

Action

To: Woods Fire Board
From: Administration
Date: July 17, 2020
Title: Consent Agenda Items

Recommended Action: Approve Minutes and Financial Reports

Action Summary: Approve Minutes from May14 and June 11, 2020
Approve Financial Reports for May and June 2020

Financial Impacts: Monthly accountability for finances

Relation to Goals: *Minutes – N/A
*Improve and account for the resources of the District

Key Considerations: District is 100% through the 2019/2020 fiscal year.

Additional Info:

Attachments: Last Board Meeting Minutes Board Report
County Warrant Account
Capital Fund Account

WOODS FIRE DISTRICT

Regular Board Meeting July 17, 2020, 9:00 a.m.

THIS MEETING WILL BE AVAILABLE REMOTELY THROUGH TECHNOLOGICAL MEANS

WWW.ZOOM.US MEETING ID: 846 9403 5328 PASSWORD: 128493

ATTACHEMENTS AVAILABLE AT www.summitfiredepartment.org

FBC Williams – Community Room 629 W. Grant Ave, Williams AZ

Regular Board Meeting

1. Call to Order 9:12 a.m.

2. Roll Call of Board Members / Affirmation of Quorum

Present: Chairman Warnock (via technological means Zoom),

Members Johnson (in person)

Absent: Member Osendorf

Administration: Administrative Officer Gioia

Public: None

3. CONSENT AGENDA

a. Approval of Reconciliations and Financial Reports May and June

b. Approval of Minutes from May 14, 2020 and June 11, 2020

Fire Board reviewed the reconciliations from May and June 2020 and the minutes from May 14, 2020. Chairman Warnock made a motion to accept the consent agenda items as present. Member Johnson second the motion. Motion carried.

Voted conducted: Motion Approved

Ayes: Warnock, and Johnson

Nays: None

Absent: Osendorf

Public: None

4. Current Events

a. Administrative Updates

Administrative Officer Gioia presented to the Board their current VFIS insurance policy.

b. Other Items

Chairman Warnock informed the Board that the local property owners association is back in place and they are working on putting information out. Chairman Warnock will have a conversation with them regarding the hydrants and the Districts prospective.

5. New Business / Action Items -

a. Discuss letter from USDA Kaibab Nation Forest File 1950 Dated June 10, 2020 regarding Dogtown Water Pipeline project.

The Fire Board discussed the letter from Kaibab National Forest regarding the pipeline. They were encouraged by the letter and what that the City was working

WOODS FIRE DISTRICT

on a loan for the project. At the next meeting they will request Chief Schulte and The City of Williams City Manager to give the Fire Board an update on the project.

- b. Review discuss and possible action on approving Resolution WFD 2020-5 Legal Counsel. Authorizing the use of Coconino County Office of the County Attorney for legal counsel.

- a. The Fire Board reviewed Resolution WFD 2020-5 for Legal Counsel with Coconino County Attorney's Office for Woods Fire District. Chairman Warnock made a motion to approve the Resolution 2020-05 Legal Counsel with Coconino County Attorney's Office with Coconino County Elections Department. Member Johnson second the motion. Motion carried.

Voted conducted: Motion Approved

Ayes: Warnock, and Johnson

Nays: None

Absent: Osendorf

Public: None

6. Fire Board Comments- None

7. ADJOURN REGULAR BOARD MEETING

Chairman Warnock made a motion to adjourn the board meeting at 9:39 a.m. Member Johnson second the motion. Motion carried.

