0.00 %
110-9000-42412-000	Employee Vision Withholdings	0.00	0.00	2,597.83	12,681.47	12,681.47	0.00 %
110-9000-42413-000	Employee FSA Withholdings	0.00	0.00	2,169.68	11,288.40	11,288.40	0.00 %
Department: 9000 - NON-DEPARTMENTAL Total:		5,400,000.00	5,400,000.00	273,776.15	3,438,079.91	-1,961,920.09	36.33 %
FinancialRpt: 9 - Undesignated Total:		5,400,000.00	5,400,000.00	273,776.15	3,438,079.91	-1,961,920.09	36.33 %
Revenue Total:		5,400,000.00	5,400,000.00	273,776.15	3,438,079.91	-1,961,920.09	36.33 %

Expense

FinancialRpt: 9 - Undesignated

Department: 9000 - NON-DEPARTMENTAL

110-9000-52700-000	Medical Claims	3,400,000.00	3,400,000.00	184,110.52	725,009.69	2,674,990.31	78.68 %
110-9000-52701-000	Dental Claims	0.00	0.00	20,523.72	119,190.67	-119,190.67	0.00 %
110-9000-52702-000	Vision Claims	0.00	0.00	4,331.49	21,543.46	-21,543.46	0.00 %
110-9000-52703-000	FSA Claims	0.00	0.00	1,696.06	8,412.70	-8,412.70	0.00 %
110-9000-52710-000	Administrative Fees	0.00	0.00	47,597.81	200,423.19	-200,423.19	0.00 %
110-9000-59100-000	Ending Fund Balance	2,000,000.00	2,000,000.00	0.00	0.00	2,000,000.00	100.00 %
Department: 9000 - NON-DEPARTMENTAL Total:		5,400,000.00	5,400,000.00	258,259.60	1,074,579.71	4,325,420.29	80.10 %
FinancialRpt: 9 - Undesignated Total:		5,400,000.00	5,400,000.00	258,259.60	1,074,579.71	4,325,420.29	80.10 %
Expense Total:		5,400,000.00	5,400,000.00	258,259.60	1,074,579.71	4,325,420.29	80.10 %
Fund: 110 - MEDICAL SELF INSURANCE Surplus (Deficit):		0.00	0.00	15,516.55	2,363,500.20	2,363,500.20	0.00 %

Fund: 200 - WILDLAND FUND

Revenue

FinancialRpt: 3 - Operational

Department: 3500 - OUT OF DISTRICT WILDLAND

200-3500-42300-000	State Land Fires	473,488.00	473,488.00	116,523.23	286,892.91	-186,595.09	39.41 %
Department: 3500 - OUT OF DISTRICT WILDLAND Total:		473,488.00	473,488.00	116,523.23	286,892.91	-186,595.09	39.41 %
FinancialRpt: 3 - Operational Total:		473,488.00	473,488.00	116,523.23	286,892.91	-186,595.09	39.41 %

Monthly Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
FinancialRpt: 9 - Undesignated							
Department: 9000 - NON-DEPARTMENTAL							
200-9000-40000-000	Beginning Fund Balance	0.00	0.00	0.00	349,021.13	349,021.13	0.00 %
	Department: 9000 - NON-DEPARTMENTAL Total:	0.00	0.00	0.00	349,021.13	349,021.13	0.00 %
	FinancialRpt: 9 - Undesignated Total:	0.00	0.00	0.00	349,021.13	349,021.13	0.00 %
	Revenue Total:	473,488.00	473,488.00	116,523.23	635,914.04	162,426.04	34.30 %
Expense							
FinancialRpt: 3 - Operational							
Department: 3500 - OUT OF DISTRICT WILDLAND							
200-3500-51120-000	Hourly	0.00	0.00	0.00	536.80	-536.80	0.00 %
200-3500-51140-000	Holiday Pay	0.00	0.00	0.00	707.84	-707.84	0.00 %
200-3500-51150-000	Overtime	220,202.00	220,202.00	39,073.63	338,874.08	-118,672.08	-53.89 %
200-3500-51211-000	Medical Insurance	77,333.00	77,333.00	6,444.42	32,222.10	45,110.90	58.33 %
200-3500-51216-000	Life Insurance	0.00	0.00	21.58	163.77	-163.77	0.00 %
200-3500-51218-000	STD Insurance	752.00	752.00	80.38	614.09	137.91	18.34 %
200-3500-51231-000	Medicare	3,192.00	3,192.00	547.68	4,783.40	-1,591.40	-49.86 %
200-3500-51250-000	PSPRS	47,300.00	47,300.00	11,862.99	97,982.19	-50,682.19	-107.15 %
200-3500-51270-000	Workers Compensation	5,747.00	5,747.00	0.00	5,177.06	569.94	9.92 %
200-3500-51280-000	Deferred Compensation	0.00	0.00	0.00	1,737.60	-1,737.60	0.00 %
200-3500-51290-000	PEHP	2,202.00	2,202.00	0.00	0.00	2,202.00	100.00 %
200-3500-52140-000	Operational Supplies	400.00	400.00	0.00	0.00	400.00	100.00 %
200-3500-52141-000	Uniforms	600.00	600.00	0.00	0.00	600.00	100.00 %
200-3500-52170-000	Travel & Per Diem	57,800.00	57,800.00	4,282.46	53,724.19	4,075.81	7.05 %
200-3500-52180-000	Training	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
200-3500-52228-000	Contract-Aircraft Services	4,700.00	4,700.00	0.00	0.00	4,700.00	100.00 %
200-3500-52310-000	Cell Phones & Pagers	0.00	0.00	0.00	-33.58	33.58	0.00 %
200-3500-52450-000	Unemployment Insurance	4,700.00	4,700.00	0.00	0.00	4,700.00	100.00 %
200-3500-52511-000	Fuel	8,000.00	8,000.00	16.38	3,491.66	4,508.34	56.35 %
200-3500-52513-000	Vehicle Parts	0.00	0.00	13.02	13.02	-13.02	0.00 %
200-3500-52550-000	Equipment Supplies	35,560.00	35,560.00	0.00	0.00	35,560.00	100.00 %
	Department: 3500 - OUT OF DISTRICT WILDLAND Total:	473,488.00	473,488.00	62,342.54	539,994.22	-66,506.22	-14.05 %
	FinancialRpt: 3 - Operational Total:	473,488.00	473,488.00	62,342.54	539,994.22	-66,506.22	-14.05 %
	Expense Total:	473,488.00	473,488.00	62,342.54	539,994.22	-66,506.22	-14.05 %
	Fund: 200 - WILDLAND FUND Surplus (Deficit):	0.00	0.00	54,180.69	95,919.82	95,919.82	0.00 %
Fund: 250 - AMBULANCE FUND							
Revenue							
FinancialRpt: 3 - Operational							
Department: 3400 - EMS							
250-3400-42380-000	Ambulance Billings	2,300,000.00	2,300,000.00	145,368.95	770,288.71	-1,529,711.29	66.51 %
	Department: 3400 - EMS Total:	2,300,000.00	2,300,000.00	145,368.95	770,288.71	-1,529,711.29	66.51 %
	FinancialRpt: 3 - Operational Total:	2,300,000.00	2,300,000.00	145,368.95	770,288.71	-1,529,711.29	66.51 %
FinancialRpt: 9 - Undesignated							
Department: 9000 - NON-DEPARTMENTAL							
250-9000-40000-000	Beginning Fund Balance	0.00	0.00	0.00	251,957.19	251,957.19	0.00 %
	Department: 9000 - NON-DEPARTMENTAL Total:	0.00	0.00	0.00	251,957.19	251,957.19	0.00 %
	FinancialRpt: 9 - Undesignated Total:	0.00	0.00	0.00	251,957.19	251,957.19	0.00 %
	Revenue Total:	2,300,000.00	2,300,000.00	145,368.95	1,022,245.90	-1,277,754.10	55.55 %
Expense							
FinancialRpt: 3 - Operational							
Department: 3400 - EMS							
250-3400-51120-000	Hourly	1,021,184.00	1,021,184.00	0.00	0.00	1,021,184.00	100.00 %
250-3400-51211-000	Medical Insurance	182,028.00	182,028.00	15,169.00	75,845.00	106,183.00	58.33 %
250-3400-51212-000	Dental Insurance	8,411.00	8,411.00	700.92	3,504.60	4,906.40	58.33 %
250-3400-51213-000	Vision Insurance	1,651.00	1,651.00	137.58	687.90	963.10	58.33 %

Monthly Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
250-3400-51215-000	PSPRS-Cancer Insurance	860.00	860.00	0.00	0.00	860.00	100.00 %
250-3400-51216-000	Life Insurance	1,032.00	1,032.00	0.00	0.00	1,032.00	100.00 %
250-3400-51231-000	Medicare	18,726.00	18,726.00	0.00	0.00	18,726.00	100.00 %
250-3400-51250-000	PSPRS	386,226.00	386,226.00	0.00	0.00	386,226.00	100.00 %
250-3400-51270-000	Workers Compensation	60,629.00	60,629.00	0.00	0.00	60,629.00	100.00 %
250-3400-51290-000	PEHP	12,914.00	12,914.00	0.00	0.00	12,914.00	100.00 %
250-3400-52110-000	Office Supplies	1,596.00	1,596.00	0.00	0.00	1,596.00	100.00 %
250-3400-52115-000	Fees	0.00	0.00	463.00	2,702.86	-2,702.86	0.00 %
250-3400-52118-000	Collection Fees	1,680.00	1,680.00	11,461.93	63,581.96	-61,901.96	-3,684.64 %
250-3400-52119-000	Rent Expense	105.00	105.00	0.00	0.00	105.00	100.00 %
250-3400-52140-000	Operational Supplies	18,480.00	18,480.00	0.00	0.00	18,480.00	100.00 %
250-3400-52141-000	Uniforms	26,250.00	26,250.00	0.00	0.00	26,250.00	100.00 %
250-3400-52144-000	Medical Supplies	42,000.00	42,000.00	0.00	0.00	42,000.00	100.00 %
250-3400-52146-000	Protective Equipment	27,300.00	27,300.00	0.00	0.00	27,300.00	100.00 %
250-3400-52150-000	Postage & Mailings	1,890.00	1,890.00	0.00	475.26	1,414.74	74.85 %
250-3400-52160-000	Dues, Memberships & Subscripti	448.00	448.00	0.00	480.00	-32.00	-7.14 %
250-3400-52170-000	Travel & Per Diem	1,050.00	1,050.00	0.00	0.00	1,050.00	100.00 %
250-3400-52180-000	Training	16,800.00	16,800.00	0.00	0.00	16,800.00	100.00 %
250-3400-52192-000	Public Affairs	7,592.00	7,592.00	0.00	0.00	7,592.00	100.00 %
250-3400-52210-000	Accounting & Auditing	5,040.00	5,040.00	0.00	0.00	5,040.00	100.00 %
250-3400-52220-000	Software	63,000.00	63,000.00	0.00	0.00	63,000.00	100.00 %
250-3400-52223-000	Consultants-General	0.00	0.00	0.00	49,323.12	-49,323.12	0.00 %
250-3400-52227-000	Contract Labor	23,190.00	23,190.00	0.00	0.00	23,190.00	100.00 %
250-3400-52240-000	Health Services	22,050.00	22,050.00	0.00	0.00	22,050.00	100.00 %
250-3400-52260-000	Legal	16,939.00	16,939.00	0.00	0.00	16,939.00	100.00 %
250-3400-52320-000	Electric	1,260.00	1,260.00	0.00	0.00	1,260.00	100.00 %
250-3400-52330-000	Natural Gas	126.00	126.00	0.00	0.00	126.00	100.00 %
250-3400-52340-000	Refuse Removal	84.00	84.00	0.00	0.00	84.00	100.00 %
250-3400-52350-000	Telephone	42.00	42.00	0.00	0.00	42.00	100.00 %
250-3400-52370-000	Water & Sewer	420.00	420.00	0.00	0.00	420.00	100.00 %
250-3400-52390-000	Dispatch Services	210,219.00	210,219.00	0.00	0.00	210,219.00	100.00 %
250-3400-52430-000	Gen. Liab. & Auto Insurance	35,700.00	35,700.00	0.00	0.00	35,700.00	100.00 %
250-3400-52511-000	Fuel	37,800.00	37,800.00	0.00	0.00	37,800.00	100.00 %
250-3400-52535-000	Janitorial Supplies	6,300.00	6,300.00	0.00	0.00	6,300.00	100.00 %
250-3400-52544-000	Preventive Maintenance	34,650.00	34,650.00	0.00	0.00	34,650.00	100.00 %
Department: 3400 - EMS Total:		2,295,672.00	2,295,672.00	27,932.43	196,600.70	2,099,071.30	91.44 %
FinancialRpt: 3 - Operational Total:		2,295,672.00	2,295,672.00	27,932.43	196,600.70	2,099,071.30	91.44 %
FinancialRpt: 9 - Undesignated							
Department: 9000 - NON-DEPARTMENTAL							
250-9000-59000-000	Contingency	4,328.00	4,328.00	0.00	0.00	4,328.00	100.00 %
Department: 9000 - NON-DEPARTMENTAL Total:		4,328.00	4,328.00	0.00	0.00	4,328.00	100.00 %
FinancialRpt: 9 - Undesignated Total:		4,328.00	4,328.00	0.00	0.00	4,328.00	100.00 %
Expense Total:		2,300,000.00	2,300,000.00	27,932.43	196,600.70	2,103,399.30	91.45 %
Fund: 250 - AMBULANCE FUND Surplus (Deficit):		0.00	0.00	117,436.52	825,645.20	825,645.20	0.00 %
Fund: 400 - CAPITAL PROJECTS							
Revenue							
FinancialRpt: 9 - Undesignated							
Department: 9000 - NON-DEPARTMENTAL							
400-9000-40000-000	Beginning Fund Balance	14,485,000.00	14,485,000.00	0.00	346,438.47	-14,138,561.53	97.61 %
400-9000-42395-000	Communication Contract R	75,000.00	75,000.00	8,640.79	30,427.01	-44,572.99	59.43 %
400-9000-46300-000	Gain On Disposition Of Assets	0.00	0.00	0.00	315.80	315.80	0.00 %
400-9000-46400-000	Debt Issuance Proceeds	0.00	0.00	0.00	12,780,000.00	12,780,000.00	0.00 %
400-9000-48000-000	Transfers In	1,742,689.00	1,742,689.00	0.00	0.00	-1,742,689.00	100.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
400-9000-49500-000	Bond Premium Revenue	0.00	0.00	0.00	1,530,428.40	1,530,428.40	0.00 %
Department: 9000 - NON-DEPARTMENTAL Total:		16,302,689.00	16,302,689.00	8,640.79	14,687,609.68	-1,615,079.32	9.91 %
FinancialRpt: 9 - Undesignated Total:		16,302,689.00	16,302,689.00	8,640.79	14,687,609.68	-1,615,079.32	9.91 %
Revenue Total:		16,302,689.00	16,302,689.00	8,640.79	14,687,609.68	-1,615,079.32	9.91 %
Expense							
FinancialRpt: 3 - Operational							
Department: 3400 - EMS							
400-3400-54130-042	Furniture & Equipment	35,000.00	35,000.00	0.00	0.00	35,000.00	100.00 %
400-3400-54130-043	Furniture & Equipment	850,000.00	0.00	0.00	0.00	0.00	0.00 %
Department: 3400 - EMS Total:		885,000.00	35,000.00	0.00	0.00	35,000.00	100.00 %
FinancialRpt: 3 - Operational Total:		885,000.00	35,000.00	0.00	0.00	35,000.00	100.00 %
FinancialRpt: 4 - Support Services							
Department: 4100 - INFORMATION TECHNOLOGY							
400-4100-54138-000	Computers & Software	0.00	0.00	0.00	26,525.00	-26,525.00	0.00 %
400-4100-54138-036	Computer & Software	375,000.00	375,000.00	0.00	0.00	375,000.00	100.00 %
Department: 4100 - INFORMATION TECHNOLOGY Total:		375,000.00	375,000.00	0.00	26,525.00	348,475.00	92.93 %
Department: 4200 - FLEET SERVICES							
400-4200-54130-044	Furniture & Equipment	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00 %
400-4200-54130-045	Furniture & Equipment	56,956.00	56,956.00	0.00	0.00	56,956.00	100.00 %
400-4200-54130-046	Furniture & Equipment	0.00	0.00	7,949.56	7,949.56	-7,949.56	0.00 %
400-4200-54140-003	Vehicles	1,210,000.00	1,210,000.00	1,065,194.49	1,065,194.49	144,805.51	11.97 %
Department: 4200 - FLEET SERVICES Total:		1,296,956.00	1,296,956.00	1,073,144.05	1,073,144.05	223,811.95	17.26 %
Department: 4230 - FACILITY MAINTENANCE							
400-4230-52544-040	Preventive Maintenance	35,000.00	35,000.00	0.00	0.00	35,000.00	100.00 %
400-4230-54110-057	Land & Improvements	500,000.00	500,000.00	0.00	20,000.00	480,000.00	96.00 %
400-4230-54110-063	Land & Improvements	0.00	0.00	0.00	22,000.00	-22,000.00	0.00 %
400-4230-54110-064	Land & Improvements	0.00	0.00	0.00	2,000.00	-2,000.00	0.00 %
400-4230-54120-013	Buildings & Improvements	17,500.00	17,500.00	0.00	0.00	17,500.00	100.00 %
400-4230-54120-041	Buildings & Improvements	17,500.00	17,500.00	0.00	0.00	17,500.00	100.00 %
400-4230-54120-057	Buildings & Improvements	4,956,650.00	4,956,650.00	0.00	0.00	4,956,650.00	100.00 %
400-4230-54130-000	Furniture & Equipment	0.00	0.00	0.00	10,532.36	-10,532.36	0.00 %
400-4230-54130-039	Furniture & Equipment	100,000.00	100,000.00	0.00	28,719.15	71,280.85	71.28 %
Department: 4230 - FACILITY MAINTENANCE Total:		5,626,650.00	5,626,650.00	0.00	83,251.51	5,543,398.49	98.52 %
Department: 4260 - WAREHOUSE							
400-4260-54130-000	Furniture & Equipment	0.00	0.00	0.00	24,904.15	-24,904.15	0.00 %
400-4260-54130-019	Furniture & Equipment	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00 %
Department: 4260 - WAREHOUSE Total:		30,000.00	30,000.00	0.00	24,904.15	5,095.85	16.99 %
FinancialRpt: 4 - Support Services Total:		7,328,606.00	7,328,606.00	1,073,144.05	1,207,824.71	6,120,781.29	83.52 %
FinancialRpt: 9 - Undesignated							
Department: 9000 - NON-DEPARTMENTAL							
400-9000-52114-000	Bond Issuance Costs	0.00	0.00	0.00	198,556.00	-198,556.00	0.00 %
400-9000-59000-000	Contingency	8,089,083.00	8,939,083.00	0.00	0.00	8,939,083.00	100.00 %
Department: 9000 - NON-DEPARTMENTAL Total:		8,089,083.00	8,939,083.00	0.00	198,556.00	8,740,527.00	97.78 %
FinancialRpt: 9 - Undesignated Total:		8,089,083.00	8,939,083.00	0.00	198,556.00	8,740,527.00	97.78 %
Expense Total:		16,302,689.00	16,302,689.00	1,073,144.05	1,406,380.71	14,896,308.29	91.37 %
Fund: 400 - CAPITAL PROJECTS Surplus (Deficit):		0.00	0.00	-1,064,503.26	13,281,228.97	13,281,228.97	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 450 - CAPITAL RESERVE							
Revenue							
FinancialRpt: 9 - Undesignated							
Department: 9000 - NON-DEPARTMENTAL							
450-9000-40000-000	Beginning Fund Balance	1,207,493.00	1,207,493.00	0.00	1,207,493.00	0.00	0.00 %
	Department: 9000 - NON-DEPARTMENTAL Total:	1,207,493.00	1,207,493.00	0.00	1,207,493.00	0.00	0.00 %
	FinancialRpt: 9 - Undesignated Total:	1,207,493.00	1,207,493.00	0.00	1,207,493.00	0.00	0.00 %
	Revenue Total:	1,207,493.00	1,207,493.00	0.00	1,207,493.00	0.00	0.00 %
Expense							
FinancialRpt: 9 - Undesignated							
Department: 9000 - NON-DEPARTMENTAL							
450-9000-59000-000	Contingency	1,207,493.00	1,207,493.00	0.00	0.00	1,207,493.00	100.00 %
	Department: 9000 - NON-DEPARTMENTAL Total:	1,207,493.00	1,207,493.00	0.00	0.00	1,207,493.00	100.00 %
	FinancialRpt: 9 - Undesignated Total:	1,207,493.00	1,207,493.00	0.00	0.00	1,207,493.00	100.00 %
	Expense Total:	1,207,493.00	1,207,493.00	0.00	0.00	1,207,493.00	100.00 %
	Fund: 450 - CAPITAL RESERVE Surplus (Deficit):	0.00	0.00	0.00	1,207,493.00	1,207,493.00	0.00 %
Fund: 480 - GRANT PROGRAM							
Revenue							
FinancialRpt: 2 - Community Safety							
Department: 2200 - SPECIAL PROJECTS							
480-2200-47000-124	Grant Revenue	0.00	0.00	399,744.00	399,744.00	399,744.00	0.00 %
480-2200-47000-125	Grant Revenue	0.00	0.00	0.00	179.01	179.01	0.00 %
480-2200-47000-127	Grant Revenue	0.00	0.00	0.00	3,000.00	3,000.00	0.00 %
	Department: 2200 - SPECIAL PROJECTS Total:	0.00	0.00	399,744.00	402,923.01	402,923.01	0.00 %
	FinancialRpt: 2 - Community Safety Total:	0.00	0.00	399,744.00	402,923.01	402,923.01	0.00 %
FinancialRpt: 9 - Undesignated							
Department: 9000 - NON-DEPARTMENTAL							
480-9000-40000-000	Beginning Fund Balance	1,000,000.00	1,000,000.00	0.00	1,220,510.55	220,510.55	122.05 %
480-9000-47000-000	Grant Revenue	2,500,000.00	2,500,000.00	0.00	0.00	-2,500,000.00	100.00 %
	Department: 9000 - NON-DEPARTMENTAL Total:	3,500,000.00	3,500,000.00	0.00	1,220,510.55	-2,279,489.45	65.13 %
	FinancialRpt: 9 - Undesignated Total:	3,500,000.00	3,500,000.00	0.00	1,220,510.55	-2,279,489.45	65.13 %
	Revenue Total:	3,500,000.00	3,500,000.00	399,744.00	1,623,433.56	-1,876,566.44	53.62 %
Expense							
FinancialRpt: 2 - Community Safety							
Department: 2200 - SPECIAL PROJECTS							
480-2200-51120-124	Hourly	979,593.00	979,593.00	81,502.13	361,418.09	618,174.91	63.11 %
480-2200-51140-124	Holiday Pay	25,592.00	25,592.00	2,302.96	7,822.24	17,769.76	69.43 %
480-2200-51150-124	Overtime	124,759.00	124,759.00	0.00	7,784.08	116,974.92	93.76 %
480-2200-51190-124	PTO Pay Out	33,898.00	33,898.00	0.00	0.00	33,898.00	100.00 %
480-2200-51211-124	Medical Insurance	253,992.00	253,992.00	0.00	0.00	253,992.00	100.00 %
480-2200-51212-124	Dental Insurance	11,736.00	11,736.00	0.00	0.00	11,736.00	100.00 %
480-2200-51213-124	Vision Insurance	2,304.00	2,304.00	0.00	0.00	2,304.00	100.00 %
480-2200-51215-124	PSPRS-Cancer Insurance	1,200.00	1,200.00	0.00	300.00	900.00	75.00 %
480-2200-51216-124	Life Insurance	1,440.00	1,440.00	111.34	532.35	907.65	63.03 %
480-2200-51218-124	STD Insurance	3,957.00	3,957.00	285.94	1,349.65	2,607.35	65.89 %
480-2200-51230-124	Social Security	0.00	0.00	0.00	810.50	-810.50	0.00 %
480-2200-51231-124	Medicare	16,876.00	16,876.00	1,170.72	5,250.18	11,625.82	68.89 %
480-2200-51250-124	PSPRS	348,475.00	348,475.00	24,900.90	60,469.03	288,005.97	82.65 %
480-2200-51251-124	ASRS	0.00	0.00	0.00	587.61	-587.61	0.00 %
480-2200-51270-124	Workers Compensation	54,701.00	54,701.00	0.00	6,767.66	47,933.34	87.63 %
480-2200-51280-124	Deferred Compensation	6,052.00	6,052.00	0.00	879.88	5,172.12	85.46 %
480-2200-51290-124	PEHP	11,638.00	11,638.00	0.00	8,382.44	3,255.56	27.97 %

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
480-2200-52140-125	Operational Equipment	0.00	0.00	0.00	179.01	-179.01	0.00 %
	Department: 2200 - SPECIAL PROJECTS Total:	1,876,213.00	1,876,213.00	110,273.99	462,532.72	1,413,680.28	75.35 %
	FinancialRpt: 2 - Community Safety Total:	1,876,213.00	1,876,213.00	110,273.99	462,532.72	1,413,680.28	75.35 %
	FinancialRpt: 9 - Undesignated						
	Department: 9000 - NON-DEPARTMENTAL						
480-9000-57000-000	Unfunded Grant Expenses	1,623,787.00	1,623,787.00	0.00	0.00	1,623,787.00	100.00 %
	Department: 9000 - NON-DEPARTMENTAL Total:	1,623,787.00	1,623,787.00	0.00	0.00	1,623,787.00	100.00 %
	FinancialRpt: 9 - Undesignated Total:	1,623,787.00	1,623,787.00	0.00	0.00	1,623,787.00	100.00 %
	Expense Total:	3,500,000.00	3,500,000.00	110,273.99	462,532.72	3,037,467.28	86.78 %
	Fund: 480 - GRANT PROGRAM Surplus (Deficit):	0.00	0.00	289,470.01	1,160,900.84	1,160,900.84	0.00 %
	Fund: 500 - GO DEBT SERVICE						
	Revenue						
	FinancialRpt: 9 - Undesignated						
	Department: 9000 - NON-DEPARTMENTAL						
500-9000-40000-000	Beginning Fund Balance	0.00	0.00	0.00	636,895.80	636,895.80	0.00 %
500-9000-41100-000	Property Taxes-CY	4,038,459.00	4,038,459.00	773,272.82	2,031,651.47	-2,006,807.53	49.69 %
500-9000-41150-000	Property Taxes-PY	0.00	0.00	2,323.40	27,072.59	27,072.59	0.00 %
500-9000-43100-000	Investment Revenue	0.00	0.00	11,148.27	32,753.83	32,753.83	0.00 %
500-9000-49150-000	Build America Bond Rebate	140,000.00	140,000.00	0.00	0.00	-140,000.00	100.00 %
	Department: 9000 - NON-DEPARTMENTAL Total:	4,178,459.00	4,178,459.00	786,744.49	2,728,373.69	-1,450,085.31	34.70 %
	FinancialRpt: 9 - Undesignated Total:	4,178,459.00	4,178,459.00	786,744.49	2,728,373.69	-1,450,085.31	34.70 %
	Revenue Total:	4,178,459.00	4,178,459.00	786,744.49	2,728,373.69	-1,450,085.31	34.70 %
	Expense						
	FinancialRpt: 9 - Undesignated						
	Department: 9000 - NON-DEPARTMENTAL						
500-9000-52116-000	Bond Administrative Fees	5,000.00	5,000.00	0.00	1,775.00	3,225.00	64.50 %
500-9000-53021-000	2007 Series A Bond Principal	615,000.00	615,000.00	0.00	0.00	615,000.00	100.00 %
500-9000-53022-000	2010 Series A Bond Principal	495,000.00	495,000.00	0.00	0.00	495,000.00	100.00 %
500-9000-53023-000	2014 Series Refunding Bond Principal	835,000.00	835,000.00	0.00	0.00	835,000.00	100.00 %
500-9000-53122-000	2010 Series A Bond Interest	444,659.00	444,659.00	0.00	0.00	444,659.00	100.00 %
500-9000-53123-000	2014 Series Refunding Bond Interest	202,250.00	202,250.00	0.00	0.00	202,250.00	100.00 %
500-9000-53124-000	2016 Series Refunding Bond Interest	251,050.00	251,050.00	0.00	0.00	251,050.00	100.00 %
500-9000-53125-000	2017 Series A Bond Interest	1,180,500.00	1,180,500.00	0.00	0.00	1,180,500.00	100.00 %
500-9000-59000-000	Contingency	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00 %
	Department: 9000 - NON-DEPARTMENTAL Total:	4,178,459.00	4,178,459.00	0.00	1,775.00	4,176,684.00	99.96 %
	FinancialRpt: 9 - Undesignated Total:	4,178,459.00	4,178,459.00	0.00	1,775.00	4,176,684.00	99.96 %
	Expense Total:	4,178,459.00	4,178,459.00	0.00	1,775.00	4,176,684.00	99.96 %
	Fund: 500 - GO DEBT SERVICE Surplus (Deficit):	0.00	0.00	786,744.49	2,726,598.69	2,726,598.69	0.00 %
	Report Surplus (Deficit):	0.00	0.00	3,611,982.49	28,582,002.64	28,582,002.64	0.00 %

