

# **YARNELL FIRE DISTRICT**

## **Policies**

### **TABLE OF CONTENTS**

- Policy 0001 Purchase Orders**
- Policy 0002 Line Item Transfers**
- Policy 0003 Fund Transfers**
- Policy 0004 Petty Cash Administration**
- Policy 0005 Billing**
- Policy 0006 Drug Policy**
- Policy 0007 Reimbursement of Expenses – Fire Chief**
- Policy 0008 Fire Chief Contract**
- Policy 0009 Stipend Per Call ... Fire Fighters and Emergency Medical Staff**
- Policy 0010 Public Participation at Meetings**
- Policy 0011 Citizen Complaint Procedure**
- Policy 0012 Payment for Service**
- Policy 0013 Facilities Use**
- Policy 0014 Personnel – Volunteer Service**
- Policy 0015 Personnel – Education, Training and Service**
- Policy 0016 Reimbursement for Tuition, Materials, and Travel**
- Policy 0017 Access to District Records**

### Purchase Orders

The Yarnell Fire District Board has adopted a Policy requiring the issuance of Purchase Orders for the purchase of, and payment for, any and all materials, supplies, services, training, and equipment acquired by the District other than recurring expenses such as payroll (including pensions), utilities, oxygen, etc.. This is one feature of the District's *Budgetary Control Process*: see also *Line Item Transfer Requirements for Paying Expenses Policy* and the *Fund Transfer Policy*. The following procedures will be used to implement the above policy.

1. Purchase order forms starting with No. 0001 will be issued to the appropriate Fire Department designee and will be completed in full prior to the purchase of any items as outlined in the policy. The forms will be in triplicate.
  - a. A logbook will accompany the purchase order forms and the issuance of any purchase order will be listed in sequential order. The log will record the purchase order number, the Supplier of the goods and services, the date of issue, and the total dollar amount of the purchase inclusive of the Tax and shipping charges.
  - b. The actual order form will provide documentation as to the nature of the order, quantities, descriptions, date(s) of delivery, terms of payment, and warranties provided by the suppliers.
  - c. No forms may be destroyed if an entry error is made or the completed purchase order is not issued. In such cases the purchase order form must be voided and logged in the logbook. No other purchase order may use the voided number.
  - d. The three copies will be distributed in the following manner:
    1. the original copy (white) will go to the Supplier.
    2. the second copy (yellow) will be retained as the receiving copy and will be signed by the receiver of the materials and attached to the bill for payment.
    3. the third copy (pink) will be retained by the issuer and filed with the bill, the copy of the payment check, and the original check when it is received from the County Treasurer.
  - e. The purchase order must include the appropriate line item code for the correct budget account to be debited when the cash balance is credited.
2. No purchase order may be issued against a specific budget line item if the line item balance is insufficient to cover the total purchase. In such instances, the Treasurer must first identify the source of funds for the purchase; then the purchase order may be approved. This must occur even if two Board Members signed the purchase order. (See also Board Policy titled *Line Item Transfer Requirements for Paying Expenses*.)
3. Purchase orders for Operating Expenses (supplies and services) under \$500.00 may be approved by signature of the Fire Chief; purchase orders for Operating Expenses over \$500.00 require signature approval of two Board members. All capital expenses (capital equipment and capital improvements, regardless of amount shall be reviewed and approved by the Board before a purchase order is prepared; purchase orders prepared subsequent to Board approval require signature approval of two Board members.
4. Multiple purchase orders to the same supplier or different budget line item may not be used to override the intent of number 3 above.
5. No purchase order will be issued on verbal approval of the Chief or any Board Member.

### Line Item Transfer Requirements for Paying Expenses

The following procedure will be used to transfer funds between line items in order to pay expenses if the line item balance is insufficient. This is one feature of the District's *Budgetary Control Process*: see also *Purchase Orders Policy and Fund Transfer Policy*

The Treasurer, or another designated Board member in the Treasurer's absence, shall pay an expense as follows:

1. determine if the line item balance is sufficient to pay this expense;
2. if the line item balance is sufficient to pay the expense the Treasurer will pay the expense;
3. if the line item balance is **insufficient** to pay the expense the Treasurer will:
  - a. identify one or more sources of available funds by identifying a line item or items with a projected surplus sufficient to pay this expense for the **remainder of the budget year** [Refer to *Fund Transfer Policy* if there are insufficient available funds];
  - b. transfer funds from the line item or items with a projected surplus to the line item for the expense;
  - c. issue a warrant for the expense; and
  - d. at the next regularly scheduled Board meeting, notify the Board of the net changes in line item balances required to pay the expense.

The Treasurer will retain a copy of the original budget and expenditures for each line item that may be used for the budget planning process.

### Fund Transfers

A majority of the members of the Yarnell Fire District Board must approve all transfers between funds (e.g., the General Fund, the Capital Reserve Fund, the Pension & Relief Fund). After the Board has approved the transfer, the Fire District Treasurer will ask the County Treasurer to transfer the funds.

However, this policy does **not** apply to the following transfers:

1. transfer of funds to the Pension and Relief Fund that represent the contributions required by Arizona Statute for paid employees (5% contribution from the employee and 5% the District);
2. budgeted transfers contribution from to or from the Capital Reserve Fund.
3. transfers made from the Pension and Relief Fund to the General Fund to correct a pension payment made in error from the General Fund (by either the District Treasurer or the County Treasurer).

Capital Reserve Funds may only be used to purchase capital equipment or for other capital expenditures. However, if an unusual or unexpected expenditure is required and the current budget cannot accommodate this expenditure, capital reserve funds may be transferred to the General Fund for this purpose. The budget for the subsequent year must include a transfer from the General Fund to the Capital Reserve Fund to replace the funds used for the unusual or unexpected expenditure.

This is one feature of the District's *Budgetary Control Process*: see also *Line Item Transfer Requirements for Paying Expenses Policy* and the *Purchase Orders Policy*.

**Petty Cash Administration**

A Petty Cash Account is set up expressly for the immediate purchase and reimbursement of small unexpected expenditures incurred by authorized personnel.

The following policy for the funding and administration of the Petty Cash Account for the Yarnell Fire Department is:

1. A cash fund of \$150.00 dollars will be advanced and controlled by the Fire Chief.
2. A receipt book will be maintained listing all disbursement of cash. The person receiving the cash will record the purpose of disbursement and provide the original receipt for the materials or services purchased.
3. A single petty cash disbursement shall not exceed \$30.00 dollars. All amounts above \$30.00 shall require the issuance of a purchase order.
4. The petty cash account shall be reconciled monthly and all receipts and funding requests submitted to the Treasurer.
5. The Treasurer will replenish the fund to the \$150.00 amount by issuing a County warrant drawn against the petty cash account.
6. The Treasurer will assign line item codes to each of the purchases.