Voted conducted: Motion Approved

Ayes: Warnock, and Johnson

Nays: None

Absent: Osendorf

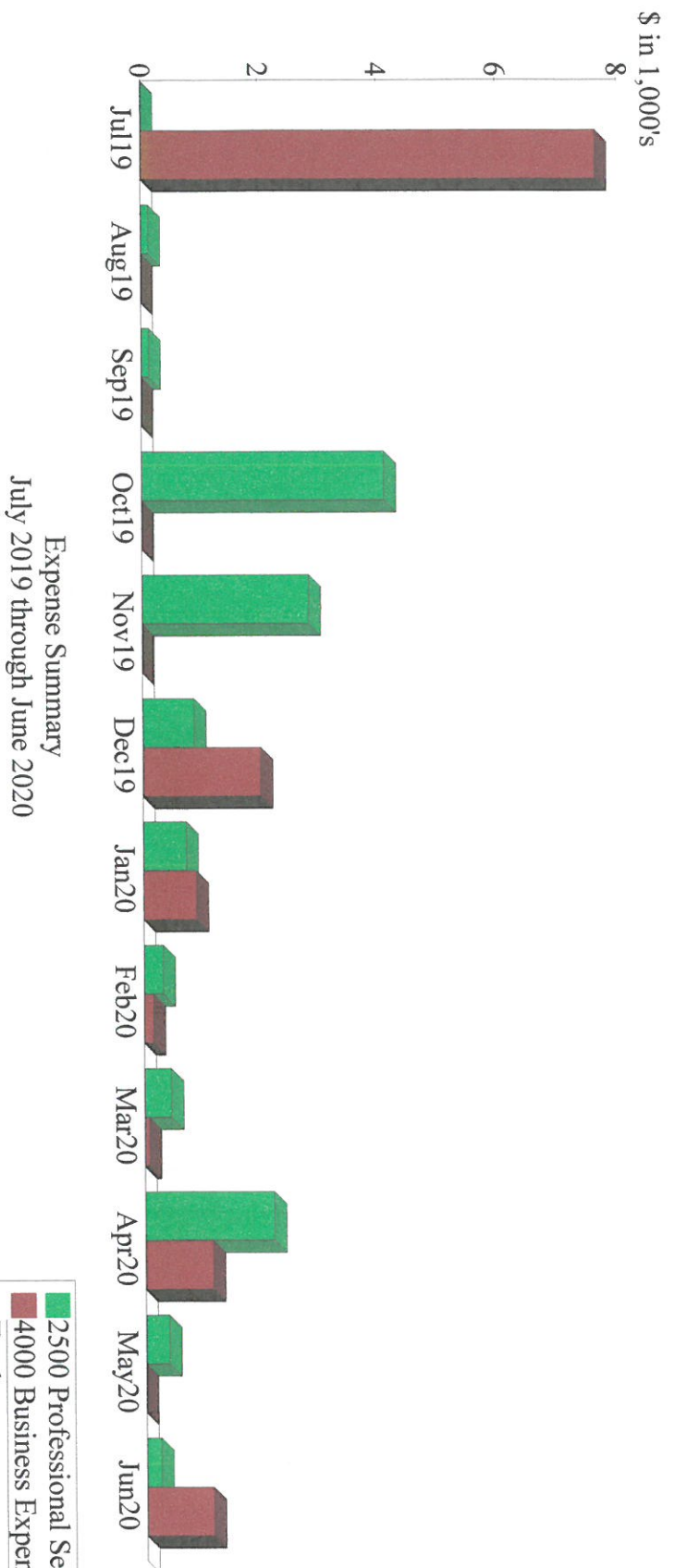
Public: None

9:59 AM
07/10/20
Cash Basis

Woods Fire District
Board Report
July 2019 through June 2020

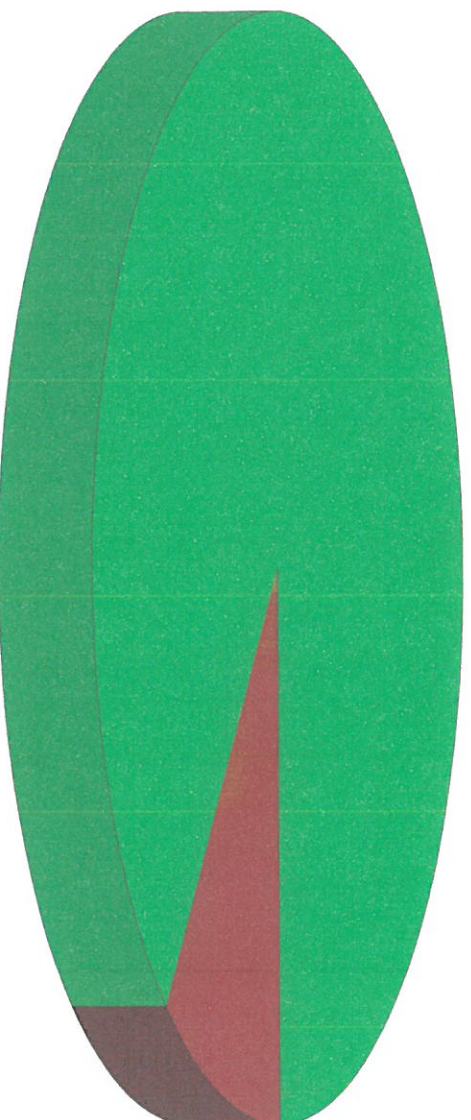
	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	
Income				
1100 Accounts Receivable				
1101 Property Tax	10,052.22	7,066.00	2,986.22	142.26%
1102 FDAT	1,859.62	1,000.00	859.62	185.96%
1103 Delinquent Tax	138.19	0.00	138.19	100.0%
Total 1100 Accounts Receivable	<u>12,050.03</u>	<u>8,066.00</u>	<u>3,984.03</u>	<u>149.39%</u>
1300 Misc Income				
1302 Interest	372.82	0.00	372.82	100.0%
Total 1300 Misc Income	<u>372.82</u>	<u>0.00</u>	<u>372.82</u>	<u>100.0%</u>
Total Income	<u>12,422.85</u>	<u>8,066.00</u>	<u>4,356.85</u>	<u>154.02%</u>
Expense				
2500 Professional Services				
2501 IGA For Fire Service	3,900.00	3,750.00	150.00	104.0%
2505 County Fees	0.00	1,500.00	-1,500.00	0.0%
2510 IGA Admin Services	3,600.00	3,600.00	0.00	100.0%
2515 Audit Services	2,000.00	2,500.00	-500.00	80.0%
2520 Insurance	2,061.00	1,000.00	1,061.00	206.1%
2525 Other Professional Service	135.41	200.00	-64.59	67.71%
Total 2500 Professional Services	<u>11,696.41</u>	<u>12,550.00</u>	<u>-853.59</u>	<u>93.2%</u>
3000 Materials and Supplies				
3010 Office Supplies	0.00	100.00	-100.00	0.0%
Total 3000 Materials and Supplies	<u>0.00</u>	<u>100.00</u>	<u>-100.00</u>	<u>0.0%</u>
4000 Business Expenses				
4010 Travel Meals	242.28	700.00	-457.72	34.61%
4015 Lodging	519.00	900.00	-381.00	57.67%
4020 Registration and Dues	600.00	800.00	-200.00	75.0%
4025 Other Business Expenses	0.00	300.00	-300.00	0.0%
Total 4000 Business Expenses	<u>1,361.28</u>	<u>2,700.00</u>	<u>-1,338.72</u>	<u>50.42%</u>
Total Expense	<u>13,057.69</u>	<u>15,350.00</u>	<u>-2,292.31</u>	<u>85.07%</u>