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL FUND						
Revenue						
FinancialRpt: 2 - Community Safety						
2100 - PREVENTION & SAFETY	150,000.00	150,000.00	25,063.28	68,772.78	-81,227.22	54.15 %
2300 - BEHAVIORAL HLTH/COMM SVC	0.00	0.00	215.00	320.00	320.00	0.00 %
FinancialRpt: 2 - Community Safety Total:	150,000.00	150,000.00	25,278.28	69,092.78	-80,907.22	53.94 %
FinancialRpt: 3 - Operational						
3100 - TRAINING	23,500.00	23,500.00	500.00	7,657.95	-15,842.05	67.41 %
3400 - EMS	0.00	0.00	0.00	113.40	113.40	0.00 %
FinancialRpt: 3 - Operational Total:	23,500.00	23,500.00	500.00	7,771.35	-15,728.65	66.93 %
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	35,956,442.00	35,956,442.00	5,747,869.42	20,921,626.29	-15,034,815.71	41.81 %
FinancialRpt: 9 - Undesignated Total:	35,956,442.00	35,956,442.00	5,747,869.42	20,921,626.29	-15,034,815.71	41.81 %
Revenue Total:	36,129,942.00	36,129,942.00	5,773,647.70	20,998,490.42	-15,131,451.58	41.88 %
Expense						
FinancialRpt: 1 - Administrative Costs						
1200 - FIRE CHIEF	285,198.00	285,198.00	14,399.34	89,027.05	196,170.95	68.78 %
1220 - FIRE OPERATIONS - ADMIN	1,059,869.00	1,059,869.00	98,010.36	608,779.04	451,089.96	42.56 %
1230 - ADMINISTRATIVE SERVICES	524,090.00	524,090.00	29,735.49	229,915.93	294,174.07	56.13 %
1240 - HUMAN RESOURCES	562,819.00	562,819.00	41,210.98	246,097.35	316,721.65	56.27 %
1250 - FINANCE	524,206.00	524,206.00	40,035.23	203,796.53	320,409.47	61.12 %
1280 - COMMUNITY AFFAIRS	317,641.00	317,641.00	23,207.93	128,835.77	188,805.23	59.44 %
FinancialRpt: 1 - Administrative Costs Total:	3,273,823.00	3,273,823.00	246,599.33	1,506,451.67	1,767,371.33	53.98 %
FinancialRpt: 2 - Community Safety						
2100 - PREVENTION & SAFETY	1,128,269.00	1,128,269.00	80,873.96	444,501.89	683,767.11	60.60 %
2250 - HEALTH & SAFETY	31,550.00	31,550.00	729.93	11,162.50	20,387.50	64.62 %
2300 - BEHAVIORAL HLTH/COMM SVC	70,396.00	70,396.00	4,615.32	21,468.99	48,927.01	69.50 %
FinancialRpt: 2 - Community Safety Total:	1,230,215.00	1,230,215.00	86,219.21	477,133.38	753,081.62	61.22 %
FinancialRpt: 3 - Operational						
3100 - TRAINING	848,229.00	848,229.00	98,417.26	439,580.45	408,648.55	48.18 %
3210 - TECHNICAL RESCUE TEAM	12,700.00	12,700.00	0.00	455.55	12,244.45	96.41 %
3220 - HAZMAT	18,000.00	18,000.00	0.00	13.22	17,986.78	99.93 %
3300 - FIRE/RESCUE SERVICES	18,245,179.00	18,245,179.00	1,437,264.34	9,065,481.66	9,179,697.34	50.31 %
3400 - EMS	806,600.00	806,600.00	51,834.47	394,492.64	412,107.36	51.09 %
FinancialRpt: 3 - Operational Total:	19,930,708.00	19,930,708.00	1,587,516.07	9,900,023.52	10,030,684.48	50.33 %
FinancialRpt: 4 - Support Services						
4100 - INFORMATION TECHNOLOGY	1,000,249.00	1,000,249.00	116,305.77	505,618.12	494,630.88	49.45 %
4150 - COMMUNICATIONS	1,147,892.00	1,147,892.00	107,031.36	542,216.48	605,675.52	52.76 %
4200 - FLEET SERVICES	1,257,247.00	1,257,247.00	84,515.72	470,870.79	786,376.21	62.55 %
4230 - FACILITY MAINTENANCE	655,862.00	655,862.00	75,167.24	348,964.11	306,897.89	46.79 %
4260 - WAREHOUSE	887,658.00	887,658.00	57,155.51	326,496.43	561,161.57	63.22 %
FinancialRpt: 4 - Support Services Total:	4,948,908.00	4,948,908.00	440,175.60	2,194,165.93	2,754,742.07	55.66 %
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	6,746,288.00	6,746,288.00	0.00	0.00	6,746,288.00	100.00 %
FinancialRpt: 9 - Undesignated Total:	6,746,288.00	6,746,288.00	0.00	0.00	6,746,288.00	100.00 %
Expense Total:	36,129,942.00	36,129,942.00	2,360,510.21	14,077,774.50	22,052,167.50	61.04 %
Fund: 100 - GENERAL FUND Surplus (Deficit):	0.00	0.00	3,413,137.49	6,920,715.92	6,920,715.92	0.00 %
Fund: 110 - MEDICAL SELF INSURANCE						
Revenue						
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	5,400,000.00	5,400,000.00	273,776.15	3,438,079.91	-1,961,920.09	36.33 %

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

Department...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
FinancialRpt: 9 - Undesignated Total:	5,400,000.00	5,400,000.00	273,776.15	3,438,079.91	-1,961,920.09	36.33 %
Revenue Total:	5,400,000.00	5,400,000.00	273,776.15	3,438,079.91	-1,961,920.09	36.33 %
Expense						
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	5,400,000.00	5,400,000.00	258,259.60	1,074,579.71	4,325,420.29	80.10 %
FinancialRpt: 9 - Undesignated Total:	5,400,000.00	5,400,000.00	258,259.60	1,074,579.71	4,325,420.29	80.10 %
Expense Total:	5,400,000.00	5,400,000.00	258,259.60	1,074,579.71	4,325,420.29	80.10 %
Fund: 110 - MEDICAL SELF INSURANCE Surplus (Deficit):	0.00	0.00	15,516.55	2,363,500.20	2,363,500.20	0.00 %
Fund: 200 - WILDLAND FUND						
Revenue						
FinancialRpt: 3 - Operational						
3500 - OUT OF DISTRICT WILDLAND	473,488.00	473,488.00	116,523.23	286,892.91	-186,595.09	39.41 %
FinancialRpt: 3 - Operational Total:	473,488.00	473,488.00	116,523.23	286,892.91	-186,595.09	39.41 %
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	0.00	0.00	0.00	349,021.13	349,021.13	0.00 %
FinancialRpt: 9 - Undesignated Total:	0.00	0.00	0.00	349,021.13	349,021.13	0.00 %
Revenue Total:	473,488.00	473,488.00	116,523.23	635,914.04	162,426.04	34.30 %
Expense						
FinancialRpt: 3 - Operational						
3500 - OUT OF DISTRICT WILDLAND	473,488.00	473,488.00	62,342.54	539,994.22	-66,506.22	-14.05 %
FinancialRpt: 3 - Operational Total:	473,488.00	473,488.00	62,342.54	539,994.22	-66,506.22	-14.05 %
Expense Total:	473,488.00	473,488.00	62,342.54	539,994.22	-66,506.22	-14.05 %
Fund: 200 - WILDLAND FUND Surplus (Deficit):	0.00	0.00	54,180.69	95,919.82	95,919.82	0.00 %
Fund: 250 - AMBULANCE FUND						
Revenue						
FinancialRpt: 3 - Operational						
3400 - EMS	2,300,000.00	2,300,000.00	145,368.95	770,288.71	-1,529,711.29	66.51 %
FinancialRpt: 3 - Operational Total:	2,300,000.00	2,300,000.00	145,368.95	770,288.71	-1,529,711.29	66.51 %
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	0.00	0.00	0.00	251,957.19	251,957.19	0.00 %
FinancialRpt: 9 - Undesignated Total:	0.00	0.00	0.00	251,957.19	251,957.19	0.00 %
Revenue Total:	2,300,000.00	2,300,000.00	145,368.95	1,022,245.90	-1,277,754.10	55.55 %
Expense						
FinancialRpt: 3 - Operational						
3400 - EMS	2,295,672.00	2,295,672.00	27,932.43	196,600.70	2,099,071.30	91.44 %
FinancialRpt: 3 - Operational Total:	2,295,672.00	2,295,672.00	27,932.43	196,600.70	2,099,071.30	91.44 %
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	4,328.00	4,328.00	0.00	0.00	4,328.00	100.00 %
FinancialRpt: 9 - Undesignated Total:	4,328.00	4,328.00	0.00	0.00	4,328.00	100.00 %
Expense Total:	2,300,000.00	2,300,000.00	27,932.43	196,600.70	2,103,399.30	91.45 %
Fund: 250 - AMBULANCE FUND Surplus (Deficit):	0.00	0.00	117,436.52	825,645.20	825,645.20	0.00 %
Fund: 400 - CAPITAL PROJECTS						
Revenue						
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	16,302,689.00	16,302,689.00	8,640.79	14,687,609.68	-1,615,079.32	9.91 %
FinancialRpt: 9 - Undesignated Total:	16,302,689.00	16,302,689.00	8,640.79	14,687,609.68	-1,615,079.32	9.91 %
Revenue Total:	16,302,689.00	16,302,689.00	8,640.79	14,687,609.68	-1,615,079.32	9.91 %
Expense						
FinancialRpt: 3 - Operational						
3400 - EMS	885,000.00	35,000.00	0.00	0.00	35,000.00	100.00 %
FinancialRpt: 3 - Operational Total:	885,000.00	35,000.00	0.00	0.00	35,000.00	100.00 %

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
FinancialRpt: 4 - Support Services						
4100 - INFORMATION TECHNOLOGY	375,000.00	375,000.00	0.00	26,525.00	348,475.00	92.93 %
4200 - FLEET SERVICES	1,296,956.00	1,296,956.00	1,073,144.05	1,073,144.05	223,811.95	17.26 %
4230 - FACILITY MAINTENANCE	5,626,650.00	5,626,650.00	0.00	83,251.51	5,543,398.49	98.52 %
4260 - WAREHOUSE	30,000.00	30,000.00	0.00	24,904.15	5,095.85	16.99 %
FinancialRpt: 4 - Support Services Total:	7,328,606.00	7,328,606.00	1,073,144.05	1,207,824.71	6,120,781.29	83.52 %
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	8,089,083.00	8,939,083.00	0.00	198,556.00	8,740,527.00	97.78 %
FinancialRpt: 9 - Undesignated Total:	8,089,083.00	8,939,083.00	0.00	198,556.00	8,740,527.00	97.78 %
Expense Total:	16,302,689.00	16,302,689.00	1,073,144.05	1,406,380.71	14,896,308.29	91.37 %
Fund: 400 - CAPITAL PROJECTS Surplus (Deficit):	0.00	0.00	-1,064,503.26	13,281,228.97	13,281,228.97	0.00 %
Fund: 450 - CAPITAL RESERVE						
Revenue						
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	1,207,493.00	1,207,493.00	0.00	1,207,493.00	0.00	0.00 %
FinancialRpt: 9 - Undesignated Total:	1,207,493.00	1,207,493.00	0.00	1,207,493.00	0.00	0.00 %
Revenue Total:	1,207,493.00	1,207,493.00	0.00	1,207,493.00	0.00	0.00 %
Expense						
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	1,207,493.00	1,207,493.00	0.00	0.00	1,207,493.00	100.00 %
FinancialRpt: 9 - Undesignated Total:	1,207,493.00	1,207,493.00	0.00	0.00	1,207,493.00	100.00 %
Expense Total:	1,207,493.00	1,207,493.00	0.00	0.00	1,207,493.00	100.00 %
Fund: 450 - CAPITAL RESERVE Surplus (Deficit):	0.00	0.00	0.00	1,207,493.00	1,207,493.00	0.00 %
Fund: 480 - GRANT PROGRAM						
Revenue						
FinancialRpt: 2 - Community Safety						
2200 - SPECIAL PROJECTS	0.00	0.00	399,744.00	402,923.01	402,923.01	0.00 %
FinancialRpt: 2 - Community Safety Total:	0.00	0.00	399,744.00	402,923.01	402,923.01	0.00 %
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	3,500,000.00	3,500,000.00	0.00	1,220,510.55	-2,279,489.45	65.13 %
FinancialRpt: 9 - Undesignated Total:	3,500,000.00	3,500,000.00	0.00	1,220,510.55	-2,279,489.45	65.13 %
Revenue Total:	3,500,000.00	3,500,000.00	399,744.00	1,623,433.56	-1,876,566.44	53.62 %
Expense						
FinancialRpt: 2 - Community Safety						
2200 - SPECIAL PROJECTS	1,876,213.00	1,876,213.00	110,273.99	462,532.72	1,413,680.28	75.35 %
FinancialRpt: 2 - Community Safety Total:	1,876,213.00	1,876,213.00	110,273.99	462,532.72	1,413,680.28	75.35 %
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	1,623,787.00	1,623,787.00	0.00	0.00	1,623,787.00	100.00 %
FinancialRpt: 9 - Undesignated Total:	1,623,787.00	1,623,787.00	0.00	0.00	1,623,787.00	100.00 %
Expense Total:	3,500,000.00	3,500,000.00	110,273.99	462,532.72	3,037,467.28	86.78 %
Fund: 480 - GRANT PROGRAM Surplus (Deficit):	0.00	0.00	289,470.01	1,160,900.84	1,160,900.84	0.00 %
Fund: 500 - GO DEBT SERVICE						
Revenue						
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	4,178,459.00	4,178,459.00	786,744.49	2,728,373.69	-1,450,085.31	34.70 %
FinancialRpt: 9 - Undesignated Total:	4,178,459.00	4,178,459.00	786,744.49	2,728,373.69	-1,450,085.31	34.70 %
Revenue Total:	4,178,459.00	4,178,459.00	786,744.49	2,728,373.69	-1,450,085.31	34.70 %
Expense						
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	4,178,459.00	4,178,459.00	0.00	1,775.00	4,176,684.00	99.96 %

Monthly Budget Report

For Fiscal: 2017-2018 Period Ending: 11/30/2017

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
FinancialRpt: 9 - Undesignated Total:	4,178,459.00	4,178,459.00	0.00	1,775.00	4,176,684.00	99.96 %
Expense Total:	4,178,459.00	4,178,459.00	0.00	1,775.00	4,176,684.00	99.96 %
Fund: 500 - GO DEBT SERVICE Surplus (Deficit):	0.00	0.00	786,744.49	2,726,598.69	2,726,598.69	0.00 %
Report Surplus (Deficit):	0.00	0.00	3,611,982.49	28,582,002.64	28,582,002.64	0.00 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	0.00	0.00	3,413,137.49	6,920,715.92	6,920,715.92
110 - MEDICAL SELF INSURANCE	0.00	0.00	15,516.55	2,363,500.20	2,363,500.20
200 - WILDLAND FUND	0.00	0.00	54,180.69	95,919.82	95,919.82
250 - AMBULANCE FUND	0.00	0.00	117,436.52	825,645.20	825,645.20
400 - CAPITAL PROJECTS	0.00	0.00	-1,064,503.26	13,281,228.97	13,281,228.97
450 - CAPITAL RESERVE	0.00	0.00	0.00	1,207,493.00	1,207,493.00
480 - GRANT PROGRAM	0.00	0.00	289,470.01	1,160,900.84	1,160,900.84
500 - GO DEBT SERVICE	0.00	0.00	786,744.49	2,726,598.69	2,726,598.69
Report Surplus (Deficit):	0.00	0.00	3,611,982.49	28,582,002.64	28,582,002.64



Monthly Board Report-Pooled Cash Report

PACKET PG.204

NORTHWEST FIRE DISTRICT AZ

For the Period Ending 11/30/2017

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
100-11015-000	Claim on Pooled Cash	5,153,228.81	3,503,749.38	8,656,978.19	
110-11015-000	Claim on Pooled Cash	2,279,854.61	15,516.55	2,295,371.16	
200-11015-000	Claim on Pooled Cash	(18,934.39)	88,357.17	69,422.78	
250-11015-000	Claim on Pooled Cash	291,890.30	127,502.13	419,392.43	
400-11015-000	Claim on Pooled Cash	14,471,120.77	(1,059,316.63)	13,411,804.14	
410-11015-000	Claim on Pooled Cash	0.00	0.00	0.00	
450-11015-000	Claim on Pooled Cash	1,207,493.00	0.00	1,207,493.00	
480-11015-000	Claim on Pooled Cash	932,330.22	302,027.77	1,234,357.99	
500-11015-000	Claim on Pooled Cash	1,919,879.67	786,744.49	2,706,624.16	
TOTAL CLAIM ON CASH		26,236,862.99	3,764,580.86	30,001,443.85	
CASH IN BANK					
Cash in Bank					
999-11000-000	Wells Fargo - Operating Account	1,989,638.54	158,367.65	2,148,006.19	
999-11020-000	Cash On Deposit With Pima County	6,429,322.07	2,675,370.95	9,104,693.02	
999-11030-000	Bond Levy/Debt Service	1,921,754.21	786,744.49	2,708,498.70	
999-11040-000	2017 Bond Proceeds	14,071,872.40	0.00	14,071,872.40	
999-11041-000	Tax Exempt 2010 Bond Proceeds	0.00	0.00	0.00	
999-11042-000	BABS 2010 Bond Proceeds	0.00	0.00	0.00	
999-11050-000	JP Morgan Chase	0.00	0.00	0.00	
999-11060-000	Wells Fargo Bank-Ins Self Fund	18,621.19	8,303.94	26,925.13	
999-11070-000	Valley Schools Empl Ben Trust	0.00	0.00	0.00	
999-11080-000	Wells Fargo-Savings Account	152,239.60	18.77	152,258.37	
999-11090-000	Wells Fargo-Ambulance Account	1,653,414.98	135,775.06	1,789,190.04	
999-11135-000	Reserve-Unrealized Gains/Losse	0.00	0.00	0.00	
TOTAL: Cash in Bank		26,236,862.99	3,764,580.86	30,001,443.85	
Wages Payable					
999-21110-000	Accrued Salaries & Wages	0.00	0.00	0.00	
TOTAL: Wages Payable		0.00	0.00	0.00	
TOTAL CASH IN BANK		26,236,862.99	3,764,580.86	30,001,443.85	
DUE TO OTHER FUNDS					
999-28000-000	Due to Other Funds	26,236,862.99	3,764,580.86	30,001,443.85	
TOTAL DUE TO OTHER FUNDS		26,236,862.99	3,764,580.86	30,001,443.85	
Claim on Cash	30,001,443.85	Claim on Cash	30,001,443.85	Cash in Bank	30,001,443.85
Cash in Bank	30,001,443.85	Due To Other Funds	30,001,443.85	Due To Other Funds	30,001,443.85
Difference	0.00	Difference	0.00	Difference	0.00

PACKET PG.205

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<u>ACCOUNTS PAYABLE PENDING</u>					
100-21000-000	Accounts Payable	471,644.04	(313,275.34)	158,368.70	
110-21000-000	Accounts Payable	0.00	0.00	0.00	
200-21000-000	Accounts Payable	25,448.90	(9,037.90)	16,411.00	
250-21000-000	Accounts Payable	24,595.32	10,065.61	34,660.93	
400-21000-000	Accounts Payable	124,035.54	5,186.63	129,222.17	
410-21000-000	Accounts Payable	0.00	0.00	0.00	
410-21000-058	Accounts Payable	0.00	0.00	0.00	
480-21000-000	Accounts Payable	19,058.50	(18,497.50)	561.00	
500-21000-000	Accounts Payable	0.00	0.00	0.00	
TOTAL ACCOUNTS PAYABLE PENDING		<u>664,782.30</u>	<u>(325,558.50)</u>	<u>339,223.80</u>	
<u>DUE FROM OTHER FUNDS</u>					
999-18000-000	Due from Other Funds	<u>664,782.30</u>	<u>(325,558.50)</u>	<u>339,223.80</u>	
TOTAL DUE FROM OTHER FUNDS		<u>664,782.30</u>	<u>(325,558.50)</u>	<u>339,223.80</u>	
<u>ACCOUNTS PAYABLE</u>					
999-21000-000	Accounts Payable	<u>664,782.30</u>	<u>(325,558.50)</u>	<u>339,223.80</u>	
TOTAL ACCOUNTS PAYABLE		<u>664,782.30</u>	<u>(325,558.50)</u>	<u>339,223.80</u>	
AP Pending	339,223.80	AP Pending	339,223.80	Due From Other Funds	339,223.80
Due From Other Funds	<u>339,223.80</u>	Accounts Payable	<u>339,223.80</u>	Accounts Payable	<u>339,223.80</u>
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

NORTHWEST FIRE DISTRICT
COMPARISON OF REVENUE RECEIVED MONTHLY - CURRENT YEAR TO PRIOR YEAR

REAL ESTATE & PERSONAL PROPERTY TAXES-C/Y														
FISCAL YEAR	LEVY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTALS
2017-18	\$ 29,156,442	\$ -	\$ -	\$ 1,289,873	\$ 7,795,409	\$ 5,582,913	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,668,196
Monthly % of Levy		0.000%	0.000%	4.614%	27.883%	19.969%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	
YTD % of Levy		0.000%	0.000%	4.424%	31.160%	50.309%	50.309%	50.309%	50.309%	50.309%	50.309%	50.309%	50.309%	50.309%
2016-17	\$ 27,957,283	\$ -	\$ 4,869	\$ 2,031,051	\$ 6,515,936	\$ 5,387,688	\$ 944,670	\$ 404,118	\$ 848,728	\$ 1,415,573	\$ 7,423,985	\$ 1,963,819	\$ 345,905	\$ 27,286,340
Monthly % of Levy		0.000%	0.017%	7.265%	23.307%	19.271%	3.379%	1.445%	3.036%	5.063%	26.555%	7.024%	1.237%	
YTD % of Levy		0.000%	0.017%	7.282%	30.589%	49.860%	53.239%	54.685%	57.720%	62.784%	89.338%	96.363%	97.600%	97.600%
2015-16	\$ 25,924,140	\$ -	\$ -	\$ 1,821,250	\$ 5,854,183	\$ 5,186,122	\$ 947,243	\$ 326,467	\$ 835,946	\$ 1,259,873	\$ 4,915,294	\$ 3,873,982	\$ 136,038	\$ 25,156,399
Monthly % of Levy		0.000%	0.000%	7.025%	22.582%	20.005%	3.654%	1.259%	3.225%	4.860%	18.980%	14.944%	0.525%	
YTD % of Levy		0.000%	0.000%	7.025%	29.607%	49.612%	53.266%	54.525%	57.750%	62.610%	81.570%	96.514%	97.039%	97.039%
2014-15	\$ 25,400,000	\$ -	\$ 2,946	\$ 1,852,017	\$ 6,007,635	\$ 4,591,230	\$ 1,044,720	\$ 271,863	\$ 697,495	\$ 1,218,998	\$ 4,421,556	\$ 4,271,702	\$ 113,283	\$ 24,493,444
Monthly % of Levy		0.000%	0.012%	7.291%	23.652%	18.076%	4.113%	1.070%	2.746%	4.799%	17.408%	16.818%	0.446%	
YTD % of Levy		0.000%	0.012%	7.303%	30.955%	49.031%	53.144%	54.214%	56.960%	61.759%	79.167%	95.985%	96.431%	96.431%
2013-14	\$ 25,400,000	\$ -	\$ 2,660	\$ 1,937,990	\$ 6,649,298	\$ 4,092,914	\$ 863,852	\$ 326,319	\$ 775,037	\$ 1,541,095	\$ 4,918,535	\$ 3,419,578	\$ 122,771	\$ 24,650,049
Monthly % of Levy		0.000%	0.010%	7.630%	26.178%	16.114%	3.401%	1.285%	3.051%	6.067%	19.364%	13.463%	0.483%	
YTD % of Levy		0.000%	0.010%	7.640%	33.819%	49.933%	53.334%	54.618%	57.670%	63.737%	83.101%	96.564%	97.047%	97.047%
2012-13	\$ 25,399,140	\$ -	\$ -	\$ 1,335,058	\$ 5,560,008	\$ 5,664,794	\$ 929,773	\$ 328,893	\$ 827,770	\$ 1,068,033	\$ 5,392,724	\$ 3,351,122	\$ 137,206	\$ 24,595,383
Monthly % of Levy		0.000%	0.000%	5.256%	21.891%	22.303%	3.661%	1.295%	3.259%	4.205%	21.232%	13.194%	0.540%	
YTD % of Levy		0.000%	0.000%	5.256%	27.147%	49.450%	53.111%	54.405%	57.665%	61.870%	83.101%	96.295%	96.835%	96.835%
2011-12	\$ 25,399,140	\$ -	\$ -	\$ 1,650,151	\$ 3,567,889	\$ 6,875,068	\$ 925,571	\$ 495,719	\$ 954,994	\$ 969,874	\$ 4,936,042	\$ 3,764,673	\$ 52,299	\$ 24,192,281
Monthly % of Levy		0.000%	0.000%	6.497%	14.047%	27.068%	3.644%	1.952%	3.760%	3.819%	19.434%	14.822%	0.206%	
YTD % of Levy		0.000%	0.000%	6.497%	20.544%	47.612%	51.256%	53.208%	56.968%	60.787%	80.220%	95.043%	95.248%	95.248%
2010-11	\$ 25,424,490	\$ -	\$ -	\$ 1,626,622	\$ 5,976,384	\$ 4,506,539	\$ 884,570	\$ 410,213	\$ 880,080	\$ 1,077,259	\$ 2,750,102	\$ 5,963,732	\$ 126,086	\$ 24,201,587
Monthly % of Levy		0.000%	0.000%	6.398%	23.506%	17.725%	3.479%	1.613%	3.462%	4.237%	10.817%	23.457%	0.496%	
YTD % of Levy		0.000%	0.000%	6.398%	29.904%	47.629%	51.109%	52.722%	56.184%	60.421%	71.237%	94.694%	95.190%	95.190%
2009-10	\$ 25,424,188	\$ -	\$ -	\$ 802,742	\$ 7,857,449	\$ 3,353,759	\$ 826,777	\$ 411,854	\$ 697,545	\$ 1,172,878	\$ 3,829,984	\$ 4,761,419	\$ 186,230	\$ 23,900,637
Monthly % of Levy		0.000%	0.000%	3.157%	30.905%	13.191%	3.252%	1.620%	2.744%	4.613%	15.064%	18.728%	0.732%	
YTD % of Levy		0.000%	0.000%	3.157%	34.063%	47.254%	50.506%	52.126%	54.869%	59.483%	74.547%	93.275%	94.007%	94.007%
2008-09	\$ 25,423,847	\$ 100,572	\$ 210,969	\$ 1,270,465	\$ 5,354,603	\$ 5,318,734	\$ 718,692	\$ 291,862	\$ 723,604	\$ 1,046,299	\$ 4,092,127	\$ 4,591,292	\$ 51,124	\$ 23,770,344
Monthly % of Levy		0.396%	0.830%	4.997%	21.061%	20.920%	2.827%	1.148%	2.846%	4.115%	16.096%	18.059%	0.201%	
YTD % of Levy		0.396%	1.225%	6.223%	27.284%	48.204%	51.031%	52.179%	55.025%	59.141%	75.236%	93.295%	93.496%	93.496%
2007-08	\$ 23,021,889	\$ 7,708	\$ 27,523	\$ 1,284,908	\$ 4,900,617	\$ 5,135,249	\$ 702,350	\$ 322,925	\$ 764,651	\$ 872,057	\$ 2,536,046	\$ 5,491,405	\$ 31,785	\$ 22,077,225
Monthly % of Levy		0.033%	0.120%	5.581%	21.287%	22.306%	3.051%	1.403%	3.321%	3.788%	11.016%	23.853%	0.138%	
YTD % of Levy		0.033%	0.153%	5.734%	27.021%	49.327%	52.378%	53.780%	57.102%	60.890%	71.906%	95.759%	95.897%	95.897%
2006-07	\$ 19,409,941	\$ 16,254	\$ 11,170	\$ 1,300,967	\$ 4,014,200	\$ 4,073,080	\$ 716,330	\$ 357,898	\$ 864,159	\$ 806,595	\$ 3,745,238	\$ 2,841,428	\$ 26,212	\$ 18,773,531
Monthly % of Levy		0.084%	0.058%	6.703%	20.681%	20.985%	3.691%	1.844%	4.452%	4.156%	19.295%	14.639%	0.135%	
YTD % of Levy		0.084%	0.141%	6.844%	27.525%	48.510%	52.200%	54.044%	58.496%	62.652%	81.947%	96.586%	96.721%	96.721%

NORTHWEST FIRE DISTRICT
COMPARISON OF REVENUE RECEIVED MONTHLY - CURRENT YEAR TO PRIOR YEAR

FDAT														
FISCAL YEAR	LEVY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTALS
2017-18	\$ 400,000	\$ -	\$ -	\$ 19,114	\$ 114,256	\$ 68,487	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 201,857
Monthly % of Levy		0.000%	0.000%	4.778%	28.564%	17.122%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	
YTD % of Levy		0.000%	0.000%	4.778%	33.342%	50.464%	50.464%	50.464%	50.464%	50.464%	50.464%	50.464%	50.464%	50.464%
2016-17	\$ 400,000	\$ -	\$ 80	\$ 31,344	\$ 96,941	\$ 70,946	\$ 15,151	\$ 6,866	\$ 11,480	\$ 20,589	\$ 95,586	\$ 33,834	\$ 5,498	\$ 388,315
Monthly % of Levy		0.000%	0.020%	7.836%	24.235%	17.736%	3.788%	1.716%	2.870%	5.147%	23.897%	8.458%	1.375%	
YTD % of Levy		0.000%	0.020%	7.856%	32.091%	49.828%	53.615%	55.332%	58.202%	63.349%	87.246%	95.704%	97.079%	97.079%
2015-16	\$ 390,000	\$ -	\$ -	\$ 30,825	\$ 83,552	\$ 81,280	\$ 17,994	\$ 5,170	\$ 13,336	\$ 18,102	\$ 71,557	\$ 56,887	\$ 2,621	\$ 381,324
Monthly % of Levy		0.000%	0.000%	7.904%	21.424%	20.841%	4.614%	1.326%	3.419%	4.641%	18.348%	14.586%	0.672%	
YTD % of Levy		0.000%	0.000%	7.904%	29.328%	50.169%	54.783%	56.108%	59.528%	64.169%	82.517%	97.103%	97.776%	97.776%
2014-15	\$ 400,000	\$ -	\$ 34	\$ 32,679	\$ 94,175	\$ 69,188	\$ 18,228	\$ 5,027	\$ 11,276	\$ 19,144	\$ 62,189	\$ 70,381	\$ 2,373	\$ 384,693
Monthly % of Levy		0.000%	0.008%	8.170%	23.544%	17.297%	4.557%	1.257%	2.819%	4.786%	15.547%	17.595%	0.593%	
YTD % of Levy		0.000%	0.008%	8.178%	31.722%	49.019%	53.576%	54.833%	57.652%	62.438%	77.985%	95.580%	96.173%	96.173%
2013-14	\$ 400,000	\$ -	\$ 64	\$ 31,187	\$ 101,871	\$ 61,261	\$ 16,762	\$ 5,707	\$ 11,756	\$ 22,314	\$ 73,150	\$ 53,417	\$ 2,494	\$ 379,983
Monthly % of Levy		0.000%	0.016%	7.797%	25.468%	15.315%	4.190%	1.427%	2.939%	5.578%	18.288%	13.354%	0.623%	
YTD % of Levy		0.000%	0.016%	7.813%	33.280%	48.596%	52.786%	54.213%	57.152%	62.730%	81.018%	94.372%	94.996%	94.996%
2012-13	\$ 400,000	\$ -	\$ -	\$ 22,763	\$ 92,080	\$ 81,558	\$ 16,371	\$ 6,783	\$ 12,458	\$ 16,679	\$ 85,627	\$ 47,326	\$ 3,115	\$ 384,762
Monthly % of Levy		0.000%	0.000%	5.691%	23.020%	20.389%	4.093%	1.696%	3.115%	4.170%	21.407%	11.832%	0.779%	
YTD % of Levy		0.000%	0.000%	5.691%	28.711%	49.100%	53.193%	54.889%	58.003%	62.173%	83.580%	95.412%	96.191%	96.191%
2011-12	\$ 511,971	\$ -	\$ -	\$ 35,208	\$ 76,460	\$ 130,640	\$ 20,887	\$ 9,735	\$ 18,952	\$ 20,561	\$ 95,982	\$ 73,165	\$ 1,594	\$ 483,183
Monthly % of Levy		0.000%	0.000%	6.877%	14.934%	25.517%	4.080%	1.902%	3.702%	4.016%	18.747%	14.291%	0.311%	
YTD % of Levy		0.000%	0.000%	6.877%	21.811%	47.328%	51.408%	53.310%	57.011%	61.027%	79.775%	94.066%	94.377%	94.377%
2010-11	\$ 521,987	\$ -	\$ -	\$ 36,950	\$ 117,904	\$ 94,113	\$ 20,577	\$ 8,333	\$ 16,058	\$ 23,414	\$ 57,521	\$ 115,824	\$ 2,188	\$ 492,882
Monthly % of Levy		0.000%	0.000%	7.079%	22.588%	18.030%	3.942%	1.596%	3.076%	4.486%	11.020%	22.189%	0.419%	
YTD % of Levy		0.000%	0.000%	7.079%	29.666%	47.696%	51.638%	53.234%	56.311%	60.796%	71.816%	94.005%	94.424%	94.424%
2009-10	\$ 521,987	\$ -	\$ -	\$ 18,016	\$ 162,453	\$ 68,463	\$ 19,835	\$ 8,406	\$ 14,016	\$ 23,732	\$ 83,662	\$ 93,418	\$ 5,538	\$ 497,538
Monthly % of Levy		0.000%	0.000%	3.451%	31.122%	13.116%	3.800%	1.610%	2.685%	4.546%	16.028%	17.897%	1.061%	
YTD % of Levy		0.000%	0.000%	3.451%	34.573%	47.689%	51.489%	53.099%	55.785%	60.331%	76.358%	94.255%	95.316%	95.316%
2008-09	\$ 521,987	\$ 3,092	\$ 5,258	\$ 28,852	\$ 114,652	\$ 103,767	\$ 19,665	\$ 8,657	\$ 19,651	\$ 23,579	\$ 85,124	\$ 89,470	\$ 5,084	\$ 506,850
Monthly % of Levy		0.592%	1.007%	5.527%	21.965%	19.879%	3.767%	1.658%	3.765%	4.517%	16.308%	17.140%	0.974%	
YTD % of Levy		0.592%	1.600%	7.127%	29.091%	48.971%	52.738%	54.396%	58.161%	62.678%	78.986%	96.126%	97.100%	97.100%
2007-08	\$ 521,987	\$ 2,728	\$ 6,019	\$ 34,817	\$ 121,672	\$ 102,108	\$ 18,243	\$ 8,972	\$ 21,373	\$ 21,505	\$ 62,429	\$ 114,828	\$ 3,987	\$ 518,680
Monthly % of Levy		0.523%	1.153%	6.670%	23.309%	19.561%	3.495%	1.719%	4.095%	4.120%	11.960%	21.998%	0.764%	
YTD % of Levy		0.523%	1.676%	8.346%	31.655%	51.216%	54.711%	56.430%	60.525%	64.645%	76.604%	98.603%	99.366%	99.366%
2006-07	\$ 521,987	\$ 2,316	\$ 6,404	\$ 38,530	\$ 108,899	\$ 100,100	\$ 26,992	\$ 12,404	\$ 22,767	\$ 23,748	\$ 100,475	\$ 73,818	\$ 3,176	\$ 519,629
Monthly % of Levy		0.444%	1.227%	7.381%	20.862%	19.177%	5.171%	2.376%	4.362%	4.550%	19.249%	14.142%	0.608%	
YTD % of Levy		0.444%	1.671%	9.052%	29.914%	49.091%	54.262%	56.638%	61.000%	65.550%	84.798%	98.940%	99.548%	99.548%