**Billing**

Effective date 1/1/99 the Yarnell Fire District Board by resolution, and in accordance with A.R.S. 48-805.b.14, has adopted a policy for billing and seeking reimbursement from non-residents for equipment used and services rendered during Fire and Emergency Medical incidents or calls.

A schedule of rates and fees for services as well as forms for billing information and invoices have been developed. The Fire Department has implemented the billing and collection procedures. All billing proceeds will be directed to the Fire District Board Treasurer and will be deposited in the General Fund.

**Drug Policy**

It is the intent of the Yarnell Fire District Board to provide to the community it serves the highest level of safety and concern for its constituent's welfare. We, the Board, have determined in that interest, that all members of the Fire Department shall be required to receive a drug test as part of their requirements for fitness to serve as a member of the Fire Department. This policy shall take effect immediately upon ratification by the Board.

The Fire district believes that a safe, efficient and productive work environment is important. In keeping with this commitment, volunteers, employees and applicants may be asked to provide body substance samples (e.g., blood, urine, hair) to detect the use of alcohol and illicit drugs. The District will attempt to protect the confidentiality of all drug test results. Alcohol and drug tests may be conducted in any of the following situations:

**1. Pre-Employment:**

As part of the initial screening process for new applicants.

**2. Post-Accident:**

Employees/volunteers involved in a serious incident or accident while on duty, whether on or off Fire Department premises, may be asked to provide a bodily substance sample at the Fire Chiefs discretion.

**3. Fitness for Duty:**

This test may be required if observable changes in employee performance, appearance, behavior, speech, etc. or other information provides reasonable suspicion of some type of impairment and/or influence of alcohol or drugs. A fitness for duty evaluation may include the testing of body substance sample such as blood, urine, hair, etc.

If a reasonable suspicion of impairment exist, a drug/alcohol test will be performed on the spot by a supervisor his/her delegated authority and a witness. The employee/volunteer shall complete and sign all required releases and/or forms at the testing site before a sample is obtained. The sample will then be processed by the designated laboratory and results sent to the Fire District. The employee/volunteer will be notified of the results and appropriate disciplinary action, up to and including dismissal. Supervisors should document their specific observations leading to their reasonable suspicion of impairment.

A copy of this document will be provided to the employee upon request.

Refusal to take a drug screening and/or blood alcohol test, or refusal to sign a release of information form, may subject the employee/volunteer to disciplinary action up to, and including, dismissal.

Any employee/volunteer using medications or prescribed drugs which impair job performance shall report this fact to his/her supervisor promptly upon reporting for duty that day.

Employees/volunteers testing positive shall be permitted to submit information, in a confidential setting, to explain the positive test results. Employees/volunteers who test positive, refuse the test, or refuse the release of information to the Fire Department shall be considered unfit for work and will be relieved from duty that day.

Employees/volunteers who submit to the test and sign the release of information will be placed on leave until the status of the tests and the circumstances surrounding the impairment are determined. Upon request, the employee/volunteer shall be provided with a copy of the test results.

The decision as to whether continued employment will be offered after the first positive test is solely within management's discretion and depends, among other factors, on the employee/volunteer's previous job performance, length of service with the Fire District, the seriousness of the incident giving rise to the drug testing and whether the employee/volunteer voluntarily sought assistance and rehabilitation.

Individuals choosing not to participate in any required test may be terminated.

**Reimbursement of Expenses – Fire Chief****Authorization of Payment of a nominal sum for a Unit of Services performed for the District to the Yarnell Fire District Fire Chief,**

In order to avoid the cumbersome record keeping associated with reimbursing the Fire Chief for out-of-pocket expenses associated with the position of Fire Chief, the Fire District Board adopted by Resolution the payment of a stipend to the office of the Fire Chief as sum for a unit of service as outlined by the provisions outline below.

1. The Board recognizes that the Fire Chief will incur required out-of-pocket personal expenses to maintain the high level of community involvement and visibility expected by the Board in the daily execution of his/her duties.
2. The Board recognizes that the logistics of documenting these many out-of-pocket expenses is difficult. To require the Fire Chief to record these expenses and to require the District to record and compile these records would be impractical and unreasonable if not impossible. The intent and purpose of the reimbursement method adopted by Resolution is to create a practical method of reimbursement without creating an impractical records system. These expenses are listed as follows:
  - 2.1 Transportation. Automobile expenses incurred in traveling to and from emergency responses, training sessions, equipment checks at the station, community welfare checks, emergency community patrols (utility outages, Fire report investigations, etc.) and in other miscellaneous trips from his home to the Fire Station. The actual expenses incurred will include vehicle depreciation, gas, oil, lubrication, licensing, insurance, maintenance, tire, batteries, and traction devices.
  - 2.2 Clothing expenses. The District provides the necessary protective outer clothing for emergency situations; however, it does not provide the every day attire or undergarments, socks, shoes, coats, hats and street clothes required in the Chief's every day duties as the Fire Chief. These high visibility duties to the District and the community require a high level of maintenance to personal attire and covers: cleaning, laundering, repair, and replacement of such attire.
  - 2.3 Food and Meals. The position of the Fire Chief requires the execution of a multitude of duties and services to the District which include rendering these services at all hours of the day or night and occur every day of the month. This continuous responsibility inherently creates a need to provide food and drink beyond what would be normally required by his home requirements.
  - 2.4 Home Utility expense. The high level of community exposure by the Fire Chief on an every day level creates an increased level of expense at home for the utilities required to cover the above and items such as shower, heat, light, and water costs when studying, learning, and reviewing Fire District Policies, Operational Procedures and Rules and Regulations.

**Fire Chief Contract**

It is the policy of the Yarnell Fire District Board that the District Fire Chief must sign a written Employment Contract prepared by the District Board in accordance with AFDA guidelines and recommendations. The contract shall include the following clauses: 1) Duties; 2) Compensation; 3) Vacations; 4) Working Facilities; 5) Termination; and 6) Term of the Contract.

**Board Approval of Contract**

Approval of the Chief's Employment Contract requires that all Board Members be present at the meeting at which the Contract is to be acted upon, and a super-majority of four (4) votes is required to approve the Contract; the Chairman may cast the fourth vote.