Income and Expense by Month July 2019 through June 2020



Expense Summary July 2019 through June 2020

2500 Professional Services	89.57%
4000 Business Expenses	10.43
Total	\$13,057.69



3:55 PM

07/09/20

Woods Fire District
Reconciliation Summary
County Account, Period Ending 06/15/2020

	Jun 15, 20	
Beginning Balance		11,136.58
Cleared Transactions		
Checks and Payments - 2 items	-1,119.47	
Deposits and Credits - 3 items	202.20	
Total Cleared Transactions	-917.27	
Cleared Balance		10,219.31
Uncleared Transactions		
Checks and Payments - 4 items	-1,168.41	
Total Uncleared Transactions	-1,168.41	
Register Balance as of 06/15/2020		9,050.90
Ending Balance		9,050.90

Balanced 7-9-20 Cg

Board Approved

Date: _____

Signature: _____

County

Woods Fire District
Reconciliation Detail
County Account, Period Ending 06/15/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						11,136.58
Cleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	05/14/2020	82090...	Summit Fire and Me...	X	-1,119.00	-1,119.00
Check	06/15/2020	EFT	Coconino County Co...	X	-0.47	-1,119.47
Total Checks and Payments					-1,119.47	-1,119.47
Deposits and Credits - 3 items						
Deposit	06/15/2020			X	17.24	17.24
Deposit	06/15/2020			X	33.81	51.05
Deposit	06/15/2020			X	151.15	202.20
Total Deposits and Credits					202.20	202.20
Total Cleared Transactions					-917.27	-917.27
Cleared Balance					-917.27	10,219.31
Uncleared Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	05/14/2020	82090...	Safeguard		-31.67	-31.67
Bill Pmt -Check	06/15/2020	82090...	VFIS		-1,033.00	-1,064.67
Bill Pmt -Check	06/15/2020	82090...	Summit Fire and Me...		-74.71	-1,139.38
Bill Pmt -Check	06/15/2020	82090...	Safeguard		-29.03	-1,168.41
Total Checks and Payments					-1,168.41	-1,168.41
Total Uncleared Transactions					-1,168.41	-1,168.41
Register Balance as of 06/15/2020					-2,085.68	9,050.90
Ending Balance					-2,085.68	9,050.90



Fund Balance Detail Report

Woods Fire District Fund Range: 301700-301799 Date Range: 6/1/2020 - 6/30/2020

Account	Beginning Balance	Debits	Credits	Ending Balance
301700-11000 - Cash with Treasurer	\$11,136.58			\$10,219.31
Cash with Treasurer Totals		\$202.20	(\$1,119.47)	
301700-29000 - Fund Balance	(\$24,863.14)			(\$24,863.14)
301700-29050 - Warrants-Outstanding	(\$1,150.67)			(\$31.67)
Warrants-Outstanding Totals		\$1,119.00	\$0.00	
301700-31012 - OLD FDAT SOURCE CODE	-			-
301700-33001 - Deposits-Misc	\$15,000.00			\$15,000.00
301700-33002 - Investment Interest	(\$161.61)			(\$195.42)
06/09/2020 journal fund interest allocation - 05/01/2020 to 05/31/2020			(\$3.07)	
06/30/2020 journal fund interest allocation - 06/01/2020 to 06/30/2020			(\$30.74)	
Investment Interest Totals		\$0.00	(\$33.81)	
301700-33101 - Line of Credit-Advance	-			-
301700-33303 - Property Tax-Current	(\$9,901.07)			(\$10,052.22)
06/22/2020 distribution			(\$65.82)	
06/29/2020 distribution			(\$85.33)	
Property Tax-Current Totals		\$0.00	(\$151.15)	
301700-33304 - Property Tax-Delinquent	(\$138.19)			(\$138.19)
301700-33333 - Disbursements-FDAT	(\$1,842.85)			(\$1,859.62)
06/30/2020 fund collection		\$0.47	(\$17.20)	
06/30/2020 fund collection			(\$0.04)	
06/30/2020 fund collection			(\$0.04)	
Disbursements-FDAT Totals		\$0.47	(\$17.24)	
301700-70000 - Expense Transfer	-			-
301700-70001 - Wire Out	-			-
301700-78001 - Warrants-Redeemed	\$10,770.28			\$11,889.28
06/16/2020 Warrant 00820900010		\$1,119.00		
Warrants-Redeemed Totals		\$1,119.00	\$0.00	
301700-78002 - Disbursements-Miscellaneous	-			-
301700-78007 - Tax Abatements	-			-
301700-78100 - Line of Credit-Interest Payment	-			-
301700-78101 - Line of Credit-Principal Payment	-			-



Fund Balance Detail Report

Woods Fire District Fund Range: 301700-301799		Date Range: 6/1/2020 - 6/30/2020			
Account		Beginning Balance	Debits	Credits	Ending Balance
301700-78475 - Trustee Fee		-			-
301700-79999 - Warrant Clearing		\$1,150.67			\$31.67
Warrant Clearing Totals			\$0.00	(\$1,119.00)	
301701-11000 - Cash with Treasurer		\$15,129.28			\$15,177.40
Cash with Treasurer Totals			\$48.12	\$0.00	
301701-29000 - Fund Balance		-			-
301701-33001 - Deposits-Misc		-			-
301701-33002 - Investment Interest		(\$129.28)			(\$177.40)
06/09/2020	Journal fund interest allocation - 05/01/2020 to 05/31/2020			(\$4.26)	
06/30/2020	Journal fund interest allocation - 06/01/2020 to 06/30/2020			(\$43.86)	
Investment Interest Totals			\$0.00	(\$48.12)	
301701-70000 - Expense Transfer		(\$15,000.00)			(\$15,000.00)
301701-70001 - Wire Out		-			-