NORTHWEST FIRE DISTRICT
COMPARISON OF REVENUE RECEIVED MONTHLY - CURRENT YEAR TO PRIOR YEAR

BOND LEVY														
REAL ESTATE & PERSONAL PROPERTY TAXES-C/Y														
FISCAL YEAR	LEVY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTALS
2017-18	\$ 4,038,459	\$ -	\$ -	\$ 178,657	\$ 1,079,722	\$ 773,273	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,031,651
Monthly % of Levy		0.000%	0.000%	4.424%	26.736%	19.148%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	
YTD % of Levy		0.000%	0.000%	4.424%	31.160%	50.308%	50.308%	50.308%	50.308%	50.308%	50.308%	50.308%	50.308%	50.308%
2016-17	\$ 3,029,322	\$ -	\$ 528	\$ 220,072	\$ 706,028	\$ 583,776	\$ 102,357	\$ 43,788	\$ 91,963	\$ 153,382	\$ 804,415	\$ 212,786	\$ 37,480	\$ 2,956,574
Monthly % of Levy		0.000%	0.017%	7.265%	23.306%	19.271%	3.379%	1.445%	3.036%	5.063%	26.554%	7.024%	1.237%	
YTD % of Levy		0.000%	0.017%	7.282%	30.589%	49.859%	53.238%	54.684%	57.720%	62.783%	89.337%	96.361%	97.599%	97.599%
2015-16	\$ 3,105,123	\$ -	\$ -	\$ 213,080	\$ 684,922	\$ 606,761	\$ 110,826	\$ 38,196	\$ 97,804	\$ 147,402	\$ 575,078	\$ 453,247	\$ 15,916	\$ 2,943,233
Monthly % of Levy		0.000%	0.000%	6.862%	22.058%	19.541%	3.569%	1.230%	3.150%	4.747%	18.520%	14.597%	0.513%	
YTD % of Levy		0.000%	0.000%	6.862%	28.920%	48.461%	52.030%	53.260%	56.410%	61.157%	79.677%	94.274%	94.786%	94.786%
2014-15	\$ 3,105,123	\$ -	\$ 360	\$ 226,435	\$ 734,521	\$ 561,340	\$ 127,732	\$ 33,282	\$ 85,278	\$ 149,039	\$ 540,594	\$ 522,274	\$ 13,851	\$ 2,994,706
Monthly % of Levy		0.000%	0.012%	7.292%	23.555%	18.078%	4.114%	1.072%	2.746%	4.800%	17.410%	16.820%	0.446%	
YTD % of Levy		0.000%	0.012%	7.304%	30.959%	49.037%	53.150%	54.222%	56.969%	61.768%	79.178%	95.998%	96.444%	96.444%
2013-14	\$ 3,100,380	\$ -	\$ 325	\$ 236,579	\$ 811,711	\$ 499,644	\$ 105,454	\$ 39,837	\$ 94,613	\$ 188,130	\$ 600,432	\$ 417,446	\$ 14,987	\$ 3,009,160
Monthly % of Levy		0.000%	0.010%	7.631%	26.181%	16.116%	3.401%	1.285%	3.052%	6.068%	19.366%	13.454%	0.483%	
YTD % of Levy		0.000%	0.010%	7.641%	33.822%	49.938%	53.339%	54.624%	57.676%	63.744%	83.110%	96.574%	97.058%	97.058%
2012-13	\$ 3,104,230	\$ -	\$ -	\$ 163,237	\$ 679,452	\$ 692,257	\$ 113,621	\$ 40,193	\$ 101,156	\$ 130,517	\$ 659,009	\$ 409,518	\$ 16,767	\$ 3,005,728
Monthly % of Levy		0.000%	0.000%	5.259%	21.888%	22.300%	3.660%	1.295%	3.259%	4.204%	21.229%	13.192%	0.540%	
YTD % of Levy		0.000%	0.000%	5.259%	27.146%	49.447%	53.107%	54.402%	57.661%	61.865%	83.094%	96.287%	96.827%	96.827%
2011-12	\$ 3,104,630	\$ -	\$ -	\$ 205,798	\$ 444,968	\$ 857,423	\$ 115,432	\$ 61,826	\$ 119,102	\$ 120,958	\$ 615,598	\$ 469,512	\$ 6,523	\$ 3,017,138
Monthly % of Levy		0.000%	0.000%	6.629%	14.332%	27.618%	3.718%	1.991%	3.836%	3.896%	19.828%	15.123%	0.210%	
YTD % of Levy		0.000%	0.000%	6.629%	20.961%	48.579%	52.297%	54.288%	58.124%	62.020%	81.849%	96.972%	97.182%	97.182%
2010-11	\$ 3,370,693	\$ -	\$ -	\$ 215,741	\$ 792,654	\$ 597,707	\$ 117,362	\$ 54,407	\$ 116,726	\$ 142,878	\$ 364,749	\$ 790,976	\$ 16,723	\$ 3,209,923
Monthly % of Levy		0.000%	0.000%	6.400%	23.516%	17.732%	3.482%	1.614%	3.463%	4.239%	10.821%	23.466%	0.496%	
YTD % of Levy		0.000%	0.000%	6.400%	29.917%	47.649%	51.131%	52.745%	56.208%	60.447%	71.268%	94.734%	95.230%	95.230%
2009-10	\$ 1,487,151	\$ -	\$ -	\$ 46,990	\$ 459,952	\$ 196,319	\$ 48,397	\$ 24,109	\$ 40,832	\$ 68,657	\$ 224,196	\$ 278,720	\$ 10,150	\$ 1,398,322
Monthly % of Levy		0.000%	0.000%	3.160%	30.928%	13.201%	3.254%	1.621%	2.746%	4.617%	15.076%	18.742%	0.683%	
YTD % of Levy		0.000%	0.000%	3.160%	34.088%	47.289%	50.544%	52.165%	54.910%	59.527%	74.603%	93.344%	94.027%	94.027%
2008-09	\$ 1,824,084	\$ 14,887	\$ 23,402	\$ 75,135	\$ 383,906	\$ 381,335	\$ 51,528	\$ 20,925	\$ 51,971	\$ 75,016	\$ 293,391	\$ 329,180	\$ 3,665	\$ 1,704,341
Monthly % of Levy		0.816%	1.283%	4.119%	21.047%	20.906%	2.825%	1.147%	2.849%	4.113%	16.084%	18.046%	0.201%	
YTD % of Levy		0.816%	2.099%	6.218%	27.265%	48.170%	50.995%	52.142%	54.991%	59.104%	75.188%	93.235%	93.435%	93.435%
2007-08	\$ 2,558,876	\$ 262	\$ 1,312	\$ 142,648	\$ 545,569	\$ 570,375	\$ 77,984	\$ 35,867	\$ 84,931	\$ 96,842	\$ 281,760	\$ 610,655	\$ 3,486	\$ 2,451,692
Monthly % of Levy		0.010%	0.051%	5.575%	21.321%	22.290%	3.048%	1.402%	3.319%	3.785%	11.011%	23.864%	0.136%	
YTD % of Levy		0.010%	0.062%	5.636%	26.957%	49.247%	52.294%	53.696%	57.015%	60.800%	71.811%	95.675%	95.811%	95.811%
2006-07	\$ 684,370	\$ 807	\$ 349	\$ 42,434	\$ 131,041	\$ 132,947	\$ 23,400	\$ 11,713	\$ 28,198	\$ 26,422	\$ 122,219	\$ 92,723	\$ 860	\$ 613,111
Monthly % of Levy		0.118%	0.051%	6.200%	19.148%	19.426%	3.419%	1.711%	4.120%	3.861%	17.859%	13.549%	0.126%	
YTD % of Levy		0.118%	0.169%	6.369%	25.517%	44.943%	48.362%	50.074%	54.194%	58.055%	75.913%	89.462%	89.588%	89.588%



NORTHWEST FIRE DISTRICT AZ

PACKET PG.209

Monthly Check Report

By Check Number

Date Range: 11/01/2017 - 11/30/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP - WELLS FARGO						
3445	ARIZONA DEPT OF PUBLIC SAFETY	11/01/2017	Regular	0.00	44.00	25583
1489	ACCOUNTEMPS	11/02/2017	Regular	0.00	1,111.14	25597
3733	ACCURATE BACKFLOW TESTING	11/02/2017	Regular	0.00	330.00	25598
0101	AGS SAFETY & SUPPLY	11/02/2017	Regular	0.00	93.08	25599
3257	ALL THE KINGS FLAGS	11/02/2017	Regular	0.00	310.30	25600
1399	AMERICAN FIRE EQUIPMENT SALES AND SERVICE	11/02/2017	Regular	0.00	191.79	25601
0685	AMERICAN HOSE & RUBBER CO., INC.	11/02/2017	Regular	0.00	10.71	25602
1034	APPERSON	11/02/2017	Regular	0.00	23.13	25603
1336	ARIZONA COMMUNICATION EXPERTS, INC.	11/02/2017	Regular	0.00	1,156.21	25604
1413	ARIZONA OFFICE TECHNOLOGIES	11/02/2017	Regular	0.00	459.31	25605
4489	AUTHORIZED TECHNICAL SVCS INC	11/02/2017	Regular	0.00	486.10	25606
1257	B & B SELECTCOM INC	11/02/2017	Regular	0.00	649.43	25607
4057	BENAVIDEZ LAW GROUP, P.C.	11/02/2017	Regular	0.00	2,352.00	25608
1057	BENEFIT COMMERCE GROUP	11/02/2017	Regular	0.00	10,875.00	25609
1302	BOLLINGER, DAVID F	11/02/2017	Regular	0.00	1,069.20	25610
2509	BRADLEY III, NORMAN K	11/02/2017	Regular	0.00	945.00	25611
1569	BRIMAR IDENTIFICATION & SAFETY PRODUCTS	11/02/2017	Regular	0.00	83.52	25612
1691	C & S LOCKSMITHS INC	11/02/2017	Regular	0.00	130.00	25613
2990	CANTY, KYLE MICHAEL	11/02/2017	Regular	0.00	250.75	25614
0172	CDW GOVERNMENT, INC.	11/02/2017	Regular	0.00	58,625.77	25615
4329	CENTURYLINK BUSINESS SERVICES	11/02/2017	Regular	0.00	14.74	25616
1219	CINTAS CORPORATION	11/02/2017	Regular	0.00	106.27	25617
4179	CLARK, JOHN PATRICK	11/02/2017	Regular	0.00	320.00	25618
3591	CONTINENTAL RANCH ACE HARDWARE	11/02/2017	Regular	0.00	9.75	25619
2384	CORBELL, ROBERT C	11/02/2017	Regular	0.00	391.50	25620
1103	FEDERAL EXPRESS CORPORATION	11/02/2017	Regular	0.00	252.15	25621
3682	GLOBALSTAR LLC	11/02/2017	Regular	0.00	133.51	25622
1450	HOME DEPOT CREDIT SERVICES	11/02/2017	Regular	0.00	2,880.00	25623
0468	KEELEY, BRIAN P	11/02/2017	Regular	0.00	2,500.00	25624
0295	LIFE-ASSIST, INC.	11/02/2017	Regular	0.00	9,444.72	25625
1181	MERLES AUTOMOTIVE SUPPLY	11/02/2017	Regular	0.00	872.72	25626
1182	METRO WATER DISTRICT	11/02/2017	Regular	0.00	1,092.44	25627
0032	MISCHEL, PAUL	11/02/2017	Regular	0.00	109.98	25628
3361	MOORE, ROGER NEIL	11/02/2017	Regular	0.00	250.75	25629
4347	UPS	11/02/2017	Regular	0.00	60.38	25630
3456	UPS STORE, THE	11/02/2017	Regular	0.00	125.56	25631
0320	US FOOD SERVICE	11/02/2017	Regular	0.00	1,495.00	25632
1314	WASTE MGMT OF TUCSON INC	11/02/2017	Regular	0.00	857.19	25633
0397	WINTERCORN, BRENT M	11/02/2017	Regular	0.00	33.71	25634
4361	XEROX CORPORATION	11/02/2017	Regular	0.00	112.81	25635
3733	ACCURATE BACKFLOW TESTING	11/09/2017	Regular	0.00	5,178.51	25646
1253	AMERICAN TOWER CORPORATION	11/09/2017	Regular	0.00	2,018.33	25647
0872	BILL'S HOME SERVICE CO.	11/09/2017	Regular	0.00	570.00	25648
0172	CDW GOVERNMENT, INC.	11/09/2017	Regular	0.00	6,398.26	25649
1067	CITY OF TUCSON	11/09/2017	Regular	0.00	83,177.33	25650
1070	COSTCO RETAIL SRVCS	11/09/2017	Regular	0.00	504.07	25651
1304	COX COMMUNICATIONS PHOENIX	11/09/2017	Regular	0.00	94.39	25652
2334	CULLIGAN WATER	11/09/2017	Regular	0.00	11.95	25653
0439	FASTENAL	11/09/2017	Regular	0.00	347.93	25654
1442	FICK, ERIN	11/09/2017	Regular	0.00	213.66	25655
0820	FIRE STATION OUTFITTERS	11/09/2017	Regular	0.00	6,075.00	25656
2838	FLEETPRIDE	11/09/2017	Regular	0.00	14.24	25657
1347	GALLS, LLC	11/09/2017	Regular	0.00	280.11	25658
1313	GENERAL PARTS LLC	11/09/2017	Regular	0.00	1,057.44	25659

Monthly Check Report

Date Range: 11/01/2017 - 11/30/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1558	GEOSPATIAL TRAINING SERVICES LLC	11/09/2017	Regular	0.00	3,700.00	25660
4012	GILBERT ELECTRIC CO., INC.	11/09/2017	Regular	0.00	1,437.48	25661
1557	LEGEND FITNESS	11/09/2017	Regular	0.00	3,655.31	25662
4272	LEVEL 3 COMMUNICATIONS	11/09/2017	Regular	0.00	5,468.52	25663
0725	LOGICALIS, INC.	11/09/2017	Regular	0.00	200.00	25664
0854	MALLORY SAFETY AND SUPPLY	11/09/2017	Regular	0.00	2,643.92	25665
1826	MARANA WATER	11/09/2017	Regular	0.00	250.98	25666
1163	MATHESON TRI-GAS, INC.	11/09/2017	Regular	0.00	506.21	25667
1350	MATTRESS MAKERS, INC.	11/09/2017	Regular	0.00	1,000.00	25668
2490	OFFICE DEPOT	11/09/2017	Regular	0.00	1,513.72	25669
4320	ORO VALLEY WATER UTILITY	11/09/2017	Regular	0.00	424.06	25670
3037	PRECISION TOOL & CONSTRUCTION	11/09/2017	Regular	0.00	947.38	25671
0913	PUEBLO MECHANICAL & CONTROLS, INC.	11/09/2017	Regular	0.00	27,188.82	25672
1242	RACY/ASSOCIATES INCORPORATED	11/09/2017	Regular	0.00	2,000.00	25673
0225	REDBURN TIRE COMPANY	11/09/2017	Regular	0.00	3,672.84	25674
2889	RICOH USA, INC.	11/09/2017	Regular	0.00	2,900.98	25675
2391	ROLLMAN, MICHAEL	11/09/2017	Regular	0.00	44.25	25676
0343	RWC INTERNATIONAL, LTD	11/09/2017	Regular	0.00	477.15	25677
1090	STITCHES ETC.	11/09/2017	Regular	0.00	336.00	25678
0430	TOMLINSON, THAD	11/09/2017	Regular	0.00	151.95	25679
1284	TUCSON ELECTRIC POWER	11/09/2017	Regular	0.00	3,524.92	25680
1297	TULLER TROPHY FACTORY	11/09/2017	Regular	0.00	15.40	25681
4504	TYLER TECHNOLOGIES-INCODE DIV.	11/09/2017	Regular	0.00	1,382.90	25682
1300	UNITED FIRE EQUIPMENT CO	11/09/2017	Regular	0.00	1,811.05	25683
3294	VERIZON WIRELESS	11/09/2017	Regular	0.00	5,681.09	25684
3645	WAXIE SANITARY SUPPLY	11/09/2017	Regular	0.00	211.05	25685
3115	WELL AMERICA	11/09/2017	Regular	0.00	11,029.40	25686
1798	WEST, GARY R	11/09/2017	Regular	0.00	96.00	25687
1348	WEX BANK	11/09/2017	Regular	0.00	16,877.18	25688
0059	WIZARD EDUCATION LLC	11/09/2017	Regular	0.00	4,095.00	25689
4361	XEROX CORPORATION	11/09/2017	Regular	0.00	317.55	25690
1273	KOVATCH MOBILE EQUIPMENT CORP.	11/16/2017	Regular	0.00	8,025.61	25703
1489	ACCONTEMP	11/16/2017	Regular	0.00	1,989.67	25704
3733	ACCURATE BACKFLOW TESTING	11/16/2017	Regular	0.00	330.75	25705
1791	ARIZONA DAILY STAR	11/16/2017	Regular	0.00	390.36	25706
1117	BOSSE ROLLMAN PC	11/16/2017	Regular	0.00	858.00	25707
1691	C & S LOCKSMITHS INC	11/16/2017	Regular	0.00	120.00	25708
1308	CENTURYLINK	11/16/2017	Regular	0.00	1,468.64	25709
1035	COPPERPOINT MUTUAL INSURANCE COMPANY	11/16/2017	Regular	0.00	329,880.34	25710
4657	DISH NETWORK	11/16/2017	Regular	0.00	121.52	25711
1329	ENTERPRISE FM TRUST	11/16/2017	Regular	0.00	9,107.82	25712
1418	FIRST CHOICE SERVICES	11/16/2017	Regular	0.00	552.80	25713
1347	GALLS, LLC	11/16/2017	Regular	0.00	1,587.25	25714
1126	HEINFELD, MEECH & CO., P C	11/16/2017	Regular	0.00	2,322.50	25715
0642	KAPLAN, BRUCE	11/16/2017	Regular	0.00	221.87	25716
0845	KITTLE DESIGN AND CONSTRUCTION	11/16/2017	Regular	0.00	875.00	25717
2840	L N CURTIS & SONS	11/16/2017	Regular	0.00	123.34	25718
1557	LEGEND FITNESS	11/16/2017	Regular	0.00	296.22	25719
0295	LIFE-ASSIST, INC.	11/16/2017	Regular	0.00	4,164.74	25720
3888	LOWE'S COMPANIES, INC.	11/16/2017	Regular	0.00	1,147.70	25721
0867	MINER SOUTHWEST	11/16/2017	Regular	0.00	1,472.00	25722
4510	MY ALARM CENTER	11/16/2017	Regular	0.00	155.66	25723
2490	OFFICE DEPOT	11/16/2017	Regular	0.00	529.00	25724
1226	PHYSIO-CONTROL, INC.	11/16/2017	Regular	0.00	1,432.35	25725
0913	PUEBLO MECHANICAL & CONTROLS, INC.	11/16/2017	Regular	0.00	1,082.02	25726
3070	QUALA-TEL ENTERPRISES	11/16/2017	Regular	0.00	531.86	25727
2889	RICOH USA, INC.	11/16/2017	Regular	0.00	772.57	25728
0055	SAFEGUARD BUSINESS SYSTEMS	11/16/2017	Regular	0.00	791.61	25729
1260	SECURITECH INC	11/16/2017	Regular	0.00	37.00	25730
3858	SELERIX, INC.	11/16/2017	Regular	0.00	660.00	25731
1278	SOUTHWEST GAS CORP	11/16/2017	Regular	0.00	948.51	25732

Monthly Check Report

Date Range: 11/01/2017 - 11/30/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0808	THE FIRE STORE	11/16/2017	Regular	0.00	209.85	25733
1885	TRICO ELECTRIC COOPERATIVE	11/16/2017	Regular	0.00	2,484.73	25734
1284	TUCSON ELECTRIC POWER	11/16/2017	Regular	0.00	13,227.58	25735
0377	ULINE	11/16/2017	Regular	0.00	731.76	25736
1005	UNDERWOOD, CHRISTOPHER	11/16/2017	Regular	0.00	76.51	25737
0341	WASTE BUSTERS, INC.	11/16/2017	Regular	0.00	95.00	25738
1572	AMAZON CAPITAL SERVICES, INC.	11/22/2017	Regular	0.00	14.06	25739
0796	ARIZONA CENTER FOR FIRE SERVICE EXCELLENCE	11/22/2017	Regular	0.00	1,800.00	25740
1363	BATTERY SYSTEMS INC.	11/22/2017	Regular	0.00	97.74	25741
0961	BRADY INDUSTRIES	11/22/2017	Regular	0.00	802.82	25742
1691	C & S LOCKSMITHS INC	11/22/2017	Regular	0.00	195.00	25743
3695	CASSIDY, IAN WILLIAM	11/22/2017	Regular	0.00	176.00	25744
0819	CERTIFIED LABORATORIES	11/22/2017	Regular	0.00	482.46	25745
1219	CINTAS CORPORATION	11/22/2017	Regular	0.00	106.27	25746
1299	CITY OF TUCSON WATER/SEWER	11/22/2017	Regular	0.00	980.61	25747
2838	FLEETPRIDE	11/22/2017	Regular	0.00	323.26	25748
0360	FREIGHTLINER STERLING-WESTERN STAR OF AZ	11/22/2017	Regular	0.00	7,624.09	25749
1326	GRAINGER	11/22/2017	Regular	0.00	166.19	25750
1136	HOLMES TUTTLE FORD	11/22/2017	Regular	0.00	56.08	25751
0792	HORTICULTURE UNLIMITED	11/22/2017	Regular	0.00	2,655.08	25752
0558	KIMBALL MIDWEST	11/22/2017	Regular	0.00	1,727.19	25753
0574	MADDOCK MACHINERY COMPANY	11/22/2017	Regular	0.00	132.00	25754
1133	MAHONEY GROUP, THE - TUCSON	11/22/2017	Regular	0.00	232.50	25755
1575	MOUNTAIN VIEW HIGH SCHOOL	11/22/2017	Regular	0.00	140.00	25756
3037	PRECISION TOOL & CONSTRUCTION	11/22/2017	Regular	0.00	603.25	25757
0054	PUBLIC GROUP, THE	11/22/2017	Regular	0.00	26.21	25758
0913	PUEBLO MECHANICAL & CONTROLS, INC.	11/22/2017	Regular	0.00	1,648.91	25759
1150	RANDSTAD	11/22/2017	Regular	0.00	531.62	25760
0255	RC JANITORIAL SERVICES, INC.	11/22/2017	Regular	0.00	2,574.10	25761
0225	REDBURN TIRE COMPANY	11/22/2017	Regular	0.00	786.74	25762
1570	RELEVANT SOLUTIONS LLC	11/22/2017	Regular	0.00	5,080.48	25763
1201	RURAL METRO CORPORATION	11/22/2017	Regular	0.00	8,684.07	25764
1260	SECURITECH INC	11/22/2017	Regular	0.00	166.00	25765
0425	SPEEDPRO IMAGING	11/22/2017	Regular	0.00	655.64	25766
0430	TOMLINSON, THAD	11/22/2017	Regular	0.00	704.70	25767
1933	TUCSON ALTERNATOR EXCHANGE	11/22/2017	Regular	0.00	89.00	25768
1284	TUCSON ELECTRIC POWER	11/22/2017	Regular	0.00	1,685.01	25769
3294	VERIZON WIRELESS	11/22/2017	Regular	0.00	2,528.21	25770
1001	WEST PRESS	11/22/2017	Regular	0.00	110.32	25771
1489	ACCOMTEMS	11/30/2017	Regular	0.00	1,115.60	25781
1399	AMERICAN FIRE EQUIPMENT SALES AND SERVICE	11/30/2017	Regular	0.00	156.60	25782
1413	ARIZONA OFFICE TECHNOLOGIES	11/30/2017	Regular	0.00	459.31	25783
1691	C & S LOCKSMITHS INC	11/30/2017	Regular	0.00	110.00	25784
0172	CDW GOVERNMENT, INC.	11/30/2017	Regular	0.00	2,736.72	25785
4329	CENTURYLINK BUSINESS SERVICES	11/30/2017	Regular	0.00	16.68	25786
1299	CITY OF TUCSON WATER/SEWER	11/30/2017	Regular	0.00	2,366.86	25787
3591	CONTINENTAL RANCH ACE HARDWARE	11/30/2017	Regular	0.00	57.41	25788
1103	FEDERAL EXPRESS CORPORATION	11/30/2017	Regular	0.00	139.55	25789
0820	FIRE STATION OUTFITTERS	11/30/2017	Regular	0.00	8,775.00	25790
1513	FLOWING WELLS IRRIGATION DIST	11/30/2017	Regular	0.00	177.19	25791
0329	G & N APPLIANCE PARTS	11/30/2017	Regular	0.00	30.63	25792
3682	GLOBALSTAR LLC	11/30/2017	Regular	0.00	172.24	25793
1450	HOME DEPOT CREDIT SERVICES	11/30/2017	Regular	0.00	30.79	25794
0541	HUGHES FIRE EQUIPMENT, INC.	11/30/2017	Regular	0.00	2,736.73	25795
1554	JOHANNA JOY KRAUS MOYER	11/30/2017	Regular	0.00	1,548.75	25796
1273	KOVATCH MOBILE EQUIPMENT CORP.	11/30/2017	Regular	0.00	1,057,168.88	25797
0854	MALLORY SAFETY AND SUPPLY	11/30/2017	Regular	0.00	179.93	25798
1163	MATHESON TRI-GAS, INC.	11/30/2017	Regular	0.00	281.16	25799
3599	MCI	11/30/2017	Regular	0.00	71.90	25800
1182	METRO WATER DISTRICT	11/30/2017	Regular	0.00	894.78	25801
1447	MEW ENTERPRISES, INC.	11/30/2017	Regular	0.00	285.94	25802

Monthly Check Report

Date Range: 11/01/2017 - 11/30/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0652	MOBBLEY, BRENT JAMES	11/30/2017	Regular	0.00	119.84	25803
0575	O'REILLY AUTO PARTS	11/30/2017	Regular	0.00	843.57	25804
0868	PIONEER PLUMBING, INC.	11/30/2017	Regular	0.00	450.06	25805
1086	SAFELITE FULFILLMENT, INC.	11/30/2017	Regular	0.00	589.13	25806
1090	STITCHES ETC.	11/30/2017	Regular	0.00	73.00	25807
1335	KRINKE, THOMAS DAVID	11/30/2017	Regular	0.00	1,603.80	25808
1295	TRUCK & TRAILER PARTS	11/30/2017	Regular	0.00	289.57	25809
1297	TULLER TROPHY FACTORY	11/30/2017	Regular	0.00	206.37	25810
1005	UNDERWOOD, CHRISTOPHER	11/30/2017	Regular	0.00	594.00	25811
1300	UNITED FIRE EQUIPMENT CO	11/30/2017	Regular	0.00	740.83	25812
3456	UPS STORE, THE	11/30/2017	Regular	0.00	12.29	25813
1323	W. W. WILLIAMS COMPANY LLC	11/30/2017	Regular	0.00	3,155.44	25814
1314	WASTE MGMT OF TUCSON INC	11/30/2017	Regular	0.00	149.58	25815
3645	WAXIE SANITARY SUPPLY	11/30/2017	Regular	0.00	1,630.20	25816
3115	WELL AMERICA	11/30/2017	Regular	0.00	96.00	25817
1001	WEST PRESS	11/30/2017	Regular	0.00	1,955.79	25818
0431	WHITNEY, BRUCE	11/30/2017	Regular	0.00	116.10	25819
1430	AZ DEPT OF REVENUE-USE TAX	11/15/2017	Bank Draft	0.00	821.48	DFT0002114
3699	AMERICAN EXPRESS	11/30/2017	Bank Draft	0.00	10,553.67	DFT0002131

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	459	193	0.00	1,834,307.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	31	2	0.00	11,375.15
EFT's	0	0	0.00	0.00
	490	195	0.00	1,845,683.07

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	459	193	0.00	1,834,307.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	31	2	0.00	11,375.15
EFT's	0	0	0.00	0.00
	490	195	0.00	1,845,683.07

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	11/2017	1,845,683.07
			1,845,683.07



Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

7.B.

SCHEDULED

MEMORANDUM NO. 2018-7

Date: January 23, 2018
To: Governing Board
From:
Type of Action: Information Only
Strategic Plan Goals: Provide Highest Standard of Pre-Hospital Medical Care & Ambulance Transportation
Agenda Item: NWFD Monthly General Obligation Bond Report

RECOMMENDATION:

N/A

MOTION:

N/A

DISCUSSION:

The following District Bond related construction activities have occurred this past month:

- **Station 337 Relocation and New Construction**

The land purchase for the new Station was completed on December 29, 2017. The District now owns 1.52 acres of land on Dove Mountain Boulevard. The WSM Architects firm was retained by the District for design and building consultation for this project, and they have identified all easement issues, which were addressed and mitigated in the final contract. The ALTA survey has been completed, and a geotechnical survey is currently underway. Initial drawing concepts are being developed at this time, and WSM will be working with the local HOA regarding architecture and construction requirements.