**Contract Terms**

The Fire Chief's Employment Contract will be reviewed at the time of appointment and annually thereafter. The terms of the Employment Contract, including salary and stipend, may differ from year to year and from Fire Chief to Fire Chief. The District may consider such factors as training, experience, and certifications held by the Fire Chief, as well as any other pertinent personnel considerations that might impact the terms of the Employment Contract.

**Termination Clause of the Chief's Contract**

The Termination clause in any Employment Contract with any Fire Chief shall be determined based on the terms listed hereinafter. If the Fire Chief meets the criteria listed below, the Termination clause in the Contract shall read "Termination for Cause" and include a list of causes for termination.

1. The Fire Chief has served satisfactorily as the Yarnell District Fire Chief for a minimum of two years immediately preceding the offer of a new contract.
2. The Fire Chief has been certified by the:
  - a. Arizona State Fire Marshall's Office as a Firefighter II;
  - b. Arizona Department of Health Services as an EMT-Basic or higher.
3. The Fire Chief has completed the following coursework:
  - a. Fire Service Management
  - b. Incident Management

If the Fire Chief does not meet the above criteria the Termination clause in the Contract shall read "Termination without Cause" and shall include the statement "The Fire Chief shall hold the position at the pleasure of the District Board and may be removed with thirty (30) days notice without cause".

Attached are sample contracts.

**Sample 1 Contract  
Termination without Cause**

This agreement is entered into between the YARNELL FIRE DISTRICT, hereinafter referred to as "**District**", and \_\_\_\_\_, hereinafter referred to as "**Chief**".

The District hereby employs \_\_\_\_\_ as the Chief of the Yarnell Fire District and \_\_\_\_\_ hereby accepts employment on the terms and conditions set forth below.

**1. Duties.** The Chief shall be the **Chief Administrative and Operations Officer** of the District and as such shall perform the following duties:

- 1.1 Perform such services for the District as directed from time to time by the District Board in the manner and to the extent permitted by the laws of the State of Arizona and in accordance with the policies of the District as established by the District Board.
- 1.2 Supervise all paid and volunteer personnel. The authority to discipline all personnel shall include the authority to suspend, reprimand, or terminate both paid and volunteer personnel. However, the advice and consent of the District Board is required for termination of employment of any paid or volunteer personnel.
- 1.3 Appoint all volunteer Fire Fighters and Emergency Medical personnel for the District, except the appointment of Paramedics which must be approved the District Board and the District's Medical Direction.
- 1.4 Appoint all officers of the District, except the appointment of the Assistant Chief which must be approved by the District Board.
- 1.5 Direct and supervise the training of all District personnel.
- 1.6 Establish and enforce a Standard Operating Guidelines manual for the District. Maintain custody of all District equipment and provide for the maintenance of all District equipment, facilities and the Fire Station.
- 1.7 Authorize the purchase of all supplies and services necessary for the proper operation and maintenance of the equipment and facilities of the District subject to District Board Policies; assist in the preparation of the annual budget, including the recommendation of capital purchases.
- 1.8 Prepare and maintain all appropriate records that may be required by law or by direction of the District Board.
- 1.9 Assign duties to all personnel of the District and supervise the performance of these duties, subject to District Board Policies or direction.

**2. Compensation and Expenses.** For all services rendered by the Chief under this agreement, the District shall provide the following compensation and reimbursement for expenses:

- 2.1 An annual salary of \$6000.00 payable in equal monthly installments to be paid on or before the last day of each month.
- 2.2 The District shall pay the legally required employer's portion of Social Security, Medicare, and State Unemployment Tax, as well as the legally required employer's contribution to the Pension and Relief Fund.
- 2.3 The District shall pay to the Chief an annual stipend of \$3600.00 in accordance with District Board Policy *Reimbursement of Expenses – Fire Chief*.

3. **Vacation.** The Chief shall be entitled to a vacation with pay each year according to the schedule below. Vacation not taken during the year which it is earned shall not accrue into the next contract year.  
 After the completion of 1 year of employment, 22 working days;  
 After the completion of 5 years of employment, 33 working days;  
 After the completion of 10 years of employment, 44 working days.
4. **Sick Leave.** The Chief shall be entitled to accrue sick leave with pay at a rate of 8 hours per month. The Chief will not be compensated for any sick leave remaining at the end of his/her service.
5. **Working Facilities.** The Chief shall be furnished with such facilities and equipment as are required for the adequate performance of the duties of Fire Chief and within the budget limitations of the District.
6. **Termination without Cause** The Fire Chief shall hold his position at the pleasure of the Fire Board and may be terminated with thirty (30) days notice without cause.
7. **Term.** This agreement shall be effective on the date executed by the parties and shall continue in force until June 30 of \_\_\_\_\_, unless earlier terminated as provided by this agreement or by applicable Arizona Statutes.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
 Name, District Board Chairperson

\_\_\_\_\_  
 Name, District Board Secretary (Clerk)

\_\_\_\_\_  
 Name, Fire Chief

## **Sample 2 Contract Termination for Cause**

This agreement is entered into between the YARNELL FIRE DISTRICT, hereinafter referred to as "**District**", and \_\_\_\_\_, hereinafter referred to as "**Chief**".

The District hereby employs \_\_\_\_\_ as the Chief of the Yarnell Fire District and \_\_\_\_\_ hereby accepts employment on the terms and conditions set forth below.

1. **Duties.** The Chief shall be the **Chief Administrative and Operations Officer** of the District and as such shall perform the following duties:
  - 1.1 Perform such services for the District as directed from time to time by the District Board in the manner and to the extent permitted by the laws of the State of Arizona and in accordance with the policies of the District as established by the District Board.
  - 1.2 Supervise all paid and volunteer personnel. The authority to discipline all personnel shall include the authority to suspend, reprimand, or terminate both paid and volunteer personnel. However, the advice and consent of the District Board is required for termination of employment of any paid or volunteer personnel.
  - 1.3 Appoint all volunteer Fire Fighters and Emergency Medical personnel for the District, except the appointment of Paramedics which must be approved the District Board and the District's Medical Direction.
  - 1.4 Appoint all officers of the District, except the appointment of the Assistant Chief which must be approved by the District Board.
  - 1.5 Direct and supervise the training of all District personnel.
  - 1.6 Establish and enforce a Standard Operating Guidelines manual for the District. Maintain custody of all District equipment and provide for the maintenance of all District equipment, facilities and the Fire Station.
  - 1.7 Authorize the purchase of all supplies and services necessary for the proper operation and maintenance of the equipment and facilities of the District subject to District Board Policies; assist in the preparation of the annual budget, including the recommendation of capital purchases.
  - 1.8 Prepare and maintain all appropriate records that may be required by law or by direction of the District Board.
  - 1.9 Assign duties to all personnel of the District and supervise the performance of these duties, subject to District Board Policies or direction.
2. **Compensation and Expenses.** For all services rendered by the Chief under this agreement, the District shall provide the following compensation and reimbursement for expenses:
  - 2.1 An annual salary of \$6000.00 payable in equal monthly installments to be paid on or before the last day of each month.
  - 2.2 The District shall pay the legally required employer's portion of Social Security, Medicare, and State Unemployment Tax, as well as the legally required employer's contribution to the Pension and Relief Fund.
  - 2.3 The District shall pay to the Chief an annual stipend of \$3600.00 in accordance with District Board Policy *Reimbursement of Expenses – Fire Chief*.