Fund Balance Summary Report

Woods Fire District Fund Range: 301700-301799 Date Range: 6/1/2020 - 6/30/2020

Account	Beginning Balance	Debits	Credits	Ending Balance
301700-11000 - Cash with Treasurer	\$11,136.58			\$10,219.31
Cash with Treasurer Totals		\$202.20	(\$1,119.47)	
301700-29000 - Fund Balance	(\$24,863.14)			(\$24,863.14)
301700-29050 - Warrants-Outstanding	(\$1,150.67)			(\$31.67)
Warrants-Outstanding Totals		\$1,119.00	\$0.00	
301700-31012 - OLD FDAT SOURCE CODE	-			-
301700-33001 - Deposits-Misc	\$15,000.00			\$15,000.00
301700-33002 - Investment Interest	(\$161.61)			(\$195.42)
Investment Interest Totals		\$0.00	(\$33.81)	
301700-33101 - Line of Credit-Advance	-			-
301700-33303 - Property Tax-Current	(\$9,901.07)			(\$10,052.22)
Property Tax-Current Totals		\$0.00	(\$151.15)	
301700-33304 - Property Tax-Delinquent	(\$138.19)			(\$138.19)
301700-33333 - Disbursements-FDAT	(\$1,842.85)			(\$1,859.62)
Disbursements-FDAT Totals		\$0.47	(\$17.24)	
301700-70000 - Expense Transfer	-			-
301700-70001 - Wire Out	-			-
301700-78001 - Warrants-Redeemed	\$10,770.28			\$11,889.28
Warrants-Redeemed Totals		\$1,119.00	\$0.00	
301700-78002 - Disbursements-Miscellaneous	-			-
301700-78007 - Tax Abatements	-			-
301700-78100 - Line of Credit-Interest Payment	-			-
301700-78101 - Line of Credit-Principal Payment	-			-
301700-78475 - Trustee Fee	-			-
301700-79999 - Warrant Clearing	\$1,150.67			\$31.67
Warrant Clearing Totals		\$0.00	(\$1,119.00)	
301701-11000 - Cash with Treasurer	\$15,129.28			\$15,177.40
Cash with Treasurer Totals		\$48.12	\$0.00	
301701-29000 - Fund Balance	-			-
301701-33001 - Deposits-Misc	-			-
301701-33002 - Investment Interest	(\$129.28)			(\$177.40)
Investment Interest Totals		\$0.00	(\$48.12)	
301701-70000 - Expense Transfer	(\$15,000.00)			(\$15,000.00)
301701-70001 - Wire Out	-			-



Outstanding Warrants by Warrant Range

Outstanding Warrants - Woods FD; Range: 0082_9; Date Range: 7/1/2008 - 6/30/2020

Number	Issued Date	Amount	Payee
00820900009	05/14/2020	\$31.67	Safeguard
Total Outstanding Warrants		\$31.67	

6/15/2020

Coconino County Corrections

**0.47

Zero and 47/100*****

Coconino County Corrections

Correction to FDAT Account

Coconino County Corrections

6/15/2020

0.47

County Account

Correction to FDAT Account

0.47

Coconino County Corrections

6/15/2020

0.47

County Account

Correction to FDAT Account

0.47

3:56 PM

07/09/20

Woods Fire District
Reconciliation Summary
Capital Fund, Period Ending 06/30/2020

	Jun 30, 20
Beginning Balance	15,129.28
Cleared Transactions	
Deposits and Credits - 1 item	48.12
Total Cleared Transactions	48.12
Cleared Balance	<u>15,177.40</u>
Register Balance as of 06/30/2020	15,177.40
Ending Balance	15,177.40

Balanced 7-9-20

Board Approved

Date: _____

Signature: _____

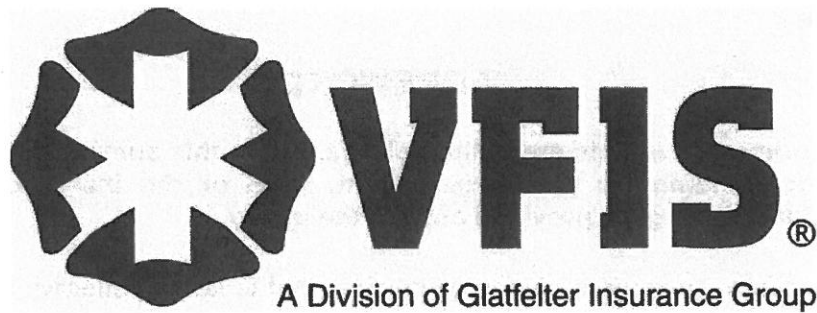
Capital

Woods Fire District
Reconciliation Detail
Capital Fund, Period Ending 06/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,129.28
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2020			X	48.12	48.12
Total Deposits and Credits					48.12	48.12
Total Cleared Transactions					48.12	48.12
Cleared Balance					48.12	15,177.40
Register Balance as of 06/30/2020					48.12	15,177.40
Ending Balance					48.12	15,177.40