- **Station 341 Construction:**

The land purchase for Station 341 was completed on December 29, 2017. The District now owns 2.76 acres of land on West Tangerine Road. The WSM Architects firm was retained by the District for design and building consultation for this project and they have identified all easement issues, which were addressed and mitigated in the final contract. The ALTA survey has been completed. One of the clauses in the contract called for the seller, Crown West Land Group, to construct a sewer line from the existing Town of Marana main line to our property boundary. The cost of this project is to be split 50/50 between the seller and the Northwest Fire District. Crown West has had a survey completed, has an engineering firm contracted, and has obtained all the necessary permits to construct this sewer line. Finish date, per the contract, is to be no later than April 1, 2018. WSM is in the initial design stages for this station.

- **New Administration Building.**

The WSM Architects firm has been retained by the District for design and building consultation for this project, as well. An employee survey was completed by the firm, along with several meetings with Administrative personnel, to determine wants and needs. Current Staffing, and projected Staffing were considered in their study. WSM is currently working on a basic draft of a floor plan for our review. The estimated square footage of the building will be 13,500, and the building is being designed to add on an addition, in the form of an auditorium, sometime in the future if the District determines the need. A Request For Proposal (RFP) will be conducted over the next couple months to select a Construction Manager at Risk (CMAR) to build this facility.

***** All financial reports related to these bond funded projects will be included in the monthly District Financial Report provided by the District CFO.**

ALTERNATIVES:

N/A

Fiscal Impact

FISCAL IMPACT:

N/A

**Northwest Fire District Governing Board**

5225 West Massingale Rd.
Tucson, AZ 85743

SCHEDULED**MEMORANDUM NO. 2018-15**

Date: January 23, 2018
To: Governing Board
From:
Type of Action: Formal Action/Motion
Strategic Plan Goals: SP1,SP2,SP3 ,SP4,SP5
Agenda Item: Discussion and Possible Action Approving the Updated Goals and Objectives of the 2017-2019 Strategic Plan

RECOMMENDATION:

To approve the updated Goals and Objectives of the 2017-2019 Strategic Plan.

MOTION:

Move to accept the updated Goals and Objectives of the 2017-2019 Strategic Plan.

DISCUSSION:

The District is committed providing an annual Strategic Plan update to the Governing Board as part of the Plan's implementation methodology. This update serves to meet that commitment.

Over the past year, good progress has been made in reaching the Goals and Objectives of the 2017-2019 Strategic Plan. Additionally, much work has been completed to better document and communicate our plan's evolution and status. Over the course of the year, we introduced and published the 2017-2019 Strategic Plan, updated our Internal Strategic Planning Team to reflect organizational adjustments, completed and documented all four quarterly reporting sessions, and held an External Stakeholder's Annual Update. We are better capturing significant organizational initiatives as they arise and including those efforts within the Plan. As such, you will see the introduction of a new goal to the 2017-2019 Strategic Plan. Details of our Plan's status and evolution can be found in the report associated with this memo.

ALTERNATIVES:

No alternatives are recommended.

Fiscal Impact**FISCAL IMPACT:**

The Strategic Plan is a guiding document that works to establish organizational priorities and associated resource allocations. Any significant fiscal impact would be reflected in the 2017-19 budget proposals presented for Board approval.

Attachments

2017-2019 Strategic Plan Update

The purpose of this report is to meet our commitment to provide an annual Strategic Plan update to the Governing Fire Board.

Good progress was made in the past twelve months on the Strategic Plan, but it was not without its challenges. Time and associated resources to accomplish the goals and objectives set forth in the Strategic Plan continued to be the biggest challenges. On the positive side, quarterly strategic plan team meetings were made a priority and improvements in reporting documentation and communication were made. Related to these improvements, strong progress was made to fulfilling strategic plan related core competency deficiencies identified by the accreditation peer assessment team.

On November 8th, 2017, an External Stakeholders meeting was held at Training to provide an annual update to the Strategic Plan. 22 External Stakeholders, ranging from senior management of public government and private companies as well as attendees from non-profit and community organizations took part in the meeting. Attendees included stakeholders that had previously attended our External Stakeholder meetings as well as several fresh faces. The group was updated on the status of our current strategic plan, including the two accreditation core competencies that are part of our deferral status and the plans underway to correct these deficiencies. Notable inputs from the group included:

- Attendees voiced concern about how we will continue to provide the current high level of services as those demand for services continue to increase and sources of revenue remain static.
- Attendees were generally encouraged by our efforts to stay on course with our strategic plan and very supportive of our efforts to adequately resource the initiatives to accomplish the goals and objectives outlined in the Strategic Plan.
- Attendees, especially first-timers, were surprised how complex our business is and the detail and resources it takes to deliver a high-level of emergency and non-emergency services.
- There was a strong willingness by attendees to partner with us in ways that allow them to meet their mission as well as assist us in accomplishing ours.
- There were many one-on-one conversations that occurred after the meeting between NWFD staff and attendees. Clearly, the meeting created an opportunity for these conversations to happen that would not likely occur otherwise.

Strategic Planning Team Site – A collaborative site specifically designed for the team was created on Microsoft 365. This site provides access to team members to updated goal sheets, current and past quarterly meeting agendas and minutes, goal and objective progress “Gantt” style charts and other supporting documents.

The strategic planning team is meeting quarterly per the implementation methodology in the Strategic Plan. Quarterly meeting dates have also been established for 2018 with the first quarterly meeting occurring on January 24. Steve Olson, our CFAI peer assessor team leader, will be attending this meeting. The following charts indicate our progress in reaching our six goals.

New Strategic Issue - At the September Quarterly Meeting, a new strategic issue was identified, *economic sustainability*. This new addition was a result of a language change from the original Goal 1 statement to add emphasis on organizational and process efficiency. We did not want to lose economic sustainability was a key factor in our forward progress and, as such, have introduced Goal 6 to meet that need.

New Members – Several new members became part of the team this past year. They included Deputy Chief Ryder Hartley who represents Health/Safety, Deputy Chief Brian Gard who replaces BC Dave Resnick for Operations, and Mike Schindler and Shawn Twilling who are the new representatives for Local #3572. The structural make-up of the team remains intact, but include new personnel who have moved/promoted into various positions. The structure of the team is intended to represent of every facet of our organization.

Related Accreditation Discussion - Two of the accreditation five core competencies that NWFD did not meet minimum requirements for were related to the Strategic Plan. The table below identifies these core competencies and the peer assessor team recommendations.

Core Competency	Associated Strategic Recommendation
3C.1 Some form of organizational management process is identified and used to track progress and results of agency goals and objectives relating to general or organizational and operational programs.	<ul style="list-style-type: none"> It is recommended the agency develop and adopt a formal process for tracking the progress and results in accomplishing the approved goals and objectives found in the strategic plan.

<p>3D.1 The agency's goals and objectives are examined and modified at least annually for quality and to ensure they remain current and consistent with the agency's mission, vision, and long range plan(s).</p>	<ul style="list-style-type: none"> • It is recommended the agency formally document the review and update of the approved goals and objectives in a manner that both meets the organizational needs and is easily managed.
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To address these core competency deficiencies, we have implemented the following:

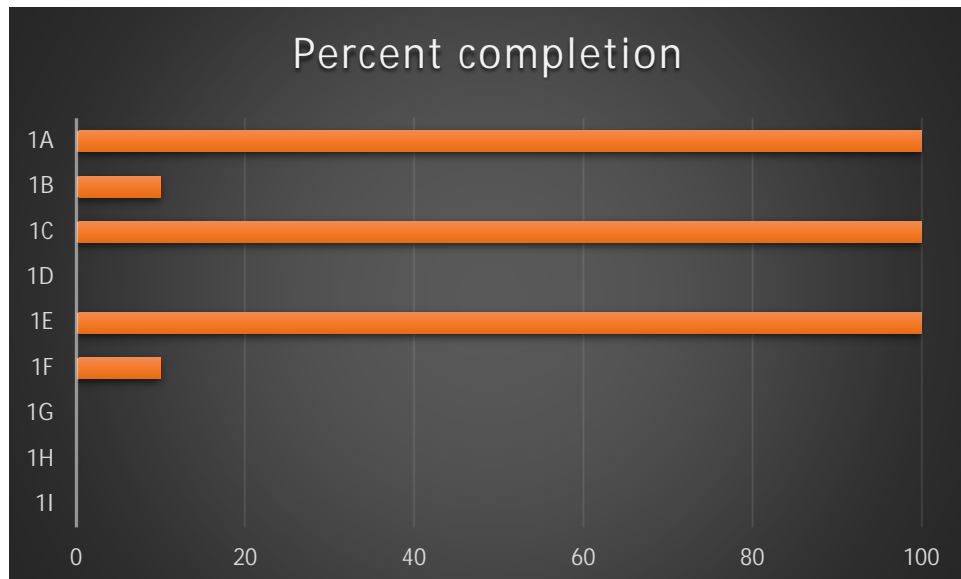
- Established a strategic plan team site on Microsoft 365 where meeting agendas, minutes, updated goal sheets, and quarterly progress reports can be accessed by all strategic plan team members.
- Since early 2017, we have reestablished having quarterly strategic plan team meetings where all goals and objectives are reviewed for progress and timelines are adjusted as needed. In addition, the quarterly meetings are an opportunity to identify any new strategic issues that may have developed since the previous meeting.

Status of Goals and Associated Objectives

Goal #1 – Create greater financial efficiencies in the delivery of internal and external services based on changing circumstances and in support of our mission and identified core services (Fire, EMS, Prevention).

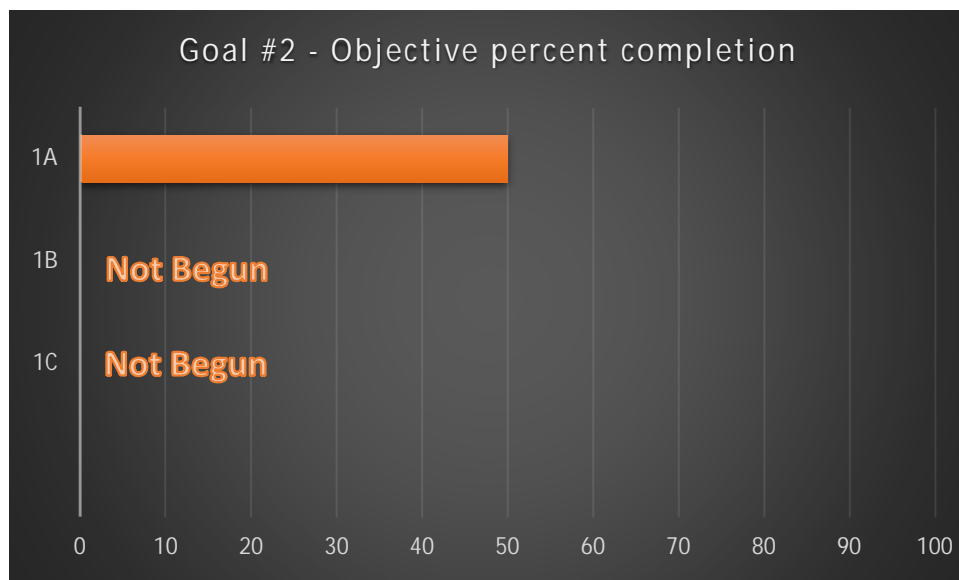
- *Objective 1A* – Identify external services provided by each division by 3rd quarter of 2017.
- *Objective 1B* – Identify internal services provided by each division by 2nd quarter of 2018.
- *Objective 1C* - Prioritize external services based on community risk assessment, community needs assessment, and financial capacity by 3rd quarter of 2017.
- *Objective 1D* – Prioritize internal services based on community risk assessment, community needs assessment, and financial capacity by 3rd quarter of 2017.
- *Objective 1E* – Evaluate resource requirements of each externally provided service with emphasis on supporting our mission and identified core services by 3rd quarter of 2017.
- *Objective 1F* – Evaluate resource requirements of each internally provide service with emphasis on supporting our mission and identified core services by 2nd quarter of 2018.

- *Objective 1G* – Develop an ongoing needs and resource assessment process to project and meet financial limitations by 4th quarter of 1018.
- *Objective 1H* – Reach out to similarly sized, progressive agencies to gain knowledge about their financial efficiencies by 3rd quarter of 2018.
- *Objective 1I* – Select a call type where prevention efforts could reduce call volume and implement a prevention program by 1st quarter of 2019.



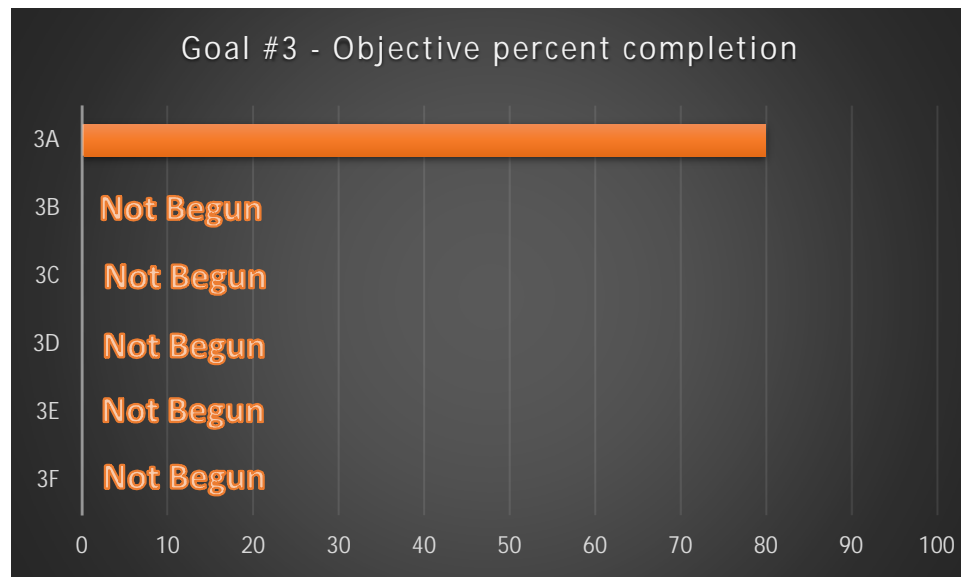
Goal #2 – Cultivate and strengthen mission-centered relationships with the community.

- *Objective 2A* - Identify, evaluate, and prioritize partnerships that enhance our ability to meet our mission by 3rd quarter of 2018.
- *Objective 2B* - Designate a NWFD point of contact for partnerships identified in objective 2A. Relationships should be formalized with written agreements as necessary, by 2nd quarter of 2019.
- *Objective 2C* - Develop an evaluation process to be used on an annual basis by 3rd quarter of 2019.



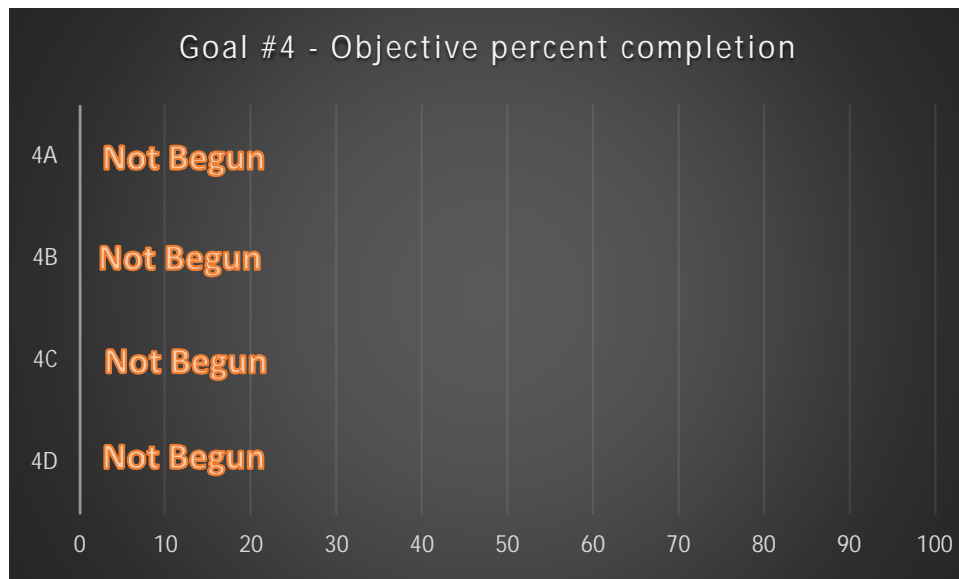
Goal #3 – Create a sustainable system of internal communication that facilitates the sharing of information in a manner that is timely, relevant, and accurate.

- *Objective 3A* – Identify and evaluate the effectiveness of current information systems by 4th quarter of 2017.
- *Objective 3B* – Implement changes to current information systems and source any additional systems by 1st quarter of 2018.
- *Objective 3C* – Identify what information needs to be communicated to include: from whom, to whom, how often, and by what medium, by 2nd quarter of 2018.
- *Objective 3D* – Develop an evaluation process to measure the effectiveness of the changes implemented as a result of Objectives 3A-3C, by 3rd quarter of 2018.
- *Objective 3E* – Develop a formal process for communication development and delivery methods by 4th quarter of 2018.
- *Objective 3F* – Develop an annual communication update plan that includes relevant information as it pertains to the District's progress toward its goals and objectives by 1st quarter of 2019.



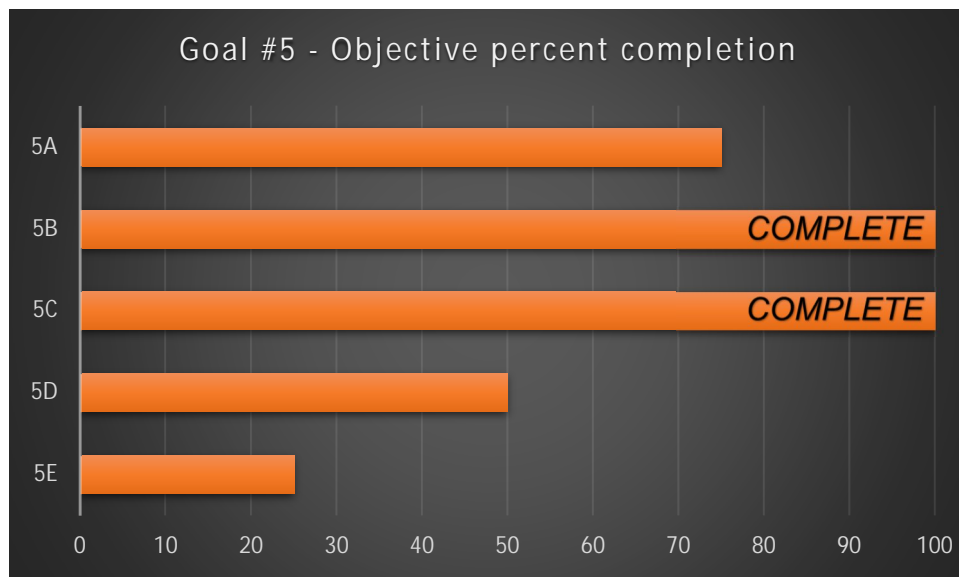
Goal #4 – Ensure that effective professional development programs exist so that organizational development can occur.

- *Objective 4A* – Develop a communication plan for succession planning tools and programs by 1st quarter of 2018.
- *Objective 4B* – Implement a customized professional development program for all personnel by 1st quarter of 2019.
- *Objective 4C* – Annually evaluate a formal process for the succession of all organizational positions by 3rd quarter of 2019.
- *Objective 4D* – Annually evaluate professional development materials and delivery systems by 3rd quarter of 2018.



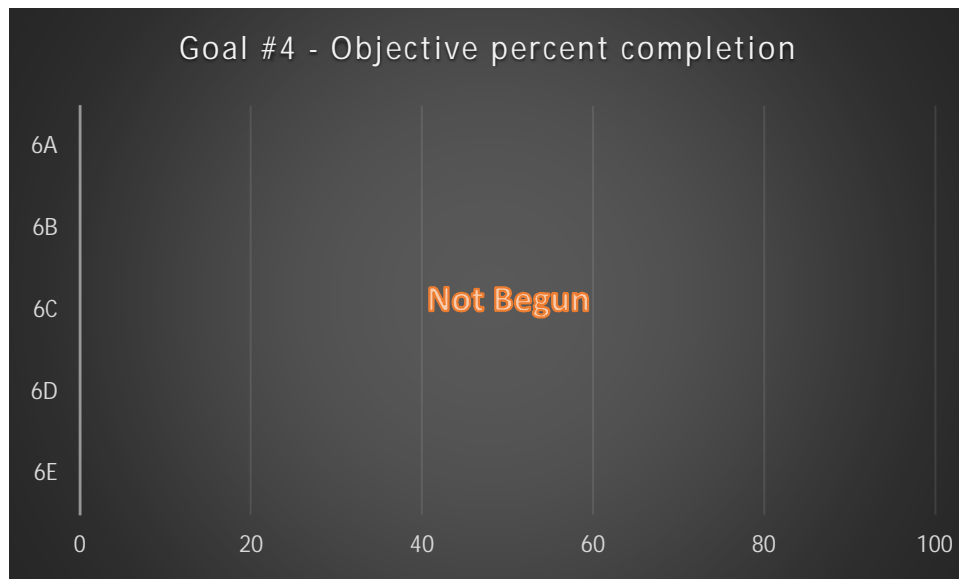
Goal #5 – To provide the highest standard of pre-hospital care and ambulance transportation within the region, utilizing the most technologically enhanced and evidence based process and procedures.

- *Objective 5A* - Improve utilization of NWFD Basic Life Support personnel by enhancing their skill set, increasing targeted training and providing feedback on their care by 2nd quarter of 2018.
- *Objective 5B* – Improve medical training by improving utilization of QA/QI programs, growing our sim lab, developing minimum company standards and exploring different avenues of training via our relationship with UAMC by 4th quarter of 2017.
- *Objective 5C* – Improve the QA/QI process by providing more timely and targeted feedback for personnel, company, and battalion levels and by increasing the role of our medical direction in the QA/QI process by 2nd quarter of 2017.
- *Objective 5D* – Improve the medical feedback loop (internal communications) by including more upward communication opportunities and providing our medical directors with more opportunities to share their perspectives on evidence base medicine by 2nd quarter of 2018.
- *Objective 5E* – Through evidence-based medicine, adjust and adapt our systems by educating the public in ways to prevent medical emergencies and/or ensure the best outcome when they do occur by 3rd quarter of 2018.



Goal #6 – Ensure financial sustainability and responsibility.

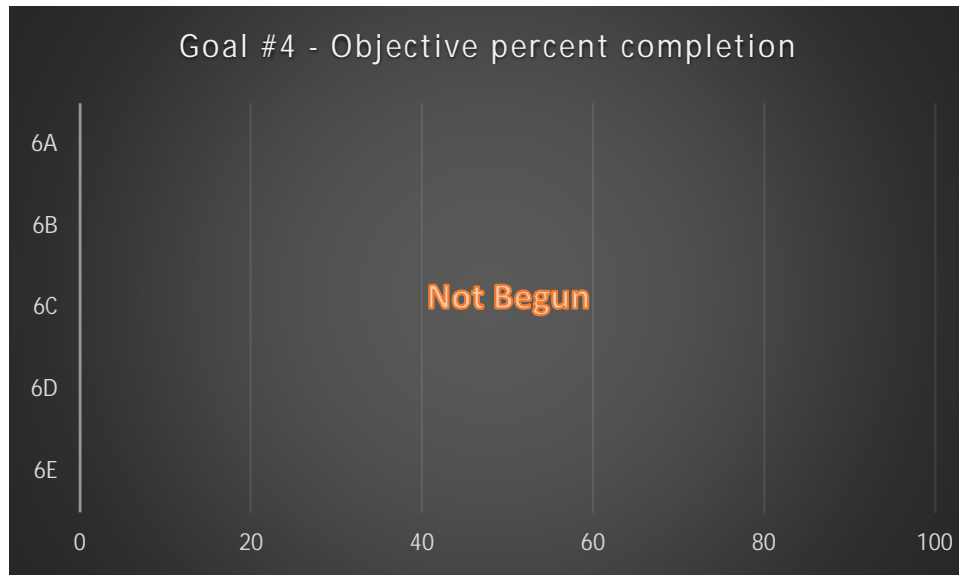
- *Objective 6A* – Identify annexation plans that affect the District and develop as necessary associated action plans by 2nd quarter of 2018.
- *Objective 6B* – Monitor, measure, and enhance an aggressive grant writing program that includes an emphasis on identifying new grant sources by 3rd quarter of 2018.
- *Objective 6C* – Identify, evaluate, and prioritize potential existing and new sources of non-tax based revenue consistent with the District's mission 4th quarter of 2018.
- *Objective 6D* – Monitor, measure, and enhance the permitting developmental services process to ensure an efficient and effective plan approval process is in place to facilitate and foster development within the District by 2nd quarter of 2018.
- *Objective 6E* Ensure bond funds are utilized according to plans approved by voters and in an efficient manner in which new facilities are constructed at the appropriate location at the right time.



Goal #6 – Ensure financial sustainability and responsibility to maintain current service levels.

- *Objective 6A* – Identify external annexation plans that affect the District and develop as necessary associated action plans by 2nd quarter of 2018.

- *Objective 6B* – Monitor, measure, and enhance an aggressive grant writing program that includes an emphasis on identifying new grant sources 3rd quarter of 2018.
- *Objective 6C* – Identify, evaluate, and prioritize potential existing and new sources of non-tax based revenue consistent with the District's mission 4th quarter of 2018.
- *Objective 6D* – Monitor, measure, and enhance the permitting developmental services process to ensure an efficient and effective plan approval process is in place to facilitate and foster development within the District by 2nd quarter of 2018.
- *Objective 6E* - (BOND SIDE of the equation) – Utilization of bond funds; staffed and equipped = stations; trigger points; ensuring new projects are sustainable; factors, considerations, members, impacts,





Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

8.B.

SCHEDULED

MEMORANDUM NO. 2018-11

Date: January 23, 2018
To: Governing Board
From:
Type of Action: Formal Action/Motion
Strategic Plan Goals: Other
Agenda Item: Discussion and Possible Action Approving the Policy Manual Draft Based on Accreditation Requirements of a Full Review by the Governing Board of the Northwest Fire District's Policy Manual every three (3) Years

RECOMMENDATION:

Approve the Policy Manual as presented.

MOTION:

Approve the Northwest Fire District Policy Manual Draft as presented, to be effective immediately.

DISCUSSION:

Previously, the Governing Board reviewed and approved policies as they were impacted by change in laws and statutes. This could happen on a one by one basis. However, due to the District's International Accreditation, the District is required to review all policies every three (3) years.

Performance Indicator 9C.5 for Accreditation states: "Organizational documents, forms, standard operating procedures or general guidelines, and manuals are reviewed at least every three years and updated as needed for all agency programs."

The revised Policy Manual Draft for your review exhibits a more streamlined and condensed version of the District Policies with guidelines removed. The guidelines will be transitioned to a Policy Procedure Manual.

This Policy Manual draft was reviewed by the Executive and Leadership Teams.

ALTERNATIVES:

None at this time.

Fiscal Impact

Fiscal Year: 2017/2018

Budgeted Y/N: N
Amount Requested: \$0.00
FISCAL IMPACT:
None

Attachments
Policy Manual

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SECTION 1

INTRODUCTION

This Northwest Fire District (District) Personnel Policy Manual ("Manual") is A living document designed and developed to provide a statement of policy by the District to guide members (employees) and provide information on working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of the District and following the policies described in this Manual is considered a condition of continued employment. **This Manual is not a contract.** This Manual does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of the Manual is simply to provide you with a convenient explanation of current policies and practices at the District. This Manual is an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed with your supervisor.

Each member/employee is responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide employees with a work environment constructive to both personal and professional growth. Administrative Procedures for policies are available to employees via the District's Intranet.

1.1 CHANGES IN POLICY

This Manual supersedes all previous Manuals and memos that may have been issued from time to time on subjects covered in this Manual.

District Management has the rights to interpret, apply, change and augment our policies, procedures, and benefits, though without violating the express provisions of any current Memorandum of Understanding (MOU) with an employee group. We will notify all employees of these changes. Changes will be effective on the dates determined by the District, and after those dates, all contradictory policies will be null.

No individual supervisor or manager has the authority to unilaterally change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

1.2 EMPLOYMENT APPLICATIONS

The District relies upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any

of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

SECTION 2

ORGANIZATIONAL COMMITMENTS

These are the policies guiding hiring practices, orientation of new employees, compliance with employment laws, and confidentiality.

2.1 DIVERSITY MISSION

Northwest Fire District is committed to having a workforce reflecting the diversity of the community served, and realizes the potential of each individual employee. To achieve a diverse workforce, the District accepts and respects individual differences and is aware that these differences affect the way employees work and interact with each other. Each person is influenced by characteristics such as age, gender, nationality, physical ability, race, sexual orientation, culture, values, attitudes and behavioral style, which make him/her uniquely different from others. By understanding, respecting and valuing these differences, the District and its employees can capitalize on the benefits a diverse workforce provides.

2.2 WORKPLACE ETHICS

A. Purpose

To promote an ethical work environment. Ethics are those values and principles used in making decisions. They help to decide whether actions are right or wrong. Ethical standards help ensure members of the Northwest Fire District maintain a consistent approach in carrying out responsibilities, making decisions, and behavior toward one another and the community.

B. Scope

Employees, volunteers, and vendors.

C. Policy

It is the policy of Northwest Fire District to practice ethical behavior. Northwest Fire District's Code of Ethics is meant to be a living, growing body of knowledge, precedent, and experience. It should stimulate members' thinking and encourage each employee to seek guidance and clarification when questions about principles, practices, and standards of conduct are raised. Each member's involvement in preserving and enhancing ethical standards is essential to building and maintaining the respect and credibility of Northwest Fire District.

2.3 EQUAL EMPLOYMENT OPPORTUNITY

A. Purpose

Northwest Fire District is an Equal Opportunity Employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates.

B. Scope

The policy of Equal Employment Opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between District employees and applicants including:

1. Recruitment
2. Employment
3. Promotion
4. Transfer
5. Training
6. Working conditions
7. Wages and salary administration
8. Employee benefits and application of policies

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on District premises employed by temporary agencies and any other persons or firms doing business for or with the District.

C. Policy

There shall be no discrimination or bias because of race, color, religion, sex, age, national origin, sexual orientation, ancestry, disability, veteran status, marital status, caregiver, genetic information, or any other basis prohibited by statute. All aspects of employment within the District will be governed on the basis of merit, competence, and qualifications. The District is the final judge of the suitability of all candidates for employment.

2.4 AMERICANS WITH DISABILITIES ACT

A. Purpose

To ensure that Northwest Fire District complies with all Federal and State laws concerning employment of persons with disabilities.

B. Scope

Employees, candidates, and volunteers.

C. Policy

The District complies with the applicable provisions of the Americans with Disabilities Act of 1990 by guaranteeing equal opportunity to individuals with disabilities. The District prohibits discrimination against “qualified individuals with disabilities” in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training and other terms, conditions and privileges of employment. It also applies to recruitment, advertising, length of service, layoff, leave, fringe benefits, and all other employment-related activities. Whenever possible, the District makes reasonable accommodations for qualified individuals with disabilities to the extent required by law.

2.5 WORKPLACE VIOLENCE**A. Purpose**

To support Northwest Fire District’s strong commitment to providing a safe, healthy, and secure work environment.

B. Scope

Employees and volunteers.