- 3. **Vacation.** The Chief shall be entitled to a vacation with pay each year according to the schedule below. Vacation not taken during the year which it is earned shall not accrue into the next contract year.
  - After the completion of 1 year of employment, 22 working days;
  - After the completion of 5 years of employment, 33 working days;
  - After the completion of 10 years of employment, 44 working days.
- 4. **Sick Leave.** The Chief shall be entitled to accrue sick leave with pay at a rate of 8 hours per month. The Chief will not be compensated for any sick leave remaining at the end of his/her service.
- 5. **Working Facilities.** The Chief shall be furnished with such facilities and equipment as are required for the adequate performance of the duties of Fire Chief and within the budget limitations of the District.
- 6. **Termination for Cause.** The Fire Chief's employment may be terminated with thirty (30) days notice by the Yarnell Fire District Board for any of the following reasons:
  - 6.1 Incompetence; inattention to duty; or dereliction of duty.
  - 6.2 Dishonesty; intemperance; immoral conduct; insubordination; discourteous treatment of the public or a fellow employee; any act of omission or commission which could have, or did, materially injure the public; any act of discrimination or prejudice.
  - 6.3 Mental or physical unfitness for the position of Chief.
  - 6.4 Drunkenness or use of intoxicating liquors, narcotics, or any other habit forming drug or substance to such an extent that the use thereof interferes with the efficiency or mental or physical fitness of the Chief, or which precludes the Chief from properly performing the functions and duties of the position of Chief.
  - 6.5 Conviction, while in office, of a felony or a misdemeanor involving moral turpitude.
- 6. **Term.** This agreement shall be effective on the date executed by the parties and shall continue in force until June 30 of \_\_\_\_\_, unless earlier terminated as provided by this agreement or by applicable Arizona Statutes.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ .

\_\_\_\_\_  
 Name, District Board Chairperson

\_\_\_\_\_  
 Name, District Board Secretary (Clerk)

\_\_\_\_\_  
 Name, Fire Chief

**Stipend Per Call for Reimbursement of Expenses  
to Fire Fighters and Emergency Medical Staff**

The Yarnell Fire District Board, by Resolution on 11/9/99, authorized the reimbursement of personal expenses incurred by Yarnell Fire Department volunteers for services provided to the community when such services are provided in response to an actual Emergency. Thus, the Yarnell Fire District Fire Fighters and Emergency Medical Staff volunteers will be reimbursed for their personal or 'out of pocket' expenses associated with responding to incidents or calls. This policy is to be adopted retroactive to January 1, 2001.

The Fire Board recognizes that the fire, health and safety protection of the district is dependent upon the services rendered by its Fire Fighters, Emergency Medical Staff. The Board further recognizes that in the rendering of such service, the volunteers will incur personal expenses in the daily execution of their duties. The Board further recognizes that the logistics of documenting these many out-of-pocket expenses is difficult. To require these volunteers to record these expenses and to require the District to record and compile these transactions would be impractical and unreasonable if not impossible. The intent and purpose of the reimbursement method adopted by this Resolution is to create a practical method of reimbursement without creating an impractical records system. These expenses include Transportation, Clothing, Food and Meals, Home Utilities (see *Reimbursement of Expenses – Fire Chief* for a description of these expenses).

The amount of this Reimbursement Fee will be in the amount of \$10.00 per incident or call for each eligible responder.

To qualify, the responder must be on scene and actually provide services as directed by the Chief or ranking Officer in charge of the scene. In addition, the responder must have signed, dated, and returned the Authorization of Payment Form attached to this Policy. The Officer in charge must in turn provide a list of all volunteers who are eligible for reimbursement.

The Fire Chief shall keep a record of personnel responding to all incidents and calls. Each Quarter the Chief will submit to the Treasurer a statement for each eligible responder which includes the number of calls and the amount due each responder for that Quarter. The Treasurer will then issue reimbursement checks to the individual responders.

The Fire Chief shall be responsible for the administration of this Policy and ensure that each incident only reflects the appropriate number of volunteers to properly manage the Emergency.

The AFDA sample policy titled "Establishing Method of Reimbursement of Volunteer Firefighters Expenses", Chapter 3, Page 31, 2nd edition, shall be used as a reference sheet for eligible expense consideration.

**Authorization for of payment to Yarnell Fire Department Firefighters and EMT's of a stipend per call for reimbursement of expenses.**

**Attachment to Stipend Per Call Policy**

In recognition of the above policy, the Board authorizes the payment of a stipend of \$10.00 dollars per incident or call to Yarnell Fire Department Volunteers as a method of reimbursement for out-of-pocket expenses associated with responding to an incident or call subject to the following conditions:

1. The Yarnell Fire Department Volunteer recognizes that this stipend is for reimbursement for volunteer services provided to the District as defined in the policy and in no way may it be construed as direct or indirect payment of a salary associated with the position of Volunteer in the Yarnell Fire Department.
2. The amount of the stipend may be changed or cancelled at the discretion of the District Board.

As a Volunteer in the Yarnell Fire Department, I have read the attached policy and its conditions and accept the same.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

### Public Participation at Board Meetings

All regular and special meetings of the Board shall be open to the public. Board meetings are for the purpose of conducting the business of the District; Board meetings are not intended as forums for public complaints.

The Board invites the viewpoints of District citizens and considers the responsible presentation of these viewpoints vital to the efficient operation of the District. In an effort to balance the Board's responsibility for the proper governance of the Fire District and the need to conduct its business in an orderly and efficient manner with the critical need to receive input from citizens, the Board hereby establishes the following procedures to receive input from citizens of the District; *these procedures will be briefly summarized at the beginning of each Board Meeting.*

1. Any individual desiring to address the Board, on agenda items (including the 'Public Comment' portion of the agenda, shall complete a form provided by the Yarnell Fire District Board Secretary. The Board **prefers** that the form be delivered to the Secretary before the meeting so that the Board President may call on the individuals in order at the time public comment is requested on each agenda item.