Fund Balance Detail Report

Woods Fire District Fund Range: 301700-301799		Date Range: 6/1/2020 - 6/30/2020			
Account		Beginning Balance	Debits	Credits	Ending Balance
301700-78475 - Trustee Fee		-			-
301700-79999 - Warrant Clearing		\$1,150.67			\$31.67
Warrant Clearing Totals			\$0.00	(\$1,119.00)	
301701-11000 - Cash with Treasurer		\$15,129.28			\$15,177.40
Cash with Treasurer Totals			\$48.12	\$0.00	
301701-29000 - Fund Balance		-			-
301701-33001 - Deposits-Misc		-			-
301701-33002 - Investment Interest		(\$129.28)			(\$177.40)
06/09/2020 journal fund interest allocation - 05/01/2020 to 05/31/2020				(\$4.26)	
06/30/2020 journal fund interest allocation - 06/01/2020 to 06/30/2020				(\$43.86)	
Investment Interest Totals			\$0.00	(\$48.12)	
301701-70000 - Expense Transfer		(\$15,000.00)			(\$15,000.00)
301701-70001 - Wire Out		-			-



RENEWAL INSURANCE PROPOSAL
SPECIALLY PREPARED FOR

Woods Fire District
8095 N Koch Field Rd
Flagstaff AZ 86004

Presented By: Wiatt Wong
PO Box 75218
Phoenix AZ 85087
Wiatt@azvfis.com

Prepared By: **VFIS of Arizona**
JW and Associates Insurance Services, Inc.
PO Box 75218
Phoenix, AZ 85087
(623) 551-6777
(877) 275-8347 (ASK VFIS)

Dated: July 6, 2020



FOREWORD

The actual insuring agreements are in the policies, not in this summary of coverages. This summary is not binding on your organization, VFIS or the insurance companies we represent. Actual coverage is provided only by the policy.

This document reflects **renewal** coverage information that is not yet effective as of the document preparation date.

Policies included in this summary:

Policy Number
VFNU-TR-0017267-00

Effective Date
08/16/2020

Expiration Date
08/16/2021

GENERAL INFORMATION

First Named Insured: WOODS FIRE DISTRICT

Mailing Address: 8905 N KOCH FIELD RD
FLAGSTAFF, AZ 86004

AUTO

<u>Coverage</u>	<u>Symbols</u>	<u>Limits</u>
Bodily Injury / Property Damage Combined Single Limit	8,9	\$1,000,000
"No Fault" or Statutory Personal Injury Protection		Not Included
Medical Payments		Not Included
Uninsured Motorists		Not Included
Underinsured Motorists Insurance		Not Included
Physical Damage Comprehensive		Not Included
Physical Damage Collision		Not Included

Liability Coverage Extensions

Hired and Borrowed Vehicles	Included (Excess)
Commandeered Automobile	Included (Primary)
Volunteers/Employees as insureds under Non-Owned Automobiles	Included (Excess)
Garage Liability	Not Included
Fellow Member Liability	Included

AUTO LIABILITY

Coverage Highlights

**Non-Owned
Automobile**

- Covers your liability for vehicles hired, borrowed, or otherwise used on your behalf on an *excess basis*.
- Covers your liability for commandeered vehicles used on your behalf on a *primary basis*.

**Volunteers/
Employees as
Insureds Under Non-
Owned Automobiles**

- Volunteers/employees are covered while operating their own personal vehicle on behalf of the emergency service organization.
- Coverage is on an *excess basis*.

**Additional Insured-
Automatic**

- Any person or organization for which you have agreed in writing in a contract to be added as an additional insured.

**Expected or Intended
Injury**

- Included for Bodily Injury or Property Damage when resulting from actions taken to protect persons or property.

**Temporary Substitute
Vehicle**

- Coverage is provided when a replacement vehicle is loaned to you while a covered vehicle is temporarily out of service.
- Coverage is on a *primary basis*.

Example: A department is temporarily loaned an ambulance while their covered ambulance is being serviced. The loaner is involved in an intersection accident injuring civilians. Liability coverage would be provided to the department on a primary basis up to the policy limit.

**Owner of
Commandeered Auto
as an Insured**

- The owner of a commandeered auto in your temporary care, custody or control that is being used as part of an emergency operation is an insured.
- Coverage is on a *primary basis*.

**Fellow Member
Liability**

- Covers your volunteers and employees should they accidentally injure a co-volunteer or co-employee arising out of the use of a covered vehicle.
- Note that the protection applies to the *individual* against whom the claim is made, whether or not a claim is made against you (the insured organization).

Example: A fire truck is responding to an emergency call with lights and sirens activated. The vehicle operator fails to see a civilian vehicle resulting in a collision, injuring several passenger firefighters. Fellow member auto liability coverage would be provided to the fire truck driver up to the limit of the policy for claims arising from the injured passenger firefighters.