C. Policy

The District expects its employees to maintain a high level of productivity and efficiency. Despite some laws allowing people to carry firearms, the presence of weapons in the workplace or during working hours, is inconsistent with District objectives. While the District has no intention of intruding into the private lives of present or potential employees or volunteers, the District expects all employees and volunteers to report to work without possessing weapons and to perform their jobs without violence. The District expects all employees and volunteers to work in such a way that they perform their duties in a safe and productive manner.

2.6 SEXUAL HARASSMENT PREVENTION**A. Purpose**

To assert the Northwest Fire District complies with and enforces all federal and state regulations relating to fair and proper treatment of all employees. The District prohibits sexual harassment, and sets forth guidelines for handling violations of this policy specifying the related complaint handling procedure.

B. Scope

Employees, candidates, vendors, suppliers, customers, or Board Members, etc., doing business on District premises will also be made aware of the intent of this policy.

C. Definitions

Sexual Harassment – Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct:

1. Is made explicitly or implicitly a term or condition of employment.
2. Is used as a basis for employment decisions.
3. Has the purpose or effect of interfering with work performance or creating an otherwise offensive, hostile and/or intimidating working environment.

D. Policy

Sexual Harassment in any form is not tolerated by the District. Any individual listed above in the "Scope" for this policy who engages in any of the acts or behavior making any other employee feel that they are being sexually harassed (i.e., threatened or uncomfortable), is a violation of District policy.

Any member who believes they are being subjected to objectionable conduct by another member should, if possible, address it with that individual; otherwise, they should follow the associated complaint procedure for this policy.

2.7 ANTI-HARASSMENT

A. Purpose

To confirm that the Northwest Fire District is committed to a work environment providing equality, respect, and dignity. In keeping with this commitment, the District has adopted a policy of "zero tolerance" with regard to employee harassment.

B. Scope

Harassment of any other person, including, without limitation, employees, volunteers, contractors, visitors, clients, or customers at work or outside of work.

C. Policy

The District will make reasonable efforts to ensure that the community is familiar with this policy and aware that every complaint received will be promptly, thoroughly, and impartially investigated and resolved. The District will not tolerate retaliation against anyone who complains of harassment or who participates in an investigation.

Harassment is defined under federal law as unwelcome conduct based on race, color, religion, sex (including pregnancy, sexual orientation, and gender

identity), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful when:

1. Enduring the offensive conduct becomes a condition of continued employment; or
2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

The District encourages reporting of all incidents of harassment, as defined within this policy, regardless of who the offender may be. Every employee is encouraged to raise any questions or concerns with their immediate supervisor unless that individual is the alleged offender. If so, then contact the supervisor's manager or Human Resources.

SECTION 3

EMPLOYMENT CLASSIFICATIONS

3.1 EMPLOYMENT CATEGORIES

Exempt – Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and are exempt from overtime pay requirements (exception: see section on Compensation – Overtime).

Non-Exempt – Employees whose positions do not meet FLSA exemption tests and are paid a multiple of their hourly wage for overtime hours worked.

Regular – Employees who have successfully completed their probationary periods.

Probationary Period – The probationary period for all employees shall be one (1) year. This applies to new hire and promotional personnel. A demotional probationary period shall be determined by the employee.

Full-time – Employees who, on a regular, continuous basis, may be scheduled to work forty (40) hours per work week as support personnel or shift work as suppression personnel.

1. Forty (40) Hour personnel – Full-time employees regularly scheduled to work forty hours per week.
2. Shift personnel – Full-time employees regularly scheduled to work twenty-four (24) hour shifts.

Part-time – Employees who are scheduled to work an average of thirty (30) hours or less per workweek on a regular, continuous basis.

Temporary – Employees hired for a specific program or project for a limited time period.

3.2 VOLUNTEERS

External – Individuals who participate in District programs or assist staff, committees or the Fire Board with District work.

Internal – Employees may not volunteer to perform their normal duties.

SECTION 4

EMPLOYMENT

4.1 RECRUITMENT

A. Purpose

To explain how the District provides career opportunities to employees.

B. Scope

Employees.

C. Policy

When a position or assignment vacancy occurs, Human Resources will coordinate a recruitment and selection program designed to identify the most qualified individual(s) for the position(s) or assignment(s), without regard to race, color, religion, sex, age, national origin, sexual orientation, ancestry, disability, veteran status (see Policy 4.2), marital status, or any other basis prohibited by statute; or the Fire Chief may assign personnel if the position(s) is specialized.

4.2 VETERANS PREFERENCE POLICY (Per 2013 SAFER Award)

A. Purpose

To provide support and express appreciation to our United States veterans and their surviving spouses.

B. Scope

All candidates who are United States veterans or surviving spouses who are involved in the recruitment process for entry level District positions.

C. Policy

Preference points will be awarded, per specified criteria, to external applicants who are veterans and surviving spouses in the recruitment process for new hires into entry level positions.

4.3 IMMIGRATION AND REFORM CONTROL ACT (IRCA) OF 1986

All new employees must complete a Form I-9 within three (3) days of employment, and provide the District with original documentation providing proof of identity and employability as required by IRCA law.

4.4 CAREER ADVANCEMENT PREPARATION

The District provides employees with the ability to move laterally within the organization for job enrichment and potential advancement in their careers. If an

employee is not assigned by the Fire Chief, and a vacancy exists, or the position fulfills a budgeted District need, a job posting or assignment opportunity process shall follow.

All employees are encouraged to seek advancement opportunities and to obtain promotional guidance from their immediate supervisor and/or Human Resources.

Closely related please reference District Policies 14.4, Internal Sponsorship-Paramedic Stipend, and 14.5, Acting Pay

4.5 TESTING POLICY

Depending on the nature of the position or assignment, the District may opt to conduct written examinations, skill assessments (practical evaluations), oral interviews, profiling, or any combination thereof.

An established overall passing score must be achieved to qualify for the eligibility list (if applicable). The District reserves the right to re-establish testing benchmarks due to District needs.

4.6 SELECTION POLICY

The Fire Chief is the hiring and promoting authority for the District.

4.7 PROBATIONARY EMPLOYEES

A. Purpose

To describe how the District uses an established period of time to evaluate employee capabilities, work habits, and overall performance.

B. Scope

Probationary employees include new hires, promoted, or demoted employees and employees on disciplinary probation.

C. Policy

The probationary period is intended to give new hire, promoted, demoted or disciplined employees the opportunity to demonstrate their ability to achieve an acceptable level of performance and to determine whether the position meets their expectations. Probation does not apply to assignments.

4.8 DEMOTIONS

A voluntary or involuntary demotion may occur if a probationary employee is unable to fulfill the requirements of the position (exception: new hires). An involuntary demotion may also occur due to disciplinary action.

4.9 NEPOTISM

A. Purpose

To explain what constitutes nepotism.

B. Scope

Employees, candidates, and volunteers.

C. Definition

Immediate family is defined as: parent(s), step parent(s), foster parent(s), sibling(s), grandparent(s), spouse, step child(ren) or ward of the staff member, father-in-law or mother-in-law.

D. Policy

No candidate shall be hired for a position where they may report to, or supervise a member of their immediate family.

Should an immediate family relationship exist, as defined by this policy, with existing employees or volunteers (i.e., Governing Board Members) it is required to be disclosed prior to accepting any contingent job or volunteer offer from the District. Failure to disclose this information will be considered a violation of the Conflict of Interest policy (Section 7.8).

No official of the District, whether elected or appointed, shall appoint or vote for the appointment of an immediate family member.

4.10 PRIVACY & SECURITY

A. Purpose

To ensure that access, use, handling, dissemination, and destruction of criminal justice information (CJI) and criminal history record information (CHRI) is governed by federal and state laws, rules, regulations and policies. The District is responsible for maintaining the confidentiality and control of any CJI/CHRI it obtains.

B. Scope

All District personnel are to be aware of this policy and its procedure, while authorized personnel who are identified as per the list on file in Human Resources, by the District are the only individuals who may access, handle, and/or destroy CJI/CHRI.

C. Policy

The Arizona Revised Statute 41-1750 provides state authorizations for dissemination of criminal justice information and criminal history record

information to authorized noncriminal justice agencies. This policy outlines the District's compliance responsibilities and liability for appropriate information handling, and requirements associated with the use of the state and federal criminal history fingerprint-based background check process.

SECTION 5

EMPLOYEE HEALTH & SAFETY

5.1 SAFETY

A. Purpose

To ensure applicable job health requirements established by various regulatory agencies are followed by the District.

B. Scope

Candidates, employees, and volunteers.

C. Policy

Should budget allow, the District exceeds the minimum regulatory requirements, that are specific to each position.

5.2 DRUG AND ALCOHOL TESTING

A. Purpose

To communicate the District's longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community, in compliance with the Drug-Free Workplace Act of 1988.

B. Scope

- All District employees.
- All applicants who have received contingent job offers with the District.
- All employees of District contractors who are performing services on District property, or who are operating District equipment, machinery or vehicles.
- Depending upon their specific job duties, certain employees 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/or alcohol testing.

C. Policy

Northwest Fire District provides a drug and alcohol-free work environment by prohibiting the use, consumption, influence, possession, distribution or sale of illegal drugs or controlled substances and/or alcohol use while on duty or subject to call back.

Northwest Fire District offers employee assistance programs to support employees who voluntarily seek assistance for such problems before becoming subject to discipline or termination under this Northwest Fire District personnel policy.

5.3 DRIVING UNDER THE INFLUENCE (DUI)

A. Purpose

To notify employees and volunteers that the driving privilege is taken seriously by Northwest Fire District regardless if it is considered a primary or secondary job necessity or volunteer responsibility.

B. Scope

Employees and volunteers.

C. Policy

Northwest Fire District will take appropriate corrective and/or disciplinary action when an employee or volunteer has been cited for and/or convicted of a DUI.

Employees and volunteers must report a DUI citation to their supervisor immediately upon reporting to work for their first shift or work day following the citation.

5.4 DRIVER'S LICENSE

A. Purpose

To inform drivers who operate District vehicles or use their personally owned vehicles (POV) for District business about related insurance liability requirements.

B. Scope

Employees and volunteers.

C. Policy

A driver of a District vehicle or personal vehicle used District business must possess a valid Arizona driver's license, as well as, current personal automobile insurance, per recommendation by the District's property and liability insurance carrier.

Review of Motor Vehicle Record State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually on employees and volunteers.

SECTION 6

SEPARATION from the DISTRICT

6.1 SEPARATION OF EMPLOYMENT

A. Purpose

To describe various ways separation of employment with the District may take place.

B. Scope

Employees.

C. Policy

Separation of employment occurs when an employee is permanently separated from employment with Northwest Fire District for any of the following reasons:

- Voluntary Resignation – when an employee chooses to terminate his/her employment with the District.
- Discharge – when the District initiates the termination due to unsatisfactory performance or conduct.
- Retirement – a voluntary separation which usually includes qualification for benefits under the Public Safety Personnel Retirement System or Arizona State Retirement System.
- Reduction in Force – a District-initiated action, taken if it is deemed necessary, to reduce staffing levels.
- Job Abandonment – when an employee fails to call-in and directly notify the supervisor of the reason for absence from work for three (3) consecutive scheduled work days or (2) consecutive scheduled shifts.

6.1 TERMINATION OF THE VOLUNTEER RELATIONSHIP

A. Purpose

To describe various ways a volunteer may separate from the District.

B. Scope

Volunteers.

C. Policy

Separation of volunteer relationship occurs when a volunteer is permanently separated from volunteering with Northwest Fire District for any of the following reasons:

- Voluntary Resignation – when a volunteer chooses to terminate his/her volunteer relationship with the District.
- Discharge – when the District initiates the termination of the volunteer relationship due to unsatisfactory performance or conduct.
- Volunteer Abandonment – when a volunteer fails to call in and directly notify the supervisor of the reason for absence from volunteer commitments for three (3) consecutive scheduled volunteer commitments.

6.2 EXIT INTERVIEWS

Prior to the end of the last day of work for the District, employees and volunteers have several options. to participate in an exit interview. These options include: an exit interview with Human Resources, an exit interview with the Fire Chief or his/her designee, or at the employee or volunteer's request, an Exit Interview packet can be mailed to the employee or volunteer's home address for completion.

6.4 FINAL PAY

When an employee separates from the District for any of the following reasons, the District follows A.R.S. § 23-353, for final pay:

- Voluntary Resignation, Retirement, or Job Abandonment
The employee is paid in the normal manner. All wages entitled to the employee will be paid no later than the regular payday for the pay period during which the separation occurred.
 - If requested by the employee, such wages shall be paid by check and mailed to last known address on file.
- Discharge, or Reduction in Force
The employee is paid wages which they are entitled within seven (7) working days or the end of the next regular pay period, whichever is sooner.

6.5 PAID TIME OFF - SEPARATION

An employee is paid out his/her Paid Time Off hours based on the same timeline stated in 6.4, at 100% of his/her hourly rate of pay.

- The employee's PTO hours may be paid out in any one or combination of the following, subject to Internal Revenue Service (IRS) annual limits if applicable:
 - Direct Deposit
 - Check
 - Deferred Compensation
 - Health Savings Account

Shift employees may accrue up to 1500 hours in their PTO bank.

Forty (40) hour employees may accrue up to 1065 hours in their PTO bank.

SECTION 7

ORGANIZATIONAL EXPECTATIONS

7.1 STANDARDS OF CONDUCT

A. Purpose

To establish standards of conduct that will provide District members with an understanding of their responsibilities in establishing and maintaining high morale and safe, harmonious, and efficient operations.

B. Scope

Employees and volunteers.

C. Policy

It is the policy of Northwest Fire District to prohibit any conduct that interferes with operations, discredits the District, is offensive to customers or fellow employees, or is unsafe.

7.2 CODE OF EMPLOYEE RELATIONS

A. Purpose

To exhibit mutual respect in working relationships within the District at all times.

B. Scope

Employees and volunteers.

C. Policy

All employees and volunteers are treated based on the District's organizational values while complying with applicable laws.

7.3 OPEN DOOR POLICY: SOLVING EMPLOYEE AND VOLUNTEER CONCERNS

A. Purpose

To facilitate communications between employees and management, and promote a cohesive environment.

B. Scope

Employees and volunteers.

C. Policy

It is the policy of the Northwest Fire District to provide a means for an employee to seek answers to questions, to communicate ideas, or to bring problems or concerns about work to the attention of management.

7.4 PERSONNEL RECORDS

A. Purpose

To maintain complete and up-to-date personnel records for all employees.

B. Scope

Employees.

C. Policy

The Human Resources Department maintains personnel records for current and past employees to document employment related decisions, benefit choices, and comply with Arizona State Library and Archives and Public Records Retention Schedules.

7.5 CONFIDENTIALITY OF INFORMATION

A. Purpose

To protect the privacy of both District affairs and employee's or volunteer's personal information.

B. Scope

Employees and volunteers.

C. Policy

Employees and volunteers of Northwest Fire District who have access to protected health information, intellectual property, promotional testing and/or recruitment testing, are responsible for maintaining the security and confidentiality of such information.

For Health Insurance Portability and Accountability Act (HIPAA) complaints, patients may submit written concerns to the Privacy Officer or Lead Privacy Contact for the HIPAA complaint activities. This Contact will also be responsible for overseeing the following: complaint investigation, monitoring, and process maintenance.

7.6 CONFIDENTIALITY AND DISSEMINATION OF PATIENT INFORMATION

A. Purpose

To explain the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and its relevance to the Northwest Fire District.

B. Scope

Employees and volunteers.

C. Policy

Given the nature of its work, it is imperative the District maintain the confidentiality of patient information. Northwest Fire District prohibits the release of any patient information to anyone outside the organization unless required for purposes of public records request, with appropriate legal documentation and review, treatment, payment, or healthcare operations. Discussions of Protected Health Information (PHI) within the organization should be limited.

7.7 PRIVACY TRAINING, PRIVACY TRAINING DOCUMENTATION AND PRIVACY OFFICER

A. Purpose

To ensure all District employees and volunteers of Northwest Fire District who have access to patient information understand the District's concern for the respect of patient privacy and are trained in the District's policies and guidelines regarding Protected Health Information (PHI).

B. Scope

Employees and volunteers.

C. Policy

All new employees and volunteers are required to undergo privacy training in accordance with the Health Insurance and Portability Accountability Act (HIPAA) Privacy Rule within a reasonable time upon association with the District. All members will be required to undergo privacy training in accordance with the HIPAA Privacy Rule within a reasonable time after there is a material change to the District's policies and procedures on privacy practices.

7.8 CONFLICT OF INTEREST

A. Purpose

To protect the integrity of District information, services, and the efforts of employees and volunteers. Full disclosure on the Conflict of Interest Statement

regarding potential conflicts of interest is in the best interests of both the Northwest Fire District and its employees and volunteers.

B. Scope

Employees and volunteers.

C. Policy

Northwest Fire District employees and volunteers should avoid any activity, practice, secondary employment, or act, which might create a conflict between one's personal interest and/or his/her employment with the District.

7.9 MEDIA RELATIONS

A. Purpose

To establish clear means of accurate and consistent dissemination of information to the media.

B. Scope

Employees, volunteers, and contractors.

C. Policy

Channel all media inquiries and communications through the Office of Community Affairs or designee who may exercise discretion regarding the release of information to the media.

7.10 ATTENDANCE AND PUNCTUALITY

A. Purpose

To provide a fair, consistent and effective method for employees and volunteers to understand the District expectations for attendance and punctuality which promote efficient operations.

B. Scope

Employees and volunteers.

C. Policy

Employee and volunteer attendance and punctuality behavior affect the success of that individual, the team of which they are a member, and the success of the District. Employees and volunteers are expected to report to work or a volunteer assignment on time.

7.11 STATIONS AND OTHER DISTRICT FACILITIES

A. Purpose

To ensure a clean and safe working environment for all employees and volunteers while maintaining a positive public appearance.

B. Scope

Employees and volunteers.

C. Policy

All District premises are to be maintained in a clean and orderly fashion.

7.12 TOBACCO USE

A. Purpose

To support the guidelines regarding Tobacco Use and compliance with the "Smoke-Free Arizona Act" (the "Act") pursuant to A.R.S. § 36-601.01, effective May 1, 2007. The District's role as an employer is to ensure the health and safety of all employees, volunteers, visitors, and the public while at work.

B. Scope

Employees, volunteers, contractors, and visitors.

C. Policy

Northwest Fire District strives to protect the rights, needs, health, and concerns of all who enter a District worksite, ride in a District vehicle or ride in a Personally Owned Vehicle (POV) while doing business on behalf of the District, by limiting use of tobacco.

7.13 USE OF DISTRICT TELEPHONES AND DISTRICT ISSUED CELLPHONES

A. Purpose

To provide employees and volunteers with a means of communication without creating disruptions in the workplace.

B. Scope

Employees and volunteers.

C. Policy

Telephones are available in all District facilities for reasonable use by employees or volunteers, and to allow employees or volunteers limited use of District issued cell phones. Any unauthorized use of Fire District communications equipment will be subject to disciplinary action.

7.14 USE OF DISTRICT INTERNET AND EMAIL

A. Purpose

To provide efficient and effective workplace internet and e-mail communication use.

B. Scope

Employees and volunteers.

C. Policy

This policy must be followed in conjunction with other Northwest Fire District policies governing appropriate workplace conduct and behavior. The District complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

Northwest Fire District maintains the right to monitor any misuse of the District's internet. All District supplied technology, including computer systems, equipment and District-related work records belongs to Northwest Fire District and not to the user. Members understand the District routinely monitors use patterns, and they should observe appropriate workplace discretion in their use and maintenance of such District property.

Because all computer systems and software, as well as e-mail and Internet connections, are the property of Northwest Fire District, all District policies apply to their use and are always in effect. Any employee who abuses the District-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state or local laws.

7.15 SOCIAL MEDIA

A. Purpose

To establish how the District utilizes social media and clear communication on the use of social media by District employees, volunteers and contractors; to guarantee professionalism and protect rights of District personnel, District affairs, and the public; and to ensure compliance with the law.

B. Scope

Employees, volunteers, and contractors.

C. Policy

This policy shall not be construed or applied to interfere with employees' rights under the United States or Arizona Constitutions, or any other federal or state laws.

District employees, contractors, and volunteers are personally responsible for the content they publish using social media. At no time shall they purport to speak on behalf of the District, unless it is within the scope of their duties to do so.

For purposes of this policy, the term "social media" refers to blogs, microblogs (i.e., Twitter), wikis (i.e., Wikipedia, WikiAnswers), social networks (i.e., Facebook, LinkedIn, etc.), and all other types of social media (including, but not limited to, photo- and video-sharing sites).

7.16 PHOTO AND ELECTRONIC IMAGING POLICY

A. Purpose

To manage photographs and video images taken by Northwest Fire District employees, volunteers and contractors. To preserve professionalism and the privacy rights of District personnel, patients, and the public we serve; and to ensure compliance with legal mandates for retention and disclosure of public records and related information.

B. Scope

Employees, volunteers, and contractors.

C. Policy

The District owns the copyright on all photography/video taken during the course and scope of employment [and volunteer assignment] with the District.

7.17 ATHLETICS AND RECREATIONAL ACTIVITIES

A. Purpose

To promote a safe and healthy environment for employees which extends to the community. Such an environment is possible only when each employee is able to perform his or her job duties in a safe, secure, and effective manner: throughout the entire time they are working. Employees who are not physically fit for duty may present a safety risk to themselves and to others.

B. Scope

Employees who have a "fit for duty" requirement.

C. Policy

The employee's job description requirement of one (1) hour of physical training while on duty, permits physical fitness and recreational activity for employees, if it does not interfere with the completion of required duties and is done in a safe manner.

7.18 INCIDENT REPORTS

A. Purpose

To ensure proper documentation and handling of Incident Reports.

B. Scope

Uniform employees.

C. Policy

All Incident Reports are required to be entered on the same day of the incident.

7.19 SOLICITATION AND DISTRIBUTION

A. Purpose

To minimize disruption of normal District operations by limiting and controlling solicitation and distribution of promotional materials on District premises while complying with federal and state laws.

B. Scope

Employees, volunteers and outside visitors.

C. Policy

It is the policy of the Northwest Fire District to place limitations on individuals attempting to solicit or distribute on District premises without violating employee rights per state and federal laws.

7.20 BULLETIN BOARDS

A. Purpose

To provide per state and federal law a conspicuous place to exhibit legally required work place posters, official notices and materials approved through management.

B. Scope

Employees, volunteers, vendors, and all Northwest Fire District work sites.

C. Policy

Human Resources is responsible for ensuring the compliance of workplace posters in collaboration with the supervisor/manager for each District site. Materials approved through management for placing onto bulletin boards may not infringe on or cover up workplace posters.

7.21 VISITORS

A. Purpose

To allow visitation to District facilities by the public while maintaining controls that will allow for minimal disruption to operations.

B. Scope

Visitors to include employees and volunteers.

C. Policy

At District Stations, allow visitors to view apparatus and living quarters with minimal disruption to operations. Other District sites may allow visitors but must maintain safety and minimal disruption to work flow.

7.22 GROOMING STANDARDS/WEARING OF UNIFORMS

A. Purpose

To establish a standard for professional appearance.

B. Scope

Employees and volunteers.

C. Policy

In order to project a positive public image, it is the policy of the Northwest Fire District to maintain high standards of employee appearance, dress and grooming.

7.23 PICTURE IDENTIFICATION

A. Purpose

To provide customer service and security by allowing the public and staff to quickly identify individuals and their role in District functions.

B. Scope

Employees, volunteers, contractors, and temporary staff of Northwest Fire District.

C. Policy

A picture identification card will be issued within a reasonable time from point of hire or commencement of the working/volunteer relationship.

This badge identification may provide various levels of key card access to District building(s) and, in some cases, secure areas.

7.24 PERSONAL PROPERTY

A. Purpose

To protect the District from liability for loss of employees' or volunteers' personal belongings.

B. Scope

Employees and volunteers.

C. Policy

It is the policy of the Northwest Fire District that it will not assume responsibility for the loss or theft of employees' or volunteers' personal belongings.

7.25 VEHICLE USE POLICY

A. Purpose

To foster safe driving and to govern the use of District vehicles by employees and volunteers across the District.

B. Scope

Employees and Volunteers.

C. Policy

This policy does not attempt to account for every possible scenario associated with District vehicles. Instead, it provides a framework of requirements to which all employees and volunteers must adhere. In addition to complying with such requirements, employees and volunteers are expected to operate District vehicles with due care and judgment and in accordance with all applicable laws, ordinances and regulations.

SECTION 8

CORRECTIVE ACTION

8.1 DISCIPLINARY ACTION

A. Purpose

Discipline encompasses all aspects of supervision which correct, mold, strengthen, or guide District employees and volunteers toward greater productivity and satisfactory adjustment to working relationships. It involves relationships among all District personnel and includes interaction with the public. An atmosphere of discipline is achieved through instruction, good example, and practices that influence employees and volunteers to abide by rules, regulations, and procedures. Good discipline is the essence of teamwork. It has as its objective self-discipline or that control which is self-motivated. It is fostered and sustained by firm and decisive leadership and consistent, fair, and equal treatment of all members of the District.

B. Scope

Regular full-time and part-time employees and volunteers. The discipline process may not be afforded to recruits, temporary, seasonal, or probationary employees.

C. Policy

Discipline will be applied when there is a series of unrelated problems involving conduct and/or job performance. If appropriate under the circumstances, corrective action/discipline is taken in a manner that assists the employee or volunteer in achieving full satisfactory standards of conduct and performance.

However, depending upon the facts and circumstances involved in each situation, including what the District believes to be the seriousness and/or repetitive nature of the improper conduct or performance, management may in its sole discretion begin disciplinary action at any step: verbal, written, suspension, or termination.

8.2 GRIEVANCE

A. Purpose

To provide an avenue for employees to bring forward concerns, complaints or problems with management and to receive careful consideration and a prompt resolution.

B. Scope

This policy applies to all non-contract employees. However, all employees have the right to file a complaint regarding harassment or another form of discrimination. The procedure for filing a complaint for alleged discrimination, workplace violence, or harassment is provided within the policies covering these areas.

C. Policy

District philosophy and policy is the "open door policy." Defined, this concept means "an open and direct working relationship with all employees, and a team environment with open and honest communication." This strategy directs the employees to discuss concerns with their supervisor.

The grievance process is available for those questions that are not resolved through the open-door policy and pertain to alleged misapplication of District Policy, Administrative Directives, or Standard Operating Procedures to an employee; more specifically, a decision or action by a supervisor or management representative that is not warranted by the specific facts and circumstances.

8.3 BOARD OF APPEALS

A. Purpose

To resolve internal differences, effective communication is essential. Northwest Fire District strives to provide a Board of Appeals Program that is designed to enhance communication by responding through a formal process which can resolve legitimate disputes.

B. Scope

The Employee Appeal Program is available to all full-time and part-time employees who have successfully completed their employment probation period. This program is *not* available to individuals employed in a temporary status. A non-probationary employee who has been involuntarily terminated is eligible to submit an appeal concerning issues related to the termination within the time constraints noted in the procedure.

C. Policy

If the complaint is not resolved to the employee's satisfaction, he/she may appeal in writing to the Fire Chief to be heard by the Board of Appeals. The initiation of the employee appeal process in good faith by an employee should not adversely affect their standing as an employee. An employee should not be retaliated against for raising concerns of this nature brought forward with a good faith belief that a problem exists.

Group appeals are not permitted, and one person may not speak for employees who have not been personally elected to participate in the appeal process.

An employee may withdraw an appeal at any time. Once withdrawn, however, it may not be re-initiated. If the employee does not meet the time constraints outlined in the procedure, employee appeal decisions will remain as defined by prior actions.

Human Resources is available to provide employees consultation and other assistance on a problem at any time prior to or during the appeal procedure.

SECTION 9

BOARD OF INQUIRY

A. Purpose

To investigate incidents within the District that are of a serious nature and raise concerns regarding safety, serious injury, death, property damage, major equipment failure or employee performance and welfare.

B. Scope

Employees and volunteers.

C. Policy

It is the policy of the District to convene a Board of Inquiry to investigate internal matters concerning on-the-job accidents, vehicle accidents, major property damage incidents and incidents that may result in disciplinary action.

It will be the responsibility of the employee's supervisor to recommend to the Safety Officer and the Fire Chief the need to hold an inquiry.

SECTION 10

PERFORMANCE MANAGEMENT

10.1 PERFORMANCE APPRAISALS

A. Purpose

To ensure consistent approach is followed for conducting Annual Performance Reviews, and that job-related skills, knowledge, competencies and behaviors are evaluated and compared against set standards and District objectives.

B. Scope

Employees and volunteers.

C. Policy

The performance appraisal provides a means for discussing, planning and reviewing the performance of each employee while improving individual, team (where applicable), and District performance.

SECTION 11

TIME OFF

11.1 GENERAL LEAVE

It is the policy of the Northwest Fire District to allow employees time off, not to exceed six (6) calendar weeks in any twelve (12) month period, according to the following leave guidelines. Employees will be required to return to work on their next regularly scheduled day following the leave.

11.2 PAID TIME OFF (PTO)

A. Purpose

To provide employees with a benefit that allows for time away from work, whether its vacation, illness, emergency, or other personal reasons.

B. Scope

Regular full-time employees.

C. Policy

New hire regular full-time employees begin earning PTO on day one of employment. PTO is accrued bi-weekly in hourly increments based on an employee's length of service.

Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO. PTO is not earned in pay periods during which unpaid leave is taken. The bi-weekly PTO accrual is added to the employee's current fiscal year PTO accrual when the bi-weekly pay is processed.

PTO must be approved before the leave is taken by the employee's supervisor.

11.2.1 PAID TIME OFF (PTO) ACCUMULATION, PAYOUT AND ROLLOVER

A. Purpose

To contain organizational financial liability relative to PTO accumulations while providing flexible options to District employees for PTO utilization.

B. Scope

Eligible regular full-time employees.

C. Policy

Northwest Fire District limits the accumulation of PTO hours in an employee's PTO Bank, to a maximum of one thousand, five hundred (1,500) hours for 56-

hour personnel, and one thousand sixty-five (1,065) hours for 40-hour personnel.

11.3 UNION PTO BANK

A. Purpose

To provide a paid time off benefit allowing Union Members to participate in authorized Union activities when scheduled for duty without using any personal paid time off (PTO).

B. Scope

Full-time employees of the Northwest Fire District who are union members authorized by the President of the Northwest Local to represent the International Association of Firefighters Local #3572 for union activity.

C. Policy

Northwest Fire District allows paid time off hours to be maintained in a separate Union PTO Bank. These hours are donated to the Union PTO Bank on an as needed basis.

11.4 BEREAVEMENT LEAVE

A. Purpose

To establish guidelines for paid leave of absence for bereavement for the death of an employee's immediate family member, as defined in the Policy.

B. Scope

Regular full-time employees.

C. Policy

In the event of the death of an employee's immediate family member or the employee's spouse's immediate family member, the employee shall be granted paid time off.

11.5 MILITARY LEAVE

A. Purpose

To enable employees of the Northwest Fire District, who are members of any military branch, reserve or auxiliary of the armed forces, and are under orders for short tour training, attending camps, maneuvers, formations or drills, to be granted military leave to satisfy their military training and orders.

B. Scope

Arizona Revised Statutes (A.R.S.), § 26-168 and § 38-610 authorize Military Leave or National Guard Duty. In addition, Northwest Fire District will also abide by all the provisions of the Uniformed Services Employment and Re-employment Act (USERRA), and will grant military leave to all eligible full-time and part-time employees.

C. Policy

If at the request of, and for the convenience of the United States Government, Military Leave may be granted to full-time and part-time employees.