An individual who has not delivered a form to the Secretary before the meeting shall deliver the form immediately prior to addressing a particular agenda item. Individuals will not be recognized to speak until the form has been submitted.

2. Individual comments shall be limited to 3 minutes. The Chairman may, from time to time, extend the time available for individual comment if the Chairman deems that additional time is appropriate.
3. The Board Chairman shall be responsible for recognizing speakers, maintaining proper order, and adherence to the 3-minute time limit.
4. Arizona Open Meeting Laws and Statutes prevent Board members from discussing or commenting on public comments made during the "Call to the Public" portion of the District Board Meeting Agenda if those questions or comments address matters not on the current Agenda. However, Arizona Statutes do allow individual Board members to respond to criticism directed to them personally. At the discretion of the Board, matters addressed during the Call to the Public may be placed on a future agenda, either as a matter of New or Old Business or in the Response to the Public portion of the Agenda. (See also Rules of Procedure.)
5. During an open session the Board shall not hear personal complaints against fire department personnel or any person connected with the Fire District. Such complaints are personnel matters and will be heard in a properly scheduled Executive Session.

The Fire Chief shall ensure that a copy of this policy is posted at the entrance to the Board Meeting and that an adequate supply of forms is available.

**Citizen Complaint Procedure**

If a citizen has a complaint to report to the Yarnell Fire District, the following procedures are to be followed in order to obtain a response from the appropriate personnel.

A. The citizen must write a letter to the Yarnell Fire District, detailing the following information. Alternatively, the citizen may use the sample form attached.

1. Date, time, and location of occurrence.
2. Brief description of the incident or complaint, and why the citizen is concerned.
3. Name(s) of people involved, if known.
4. Complainant's name, address, and telephone number.
5. Witness name(s) [if any], address, and telephone number.

B. The letter is to be mailed or delivered to:

Fire Chief  
Yarnell Fire District  
P.O. Box 581 / 22558 Looka Way  
Yarnell, AZ 85362

C. The letter will be forwarded to the appropriate personnel upon receipt.

D. A response will be made, in writing, within five (5) working days.

E. A copy of the response will be filed with the original complaint letter (or form).

# Citizen Complaint Form

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_ A.M. P.M.

Was a vehicle involved: **YES** or **NO**.

Red Chevrolet Tahoe **EMS** Vehicle **R - 1**

White **Utility** Vehicle **U - 1**

If **YES**, **circle** the vehicle involved:

Red Brush Truck **B - 1 (small)**

Red Fire Engine **E - 3 (medium)**

Red Fire Engine **E - 4 (large)**

**Person** involved, if known \_\_\_\_\_

**Brief description** of incident or complaint.

**Complainant's** Name (Print) \_\_\_\_\_

**Complainant's** Signature \_\_\_\_\_ Date \_\_\_\_\_

**Complainant's** Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Complainant's** Telephone Number Area Code ( ) \_\_\_\_\_

First **Witness'** Signature \_\_\_\_\_ Date \_\_\_\_\_

First **Witness'** Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

First **Witness'** Telephone Number Area Code ( ) \_\_\_\_\_

Second **Witness'** Signature \_\_\_\_\_ Date \_\_\_\_\_

Second **Witness'** Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Second **Witness'** Telephone Number Area Code ( ) \_\_\_\_\_

---

Disposition of Complaint by Investigating Officer

Investigated by \_\_\_\_\_ (Signature)

Action Taken or  No Action Taken

Response to Complainant Attached

Other Remarks \_\_\_\_\_

### Payment for Services

The Yarnell Fire District prefers to purchase supplies and services from merchants and service suppliers in Yarnell. In accordance with this preference, the Fire District will pay members of the volunteer fire department for materials or services provided to the Fire Department if those volunteers normally provide those same materials or services to the community. Volunteers wishing to be paid for such services must:

- be able to demonstrate that they normally provide and charge the Yarnell community for such materials or services,
- provide a cost estimate of the services to be provided; this cost estimate must include the terms and conditions of the warranty for the materials and/or services provided,
- receive a purchase order prior to commencing any work requested by the Fire Department,
- work to 'industry standards',
- provide an invoice for parts, supplies, materials, and labor,
- provide materials or services in accordance with the warranty provided with the cost estimate.

The Yarnell Fire District will **not** pay for volunteer services related to providing Fire Fighting Services or Emergency Medical Services, except as outlined in the *Stipend Per Call ... Policy*.

## Facilities Use

The Yarnell Fire District Fire House is intended to support the Fire and Medical Emergency needs of the Yarnell Fire District. Consequently the following guidelines shall apply to the use of the Facility:

### 1. **Maximum Occupancy**

Under no circumstances shall occupancy in the Facility exceed 29 people. This restriction is in accordance with the "Certificate of Occupancy" issued pursuant to the requirements of Section 309 of the Uniform Building Code.

### 2. **Bays**

Bays shall be used solely for:

- a. housing vehicles, equipment, and supplies that support the fire and medical needs of the community. The District may, from time to time, house vehicles and equipment in the bays that belong to other agencies that provide emergency services to the Community; for example, the Red Cross, State Wildland Fire, and other similar governmental agencies.
- b. training and public education programs that require access to the vehicles, equipment, or supplies that are housed in the bays.

The Bays shall not be used for meetings or social functions.

### 3. **Meeting Room**

**Under no circumstances shall persons authorized to use the Meeting Room enter the Bays.** The Meeting Room may be used for the purposes outlined below.

- a. Fire District Board Meetings
- b. Training programs for Fire District staff
- c. Community meetings, to be pre-approved by the Fire Chief on a case by case basis

The Fire District shall have first priority for use of the meeting room; other agencies, groups, or individuals who wish to use the meeting room shall submit requests to the Fire Chief who has been given authority by the District Board to approve requests for use of the Meeting Room.

Conditions for use:

- a. the meeting room must be left in it's original condition
- b. the Fire Chief may require that a member of the Fire District be present as a condition of approving use of the facility.