GENERAL LIABILITY / PROFESSIONAL HEALTH CARE LIABILITY

<u>Coverages</u>	<u>Limits</u>
Each Occurrence or Medical Incident.....	\$1,000,000
Personal and Advertising Injury (each offense).....	\$1,000,000
Fire Damage Legal Liability (any one fire).....	\$1,000,000
Medical Expense (each person).....	\$5,000
General Aggregate (the total payable in any policy term).....	\$2,000,000
Products / Completed Operations Aggregate (the total payable in any policy term).....	\$2,000,000

Optional Coverages (apply only if checked)

- ☐ Employer's (Stop Gap) Liability
- ☐ Owned Watercraft Liability (boats exceeding 100 horsepower)
- ☐ Pollution Liability – Above Ground Storage Tanks

Coverage Extensions

Volunteers and Employees as Insureds	Included
Blanket Additional Insureds	Included
Fellow Member Liability	Included
"Good Samaritan" Liability	Included
Intentional Acts	Included
Pollution Liability	Included
Liquor Liability	Included
Contractual Liability	Included
Owned Watercraft Liability (up to 100 hp)	Included
Non-Owned Watercraft Liability	Included
Owned Personal Watercraft (jet skis and waverunners)	Included
Expanded Aggregate Limit	Per Named Insured (unless you have selected a \$10,000,000 aggregate limit) and Per Location

GENERAL LIABILITY

Coverage Highlights

Volunteers and Employees as Insureds

- Covers all volunteers (whether or not they are members of your organization) and employees are covered while acting on behalf of your organization.
- Other insureds include your officers, directors, commissioners or trustees.
- Also included are the owners of any property you commandeer.
- VFIS coverage is primary for all of the above insureds, not excess of any personal insurance that may apply.
- Your medical director (if any) is an insured for actions taken on your behalf, with these stipulations:
 - Coverage doesn't apply to liability arising from any physician's providing or failing to provide on-line medical direction or medical command via a telecommunications device, and
 - Hands-on treatment of a patient by a physician is excess of any medical malpractice insurance carried by the physician.

Blanket Additional Insureds

- Automatically covers any person or organization required by contract to be an additional insured, but only for their liability arising out of your premises or operations.
- The contract must be in effect before the injury or damage occurs.

Fellow Member Liability

- Covers your volunteers and employees should they accidentally injure a co-volunteer or co-employee while working on your behalf.
- Note that the protection applies to the *individual* against whom the claim is made, whether or not a claim is made against you (the insured organization).

"Good Samaritan" Liability

- Covers your volunteer members and employees for liability arising from actions on their own to render services at the scene of an emergency requiring immediate action.
- Applies to professional health care or any other services.
- To qualify as a "Good Samaritan," the individual must act independently of your organization or any other organization.

Unlimited Defense Costs

- The cost to defend you against covered claims is the responsibility of the company and will not erode your liability limits.

GENERAL LIABILITY

Coverage Highlights

Intentional Acts

- Provides liability protection if, in an attempt to save lives or protect property, your volunteers or employees intentionally cause bodily injury or property damage.

Example (bodily injury): A distraught relative of a heart attack victim must be restrained in order for you to administer care to the patient, and in the process the relative is injured.

Example (property damage): In order to gain access to a small fire in one apartment unit, a firefighter breaks down a door to a different unit that is not in imminent danger.

Pollution Liability

- Covers you for bodily injury or property damage arising out of a pollution incident resulting from any of the following:
 - emergency operations away from your premises,
 - training activities, or
 - water runoff from the cleaning of equipment.
- Covers you for bodily injury or property damage arising out of an asbestos incident resulting from either of the following:
 - emergency operations away from your premises, or
 - training activities away from your premises.

Liquor Liability

- Covers you for bodily injury or property damage arising out of the serving or selling of alcoholic beverages.
- If alcoholic beverages are sold, VFIS requires that you obtain the proper license or permit, comply with our liquor loss control recommendation, and pay the applicable premium charge.

Contractual Liability

- Covers you for the liability you agreed to assume of another party, either orally or in writing.
- The claim must be otherwise covered (not excluded).

Example: Farmer Brown agrees to allow a fire department to use his pasture to hold a flea market, as long as any injuries to the public are agreed to be the responsibility of the fire department and not of Farmer Brown.

Watercraft Liability

- Automatic coverage for injury or damage arising from your use of the following:
 - non-owned boats,
 - owned boats that are not powered by motors,
 - owned boats that are powered by motors of not more than 100 horsepower, and
 - jet skis and waverunners regardless of horsepower.

GENERAL LIABILITY

Coverage Highlights

**Unmanned Aircraft
(Drones)**

- Covers you for unmanned aircraft owned, operated, rented or loaned to you.
- Unmanned aircraft means an aircraft weighing 15 pounds or less that is not designed, manufactured or modified after manufacture to be controlled directly by a person from within or on the aircraft.
- Unmanned aircraft includes equipment used with the unmanned aircraft, provided such equipment is attached to or essential for its operation.

**Fire Damage Legal
Liability**

- Covers you for liability for fire damage to buildings your organization may rent or otherwise occupy with the permission of the owner.
- A similar provision covers your liability for *other than fire damage* to buildings or contents rented or loaned to you for not more than 30 consecutive days.

**Damage to Property
of Persons
Receiving Services**

- Covers you for liability for a personal property loss suffered by a member of the public receiving services from you, provided the loss is caused by theft, physical damage or disappearance.
- Subject to a \$100 deductible each occurrence.

Example: A patient transported by ambulance to the hospital notices shortly after arrival that his wallet and Rolex watch are missing; he files a claim against the ambulance squad alleging theft of the property.

**Expanded
Aggregate Limit**

- The General Aggregate Limit shown in the schedule applies separately to:
 - each named insured (unless you have selected a \$10,000,000 aggregate limit), and
 - each location you own or rent.