The cumulative length of service that causes employees to be absent from a position may not exceed five (5) years. The five (5) year limit does not include:

- Inactive duty training
- Annual training
- Involuntary recall to active duty
- Involuntary retention on active duty
- Voluntary or involuntary active duty in support of war, national emergency or certain operational missions such as the current Homeland Defense operational mission and reservist call up. {Title 38, U.S. Code, Chapter 43, Duration of Service, Section § 4312 (c).}

11.6 JURY DUTY

A. Purpose

To establish guidelines for paid leave of absence while on jury duty.

B. Scope

All regular full-time, part-time and temporary employees.

C. Policy

In order to remove some of the financial burden inherent in serving on jury duty, full-time, part-time or temporary employees ordered to jury duty will be compensated on the basis of the difference between the pay received for jury duty and the employee's normal rate of pay for scheduled workdays.

11.7 WITNESS LEAVE

A. Purpose

To establish guidelines for paid leave of absence while testifying as a witness in cases arising from the course of employment.

B. Scope

Regular full-time, part-time, and temporary employees.

C. Policy

Full-time, part-time or temporary employees subpoenaed to appear as witnesses in a case arising from actions during the course of employment will be compensated as though they were on duty and coverage will be provided.

11.8 TIME OFF TO VOTE

A. Purpose

To provide employees with up to two (2) hours paid time off to vote.

B. Scope

All employees scheduled to work on election days.

C. Policy

Northwest Fire District encourages its employees to participate in the election of government leaders. Therefore, if an employee does not have sufficient time outside their regular scheduled workday to vote, the District will allow adequate time off, up to two (2) hours, at the beginning or ending of the workday to exercise this right.

11.9 FAMILY MEDICAL LEAVE ACT (FMLA)

A. Purpose

To inform employees of the Federal Law mandating employers to designate qualifying events as FMLA, providing employees with a leave of absence for personal or family medical reasons, in accordance with the Family Medical Leave Act of 1993.

B. Scope

Employees who have been employed by the District for at least twelve (12) months and have been employed by the District for at least one thousand, two hundred fifty (1,250) hours during the twelve (12) months preceding the commencement of the leave.

C. Policy

In general, in accordance with the Family and Medical Leave Act of 1993, eligible employees are entitled to a total of twelve (12) workweeks of leave in any twelve (12) month period (counted forward utilizing a calendar approach from January through December) for any of the following reasons:

1. The birth, adoption, foster care of a child, or to care for a newborn.

2. A serious health condition of the employee, which renders him/her unable to perform the functions of the position.
3. The care of an immediate family member with a serious health condition.
4. Because of any qualifying *exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is in the National Guard, or a Reservist, or is on an covered active duty service member (or has been notified of an impending call or order to covered active duty) in the Armed Forces. Leave may be taken intermittently or on a reduced leave schedule.
5. The entitlement to leave for the birth or placement of a son or daughter shall expire at the end of the 12-month period beginning on the date of such birth or placement.
6. Service Member Family Leave, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a single 12-month period to care for the service member. The leave described in this paragraph shall only be available during a single 12-month period.
7. Combined leave total during the single 12-month period, an eligible employee shall be entitled to a combined total of 26 workweeks of leave.

Nothing in this paragraph shall be construed to limit the availability of leave during any other 12-month period. NOTE: In general, even if the employee does not request FMLA and the District, defined as a representative of the District (i.e., manager, supervisor, lead, acting position), is made aware of the situation, the employee will be notified as to the requirement, per District policy, to complete FMLA paperwork. This is not an option; it is the District's legal obligation to comply with FMLA.

11.10 LEAVE OF ABSENCE

A. Purpose

To provide employees who don't qualify for FMLA or employees who have exhausted FMLA and need extended time off to attend to personal needs if extenuating circumstances deem it necessary to be away from work for a period of time.

B. Scope

Employees.

C. Policy

Employees needing a leave of absence to may extended time away from work when possible without disruption to District operations.

11.11 WORK TRADES

A. Purpose

To allow shift employees to manage their time off without using Paid Time Off (PTO) hours or taking leave without pay (LWOP).

B. Scope

This policy applies to all shift employees except those on disciplinary probation, on Administrative Leave Without Pay, on a Performance Improvement Plan or owing other employee(s) 120 hours or more in work trades.

C. Policy

Qualified employees may trade assigned shifts (or partial shifts), at the sole discretion of the affected employees' supervisors, provided the operational effectiveness of the District is maintained.

11.12 EARNED PAID SICK TIME

Effective 7/01/17, per Arizona State Law

A. Purpose

To comply with The Fair Wages and Healthy Families Act, Arizona Revised Statutes § 23-373, Northwest Fire District provides for earned paid sick time to employees who are not participating in a robust Paid Time Off Program.

B. Scope

Part-time and temporary employees.

C. Policy

Due to a part-time employee's ineligibility for the District's Paid Time Off (PTO) program, her/she is eligible to participate in the District's Earned Paid Sick Time (PST) program and may begin accruing time on date of hire.

In the PST program, a part-time employee earns one (1) hour of paid sick time for every (30) hours worked. Employees are not entitled to accrue or use more than 40 hours of PST per year. When this earned sick time is used by the part-time employee, it is paid to the employee at his/her regular hourly rate of pay. If the employee's PST bank does not reach the legal mandated cap of 40 hours in a fiscal year, the PST bank balance is carried over to the next fiscal year.

Upon separation of employment, the employee's PST bank is ineligible for payout.

Reasons for use of the PST bank surpasses the Family Medical Leave Act requirements of a serious health condition, to include, a public health emergency and absence due to domestic violence, sexual violence, abuse, or stalking. Part-time employees may use earned paid sick time for themselves or for family members.

If an employee believes he/she have been retaliated and/or discriminated against by a District supervisor or manager for (1) asserting any claim or right under the Act, including requesting or using earned paid sick time; (2) assisting any person in doing so; or (3) informing any person of their rights under the Act, each employee has the right to file a complaint with the Industrial Commission of Arizona's Labor Department.

11.13 HOLIDAYS

A. Purpose

To provide a competitive paid time off benefit for recognition of holidays.

B. Scope

Regular full-time employees.

C. Policy

(http://www.hr.state.az.us/HR_Professional/HRP_State_Service_Holidays.asp)

As a political sub-division of the state, the District follows state observed holidays. The administrative offices will be closed on the state observed day in honor of the holiday, and all regular full-time (40) hour and part-time personnel who are normally scheduled to work that day will have the day off. Eligible employees (see Administrative Procedures for details) receive up to a maximum of regular scheduled work hours at straight time pay for the observed holiday.

If the holiday falls on a Saturday, then it is observed on Friday. If the holiday falls on a Sunday, then it is observed on Monday.

HOLIDAYS (<http://www.azleg.state.az.us/ars/1/00301.htm>)

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

SECTION 12

BENEFITS

12.1 PROFESSIONAL DEVELOPMENT

A. Purpose

To develop the knowledge, skills, and abilities of Northwest Fire District employees in order to keep employees safe and increase the efficiency and effectiveness of service delivery to the community.

B. Scope

Regular full-time employees who have successfully completed their initial probationary period. In some instances, employees within their initial "entry level" probationary period may be afforded the opportunity to attend college-level courses as recommended and approved by management.

C. Policy

It is the policy of Northwest Fire District to encourage professional training and education by providing tuition reimbursement for college courses, not reimbursed to the employee by other organizations, and professional training opportunities of a vocational, hands-on nature.

12.2 PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS)

A. Purpose

To reward suppression employees for loyal and faithful service and assist them in financial preparation for retirement.

B. Scope

Regular full-time employees who qualify to participate in Public Safety Personnel Retirement System (PSPRS).

C. Policy

It is the policy of Northwest Fire District to reward regular full-time suppression and other PSPRS-eligible employees for their service, and to aid them in preparing for their retirement by providing a contribution to the Public Safety Personnel Retirement System (PSPRS).

12.3 DEFERRED RETIREMENT OPTION PLAN (DROP)

A. Purpose

To reward Public Safety Personnel Retirement System members for loyal and faithful service and assist them in financial preparation for retirement.

B. Scope

Regular full-time employees who qualify to participate in Public Safety Personnel Retirement System (PSPRS).

C. Policy

A member with 20 or more years of credited service under PSPRS is qualified to enter into the DROP program with Northwest Fire District.

12.4 ACCIDENTAL DEATH AND DISMEMBERMENT

This employer sponsored insurance offers death, dismemberment and medical coverage to Northwest Fire District's regular employees, and volunteers.

12.5 ARIZONA STATE RETIREMENT SYSTEM (ASRS)

A. Purpose

To reward non-suppression employees for loyal and faithful service and assist them in preparing for retirement.

B. Scope

Regular full-time, part-time, temporary non-Public Safety Personnel Retirement System (PSPRS) employees and other employees who do not qualify for PSPRS who work twenty (20) or more hours per week for at least twenty (20) weeks per fiscal year in a position that is included in the District's agreement with the State of Arizona for social security coverage.

C. Policy

It is the policy of the Northwest Fire District to reward employees for their service and to aid them in preparing for their retirement by providing a contribution to a retirement plan.

12.6 WITHDRAWAL OF FUNDS

An employee's retirement benefits in the plan may be distributed upon termination, retirement, death or disability.

ASRS - The employee or his/her beneficiary must contact Arizona State Retirement System (ASRS) at (520) 239-3100 for instructions.

PSPRS - The employee must file applicable paperwork through Human Resources.

12.7 RETIREE HEALTH INSURANCE

A. Purpose

To assist retired employees with protection in the event there is a need for medical attention.

B. Scope

This policy applies to Arizona State Retirement System and Public Safety Personnel Retirement System employees who meet the requirements of a retirement.

C. Policy

It is the policy of the Northwest Fire District to make available group health, dental, and vision insurance benefits to retired employees at a group discount rate. The retiree's monthly insurance premiums may differ from the premiums reflected for active full-time employee tiers. Per A.R.S. §38-857, the District accepts from the retiree's pension system a subsidy towards the retiree's health and dental premium(s), with the balance being paid by the retiree.

Effective July 1, 2016, insurance premiums for retiree plans will be increased to 30% above active member premiums. The District will cover the 30% increase from July 1, 2016 until December 31, 2017, after which time the retiree will be responsible for 100% of the premium.

Health insurance coverage is available to the retiree for the length of time the District offers health insurance to its active full-time employees, unless or until the retiree is eligible to be covered by other insurance (i.e., Medicare, New Employer, etc.), outside of the employee's pension plan insurance options, or a dependent of a person eligible to be covered or is covered by any other health insurance plan, program, or pool. Only the same tier (or lower) of coverage held during active status will be available at the time of retirement.

12.8 POST EMPLOYMENT HEALTH PLAN

A. Purpose

To assist retired or separated employees with health care related costs at the time of separation from employment.

B. Scope

Employees participating in Arizona State Retirement System or Public Safety Personnel Retirement System.

C. Policy

It is the policy of the Northwest Fire District to ensure that eligible employees are offered every option to make a seamless transition from employment into retirement or separation.

12.9 DEFERRED COMPENSATION

A. Purpose

To provide employees with an additional way to invest personal income toward retirement.

B. Scope

Regular full-time employees.

C. Policy

1. Employees may enroll in any District sponsored plan.
2. Payroll deduction will be utilized to participate in these programs.

12.10 GROUP HEALTH INSURANCE

A. Purpose

To assist employees and their families in providing protection in the event of a need for medical attention.

B. Scope

Eligible 30-hour per week employees and regular full-time employees.

C. Policy

It is the policy of the Northwest Fire District to make available group health insurance benefits.

12.11 DENTAL INSURANCE

A. Purpose

To provide dental coverage to all eligible employees.

B. Scope

Regular full-time employees who meet the eligibility guidelines in this Policy.

C. Policy

It is the policy of the Northwest Fire District that regular full-time employees are eligible to participate in the District's dental plan(s).

12.12 SHORT TERM DISABILITY INSURANCE (STD)

A. Purpose

To provide full-time employees with compensation in the event of an extended not-work-related illness, pregnancy or injury.

B. Scope

Regular full-time employees.

C. Policy

It is the policy of the District to provide employees with a short term disability plan should they become partially or totally disabled due to an extended non-work-related illness, pregnancy or injury.

Employees become eligible for this coverage immediately upon being hired by the District. Compensation assistance begins on the thirty-first (31st) day that an employee has been unable to work due to an extended non-work-related illness, pregnancy or injury. Compensation assistance is payable for up to twenty-two (22) weeks or if a physician declares the employee disabled, whichever comes first.

The employee may supplement STD with Paid Time Off.

NOTE: This benefit is subject to budgetary constraints and should not be considered a condition of employment.

12.13 CONTINUATION OF DISTRICT GROUP HEALTH BENEFITS/COBRA

A. Purpose

To comply with federal mandates requiring continuation of group health benefits, and to offer employees and their dependents an extension of their health benefits.

B. Scope

Employees who are employed a minimum of 30 hours per week are eligible for the District group health plan(s).

C. Policy

In circumstances where coverage would otherwise cease, employees and their eligible dependents will be offered the opportunity for a temporary extension of their health coverage at District group insurance rates plus administrative fee.

12.14 LIFE INSURANCE

A. Purpose

To provide full-time employees with insurance coverage in the event of death.

B. Scope

Regular full-time employees.

C. Policy

The District provides employer sponsored life insurance as a benefit to its eligible employees.

Upon separation of employment with the District, an employee may continue the life insurance coverage at a quoted rate from the insurance company.

NOTE: This benefit is subject to budgetary constraints and should not be considered a condition of employment.

12.15 STATUTORY BENEFITS

A. Purpose

To comply with federal and state law(s) covering mandated benefits.

B. Scope

Employees, with the exception of Social Security for those members of the Public Safety Personnel Retirement System, as they are exempt from Social Security per Joinder Agreement, effective July 01, 1992.

C. Policy

In accordance with state and federal law, Northwest Fire District provides mandated benefits for all employees effective upon the start of employment. These benefits include Social Security (FICA), Workers' Compensation, and Unemployment Insurance.

12.16 WORKERS' COMPENSATION

All employees are covered in the event of a work-related illness or injury.

12.17 SUPPLEMENTAL BENEFITS PLAN FOR PUBLIC SAFETY EMPLOYEES

A. Purpose

To meet the requirements of A.R.S. §38-961, Public safety officer; duty-related injury; supplemental benefits plan; definitions.

B. Scope

This policy applies to eligible Public Safety Personnel Retirement System (PSPRS) active employees who are approved to participate in the plan.

C. Policy

The District provides additional economic benefits to suppression employees who are injured and eligible for a specific category of workers' compensation benefits.

SECTION 13

INJURY, ILLNESS, AND SUPPORT

13.1 ON DUTY INJURIES OR ILLNESSES

A. Purpose

To provide Workers' Compensation insurance benefits information for work-related injury or illness as required by federal law.

B. Scope

Employees and volunteers.

C. Policy

Northwest Fire District provide benefits under the Workers' Compensation Act in the event of a job-related injury or illness, and it is District policy to follow regulatory requirements.

13.2 OFF DUTY INJURIES OR ILLNESSES

A. Purpose

To provide compensation benefits for non-work-related injuries or illnesses.

B. Scope

Full-time employees.

C. Policy

Northwest Fire District's Short-Term Disability carrier provides supplemental income to assist employees when off work due to a non-work-related injury or illness.

13.3 LIGHT DUTY

Light Duty options may be available if either Uniform or Non-Uniform personnel may not return to full duty and have restrictions placed on them by their personal physician and/or the District physician.

13.4 TRAINING, SEMINARS AND/OR CLASSES

If an employee is off work, whether due to an on or off duty injury or illness, he/she is prohibited from attending District sponsored training, seminars and/or classes, unless released to light or regular duty by a physician.

13.5 EMPLOYEE ASSISTANCE PROGRAM AND CRITICAL INCIDENT STRESS MANAGEMENT

A. Purpose

To provide NWFD personnel and their families with a comprehensive system of mental health & wellness support services.

B. Scope

The full scope of services is available to employees and volunteers. Some services such as EAP are limited due to their connection to paid benefits. Other services such as Peer Support and access to referrals are available to all NWFD employees and associated personnel (example: interns and volunteers).

C. Policy

To provide access to a variety of mental health and wellness services both in-house and via referral to external mental health professionals.

13.6 MEDICAL LEAVE ASSISTANCE PROGRAM

A. Purpose

To allow individuals to assist fellow employees by donating PTO hours in the event of a serious medical situation or other circumstance, which creates a severe financial hardship.

B. Scope

Non-contract, full-time employees.

C. Policy

It is the policy of Northwest Fire District to allow employees to donate accrued PTO to other employees in the instance of a serious medical situation of the employee or his/her immediate family or in the case of extreme financial hardship, if the employee has depleted all of his/her accrued PTO hours

SECTION 14

COMPENSATION

14.1 ADMINISTRATION

A. Purpose

As an employer, Northwest Fire District strives to maintain a compensation system that is flexible enough to ensure that the District is able to recruit and retain a highly qualified workforce, while providing the structure necessary to effectively manage the overall compensation program.

B. Scope

Regular full-time employees.

C. Policy

The District's compensation system compares organizational positions to the market by using local and industry specific survey data. The market data primarily includes public sector agencies and similar positions within the private sector. Inclusive is survey data for more specialized positions (for example: information systems, marketing and human resources).

The system evaluates external equity, which is the relative marketplace job worth of every District job directly comparable to similar jobs.

The system evaluates internal equity, which is the relative worth of each job in the District when comparing the required level of job competencies, formal training, experience, responsibility, and accountability of one job to another and arranging all jobs in a formal job grading structure or in broadbands (positions with similar qualifications, responsibilities, and accountability).

Based on this type of compensation system, the District maintains two pay plans: Suppression and Non-Suppression. Within these pay plans, non-exempt (hourly) personnel are placed into grades and steps, while exempt (salary) personnel are placed into pay ranges. The District's compensation system is reviewed every 3 to 5 years for external changes to the market, and approved by the Fire Chief and Northwest Fire District Governing Board for implementation.

14.2 ON-CALL PAY

A. Purpose

To establish on-call compensation for an employee who maintains his or her availability during off-duty hours to return to work and perform emergency or needed tasks.

B. Scope

Eligible regular full-time employees who are non-exempt (hourly) and assigned to be on-call.

C. Policy

Personnel who are assigned to the following areas may be placed on an on-call status:

- Fleet Services
- Prevention and Safety
- Public Information Officer
- Community Assistance Program
- Building Maintenance
- PPE and Equipment Services
- Information Technology (IT)

14.3 WAGE DIFFERENTIALS

A. Purpose

To compensate Uniform employees who will be utilized in a manner above and beyond current position and who possess additional skills or certifications, which are above and beyond the basic requirements of their rank/position.

B. Scope

Uniform employees below the rank of Battalion Chief.

C. Policy

The District has a defined number of budgeted positions available for employees with special skills or special team assignments. Therefore, an employee may be required to apply and test for an assignment for a position compensated by differential pay.

The following skilled areas may be compensated by a wage differential:

- Hazardous Materials Technician
- Technical Rescue Technician
- Fire Investigations

14.4 INTERNAL SPONSORSHIP PARAMEDIC STIPEND

A. Purpose

To pay a budgeted stipend to a Firefighter who has been internally sponsored for and has completed Paramedic Certification Training, but has yet to be promoted into the position of Paramedic.

B. Scope

This policy applies to all employees who are currently classified as Firefighters, but were internally sponsored and have successfully completed Paramedic Certification Training.

C. Policy

It is the policy of the District to compensate the Firefighter who was internally sponsored for and successfully completed Paramedic Certification Training. The compensation shall be the budgeted stipend and will be based on budget availability and District need.

14.5 ACTING PAY

A. Purpose

To adequately compensate an employee who is acting in a different capacity than that for which the employee is normally compensated.

B. Scope

Employees.

C. Policy

In the event that an employee is temporarily assigned to a budget funded position of a higher rank, his/her pay will be increased to the assigned rank's pay grade and nearest step, effective the same work week.

14.6 WORK SCHEDULES

A. Purpose

To designate hours of work and define the workweek in order to remain in compliance with the timekeeping requirements of the Fair Labor Standards Act.

B. Scope

Regular full-time and part-time employees.

C. Policy

Northwest Fire District will establish work schedules based on the work week, Fair Labor Standard Act classification (i.e., exempt or non-exempt), as deemed

necessary based upon such factors as workload, customer service need, and the efficient management of employees.

Supervisors are entitled to establish schedules, reschedule hours of work, and schedule overtime hours as deemed necessary based on workloads.

14.7 PAY PERIODS/PAYCHECK DISTRIBUTION

A. Purpose

To establish a pay schedule to comply with wage and hour regulations governing payment of wages.

B. Scope

Employees.

C. Policy

Wage payments are made on a bi-weekly basis (every other week).

14.8 TIMEKEEPING REQUIREMENTS

A. Purpose

To ensure compliance with the timekeeping requirements set forth by the Wage and Hour Division of the Civil Rights Commission.

B. Scope

Employees.

C. Policy

In order to maintain accurate time records, all paid employees are required to submit time through the INCODE payroll system on a daily, weekly, or bi-weekly basis after completion of work day(s).

NOTE: Telestaff is a scheduling system and not part of this policy

14.9 EMERGENCY PAYROLL ADVANCE

A. Purpose

To provide employees with emergency funds via payroll advance.

B. Scope

Employees.

C. Policy

An employee may be eligible to receive an advance in pay from the District to cover an unforeseen budgetary need.

14.10 OVERTIME AND COMPENSATORY TIME OFF

A. Purpose

To comply with state and federal laws applicable to overtime and compensatory time off.

B. Scope

The overtime portion of this policy applies to non-exempt (hourly) employees; the compensatory time off portion of this policy applies to regular full-time, non-exempt (hourly) employees of Northwest Fire District.

C. Policy

Northwest Fire District will at times require non-exempt (hourly) employees to work overtime when deemed necessary by a supervisor. Non-exempt (hourly) employees will receive payment or compensatory time off (if applicable) for overtime in accordance with the overtime provisions of the Fair Labor Standards Act.

14.11 EMPLOYEE TRAVEL TIME

A. Purpose

To inform employees that compensation is provided during times of District mandated travel within and outside of Pima County, and to ensure compliance with the Fair Labor Standards Act (FLSA).

B. Scope

Non-exempt (hourly) employees.

C. Policy

It is the policy of Northwest Fire District to comply with the guidelines of the FLSA with respect to compensating employee travel time.

14.12 PERSONAL FINANCES/GARNISHMENTS

A. Purpose

To comply with legal requirements surrounding wage attachments.

B. Scope

Employees.

C. Policy

Northwest Fire District views the attachment of an employee's wages (garnishment) as a serious matter, and encourages employees to make necessary arrangement for payment to creditors in order to minimize the need for District assistance in collection and payment of such obligations.

14.13 EXEMPT EMPLOYEE COMPENSATION

A. Purpose

To define acceptable and unacceptable pay reductions for exempt employees of the Northwest Fire District.

B. Scope

Exempt (Salary) employees.

C. Policy

It is the policy of the District, in accordance with the Fair Labor Standards Act regulations, that exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed.

Provisions Mandated by the Salary Basis Rules - While exempt employees normally must receive their full salaries for any week in which they perform any work, without regard to the number of days or hours worked, they need not be paid for any workweek in which they perform no work at all for the District.

SECTION 15

FINANCE

To establish and document a policy framework for fiscal decision-making, the Fire Chief will develop and maintain a comprehensive set of Financial Management Policy Statements. The aim of these policies is to ensure that financial resources are available to meet the present and future needs of the citizens of Northwest Fire District. Specifically, this policy framework mandates the pursuit of the following fiscal objectives:

15.1 REVENUES

A. Purpose

To design, maintain and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired District services.

B. Scope

Employees.

C. Policy

1. *Balance and Diversification in Revenue Sources* - The District shall strive to maintain a balanced and diversified revenue system to protect the District from fluctuations in any one source due to changes in local economic conditions which adversely impact that source.
2. *User Fees* - For services that benefit specific users, the District shall establish and collect fees to recover the costs of those services. The District Board shall determine the appropriate cost recovery level and establish the fees. Where feasible and desirable, the District shall seek to recover full direct and indirect costs. User fees shall be reviewed on a regular basis to calculate their full cost recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary.
3. *Property Tax Revenues/Tax Burden* - The District shall endeavor to reduce its reliance on property tax revenues by revenue diversification, implementation of user fees, and economic development. The District shall also strive to minimize the property tax burden on citizens.

4. *Revenue Estimates for Budgeting* - To maintain a stable level of services, the District shall use a conservative, objective, and analytical approach when preparing revenue estimates. The process shall include analysis of probable economic changes and their impacts on revenues, historical collection rates, and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year and should avoid mid-year service reductions.
5. *Revenue Collection and Administration* - The District shall maintain high collection rates for all revenues by keeping the revenue system as simple as possible to facilitate payment. In addition, because revenue should exceed the cost of producing it, the District shall strive to control and reduce administrative costs. The District shall pursue to the full extent allowed by state law all delinquent taxpayers and others overdue in payments to the District.
6. *Write-off of Uncollectible Accounts* - The District shall monitor payments due the District (accounts receivable) and periodically write-off accounts where collection efforts have been exhausted and/or collections efforts are not feasible or cost-effective.
7. *Use of One-time Resources* - The District shall discourage the use of one-time revenues for ongoing expenditures.
8. *Use of Unpredictable Revenues* - The District shall exercise caution with the use of unpredictable revenues for ongoing expenditures.

15.2 EXPENDITURES

A. Purpose

To identify priority services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

B. Scope

Employees.

C. Policy

1. *Current Funding Basis* – The District shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior year savings. (The use of fund balance shall be guided by the Fund Balance Policy Statements.)

2. *Avoidance of Operating Deficits* – The District shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit (i.e., projected expenditures in excess of projected revenues) is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of fund balance within the Fund Balance Policy. Expenditure deferrals into the following fiscal year, short-term loans, or use of one-time revenue sources shall be avoided to balance the budget.
3. *Maintenance of Capital Assets* – Within the resources available each fiscal year, the District shall maintain capital assets and infrastructure at a sufficient level to protect the District's investment, to minimize future replacement and maintenance costs, and to continue service levels.
4. *Periodic Program Reviews* – The Fire Chief shall undertake periodic staff and third-party reviews of District programs for both efficiency and effectiveness. Privatization and contracting with other governmental agencies will be evaluated as alternative approaches to service delivery. Programs which are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
5. *Purchasing* – The District shall conduct its purchasing and procurement functions efficiently and effectively, fully complying with applicable State laws. Staff shall make every effort to maximize any discounts offered by creditors/vendors. Staff shall also use competitive bidding or cooperative purchasing agreements to attain the best possible price on goods and services.

15.3 FUND BALANCE

A. Purpose

To maintain the fund balance of the various operating funds at levels sufficient to protect the District's creditworthiness as well as its financial position from emergencies.

B. Scope

Employees.

C. Policy

1. *General Fund Unassigned Fund Balance* – The District shall strive to maintain the General Fund unassigned fund balance at 20 percent of regular general fund operating revenues. After completion of the annual audit, if the unassigned fund balance exceeds 20 percent, the excess must be

specifically designated for subsequent year expenditures or transferred to the Capital Projects Fund. (The use of this Fund shall be guided by the Capital Expenditures and Improvements Policy Statements.)

2. *Use of Fund Balance* – Fund Balance shall be used only for emergencies, non-recurring expenditures, or major capital purchases that cannot be accommodated through current year savings. Should such use reduce the balance below the appropriate level set as the objective for that fund, restoration recommendations will accompany the decision to utilize said balance.
3. *Debt Service Funds* – The District shall maintain sufficient reserves in its debt service funds which shall equal or exceed the reserve fund balances required by bond ordinances or covenants. Ending fund balances dedicated to debt retirement shall be classified as “Restricted”.
4. *Special Funds* – Ending fund balances dedicated to capital expenditures shall be classified as “Restricted” if they are funded by bond proceeds, with all other ending capital fund balances classified as “Assigned”. Ending fund balances dedicated to grants shall be classified as “Restricted”. Ending fund balances dedicated to Medical Self Insurance shall also be classified as “Assigned”.

15.4 CAPITAL EXPENDITURES AND IMPROVEMENTS

A. Purpose

To annually review and monitor the state of the District's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

B. Scope

Employees.

C. Policy

1. *Capital Improvement Planning Program* – The District shall annually review the needs for capital improvements and equipment, the current status of the District's infrastructure, replacement and renovation needs, and potential new projects. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs and resource availability. For every capital project, all operation, maintenance, and replacement costs shall be fully costed.

Definition of a capital asset: Any item with a value in excess of \$5,000 and an estimated useful life of more than one year will be considered capital.

These items will continue to be included in the operating budget, within each cost center. Items such as minor equipment and furniture will not be in the capital improvement plan.

Definition of a capital project: A project expected to have a useful life greater than ten years and an estimated cost of \$30,000 or more. Capital projects include the construction, purchase, or major renovation of buildings; purchase of land and major landscaping projects.

A multi-year Capital Improvement Plan will be developed and updated annually, including anticipated funding sources. Projects meeting the above definition will be included in the capital improvement plan document rather than the operating budget document. The information will be tied to the operating budget and the totals for each account in the capital improvement plan will be included in the operating budget summaries for each fund. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs and resource availability. For every capital project, all operation, maintenance and replacement costs shall be fully costed.

2. *Replacement of Capital Assets on a Regular Schedule* – The District shall annually prepare a schedule for the replacement of its non-infrastructure capital assets. Within the resources available each fiscal year, the District shall replace these assets according to the aforementioned schedule.
3. *Capital Expenditure Financing* – The District recognizes that there are three basic methods of financing its capital requirements. It can budget the funds from current revenues; it can take the funds from fund balance as allowed by the Fund Balance Policy; or it can borrow money through debt. Debt financing includes general obligation bonds, revenue bonds, certificates of obligation, lease/purchase agreements, certificates of participation, commercial paper, and other obligations permitted to be issued or incurred under Arizona law. Guidelines for assuming debt are set forth in the Debt Policy Statements.
4. *Capital Projects Reserve Fund* – A Capital Projects Reserve Fund shall be established and maintained to accumulate funds for future capital expenditures for the purpose of utilizing pay-as-you-go to the greatest extent possible. This fund shall only be used to transfer accumulated resources to the Capital Projects Fund and/or General Fund to pay for current budgeted capital expenditures. Expenditures from this Fund shall be aimed at protecting the health and safety of citizens and employees, protecting the existing assets of the District, and ensuring public access to District facilities and information.

5. *Capital Inventory* – The District shall strive to perform a complete inventory of capital items at least every two years.

15.5 DEBT

A. Purpose

To establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.

B. Scope

Employees.

C. Policy

1. *Use of Debt Financing* – Debt financing, to include general obligation bonds, certificates of participation, commercial paper, lease/purchase agreements, and other obligations permitted to be issued or incurred under Arizona law, shall only be used to purchase capital assets that cannot be prudently acquired from either current revenues or fund balance. The useful life of the asset or project shall exceed the payout schedule of any debt the District assumes.
2. *Assumption of Additional Debt* – The District shall not assume more tax-supported general-purpose debt than it retires each year without conducting an objective analysis as to the community's ability to assume and support additional debt service payments.
3. *Affordability Targets* – The District shall use an objective analytical approach to determine whether it can afford to assume new general-purpose debt beyond what it retires each year. This process shall take into consideration any potential impact to the District's credit rating, the growth/decline in the District's taxable assessed value, and the targeted debt service tax rate. The process shall also examine the direct costs and benefits of the proposed expenditures. The decision on whether or not to assume new debt shall be based on these costs and benefits, the current conditions of the municipal bond market, and the District's ability to "afford" new debt as determined by the aforementioned standards.
4. *Debt Structure* – Generally, the District shall issue bonds with an average life of 20 years or less. The structure should approximate level debt service payments. There shall be no debt structures which include increasing debt service levels in subsequent years, with the first and second year of a bond payout schedule the exception. There shall be no "balloon" bond repayment schedules which consist of low annual payments and one large payment of

the balance due at the end of the term. There shall always be at least interest paid in the first fiscal year after a bond sale and principal starting generally no later than the second fiscal year after the bond issue.