## Personnel - Volunteer Service

The Yarnell Fire District Board has delegated to the District Fire Chief the general responsibility for hiring, evaluating, and terminating volunteer personnel. The Fire Chief shall exercise these responsibilities in accordance with the following general guidelines:

### Service Guidelines

1. Serving as a Volunteer in the Yarnell Fire District is a privilege, not a right. Yarnell Fire District Volunteers are responsible for the fire and emergency medical safety of the community. Although volunteers are not salaried employees of the District they should comport themselves as if they were salaried employees in any other fire or emergency medical service organization.
2. The Yarnell Fire District provides service to the Yarnell Community 24 hours a day, seven days a week (24/7). The District recognizes that most volunteers will have full or part-time jobs, or similar commitments to other endeavors, and will not be able to serve a 24/7 schedule. However, all volunteers are expected to be available for emergency service to the maximum extent that their schedules will allow.
3. The District maintains a weekly service schedule that makes it possible for the District Incident Commander to have accurate information to use for deploying volunteers in an emergency. Volunteers are required to report their planned availability on a weekly basis to the Fire Chief or his designated representative. Should a change in the planned availability be necessary, that change must be coordinated with the Fire Chief or his designated representative. Furthermore, when a volunteer leaves the area the volunteer must report their departure time, their anticipated return time, and their actual return time to the Dispatcher in accordance with procedures established by the Fire Chief, except when the volunteer has been specifically listed as "out of area" on the weekly schedule.
4. All volunteers must complete an application and other forms as determined by the Fire Chief and shall submit to drug testing in accordance with the District's Drug Policy.
5. The Fire Chief is responsible for maintaining *Standard Operating Guidelines* that address all matters relating to service in the District. Volunteers are expected to have read, remain familiar with, and adhere to these guidelines at all times. Changes to the *Standard Operating Guidelines* must be approved by the Board.

### Hiring

The Fire Chief is responsible for hiring all personnel and for selecting officers and administrative personnel in accordance with the following guidelines and restrictions:

1. *Administrative Volunteer*
  - a. Appointment of an Assistant Fire Chief must be approved by the Board.
2. *Firefighter*
  - a. Volunteer Fire Fighters are required to attend scheduled training sessions. Failure to attend scheduled training sessions may be grounds for termination.

### 3. *EMT- B*

- a. EMT-B's must, at a minimum, have current certification in the State of Arizona.
- b. Certification documents for EMT's must be submitted to the District's Base Hospital.
- c. Newly certified EMT's shall, whenever possible, practice under the supervision of an experienced EMT for a period of six months.

### 4. *Paramedic and/or EMT-I*

Paramedic and EMT-I positions have not been established in the Yarnell Fire District. These positions will not be established until the Yarnell Fire District Board has completed a Needs and Cost/Benefit Assessment that must address, at a minimum, the following:

- a. Life Cycle costs of Paramedic/EMT-I, including equipment, continued training and certification, stipend and/or other compensation, and other related costs.
- b. A review of medical incident reports to identify the number and type of medical emergencies where Paramedic/EMT-I services, prior to the arrival of land or air transportation, could or would have made a significant difference in patient outcome. This review shall be conducted with assistance from the District's Base Hospital.
- c. Assessment of the liability associated with Paramedic/EMT-I services. This assessment shall address the level of insurance required to protect the District and the resulting cost to taxpayers given the fact that these volunteers will be performing invasive procedures and will have access to controlled substances. This assessment shall include a study of claims made in other Fire Districts in Yavapai County.
- d. Medical Direction's expressed concerns about a remote rural Fire District operating with one or more inexperienced Paramedics or EMT-I's not associated with a medical transport service; as well as concern about operating with only one Paramedic or EMT-I.
- e. Determine the minimum qualifications appropriate for a Paramedic/EMT-I operating in a remote rural Fire District, for example: the amount of prior experience required; the nature and diversity of the prior experience required; prior experience under limited supervision; prior related experience.
- f. Assessment of the administrative reporting and supervisory complications associated with a Paramedic/EMT-I reporting to both Medical Direction and the Fire Chief.
- g. A review of the Needs and Cost/Benefit Assessment by Medical Direction.

If the Needs and Cost/Benefits Assessment results in decision to pursue appointment of a Paramedic and/or EMT-I, a specific policy regarding Paramedics/EMT-I's must be written and approved by the District Board at a regular meeting of the Board. The policy must, at a minimum, include the following:

- a. Appointment of a Paramedic/EMT-I must be approved by the Board and by Medical Direction at the District's Base Hospital before the Paramedic can begin practicing in the District.

- b. A statement of qualifications, for example, Paramedics/EMT-I's must be certified in the State of Arizona and have a minimum of 3 years of substantial and documented Paramedic/EMT-I experience of wide scope preferably in a medical transport service as opposed to a hospital or other institution.
- c. A provision requiring that potential volunteers provide three recommendations, including one from Medical Direction at a Base Hospital.
- d. A specification of the management, supervisory, and control structure for the Paramedic/EMT-I; i.e., the specific responsibilities of the Board, the Fire Chief, Medical Direction and the Paramedic/EMT-I or, who is responsible for what, when, and under what circumstances and conditions.

**Personnel – Education, Training and Service**

The Yarnell Fire District is committed to providing training and education for all Fire District Employees/Volunteers and may pay tuition and travel under some circumstances (see also the *Reimbursement for Tuition, Materials, and Travel Policy*).

**Eligibility for Training and Education:**

1. All Employees/Volunteers are required to attend the free training sessions offered by the District twice a month.
2. All Employees/Volunteers are eligible for, and encouraged to attend, training and education programs offered for a fee by agencies outside of the District, including programs offered in the District as well as programs that require travel to other locations both in and out of the State of Arizona.
3. There are no restrictions on the number of training programs that a Employee/Volunteer may attend in any given year. The District Board has delegated to the Fire Chief the responsibility for approving training requests submitted by Employees/Volunteers. However, the Board has instructed the Chief to use the following criteria when approving requests for training: 1) cost of the training program and the training dollars remaining in the District Budget; 2) benefit to the District; 3) quality and quantity of past service provided to the District by the Employee/Volunteer; 4) predicted length of Employee's/Volunteer's future service to the District; 5) number of prior training programs attending by the Employees/Volunteers.

**Reimbursement for Education, Training, and Travel**

Reimbursements for Education, Training, and Travel shall be made in accordance with the following guidelines as well as the *Reimbursement for Tuition, Materials, and Travel Policy*:

1. Employees/Volunteers who have served the District less than 6 continuous months shall not, under any circumstances, have their training or education expenses paid in advance.
  - a. If the total cost of a single program is \$300.00 or less (including tuition, materials, and travel) the Employee/Volunteer who remains with the District for at least six months after the date of completion of a training program may, upon providing receipts, be reimbursed for their expenses. Travel expenses will be paid in accordance with the *Reimbursement for Tuition, Materials, and Travel Policy*.
  - b. If the total cost of a training or education program (including tuition, materials, travel) is more than \$300.00 the Employee/Volunteer must, prior to beginning the program, sign a contract addressing the length of service that shall be required for reimbursement. Expenses shall be reimbursed to the Employee/Volunteer in accordance with the terms of the contract and shall be based on length of service following completion of the training or education program. The Chief shall, using the attached sample *Education and Service Agreement*, prepare a contract for review and approval of the Board. Failure to obtain prior approval of the Board may result in denial of reimbursement for expenses.