MANAGEMENT LIABILITY

	<u>Limits</u>
Each Offense or Wrongful Act.....	\$1,000,000
Aggregate (the total payable in any policy term).....	\$2,000,000
Defense Expense for Injunctive Relief.....	\$50,000

☐ "Claims made" basis

☒ "Occurrence" basis

Management Liability coverage protects you against claims for monetary damages arising out of:

- **Employment-related practices**, such as wrongful termination, failure to promote or sexual harassment,
- Errors in the **administration of employee benefit plans**, such as Accident and Sickness coverage, Group Life or Workers' Compensation, and
- Other wrongful acts.

Coverage Extensions

Outside Directorship Liability	Included
Blanket Additional Insureds	Included
Expanded Aggregate Limit	Per Named Insured (unless you have selected a \$10,000,000 aggregate limit)
Fair Labor Standards Act Suit Defense Coverage	\$100,000 for each claim limit
Unintentional Release Of HIPAA Information	\$100,000 limit

Cyber Liability and Privacy Crisis Management Expense

- **Cyber Liability** protects you when claims are made against you for monetary damages arising out of an electronic information security event.
- **Privacy Crisis Management Expense** reimburses for expenses you incur as a result of a privacy crisis management event first discovered during the policy period. This first party coverage is intended to provide professional expertise in the identification and mitigation of a privacy breach while satisfying all Federal and State statutory requirements.
- **Cyber Extortion Expense** reimburses for expenses you incur as a result of a cyber extortion threat first made against you during the policy period.

Cyber Liability

Each Event Limit:	\$1,000,000	Each Electronic Information Security Event
Retroactive Date:	08/16/2013	

Privacy Crisis Management Expense

Each Event Limit:	\$50,000	Each Privacy Event
Retroactive Date:	08/16/2005	
Deductible:	\$0	Each Privacy Event

Cyber Extortion Expense

Each Event Limit:	\$20,000	Each Cyber Extortion Threat
Deductible:	\$0	Each Cyber Extortion Threat

**Privacy Crisis Management Expense
and Cyber Extortion Expense**

Aggregate Limit:	\$50,000	Aggregate
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MANAGEMENT LIABILITY

Coverage Highlights

Management Liability coverage protects you against claims for monetary damages arising out of:

- **Employment-related practices**, such as wrongful termination, failure to promote or sexual harassment.

Example: A paid firefighter is terminated in July of 1999, and she is unable to find other similar employment until January of 2001. At a trial held later that year, she is successful in proving that she was wrongfully terminated and is awarded lost wages for the eighteen months she was unemployed. The organization's liability for these wages would be covered; liability for back wages, overtime or similar damages required by law or regulation are the obligation of the organization and would not be covered. This coverage would provide you with the cost of your legal defense, and pay an award up to the limit of liability.

- Errors in the **administration of employee benefit plans**, such as Accident and Sickness coverage, Group Life or Workers' Compensation.

Example: A paramedic covered under an Accident & Sickness policy gives instructions to the squad's insurance administrator to name his daughter as his beneficiary. Following his death from an on-the-job traffic accident, his daughter learns that she is not entitled to any benefits under the policy because the change of beneficiary card was misplaced and never processed. She brings suit to recover the money she would have received had the change of beneficiary been handled properly. This coverage would provide you with the cost of your legal defense, and pay an award up to the limit of liability.

- Other **wrongful acts** not specifically excluded.

Example: A taxpayer group brings suit against their fire district and its commissioners, alleging the improper spending of public funds. They argue that the commissioners have wasted their tax money by purchasing a state-of-the-art aerial device for \$750,000 even though there are no structures in the district more than two stories tall. This coverage would provide you and your commissioners with the cost of your legal defense, and pay an award up to the limit of liability.

Example: Bids are solicited from outside contractors to build a new ambulance garage. The lowest bid is not accepted, even though it was made by a fully qualified contractor of good reputation. The contractor sues the ambulance district, arguing that his bid was rejected for no good reason and alleging favoritism in the awarding of the contracts. This coverage would provide you with the cost of your legal defense, and pay an award up to the limit of liability.

MANAGEMENT LIABILITY

Coverage Highlights

Defense Expense for Injunctive Relief

- A plaintiff may sue your organization not for money but to require action of some type. They're seeking injunctive relief; they want your organization to do something or to stop doing something.
- This automatic coverage will reimburse your organization up to \$50,000 for reasonable legal fees incurred in your defense.

Example: A person who was denied volunteer membership by you brings legal action to be admitted as a member.

Example: A resident seeks an injunction to stop the fire department's installation of a siren directly behind her house.

Outside Directorship Liability

- Automatically covers your volunteers or employees who choose to serve on the board of directors of an outside organization as long as that organization:
 - is not-for-profit, and
 - is related to the emergency services.
- Coverage is excess of any insurance.

Volunteers and Employees as Insureds

- Covers all volunteers (whether or not they are members of your organization) and employees while acting on behalf of your organization.
- Other insureds include your officers, directors, commissioners or trustees.
- Also included is your medical director (if any).
- VFIS coverage is primary for all of the above insureds, not excess of any personal insurance that may apply.

Estates, Heirs, and Legal Representatives

- Included as insureds.

Spousal Liability

- Included, but only for acts within the course and scope of your operations.

Unlimited Defense Costs

- The cost to defend you against covered claims is the responsibility of the company and will not erode your liability limits.

Fair Labor Standards Act Suit Defense Coverage

- Limit of \$100,000 each claim incurred provided for the defense of any claim for violation of the Fair Labor Standards Act.

MANAGEMENT LIABILITY

Coverage Highlights

Blanket Additional Insureds

- Automatically covers any person or organization that may be liable for your employment practices, your administration of employee benefit plans or other wrongful acts, but only to the extent of that liability.