5. *Call Provisions* – Call provisions for bond issues shall be made as short as possible consistent with the lowest interest cost to the District. When possible, all bonds shall be callable only at par.
6. *Continuing Disclosure* – The District is committed to providing continuing disclosure of financial and pertinent credit information relevant to the District's outstanding securities and will abide by the provisions of Securities and Exchange Commission (SEC) Rule 15c2-12 concerning primary and secondary market disclosure. District staff, with the assistance of the District's financial advisors and, if necessary, the District's bond counsel, will undertake to update financial and pertinent credit information within six months of the end of the District's fiscal year and at such other times as may be indicated by material changes in the District's financial condition.
7. *Debt Refunding* – District staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. As a general rule, the present value savings of a particular advance refunding should exceed 3.5% of the par amount of the refunded maturities.
8. *Interest Earnings* – Interest earnings received on the investment of bond proceeds shall be used to assist in paying the interest due on bond issues and bond project expenditures, to the extent permitted by law.
9. *Lease/Purchase Agreements* – Over the lifetime of a lease, the total cost to the District will generally be higher than purchasing the asset outright. As a result, the use of lease/purchase agreements and certificates of participation in the acquisition of vehicles, equipment and other capital assets shall generally be avoided, particularly if smaller quantities of the capital asset(s) can be purchased on a "pay-as-you-go" basis.

15.6 INVESTMENTS

A. Purpose

To invest District operating cash to ensure its safety, provide for necessary liquidity and optimize yield.

B. Scope

Employees.

C. Policy

1. *Cash Management Policy* – Subject to approval by the Fire Chief, the Director of Finance is authorized to promulgate a written Statement of Cash Management Rules and Regulations governing the District's cash management and investment activities, and to institute and administer such specific procedures and criteria as may be necessary to ensure compliance with the District's cash management policy. Specifically, this policy mandates the pursuit of the following overall goals and objectives:
 - a. All aspects of cash management operations shall be designed to ensure the safety and integrity of the District's financial assets.
 - b. Cash management activities shall be conducted in full compliance with prevailing local, state and federal regulations. Furthermore, such activities shall be designed to adhere to guidelines and standards promulgated by such professional organizations as the American Institute of Certified Public Accountants (AICPA), the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).
 - c. Operating within appropriately-established administrative and procedural parameters, the District shall aggressively pursue optimum financial rewards, while simultaneously controlling its related expenditures. Therefore, cash management functions which engender interaction with outside financial intermediaries shall be conducted in the best financial and administrative interests of the District.
 - d. The District shall design and enforce written standards and guidelines relating to a variety of cash management issues, such as the eligibility or selection of various financial intermediaries, documentation and safekeeping requirements; philosophical and operational aspects of the investment function; and such other functional and administrative aspects of the cash management program which necessitate standard setting in pursuit of appropriate prudence, enhanced protection of assets or procedural improvements.
 - e. Investments of the District, or of funds held in its possession in a fiduciary capability, shall be made with the exercise of that judgment and care, under circumstances then prevailing, which persons of

prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

2. *Interest Earnings* – Interest earned from investments shall be distributed to the operating and other District funds from which the money was provided.

15.7 INTERGOVERNMENTAL RELATIONS

A. Purpose

To coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis and support favorable legislation at the state and federal level.

B. Scope

Employees.

C. Policy

1. *Inter-local Cooperation in Delivering Services* – To promote the effective and efficient delivery of services, the District shall actively seek to work with other local jurisdictions in joint purchasing consortia, sharing facilities, sharing equitably the costs of service delivery, and developing joint programs to improve service to its residents.
2. *Legislative Program* – The District shall cooperate with other jurisdictions to actively oppose any state or federal regulation or proposal that mandates additional District programs or services and does not provide the funding to implement them. Conversely, as appropriate, the District shall support legislative initiatives that provide more funds for priority local programs.

15.8 GRANTS

A. Purpose

To seek, apply for and effectively administer federal, state and foundation grants-in-aid which address the District's current priorities and policy objectives.

B. Scope

Employees.

C. Policy

1. *Grant Guidelines* – The District shall apply, and facilitate the application by others, for only those grants consistent with the objectives and high priority

needs previously identified by the Governing Board. The potential for incurring ongoing costs, to include the assumption of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.

2. *Indirect Costs* – The District shall recover full indirect costs unless the funding agency does not permit it. The District may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant.
3. *Grant Review* – All grant submittals shall be reviewed for their cash match requirements, their potential impact on the operating budget, and the extent to which they meet the District's policy objectives. Board approval shall be sought prior to submission of a grant application. Should time constraints under the grant program make this impossible, the approval will be obtained to submit an application from the appropriate Assistant Fire Chief and then, at the earliest feasible time, seek formal Board approval. If there are cash match requirements, the source of funding shall be identified prior to application.
4. *Grant Program Termination* – The District shall terminate grant-funded programs and associated positions when grant funds are no longer available unless alternate funding is identified.

15.9 FISCAL MONITORING

A. Purpose

To prepare and present regular reports that analyze, evaluate, and forecast the District's financial performance and economic condition.

B. Scope

Employees.

C. Policy

1. *Financial Status and Performance Reports* – Monthly reports comparing expenditures and revenues to current budget, projecting expenditures and revenues through the end of the year, noting the status of fund balances to include dollar amounts and percentages, and outlining any remedial actions necessary to maintain the District's financial position shall be prepared for review by the Fire Chief and the Board.
2. *Five-year Forecast of Revenues and Expenditures* – A five-year forecast of revenues and expenditures, to include a discussion of major trends affecting the District's financial position, shall be prepared in anticipation of the annual budget process. The forecast shall also examine critical issues facing

the District, economic conditions, and the outlook for the upcoming budget year.

3. *Status Report on Capital Projects* – A summary report on the contracts awarded, capital projects completed and the status of the District's various capital programs will be prepared at least quarterly and presented to the Fire Chief and the Board.
4. *Compliance with Board Policy Statements* – Financial policies will be reviewed annually by the Governing Board and updated, revised or refined as deemed necessary. Policy statements adopted by the Board are guidelines and occasionally exceptions may be appropriate and required. However, exceptions to stated policies will be specifically identified and the need for the exception will be documented and fully explained.

15.10 FINANCIAL CONSULTANTS

A. Purpose

With available resources to seek out and employ the assistance of qualified financial advisors and consultants in the management and administration of the District's financial functions.

B. Scope

Employees.

C. Policy

Advisors and consultants shall be selected using objective questionnaires and requests for qualifications/proposals based upon demonstrated expertise relative to the scope of work to be performed and appropriately competitive fees. These areas include, but are not limited to, investments, debt administration, financial accounting systems, program evaluation, and financial impact modeling.

15.11 ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

A. Purpose

To comply with prevailing federal, state and local statutes and regulations, as well as current professional principles and practices.

B. Scope

Employees.

C. Policy

1. *Conformance to Accounting Principles and Recommended Practices* – The District accounting practices and financial reporting shall conform to generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).
2. *Selection of Auditors* – Every five years, the District shall request proposals from all qualified firms, including the current auditors if their past performance has been satisfactory, and the District Board shall approve the selection of an independent firm of certified public accountants to perform an annual audit of the books of account, records and transactions, opining on the Basic Financial Statements and Single Audit Report and reporting the results and recommendations to the Governing Board.
3. *Audit Completion* – The District seeks to have its Comprehensive Annual Financial Report (CAFR) and Single Audit Report audited and available within 180 days and 270 days respectively after the close of its previous fiscal year, which ends June 30. In the event the presentation of the CAFR and Single Audit is delayed beyond the first regular Governing Board meeting in January, the Fire Chief shall provide a report on the status and expected completion date of the audit at its first regular Governing Board meeting in January.

15.12 INTERNAL CONTROLS

A. Purpose

Maintain an internal control structure designed to provide reasonable assurance that District assets are safeguarded and that the possibilities for material errors in the District's financial records are minimized.

B. Scope

Employees.

C. Policy

1. *Proper Authorizations* – Procedures shall be designed, implemented and maintained to ensure that financial transactions and activities are properly reviewed and authorized.
2. *Separation of Duties* – Job duties will be adequately separated to reduce to an acceptable level the opportunities for any person to be in a position to both perpetrate and conceal errors or irregularities in the normal course of assigned duties.

3. *Proper Recording* – Procedures shall be developed and maintained that will ensure financial transactions and events are properly recorded and that all financial reports may be relied upon as accurate, complete and up-to-date.
4. *Access to Assets and Records* – Procedures shall be designed and maintained to ensure that adequate safeguards exist over the access to and use of financial assets and records.
5. *Independent Checks* – Independent checks and audits will be made on staff performance to ensure compliance with established procedures and proper valuation of recorded amounts.
6. *Costs and Benefits* – Internal control systems and procedures must have an apparent benefit in terms of reducing and/or preventing losses. The cost of implementing and maintaining any control system should be evaluated against the expected benefits to be derived from that system.

15.13 BUDGET PROCESS

A. Purpose

To establish guidelines for budgeting to help ensure a financially sound District and establish a long-range financial planning process that assesses the long-term financial implications of current and proposed operating and capital budgets.

B. Scope

Employees.

C. Policy

1. *Operating Budget and Capital Improvement Projects (CIP)* – The operating budget and CIP together shall serve as the annual financial plan for the District. They will serve as the policy documents of the Governing Board for implementing its Visions, Goals, and Objectives. The budget shall provide staff with the resources necessary to accomplish the Governing Board's determined service levels.
2. *Budget Deadlines* – The Fire Chief, or designee, shall annually prepare and present a proposed operating budget to the Governing Board at least two months before the beginning of each fiscal year; and the Governing Board will adopt a final budget no later than June 30 of each year. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted.

3. *Balanced Budget* – The proposed budget will be structurally balanced for the ensuing fiscal year pursuant to prevailing state and local law. A structurally balanced budget is further defined as recurring revenues funding recurring expenditures with adherence to fund balance policies. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques.
4. *Current Funding Basis* – The District shall budget and operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues. Recurring expenditures will be funded exclusively with recurring revenue sources to facilitate operations on a current funding basis.
5. *Use of Non-recurring Revenues* – Non-recurring revenue sources, such as a one-time revenue remittance or fund balance in excess of policy can only be budgeted/used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. This will ensure that recurring expenditures are not funded by non-recurring sources.
6. *Budget Management* – The Governing Board shall delegate authority to the Fire Chief in managing the budget after it is formally adopted, including transfer of funds within program, between programs, and between departments. The Fire Chief may further delegate levels of authority for the daily operation of the budget. Additionally, any expenditure of contingency funds must be pre-approved by the Governing Board.
7. *Level of Budget Adoption* – The annual budget shall be adopted at the Category Level for all funds, except for the General Fund, where the category levels are defined by Division. This establishes the level of budgetary control by the District via the authorizing resolution adopting the budget.
8. *Appropriations* – All appropriations shall lapse at the end of the budget year.

15.14 AMBULANCE BILLINGS AND COLLECTIONS

A. Purpose

To establish procedures for the billing and collecting as it pertains to ambulance services provided by the Northwest Fire District. Further, it is also to ensure that appropriate procedures are followed in writing off uncollectible accounts.

B. Scope

Employees and vendors.

C. Definitions

1. "Ambulance Rates": Refers to the billing rates charged for ambulance services provided by Northwest Fire District.
2. "Balance Billing": The process of invoicing the recipient of ambulance services that portion of the total cost which is not covered by medical insurance. This process is required in order to comply with Medicare regulations.
3. "Billing and Collection Fee": Refers to the fee paid to the District Billing Agent for services rendered. Generally, the District Billing Agent will be compensated based upon a percentage of total funds collected, less any refunds, for ambulance services rendered.
4. "District Billing Agent": The authorized third-party ambulance service billing provider for the District.

D. Policy

1. *Billing and Reporting* – Billing rates will be established annually by the Arizona Department of Health Services. In conjunction with the District, the District Billing Agent establishes procedures necessary to collect funds due the District in connection with ambulance services provided by the District. All funds collected by the District Billing Agent are deposited into a separate District bank account and/or lockbox.

The District Billing Agent will provide monthly reporting to the Fire District and Finance Department detailing all billing, payment, refund, adjustment, and write-off activity for the month. All files containing patient-specific information are maintained in accordance with HIPAA Regulations, or the HITECH Act, and are treated as confidential.

2. *Collections and Write-offs* – Invoices are sent in thirty-day intervals, with a total of three (3) attempts made to collect. Write-offs are approved by the Finance Director.
3. *Accounting Procedures* – The Finance Department records in the general ledger, on a monthly basis, the total amount billed, the amount collected and the total write-offs for the month. At the end of each fiscal year, an estimated allowance for uncollectible accounts is established by Finance based on the amount of invoices outstanding over ninety days.
4. *Waivers* – The Governing Board may vote to waive any portion of this policy if the Board deems it to be in the best interest of Northwest Fire District.

SECTION 16

PROPERTY

16.1 PROCUREMENT

A. Purpose

To establish District policy for the procurement of supplies, materials, equipment and services.

B. Scope

Employees and vendors.

C. Definitions

1. "After-the-Fact": an unauthorized purchase that is made prior to the issuance of a purchase order.
2. "Aggregate": means cumulative purchase price, including taxes and delivery charges, over the course of a fiscal year or for the term of the contract and accounting for all allowable extensions and options.
3. "Bids": an offer or submission received from a vendor in response to a request, which offer or submission may be accepted or rejected.
4. "Competitive": vendors are given an equal opportunity to compete for District business.
5. "Departmental Manager": the employee possessing budgetary authority in charge of a department's purchases.
6. "Direct Purchase": a procurement process in which the usual competitive process is suspended and the departmental manager may directly make the purchase.
7. "Emergency": any condition resulting from a sudden, unexpected happening or unforeseen occurrence, condition, and/or situation wherein the public health or safety is endangered.
8. "Expenditures": the total cost of receiving a good or service, including tax and freight.
9. "Expendable Supplies": those supplies or materials that lose identity through use.

10. "Gratuities": a gift, money, meals, or the promise of any gift, money, or meals.
11. "Immediate Family": Immediate family is defined as: parent(s), step parent(s), foster parent(s), sibling(s), grandparent(s), spouse, step child(ren) or ward of the staff member, father-in-law or mother-in-law (including parent of same sex partner).
12. "Invitation for Bid": a formal competitive sealed bid process in which cost and value are the primary factors. This is typically used for the purchase of goods and clearly specified services.
13. "Procurement": to obtain by means of monetary payment in the forms of purchasing, renting, leasing, or otherwise acquiring any materials, services, professional services, or construction.
14. "Procurement card": A procurement tool that provides an alternative means to purchase small dollar (below \$5,000) orders of goods and services.
15. "Purchase Order": the legal document which is a commitment from the District to a vendor for the purchase of goods or services, and provides authority to the vendor to ship and charge for the goods or services.
16. "Purchase Requisition": a request for goods or services initiated by the user. Orders may not be made from the Purchase Requisition.
17. "Informal Quote": a request for prices on specific goods and/or services from selected vendors which are submitted outside of the formal bidding process.
18. "Responsible Bidder": a vendor whose reputation, past performance, and business and financial capabilities are such that the vendor would be judged as capable of satisfying District needs for a specific contract.
19. "Responsive Bidder": a vendor whose bid does not vary from the specifications and terms and conditions set out in the bid document.
20. "Request for Proposal": a formal, competitive sealed bid in which factors other than price alone are critical and the ability to negotiate is desired or required. This is typically used for services-related applications.
21. "Request for Qualifications (RFQ)": utilized in the initial stages of a procurement process to select the best professional services based upon qualifications. RFQ may be used when contracting with an architectural

firm and when employing a Construction Manager at Risk (CMAR) construction project or a Design/Build construction project. The ability to negotiate final project fees and services is desired or required.

22. "Services": all professional, consulting, construction, or maintenance services including the delivery, installation, repair, restoration, demolition, and removal of personal and real property.
23. "Sole Source": there is only one reasonable source of supply for a good or service.
24. "Specifications": a detailed description or assessment of requirements, dimensions, materials, etc., as part of a proposal or invitation for bid.

D. Policy

1. *Standards* – It is the policy of Northwest Fire District to ensure all expenditures are properly authorized, encumbered, and that a complete history of each expenditure transaction is established, recorded and maintained.

The District shall procure all supplies, materials, equipment, and services deemed necessary for the delivery of quality services to its taxpayers, utilizing competitive bids, vendor quotations, or direct purchase. Every effort will be made to obtain all supplies, materials, equipment, and services at the most economical prices available.

All District members who expend funds for the District shall comply with the following procurement standards:

- The authority to expend funds on behalf of the District is a public trust and each purchase shall be treated in a manner that will not be adverse to the interest and needs of the District or its taxpayers.
- Each purchase shall be impartial, fair, and without benefit or hint of benefit to the District representative making the purchase.
- No employee shall demand or accept a gratuity of any kind in return for making a purchase for the District.
- Any disclosure by staff of the terms of a bid submitted in response to a bid notice issued by the Governing Board in advance of the time set for opening of all submitted bids shall be prohibited.
- All vendors shall be dealt with in a fair, courteous, and honest manner.
- To avoid any potential conflict of interest, the District shall not receive any bids from District employees, Governing Board Members, or their immediate family.

- Purchases shall be properly approved, and authorized per the District annual budget.
- A purchase order and/or procurement card are the only legal commitment to spend District funds. A purchase order ensures that the procurement rules have been followed for the purchase and the budgeted funds have been properly approved. Orders placed or expenditures incurred before the date of an authorized purchase order is issued are considered "After-the-Fact" procurements and the District reserves the right to refuse payment.
- After-the-Fact purchases are not in compliance with District procurement policy. It is not permissible for District staff to authorize the procurement of products or services, or to financially obligate the District without a properly issued purchase order. After-the-Fact purchases will be documented and reported.
- All purchases will be made in compliance with District policy.

2. *Expenditure and Bid Limitations –*

- a. Less than \$5,000: Expenditures whose aggregate amount is less than \$5,000 for supplies, materials, equipment, or services are not subject to formal competitive purchasing requirements; however reasonable judgment should be used to ensure the purchases are advantageous to the District .
- b. \$5,000-\$19,999: Expenditures whose aggregate amount is equal to or greater than \$5,000, and less than \$20,000 for supplies, materials, equipment, or services require the purchaser to document three (3) verbal vendor quotes. Three written price quotations will be acceptable. For either verbal or written price quotations, documentation will be maintained in the file for the purchase which specifies all vendors contacted, their respective contact information and quoted prices and terms, or an indication of their decision to not quote.
- c. \$20,000-\$49,999: Expenditures whose aggregate amount is equal to or greater than \$20,000, and less than \$50,000 for supplies, materials, equipment, or services require three (3) written vendor price quotations. Documentation will be maintained in the file for the purchase which specifies all vendors contacted, their respective contact information and quoted prices and terms, or an indication of their decision to not quote.
- d. \$50,000 or Greater: Expenditures whose aggregate amount is equal to or greater than \$50,000 shall be awarded by competitive bid or proposals. All competitive bids shall be approved by the Governing Board prior to solicitation and/or award.

3. *Formal Procurement Process –*

a. Competitive Sealed Bidding

- 1) Request for Proposal - Competitive sealed bids shall be solicited through an invitation for bids. The invitation for bids shall include specifications and any applicable evaluation criteria. Contractual terms and conditions may be included within the solicitation document or incorporated by reference.
- 2) Public Notice - Notice of the invitation for bids shall be published in a newspaper of general circulation or electronically posted and the invitation for bids shall be available for public inspection not less than fourteen (14) days prior to the date set forth therein for the opening of bids. A shorter time may be deemed necessary for a particular procurement as determined by the District procurement agent. The public notice shall state the place, date, and time of bid opening.
- 3) Pre-bid Conference - A pre-bid conference may be conducted prior to bid opening for the purpose of explaining the bid requirements.
- 4) Late Bids - A bid is late if it is received at the location designated in the invitation for bids after the time and date set for bid opening. The District's clock is the governing clock. A late bid shall be rejected. A late bid shall not be opened except for, if necessary, identification purposes. Such bids may be returned to the bidder. Bidders submitting bids that are rejected as late shall be so notified.
- 5) Bid Opening - Bids shall be opened publicly at the opening time and place designated in the invitation for bids. The amount of each bid and other relevant information together with the name of each bidder shall be announced or recorded. Unless otherwise determined by the District procurement agent, this record shall be open to public inspection. Unless otherwise determined by the District procurement agent, the bids shall not be open for public inspection until after a contract is awarded.
- 6) Correction or Withdrawal of Bids – Cancellation of Awards.
 - i. Correction or withdrawal of inadvertently erroneous bids before bid opening, or cancellation of awards or contracts

based on such bid mistakes, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written notice received by the District prior to the time set for bid opening

- ii. Mistakes discovered after bid opening may be modified or withdrawn only to the extent that the bidder can show by clear and convincing evidence that a mistake of nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. After bid opening, no changes in bid prices or other bid provisions prejudicial to the interest of the District or fair competition shall be permitted. In lieu of bid correction, a bidder alleging a mistake may be permitted to withdraw its bid if:

- The mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or
- The bidder submits evidence that clearly and convincingly demonstrates that a mistake was made.
- All decisions to permit the correction or withdrawal of bids, or to cancel awards based on bid mistakes, shall be supported by a written determination made by the District procurement agent.

7) Bid Evaluation and Award - Bids shall be evaluated to determine which bid is the most advantageous to the District concerning price, conformity to the specifications and other factors.

- i. A product acceptability evaluation may be conducted according to the criteria and requirements specified in the invitation for bids to determine whether a bidder's product meets specifications and is acceptable. This evaluation is used to decide whether to accept or reject a bid and not to determine whether one bidder's product is superior to another.
- ii. A bid that does not meet specifications is not acceptable and shall be rejected as nonresponsive.

- iii. The District procurement agent may reject all bids if rejection is deemed to be in the public interest.
- iv. The contract shall be awarded to the responsible bidder whose bid is determined to be the most advantageous to the District concerning price, conformity to the specifications and other factors. Evaluation of price shall be made without regard to applicable taxes.

8) Competitive Sealed Proposals

- i. Request for Proposals - Competitive sealed proposals shall be solicited through a Request for Proposals. The Request for Proposals shall include a scope of work and any applicable evaluation criteria. Contractual terms and conditions may be included within the solicitation document or incorporated by reference.
- ii. Public Notice - Notice of the Request for Proposals shall be published in a newspaper of general circulation or electronically posted and the Request for Proposals shall be available for public inspection not less than fourteen (14) days prior to the date set forth therein for the opening of proposals. A shorter time may be deemed necessary for a particular procurement as determined by the District procurement agent. The public notice shall state the place, date, and time of proposal opening.
- iii. Preproposal Conference - A preproposal conference may be conducted prior to submission of proposals for the purpose of explaining the proposal requirements.
- iv. Late Proposals - A proposal is late if it is received at the location designated in the request for proposals after the time and date set for proposal opening. The District's clock is the governing clock. A late proposal shall be rejected. A late proposal shall not be opened except for, if necessary, identification purposes. Such proposals may be returned to the offeror. Offerors submitting proposals that are rejected as late shall be so notified.
- v. Discussion with Responsible Offerors and Revisions to Proposals - As provided in the Request for Proposals, discussions may be conducted with responsible offerors

who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Any clarification of a proposal shall be in writing, as required in subsection (f) of this Section.

- Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers.
 - Discussion and best and final offer materials shall be maintained in the procurement file as a public record.
 - In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.
- vi. Best and Final Offers. If the original Request for Proposals indicates that a request for best and final offers may be issued, and if discussions are conducted, a written request for best and final offers shall be issued. The request shall set forth the date, time and place for the submission of best and final offers. Best and final offers shall be requested only once, unless there is a written determination that it is advantageous to the District to conduct further discussions. The request for best and final offers shall inform offerors that, if they do not submit a notice of withdrawal or a best and final offer, their immediate previous offer will be considered as their best and final offer. Other factors will not be considered. The procurement file shall contain the basis on which an award is made.
- vii. Evaluation and Award. Proposals shall be evaluated to determine which proposal is the most advantageous to the District.
 - Proposals shall be evaluated according to the evaluation factors set forth in the Request for

Proposals. Evaluation of price shall be made without regard to applicable taxes.

- The District procurement agent may reject all proposals if rejection is deemed to be in the public interest.
- The contract shall be awarded to the responsible and responsive offeror whose proposal is determined to be the most advantageous to the District taking into consideration the evaluation criteria set forth in the Request for Proposals.

9) A record showing the basis for determining the successful bidder or offeror shall be maintained in the procurement file as a public record.

10) A written notice of award will be sent to the successful bidder or offeror. Unsuccessful bidders or offerors will be notified in writing of the award. Notice of the award shall be made available to the public.

11) The District reserves the following rights:

- i. To waive informalities in the bid procedure.
- ii. To reject the response of any parties that has previously defaulted on any contract with the District.
- iii. To reject any and all responses.
- iv. To re-advertise for bids previously rejected.

4. *Exceptions to Formal Bid Process –*

- a. Cooperative Purchasing - A separate bid is not required for the purchase of supplies, materials, equipment or services procured using purchasing agreements already established through the District's cooperative purchasing partners. However, the cooperative contract must provide the best value to the District.
- b. Emergency Procurement - Notwithstanding any other provisions of this policy, the Fire Chief is authorized to allow the emergency direct purchase of materials, services, or construction items when there exists

a threat to public health, welfare, or safety. If a situation exists which makes compliance impracticable, unnecessary, or contrary to the public interest, an emergency procurement shall be made without complying with the procedures of this policy, though limited to those materials, services, or construction items necessary to satisfy the emergency need. A full written report of the circumstances of any emergency procurement shall be filed by the Fire Chief to the District Board at its next regularly scheduled meeting.

- c. Used Equipment - Upon recommendation of the District procurement agent, the Governing Board may waive the bid procedures with respect to the purchase of used equipment.
- d. Professional Services - The District Board may approve the procurement of such professional services without following the formal bid process as defined in Section F. Professional services are primarily limited to legal, architectural, insurance, engineering, and financial. In this event, a Request for Qualifications (RFQ) may be used.
- e. Job Order Contracting - Job order contracting (JOC) from a cooperative contract may be used for procurement of construction services. The contractor shall be licensed and bonded within the state of Arizona. The maximum dollar amount of an individual job order shall be five million dollars
- f. Sole Source - The District strongly discourages the use of sole source procurements. The District must attempt to obtain competitive quotations for sole source purchases of \$50,000 or less. The District shall negotiate with the sole source provider to get the most advantageous contract. Request for Proposals or Invitation for Bids may be required for sole source purchases over \$50,000, to ensure that a proposed sole source vendor is actually a sole source. If a sole source purchase is approved, a copy of the vendor's sole source letter, the requisition administrator's written determination of the basis for the sole source procurement, and documentation of the efforts made to adequately determine that the material/service is a sole source must be attached to the requisition or on file in the Purchasing department.
- g. Fire Chief Determination - Notwithstanding any other provisions of this policy, the Fire Chief is authorized to allow the direct purchase of materials or services. If a situation exists which makes compliance impracticable, unnecessary, not cost effective, or contrary to the public interest, a direct procurement shall be made without complying with the procedures of this policy, though limited to those materials and services,

to satisfy the needs of the situation. A full written report of the circumstances of any direct procurement shall be filed by the Fire Chief to the District Board at its next regularly scheduled meeting.

5. *Bonds* –

- a. Bid Bond - A bid bond is optional for District projects. It protects the District in the event that the bidder refuses to enter into a contract after the award to the bidder or withdraws the bid before the award is declared. The bond shall be for an amount not less than ten percent (10%) of the total bid, in cash or otherwise, and filed with the Administration Department at the time of the submission of the bid. A bid bond may also be used for other formal bidding processes.
- b. Performance Bond - A performance bond is required for all construction or software projects, in cash or otherwise, for an amount equal to the full contract amount to secure the execution of contracts that exceed \$100,000 or more
- c. Payment Bond - A payment bond is required for all construction or software projects for the protection of all persons directly supplying the labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The District shall require a payment bond, in cash or otherwise, for an amount equal to the full contract amount to secure the execution of the contract. A payment bond is solely for the protection of claimants supplying labor or materials to the contractor or the subcontractors in the prosecution of the work provided for in such contract
- d. The Division Chief–Logistics and/or the Finance Director may waive bonding requirements.

6. *Procurement Card* – The District shall establish rules and procedures that must be followed by all users of the Procurement Card. Prior to receiving any Card all users will be required to sign a “User Agreement”.

- a. A Procurement Card can only be used for District business related purchases.
- b. Personal purchases with this Card are not allowed.
- c. A Procurement Card shall not be used to purchase materials or services that are inappropriate for use by an employee or Governing Board member of the District.

- d. The Card shall not be used for cash withdrawals or purchase of gasoline, diesel, alcoholic beverages, tobacco products, lottery or gambling.
- e. This Card cannot be used for the expenses of a spouse or family member.
- f. The Procurement Card is a mechanism for making purchases with ease and convenience. The card is not intended to replace our current purchase order system.
- g. Prior to using the Card, a user's agreement must be signed.
- h. There are dollar limits associated with the use of this Card.
- i. The Procurement Card shall not be used for purchases of capital equipment.
- j. District staff are responsible for following the rules and using the Card responsibly.
- k. Failure to follow the rules or inappropriate usage of the Card may result in temporary or permanent loss of card privileges or disciplinary action.
- l. Misuse may be considered misappropriation of District funds, which will result in disciplinary action, up to and including termination of employment.
- m. The use of Procurement cards is to be closely monitored and payment of statements for authorized purchases and vendor payments are to be made as promptly as possible to avoid finance charges or late fees associated with the use of such cards.