2. Employees/Volunteers who have served the District between 6 and 24 continuous months may have some of their training and education expenses paid in advance.
  - a. If the total cost of a single program is \$300.00 or less (including tuition, materials, travel, etc.) the District may pre-pay the cost of Tuition, Materials and Airfare. Other expenses will be reimbursed in accordance with the *Reimbursement for Tuition, Materials, and Travel Policy*.
  - b. If the total cost of a training or education program (including tuition, materials, and travel) is more than \$300.00 the Employee/Volunteer must, prior to beginning the program, sign a contract addressing the length of service that shall be required for reimbursement. The contract may allow for prepayment of expenses up to a maximum of \$300.00. Expenses that are not pre-paid shall be reimbursed to the Employee/Volunteer in accordance with the terms of the contract and shall be based on length of service following completion of the training or education program. The Chief shall, using the attached sample *Education and Service Agreement*, prepare a contract for review and approval of the Board. Failure to obtain prior approval of the Board may result in denial of reimbursement for expenses.
3. Employees/Volunteers who have served the District for more than 24 continuous months may have some of their training and education expenses paid in advance.
  - a. If the total cost of a single program is \$500.00 or less (including tuition, materials, and travel) the District may pre-pay the cost of Tuition, Materials and Airfare. Other expenses will be reimbursed in accordance with the *Reimbursement for Tuition, Materials, and Travel Policy*.
  - b. If the total cost of a training or education program (including tuition, materials, travel, etc.) is more than \$500.00 the Employee/Volunteer must, prior to beginning the program, sign a contract addressing the length of service that shall be required for reimbursement. The contract may allow for prepayment of expenses up to a maximum of \$500.00. Expenses that are not pre-paid shall be reimbursed to the Employee/Volunteer in accordance with the terms of the contract and shall be based on length of service following completion of the training or education program. The Chief shall, using the attached sample *Education and Service Agreement*, prepare a contract for review and approval of the Board. Failure to obtain prior approval of the Board may result in denial of reimbursement for expenses.

Education and Service Agreements must be approved by the Board before they become effective.

# SAMPLE Education and Service Agreement

## Preamble

THIS AGREEMENT, having an effective date of \_\_\_\_\_, 2002, is entered into by and between the YARNELL FIRE DISTRICT (hereinafter "District") and \_\_\_\_\_ (hereinafter "Employee").

## **Recitals**

WHEREAS, the District receives service from various individuals, including the Employee, in various capacities; and

WHEREAS, such Employee desires to receive certain training, education and certification by the State of Arizona; and

WHEREAS, the District does, at its election, permit and assist employees to seek appropriate training programs, college courses, and/or certification from time to time ("Training Program"); and

WHEREAS, Employee has volunteered to commit the time and energy required to pursue the following education, training or certification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ; and

WHEREAS, Employee has the appropriate background and commitment and wishes to take advantage of a program in which the District pays for certain expenses incurred in connection with said training programs, certifications or college courses; and

WHEREAS, Employee recognizes that the District undertakes considerable direct expense in training the Employee, and that the District further incurs other related administrative costs on the Employee's behalf while in training, including administrative expenses and overtime coverage to accommodate said Employee.

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. Training & Related Expenses. The District agrees to pay certain expenses, including tuition, food, mileage and lodging deemed necessary for Employee to complete a Training Program for \_\_\_\_\_, at an institution approved of by the District in an amount not to exceed the amount set forth in **Exhibit "A"** attached hereto. Those approved expenses are set forth in **Exhibit "A"** attached hereto. So long as Employee is in compliance with the terms of this Agreement, the District may also pay the expenses, including food, mileage and lodging, licensing fees, or any other costs or fees required by other regulatory or governmental agencies (in an amount approved and modified by the District) deemed necessary for Employee to comply with said regulatory requirements, unless Employee

receives, or is qualified to receive, reimbursement for these expense from other sources. If Employee receives partial reimbursement for these expenses, the District will reimburse the portion of expenses that were not reimbursed. To the extent not listed in **Exhibit "A"** attached hereto, the District reserves the right to establish limits for all said expenses described in this Agreement, to establish per diem maximums, to require receipts for all expenses incurred and to require prior approval for said expenses from time to time.

2. Standard Operating Guidelines. The Yarnell Fire Department's Standard Operating Guidelines shall govern Employee's service as a \_\_\_\_\_.
  
3. Reimbursement by Employee. Employee agrees to reimburse to the District the collective expenses incurred by the District as described in Paragraph 1 (the "Expenses any of the following occur:
  - a. Should Employee fail to complete the Training Program within \_\_\_\_ months of the effective date of this contract or fail to obtain any required certification within \_\_\_\_ months of completing the Training Program (unless said time limit is extended in writing) the Employee shall reimburse the District **100%** of the Expenses incurred.
  
  - b. Should Employee not achieve a grade at or above a "C" in any graded course offered as a part of the Training Program, or fail to achieve a passing grade in those classes designated as pass/fail within \_\_\_\_ months of the effective date of this contract, the Employee shall reimburse the District 100% of the Expenses incurred.
  
  - c. Should Employee voluntarily cease serving the District, or cease being available for the period of time set forth in Paragraph 6 below, or should Employee be terminated for cause by the District, within three (3) years of completing said Training Program or certification, whichever is later, as set forth in Paragraph 3(a) above, or should Employee's certification (if applicable) lapse, for any reason, within three (3) years of obtaining said certification, the Employee shall reimburse to the District all said Expenses, reduced pursuant to the pro-rata formula described in more detail below.

Employee's obligation to reimburse Expenses pursuant to Section 3(c) above shall be reduced on a pro rata basis, based on the amount of time Employee performed services for the benefit of the District under the terms of this Agreement, said reimbursement amount is to be determined by multiplying the expense amount by a ratio, in which the numerator is the number of days in which the Employee is employed by the District under the terms of this Agreement and the denominator is 1085 days (3 years). [As an example, should the Employee complete one year of service under this Agreement, as determined under Paragraph 3 above, the Employee shall be obliged to reimburse the District 2/3 of the total Expenses; should the Employee complete two years of service under this Agreement prior to termination, the Employee shall be obliged to reimburse 1/3 of the Expenses; and in the event the Employee should complete 3 full years of service under the terms of this Agreement prior to termination, the Employee shall not be obligated to reimburse any amounts of the Expenses.