7. Protest of Solicitations and Contract Awards –

- a. Protest of Solicitations and Contract Awards.
 - 1) Any interested party may protest a solicitation or the award of a contract.
 - 2) The protester shall file the protest in writing with the District procurement agent, and shall include the following information:

- i. The name, address and telephone number of the protester;
 - ii. The signature of the interested party or the protester's representative;
 - iii. Identification of the solicitation or contract number;
 - iv. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
 - v. The form of relief requested.
- 3) If the protest is based upon alleged improprieties in a solicitation that are apparent before the offer due date and time, the protester shall file the protest before the offer due date and time.
- 4) In cases other than those covered in subsection (c), the protester shall file the protest within 10 days after the protester knows or should have known the basis of the protest, whichever is earlier.
- 5) The protester may submit a written request to the District procurement agent for an extension of the time limit for protest filing set forth in subsection (d). The written request shall be submitted before the expiration of the time limit set forth in subsection (d) and shall set forth good cause as to the specific action or inaction of the District that resulted in the protester being unable to submit the protest within 10 days. The District procurement agent shall approve or deny the request in writing, state the reasons for the determination, and, if an extension is granted, set forth a new date for submission of the filing.
- 6) If the protester shows good cause and it is in the best interests of the District, the District procurement agent may consider a protest that is not timely filed.
- 7) The District procurement agent shall immediately give notice of a protest to all offerors.
- b. Stay of Procurements During the Protest
 - 1) If a protest is filed before the solicitation due date, before the award of a contract, or before performance of a contract has begun, the

District procurement agent shall make a written determination to either:

- i. Proceed with the award or contract performance, or
 - ii. Stay all or part of the procurement if there is a reasonable probability the protest will be upheld or that a stay is in the best interest of the District.
- 2) The District procurement agent shall provide the protester and other interested parties a copy of the written determination.
 - 3) The District procurement agent may stay all or part of the procurement if it is determined that there is a reasonable probability the protest will be upheld or that a stay is in the best interest of the District. Determination of the stay decision shall be issued no later than the time of issuance of a procurement agent's decision in accordance with Section iii.

c. Resolution of Solicitation and Contract Award Protests

- 1) The District procurement agent shall issue a written decision with 14 days after a protest has been filed. The decision of the District procurement agent shall contain the basis for the decision and a statement that the decision may be appealed to the Fire Chief within 10 days from the receipt of the decision.
- 2) The District procurement agent shall furnish a copy of the decision to the protester by any method that provides evidence of receipt.
- 3) The time limit for decisions set forth in subsection (a) of this Section may be extended by the District procurement agent for good cause for a reasonable time not to exceed 30 days. The District procurement agent shall notify the protester in writing that the time for the issuance of a decision has been extended and the date by which a decision will be issued.
- 4) If the District procurement agent fails to issue a decision within the time limits of this Section, the protestor may proceed as if the District procurement agent had issued an adverse decision.

d. Remedies

- 1) If the District procurement agent sustains the protest in whole or part and determines that a solicitation or contract award does not comply with District procurement policy, the District shall implement an appropriate remedy.
- 2) In determining an appropriate remedy, the District procurement agent shall consider all the circumstances surrounding the procurement or proposed procurement including, but not limited to, the seriousness of the procurement deficiency, the degree of prejudice to other interested parties or to the integrity of the procurement system, the good faith of the parties, the extent of performance, costs to the District, the urgency of the procurement and the impact on the mission of the District.
- 3) An appropriate remedy may include one or more of the following:
 - i. Decline to exercise an option to renew under the contract;
 - ii. Terminate the contract;
 - iii. Reissue the solicitation;
 - iv. Issue a new solicitation;
 - v. Award a contract consistent with procurement policy; or
 - vi. Such other relief as is determined necessary to ensure compliance with District procurement policy.

e. Appeals to the Fire Chief

- 1) An appeal from a decision entered by the District procurement agent shall be filed with the Fire Chief and the District procurement agent within 10 days from the date of decision.
- 2) Consent of appeal - The appeal shall contain:
 - i. The information set forth in Section i (b); and
 - ii. The precise factual or legal error in the decision of the District procurement agent from which an appeal is taken.

f. Notice of Appeal

The District procurement agent shall within three working days give notice of the filing of the appeal to the Fire Chief and the successful contractor.

g. Stay of Procurement During Appeal

- 1) If an appeal is filed before an award of contract and the award of the contract was stayed by the District procurement agent pursuant to Section 2, the filing of an appeal shall automatically continue the stay unless the Fire Chief makes a written determination that the award of the contract or a notice to proceed with contract performance is necessary to protect the substantial interests of the District.
- 2) Following a review of the District procurement agent's decision and the protester's appeal, the Fire Chief may stay the procurement if it is determined that there is a reasonable probability the protest will be upheld or that a stay is in the best interest of the District.

h. District Procurement Agent Response

The District procurement agent shall file a complete response to the appeal with the Fire Chief within seven days from the date the appeal is filed. At the same time, the District procurement agent shall furnish a copy of the response to the protestor.

i. Remedies by the Fire Chief

If the Fire Chief sustains the appeal in whole or part and determines that a solicitation or an award does not comply with District procurement policy the Fire Chief shall implement remedies as provided in Section iv.

j. Dismissal Before Hearing

- 1) The Fire Chief shall dismiss, upon written determination, an appeal before scheduling a hearing if:
 - i. The appeal does not state a valid basis for protest; or
 - ii. The appeal is untimely pursuant to Section v.

- 2) The Fire Chief shall notify the protester and District procurement agent in writing of a determination to dismiss an appeal before hearing.

k. Hearing

The Fire Chief shall resolve appeals of solicitation or contract award decisions as contested cases at the hearing.

16.2 SURPLUS PROPERTY

A. Purpose

To establish Northwest Fire District's policy for the authorized disposition of surplus property.

B. Scope

Employees.

C. Policy

It is the policy of Northwest Fire District to ensure that all District owned property that is declared surplus, be properly handled and disposed of to ensure the District meets its fiduciary duty in the proper disposition of taxpayer assets. Acceptable disposition methods, depending on circumstances, may include the following:

1. Trade-in
2. Donation - Non-profit/Charitable Transfer
3. Sale
4. Junked/Scrapped



Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

8.C.

SCHEDULED

MEMORANDUM NO. 2018-4

Date: January 23, 2018
To: Governing Board
From:
Type of Action: Information Only
Strategic Plan Goals: SP1,SP2,SP3 ,SP4,SP5
Agenda Item: Informational Update on the District's Accreditation Status

RECOMMENDATION:

N/A - Information only

MOTION:

N/A

DISCUSSION:

In January, 2017, as part of its re-accreditation efforts, NWFD received a visit from a Commission on Fire Accreditation International peer assessor team. The team's purpose was to validate and verify the District's Strategic Plan, Community Risk Assessment-Standards of Cover document, and the District's responses to 251 performance indicators. The results of the peer assessor site visit concluded that NWFD was deficient in five of 82 "core competency" performance indicators that resulted in a deferral status. These core competencies and associated peer team recommendations are identified in the table below:

Core Competency	Associated Strategic Recommendation
2C.5 The agency has identified the total response time components for delivery of services in each service program area and found those services consistent and reliable within the entire response area.	•It is recommended the agency review response data for the period of 2012 – 2016 to ensure it reliably depicts actual performance of responding resources.
2D.7 The agency has systematically developed a continuous improvement plan that details actions to be taken within an identified timeframe to address existing gaps and variations	•It is recommended the agency staff develop and the board of directors adopt a continuous improvement plan that addresses existing gaps in performance and focuses on program outcomes over outputs.

3C.1 Some form of organizational management process is identified and used to track progress and results of agency goals and objectives relating to general or organizational and operational programs.	•It is recommended the agency develop and adopt a formal process for tracking the progress and results in accomplishing the approved goals and objectives found in the strategic plan.
3D.1 The agency's goals and objectives are examined and modified at least annually for quality and to ensure they remain current and consistent with the agency's mission, vision, and long range plan(s).	•It is recommended the agency formally document the review and update of the approved goals and objectives in a manner that both meets the organizational needs and is easily managed.
9C.5 Organizational documents, forms, standard operating procedures or general guidelines, and manuals are reviewed at least every three years and updated as needed for all agency programs.	•It is recommended that the agency perform a comprehensive review of its policy manual and institute a process by which such reviews occur on a regular basis.

During the past 12 months, District staff has worked on these recommendations in order to bring these core competencies in compliance. Steve Olson, our CFAI team leader, is conducting a follow up visit January 23 and 24 to validate and verify this work. It is the District's hope that the outcome of this visit will result in a recommendation in removing NWFD from a deferral status to a recommendation for accreditation to the CFAI Commission. Our team leader and NWFD staff will go before the Commission at the next CFAI Commission Hearings March 14 in Orlando, FL.

ALTERNATIVES:

N/A

Fiscal Impact

Fiscal Year: 2017-2018

Budgeted Y/N: y

Amount Requested: 0

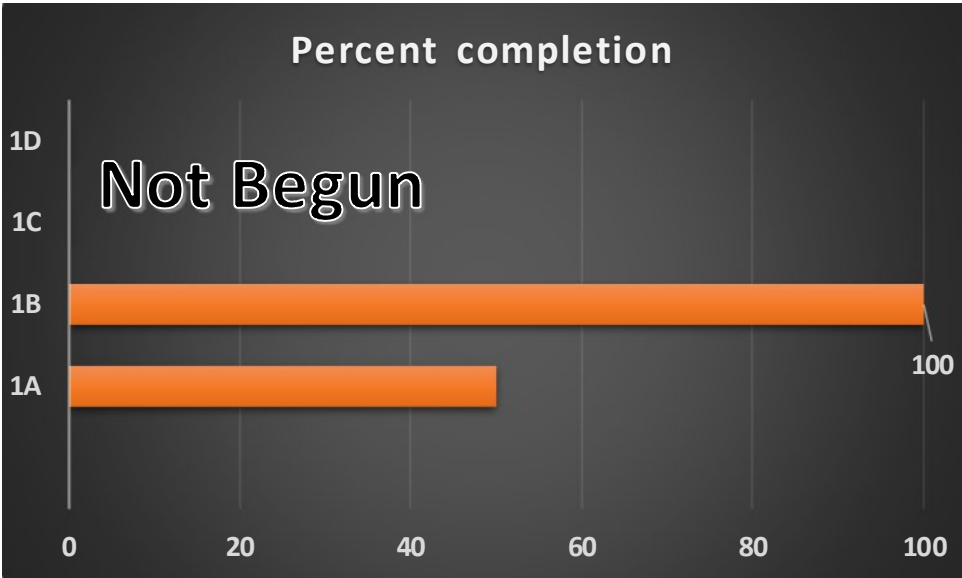
FISCAL IMPACT:

N/A

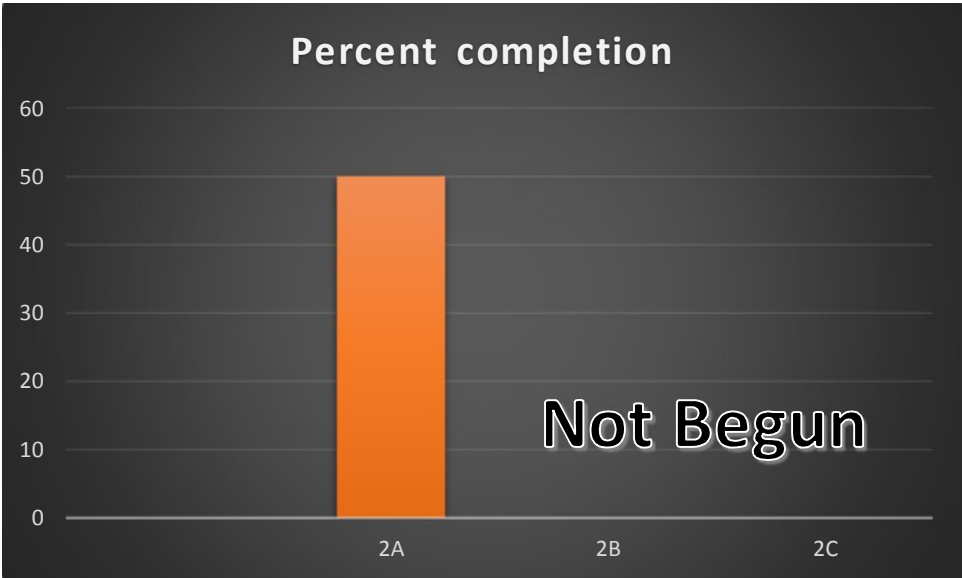
Attachments

Goal #1

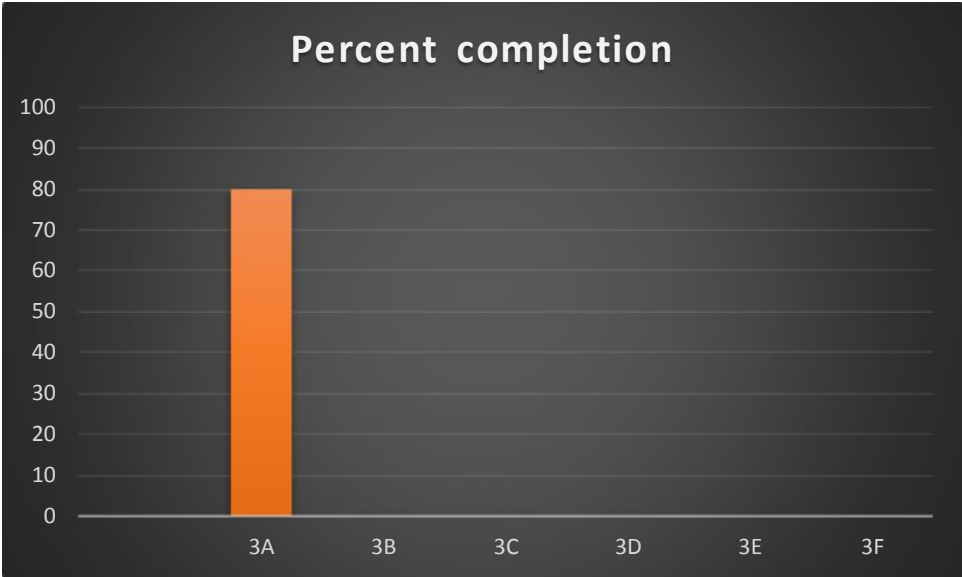
Objective 1A – Identify internal and external services provided by each division by 3rd quarter, 2017. **New completion date – 1st quarter 2018.**



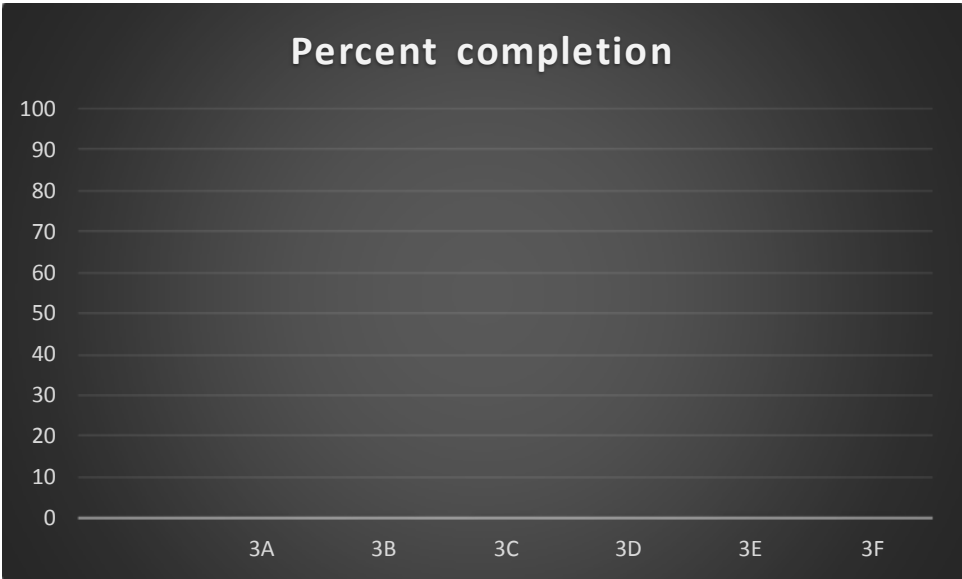
Goal #2 Objectives



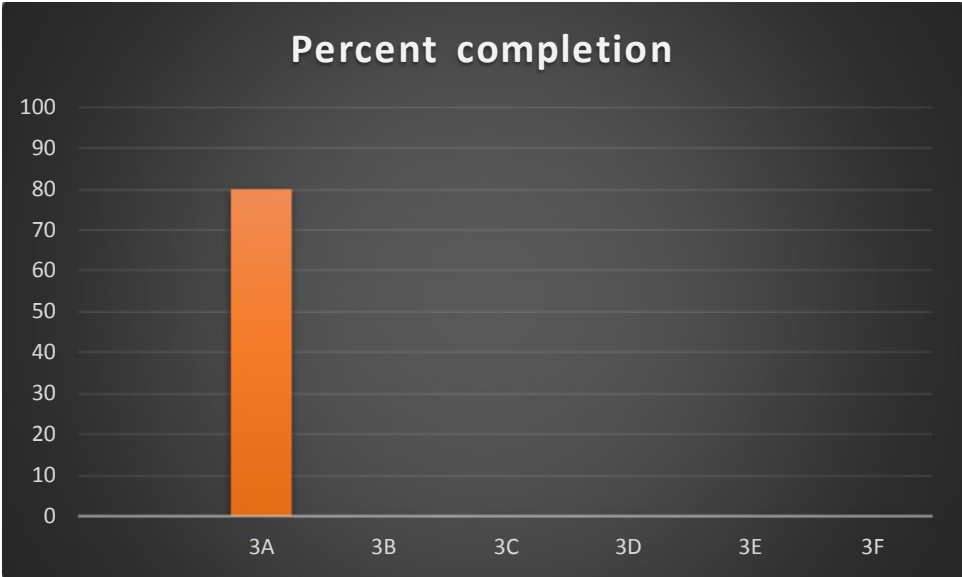
Goal #3 Objectives



Goal #4 Objectives



Goal #5



**Northwest Fire District Governing Board**5225 West Massingale Rd.
Tucson, AZ 85743

8.D.

SCHEDULED**MEMORANDUM NO. 2018-16**

Date: January 23, 2018
To: Governing Board
From:
Type of Action: Formal Action/Motion
Strategic Plan Goals: SP1,OTH
Agenda Item: Discussion and Possible Action Approving an Amendment to the Existing Contracts with WSM Architects for the Design of Stations 337 and 341

RECOMMENDATION:

The Logistics Division recommends the approval of this amendment to maintain our efforts toward Station Construction.

MOTION:

Motion to approve the addition of \$97,848.00 to the Contracts with the WSM Architects firm for the design and building consult for stations 337 and 341.

DISCUSSION:

Due to an error by the Deputy Logistics Chief, the correct amount for architectural services for the design and building consult for Stations 337 and 341 is significantly higher than what was originally approved by the Board. In reading the original proposals, the "Total" is listed at the bottom of page 3, and this was the number used in the report to the Board. There was actually a higher total listed at the bottom of page 4, and this request tonight is to amend the contract to that number. In the case of Station 341, the correct amount is \$270,429.58, an increase of \$45,091.00 over the originally approved amount. For Station 337, the adjusted amount is \$257,787.00, and increase of \$52,757.00. Both of these new amounts align correctly with the guidance provided by the Mohave Contract that the District is utilizing. My apologies to the Board for this mistake.

ALTERNATIVES:

The only alternative would be to cancel the current contracts and go through an RFQ process to select an Architectural Firm. This would not be practical because the District would have to pay WSM for work already performed, and the new costs would not be significantly different from these. Additionally, it would erase the past several months work that has been completed, causing a significant delay in our station construction process.

Fiscal Impact

Fiscal Year: 17/18
Budgeted Y/N: y
Amount Requested: \$97,848.00

FISCAL IMPACT:
This money is to be funded from the District Bond Account, and there is sufficient budget to cover the additional amount.

Attachments

Station 41
Station 337



Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

SCHEDULED

MEMORANDUM NO. 2017-4

Date: October 24, 2017
To: Governing Board
From: Dugger Hughes
Type of Action: Formal Action/Motion
Strategic Plan Goals: Provide Highest Standard of Pre-Hospital Medical Care & Ambulance Transportation
Agenda Item: Discussion and Possible Action Approving an Agreement with WSM Architects for the Design and Construction of Station 37.

RECOMMENDATION:

It is recommended to accept the proposal from WSM, as it follows pre-established and approved rates from the State of Arizona agreement.

MOTION:

Motion to approve the proposal from WSM Architects for the price of \$205,030.00 for the design and construction administration of Station 37.

DISCUSSION:

WSM Architects has submitted a proposal for the Design and Construction Administration of Station 37. The amount of this proposal is \$205,030.00, which is based on the Mohave Contract schedule. This amount is based on a final construction cost of \$2,900,000 for the Station 37 construction. WSM Architects have provided good service to the District before, and have provided a significant amount of help to the District in many facets of construction.

By approving this proposal, WSM can begin the final design and drawings that are needed for the District to proceed with the construction of Station 37.

ALTERNATIVES:

The alternatives would be to solicit a Request for Proposal, creating a selection process for an Architecture firm. This would add several months to the current process, and is not recommended by the Logistics Staff.

Fiscal Impact

Fiscal Year: 17/18
Budgeted Y/N: Y
Amount Requested: \$205,030.0
FISCAL IMPACT:

This expenditure is contained within the current District Bond.

Attachments

Proposal
Fee Schedule



ARCHITECTS

Friday, September 22, 2017

William Hughes
Logistics Battalion Chief
Northwest Fire District
5225 West Massingale Road
Tucson, AZ 85743

Re: Fire Station 37 at Dove Mountain Blvd., Marana Az.

Dear Battalion Chief Hughes,

Thank you for the opportunity to provide you with this proposal for the design and construction administration services for the new Fire Station 37 for the Northwest Fire District. This proposal will be based on our contract with Mohave which covers on-site work only. The fees and scope of work proposed are per the schedule approved and negotiated with Mohave-See attached. Any offsite work will be part of the required Non-Basic scope of services. We will meet with the Town of Marana to review and confirm any additional scope of services such as traffic impact study, utility plans, roadway design requirements, and any other requirements for submission.

Scope of Basic Design Services

As specified in the Mohave Contract

- The project design work will occur in the following phases:
 - Schematic Design
 - Design Development
 - Construction Documents
 - Bidding and permitting
 - Construction Administration.
- Meetings during the design phases of the project. We will provide meeting minutes as part of our scope. We will meet with Town representatives to discuss zoning, code, utilities, and other associated issues. We will attend board meetings and meet with neighborhood groups if required during the course of design.
- Engineering services provided; On-site Civil and landscape only, Electrical, Mechanical, Plumbing, and Structural.

4330 NORTH CAMPBELL AVE
SUITE No. 268
TUCSON, ARIZONA 85718

520.408.1044 TEL
520.408.1170 FAX
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ARCHITECTS

- ❑ Working with the District's Construction manager during the project for constructability reviews and construction cost analysis.
- ❑ Automatic sprinkler / fire protection engineering- Performance design and specifications provided under basic services with the final engineering completed by the sprinkler contractor. This is the process used on the past projects for NWFD.
- ❑ Construction Administration site visits and meetings every other week are provided, more frequent visits are not included in basic services.

Scope of Required Non-Basic Design Services

As specified in the Mohave Contract

- ❑ Survey
- ❑ Phase I Environmental Report
- ❑ Geotechnical Report
- ❑ Offsite roadway improvements including Architectural, Civil and Landscape design services.
- ❑ Offsite Private Sewer main extension plans
- ❑ Dove Mountain Home Owner Association Architectural Review Submittals
- ❑ Town of Marana required submittals
 - Development plan
 - Drainage Report
 - Native Plant Preservation Plan
 - Stormwater Pollution Prevention Plan
 - Civil Engineering inspection and close out documentation
- ❑ Record Drawings

The following items are not included in Basic and Non-Basic services but could be provided as an additional service if requested.

- ❑ Traffic Impact report
- ❑ Emergency signalization plan at intersection
- ❑ Bank protection engineering plan
- ❑ LEED Design and certification fees and registration / submittal costs.
- ❑ Programming studies / needs assessment analysis
- ❑ Electrical Arc – Flash studies

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- ❑ Special structural testing and inspections
- ❑ Construction materials and assembly testing
- ❑ Permit application fees for plan review, permit, wastewater, or other development fees by the Town of Marana (reimbursable expense)
- ❑ Presentation Renderings, animations, and physical models of the project
- ❑ Design of telephone systems and computer network systems- infrastructure conduit designed for system as part of basic services
- ❑ Furniture design specifications, bidding and installation observation services. We will work with you for basic layout and can provide the furniture design as part of the project. We recommend this approach as it ensures the furniture design and the building design work as a complete whole project.
- ❑ Printing, mounting, and travel costs (Reimbursable expense at cost and mileage cost per federal standard)

Basic and Non-Basic Design Services Consulting Fee:

Per the program, the approximate size of the new facility is **10,551** square feet at a construction cost and budget of approximately **\$2,900,000.00**. The total fee may be adjusted based upon changes in the construction cost but the percentage for the fee will remain the same.

Per the Mohave contract this project would be **Group A**, Higher than Average Complexity Project. For the construction cost of **\$2,900,000.00** our fee percentage is **7%** or **\$203,000.00** plus **1%** of this fee for Mohave's administration costs or **\$2,030.00** for a total of **\$205,030.00**.

Basic Design Services will be broken down and billed monthly based upon the percentage of work complete for the phases below.

Schematic Design	20%	\$ 41,006.00
Design Development	20%	\$ 41,006.00
Construction Documents	35%	\$ 71,760.50
Bidding and permitting	5%	\$ 10,251.50
Construction Administration.	20%	\$ 41,006.00

Total	100%	\$205,030.00
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Required Non-Basic Design Services will be broken down and billed monthly based upon the percentage of work complete for the phases below.

Survey	\$ 4,750.00
Phase I Environment	\$ 1,750.00
Geotechnical Report	\$ 3,500.00
Offsite roadway improvements	\$ 4,600.00
Offsite Sewer Main Extension	\$ 7,950.00
Dove Mountain HOA submittals	\$ 4,680.00
Town of Marana required submittals	\$ 17,390.00
Record Drawings	\$ 3,137.00

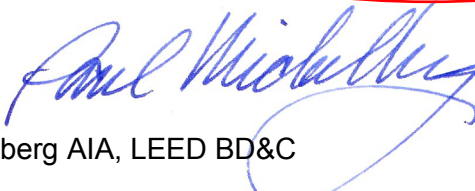
Total	\$ 47,757.00
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Total Consulting Fee:

For the New Administration Facility, WSM Architects' fee will be a lump sum fee plus a reimbursable allowance.

Basic Services	\$ 205,030.00
Non-basic Services	\$ 47,757.00
Reimbursable Allowance	\$ 5,000.00
Total	\$ 257,787.00

Thank you for the opportunity to assist you on this project, and let us know should you have any questions.

Sincerely,

 Paul Mickelberg AIA, LEED BD&C
 Principal
 WSM Architects, Inc.

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Northwest Fire District Governing Board

5225 West Massingale Rd.
Tucson, AZ 85743

SCHEDULED

MEMORANDUM NO. 2017-4

Date: October 24, 2017
To: Governing Board
From: Dugger Hughes
Type of Action: Formal Action/Motion
Strategic Plan Goals: Provide Highest Standard of Pre-Hospital Medical Care & Ambulance Transportation
Agenda Item: Discussion and Possible Action Approving an Agreement with WSM Architects for the Design and Construction of Station 37.

RECOMMENDATION:

It is recommended to accept the proposal from WSM, as it follows pre-established and approved rates from the State of Arizona agreement.

MOTION:

Motion to approve the proposal from WSM Architects for the price of \$205,030.00 for the design and construction administration of Station 37.

DISCUSSION:

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By approving this proposal, WSM can begin the final design and drawings that are needed for the District to proceed with the construction of Station 37.

ALTERNATIVES:

The alternatives would be to solicit a Request for Proposal, creating a selection process for an Architecture firm. This would add several months to the current process, and is not recommended by the Logistics Staff.

Fiscal Impact

Fiscal Year: 17/18
Budgeted Y/N: Y
Amount Requested: \$205,030.0
FISCAL IMPACT:

This expenditure is contained within the current District Bond.

Attachments

Proposal
Fee Schedule



ARCHITECTS

Friday, September 22, 2017

William Hughes
Logistics Battalion Chief
Northwest Fire District
5225 West Massingale Road
Tucson, AZ 85743

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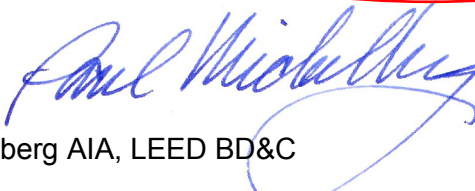
Total	\$ 47,757.00
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Total Consulting Fee:

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Basic Services	\$ 205,030.00
Non-basic Services	\$ 47,757.00
Reimbursable Allowance	\$ 5,000.00
Total	\$ 257,787.00

Thank you for the opportunity to assist you on this project, and let us know should you have any questions.

Sincerely,

 Paul Mickelberg AIA, LEED BD&C
 Principal
 WSM Architects, Inc.

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**Northwest Fire District Governing Board**

5225 West Massingale Rd.
Tucson, AZ 85743

8.E.

SCHEDULED**MEMORANDUM NO. 2018-14**

Date: January 23, 2018
To: Governing Board
From:
Type of Action: Formal Action/Motion
Strategic Plan Goals: SP1,OTH
Agenda Item: Discussion and Possible Action Approving the Purchase of Fire Hose in the Amount of \$43,808.65

RECOMMENDATION:

The Logistics Division recommends the Board approve this purchase of hose to properly outfit the District.

MOTION:

Motion to approve the purchase of 146 lengths of fire hose for the amount \$43,808.65.

DISCUSSION:

The annual hose testing was done in December, 2017. Though we had a much lower failure rate than in previous years, there were still several lengths of hose that didn't pass. This purchase of 146 lengths of hose is necessary to replace the hose that failed the testing, as well as to properly stock our stations and the Equipment Service Center (ESC) with extra hose. The desired amount of hose to be stored at the ESC is equal to what it would take to outfit one of our engines, should the need ever arise. This hose is being purchased through a vendor that we have used before, and provides the best value to the District (lowest prices, along with good service). Also, NFPA guidelines recommend that fire hose be replaced once it is ten years of age, regardless of use and/or if it passes pressure testing. The District currently has hose that is over ten years of age, but passed testing, and is being used. This older hose is kept as extra hose whenever possible, with the newer hose being placed on the engines. But, there is approximately \$245,000 worth of hose that is over 10 of age, so much of the hose on the trucks is outdated. The plan is to gradually get all of our hose within the 10 year guideline over the next few years, budget permitting.

ALTERNATIVES:

The alternative would be to purchase less hose, or none at all, but this is not recommended due to the need to properly outfit our equipment.

Fiscal Impact

Fiscal Year: 17/18

Budgeted Y/N: Y

Amount Requested: \$43,808.65

FISCAL IMPACT:

The purchase of hose was planned in this year's budget, and there is sufficient budget to cover this purchase.



Northwest Fire District Governing Board
5225 West Massingale Rd.
Tucson, AZ 85743

8.F.

SCHEDULED

MEMORANDUM NO. 2018-5

Date: January 23, 2018
To: Governing Board
From:
Type of Action: Formal Action/Motion
Strategic Plan Goals: Other
Agenda Item: Executive [Closed] Session, Pursuant to A.R.S. 38-431.03 (A) (1) and (3), to Discuss and Consider Potential Salary, Benefits, and Submitted Resumes for Interest in the Fire Chief's Position, and for Legal Advice from the Board's Attorney Regarding the Board's Rights and Responsibilities in Interviewing and Vetting Candidates, as Well as Establishing Potential Contract Terms

RECOMMENDATION:

That the Board vote to go into Executive Session to discuss these matters.

MOTION:

Move to enter into executive session, as stated in the agenda item, for legal advice and to discuss personnel matters.

[Board Chair] "The following persons are asked to join the Board in executive session: Patricia Aguilar and Thomas Benavidez." [The Board may choose to invite others into the executive session, at the Board's discretion].

[After the executive session is over] "Move to close the executive session."

DISCUSSION:

The Board has the opportunity, if it so chooses, to convene in closed session to discuss these matters. However, as you know, the Board may not take action in closed session.

ALTERNATIVES:

Remain in open session.

Fiscal Impact

Fiscal Year: 2017/2018
Budgeted Y/N: N
Amount Requested: \$0.00
FISCAL IMPACT:

None