4. District Availability. Unless waived by the District in writing, Employee agrees to be available to serve the District as a \_\_\_\_\_ for a period of three (3) years from \_\_\_\_\_, for an average of 48 weeks a year, four (4) days a week; provided, however, that said commitment is conditioned upon the District's obligation to keep such equipment, as specified by ADHS and the appropriate medical director, necessary for Employee to perform his duties, in good working order and repair. Employee shall be responsible for reporting maintenance and/or repair needs to the District.

In the event Employee should fail to provide to the District, in any single year, the amount of services established in Paragraph 6 above, the same shall be considered grounds for termination for cause, at the discretion of the District. In the event the District fails to terminate for cause, then said condition shall be deemed waived for the one year period in question. It is contemplated that Employee will be providing the services under this Agreement  as volunteer, or  as a paid employee [please check appropriate box].

5. Outside Employment. The parties agree that this Agreement shall not be construed as preventing Employee from accepting additional outside employment in accordance with the Yarnell Fire District Standard Operating Guidelines, which does not interfere with his ability to perform duties of District employee and which does not violate any rules and regulations applicable to Employee.

6. Liability Insurance. Yarnell Fire District shall maintain malpractice liability insurance covering the Employee for services provided to the District, in an amount determined by the District to be appropriate, taking into account the District's budget, the standard of the industry, etc.

7. Continued Employment. Nothing in this Agreement shall be construed in any way to limit the right of the District to terminate Employee's employment. Employee expressly acknowledges that Employee is an at-will employee and that this Agreement gives Employee no vested rights in continued employment with the District. Should the District terminate Employee without cause, Employee's remedies shall be limited to forgiveness of Employee's obligation to reimburse any of the Expenses.

8. Reimbursement and Withholding Limits. Nothing herein shall be interpreted to require Employee to reimburse the District or permit the District to withhold an amount or method that would violate state or federal law, including any applicable minimum wage requirements under the FLSA. In conjunction therewith, any obligation to reimburse or any right to withhold, (which is hereby granted to the District) shall be limited to those amounts permissible under applicable law, and if necessary, recalculated to require Employee to only reimburse District or permit the District to withhold, as the case may be, the maximum amount allowed by law. If necessary, in order to comply with applicable law, the reimbursement obligation of Employee as set forth under this Agreement may be carried forward as an unsecured debt to the District, collectible by way of pursuit of civil action.

9. Severability. The parties agree that this Agreement is severable. Should any provision or portion of this Agreement be deemed not enforceable, the remainder of the Agreement shall remain valid and enforceable.

10. Merger and Modification. This Agreement incorporates all prior agreements or understandings, whether verbal or written. It may not be modified except by an express written agreement signed by both parties.

11. Attorneys' Fees. The parties agree that in the event action is brought to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and costs incurred herein.

IN WITNESS WHEREOF, this Agreement is executed this \_\_\_\_\_ day of \_\_\_\_\_, 200 .

Approved:

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Yarnell Fire District

Attest:

\_\_\_\_\_  
Board Clerk, Yarnell Fire District

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Employee  
Yarnell Fire District

**Exhibit A**

Tuition:	\$NNNN.00
Travel and Meals:	\$NNNN.00
Total	\$NNNN.00

### Reimbursement for Tuition, Materials, and Travel

The District may pay or reimburse for employee or volunteer education, training, and travel expenses in accordance with the *Education, Training, and Service Policy*. Reimbursement will be made in accordance with the following guidelines:

#### **Tuition:**

If an employee or volunteer is eligible for prepayment of tuition the District prefers to pay tuition directly to the training or education agency that will be providing the training. If the employee or volunteer is to be reimbursed a receipt **must** be provided in order to receive reimbursement.

#### **Materials (books, supplies, equipment):**

If an employee or volunteer is eligible for prepayment of expenses for Materials the District prefers to pay these expenses directly to the training or education agency that will be providing the materials. If the employee or volunteer is to be reimbursed a receipt **must** be provided in order to receive reimbursement.

#### **Meals**

Meals shall be reimbursed for actual costs to a maximum of \$30.00 per day. Receipts **must** be provided in order to be reimbursed.

#### **Lodging**

Lodging will be reimbursed for actual costs to a maximum of \$85.00 per day. Receipts must be provided in order to be reimbursed.

#### **Airfare**

If an employee or volunteer is eligible for prepayment of airfare the District prefers to pay airfare directly to the airline. If the employee or volunteer is to be reimbursed a receipt **must** be provided in order to receive reimbursement.

#### **Personal Vehicle**

When an employee or volunteer travels using their personal vehicle the District will pay 36.5 cents per mile by the most direct and usually traveled route.

Access to District Records

The Yarnell Fire District is committed to providing access to public information and documents; Department Staff and/or Board Members will respond as quickly as possible to requests for information.

Citizens may come to the Fire House during normal business hours to review all public documents. If citizens request copies of documents a charge of 25 cents per page will be assessed. If the material is to be mailed the requestor will be charged for postage. Cost of copies and postage must be collected before material is mailed. A **sample** "Request for Information" form is included with this Policy. The Form may be revised from time to time with Board approval.

Emergency Medical and Fire Incident Reports are **not** public documents and shall under no circumstances be released to the public. Volunteers and Board Members are strictly prohibited from releasing these records to the public and furthermore are strictly prohibited from discussing details of emergency medical or fire incidents with any member of the public. (Refer to the *Standard Operating Guidelines* for further information.)

**Yarnell Fire Department  
P.O. Box 581  
Yarnell, AZ 85362  
Request for Information**

The Yarnell Fire District is committed to providing access to public information and documents; Department Staff and/or Board Members will respond as quickly as possible to requests for information. Submitted forms must include the identifying information requested below. Incomplete forms may be returned to the requestor for complete information. There is a 25 cents per page charge for producing copies of documents. The cost of copies and postage must be collected before material is mailed.

<hr/>	<hr/>
Name	Date
<hr/>	<hr/>
<b>MAILING</b> Address ( <b>P.O. Box</b> )	(City) (State) (Zip)
<hr/>	<hr/>
Street Address ( <b>NOT P.O. Box</b> )	(City) (State) (Zip)
<hr/>	<hr/>
Home Telephone Number	Work Telephone Number
<hr/>	<hr/>

---

Name and Address of Organization Represented (if any)

I, the individual named above, request the following information or documents:

---

---

---

---

---

<hr/>	<hr/>
Signature of Requestor	Date