Unintentional Release of HIPAA Information

- Limit of \$100,000 provided for the payment of fines and penalties assessed upon the insured for HIPAA violations.

Expanded Aggregate Limit

- The Aggregate Limit shown in the schedule applies separately to each named insured (unless you have selected a \$10,000,000 aggregate limit).

MANAGEMENT LIABILITY

Cyber Liability and Privacy Crisis Management Expense Coverage Highlights

Cyber Liability

- Coverage applies to each electronic information security event which includes:
 - Transmission of malware from your computer system to a third party;
 - The inability of an authorized user to access your web site or your computer system because of a denial of service attack;
 - A personal identity event or corporate privacy event caused by information that is obtained or released directly from your computer system.
- As used in this definition, a denial of service attack means an intentional attack directly on your computer system that prevents or slows down access to your web site or your computer network. However, a denial of service attack which affects the internet at large and is not directed at your computer system is not an electronic information security event.

Personal Identity Event or Corporate Privacy Event

- What is a personal identity event or corporate privacy event?
 - Unauthorized disclosure of or failure to protect identifiable or confidential corporate information from misappropriation;
 - The failure to disclose or warn of an actual or potential disclosure of misappropriation of personally identifiable or confidential corporate information;
 - Violation of any federal or state privacy statute pertaining to the disclosure or misappropriation of personally identifiable or confidential corporate information.

Privacy Crisis Management Expense Coverage

- Pays on behalf applicable reasonable and necessary fees because of a privacy event which includes:
 - To conduct a computer forensic analysis to determine the cause and extent of the privacy event;
 - Provide a crisis management review and advice by an approved independent crisis management or legal firm;
 - Notification to affected parties for printing, advertising, mailing of materials or other costs;
 - Travel expenses by directors and employees to mitigate damages;
 - Call center services for credit monitoring as well as identity theft education and assistance for affected individuals.
- Privacy crisis management expenses shall not include:
 - Compensation, fees, benefits or overhead of any insured or "employee" of any insured;
 - Costs or expenses that would have been incurred in the absence of the "privacy event;"
 - Costs or expenses associated with upgrading, maintaining, improving, repairing or remediating any "computer system," procedures, services or property as a result of a "privacy event."

MANAGEMENT LIABILITY

Cyber Liability and Privacy Crisis Management Expense Coverage Highlights

Privacy Event

- What is a privacy event?
 - Unauthorized disclosure by you of personally identifiable or confidential corporate information or your failure to protect personally identifiable or confidential corporate information from misappropriation;
 - Failure to disclose or warn of an actual or potential disclosure or misappropriation of personally identifiable or confidential corporate information;
 - Violation of any federal or state privacy statute pertaining to the disclosure or misappropriation of personally identifiable or confidential corporate information.

**Cyber Extortion
Expense**

- Reimburses you for expenses paid in response to a cyber extortion threat.

**Cyber Extortion
Threat**

- What is a cyber extortion threat?
A cyber extortion threat is a demand for monetary payment based on a credible threat directly involving your computer system (not the internet at large) to:
 - Launch a denial of service attack;
 - Steal, release or publish personally identifiable information or confidential corporate information;
 - Alter, damage or destroy electronic data;
 - Cause you to transfer, pay or deliver any funds or property without your authorization.

Coverage Territory

- For cyber liability, privacy crisis management expense and cyber extortion expense coverage, the coverage territory means worldwide, but the event and suit must take place in the U.S., Puerto Rico or Canada.

PREMIUM SUMMARY

	<u>Premium</u>
Property.....	\$0
Crime.....	\$0
Portable Equipment.....	\$0
Auto.....	\$295
General Liability.....	\$373
Management Liability.....	\$365
Excess Liability.....	\$0
Total Estimated Annual Premium.....	\$1,033

A "zero" premium indicates no existing coverage for that particular line of business.



File Code: 1950
Date: June 10, 2020

Dear Stakeholder:

This letter is to notify you that I have reviewed and considered all comments submitted on the Dogtown Water Pipeline Project during the completion of a Final Environmental Assessment (EA), a Finding of No Significant Impact (FONSI), and a Draft Decision Notice (DN) for the project. As follows regulatory procedures, Kaibab National Forest (KNF) is offering an opportunity for eligible commenters to object to the draft decision for this project (36 CFR 218 Subparts A and B). Since you previously submitted written comments on this project during the designated scoping period and/or the legal comment period for the Draft EA, you may be eligible to file an objection should you desire to do so. Information on how to object is enclosed.

For the proposed project, the KNF would issue a special use permit to the City of Williams (City), which would authorize them to install and maintain water lines from the Dogtown Reservoir and wells on the Williams Ranger District to the City's water treatment facility and water distribution system. The City is proposing the project to provide reliable and efficient water delivery to the city. Currently, the City transfers approximately 80% of the City's water supply in one existing waterline; both raw water and potable water. The Draft DN for the project would authorize the Proposed Action as stated in the Final EA and FONSI. The Final EA, Draft DN, and related information may be obtained electronically from the KNF website at: <https://www.fs.usda.gov/project/?project=56398>.

For any questions or further information, you may also contact Sue Farley, Environmental Coordinator, at 928-635-8331 or email at susan.farley@usda.gov

Thank you for your interest in the management of National Forest System lands.

Sincerely,

HEATHER PROVENCIO
Forest Supervisor

Enclosure

cc: Susan Farley, Jacqueline Banks, Debra Mollet, Andy Kelher, Chelsea Muise, Jeremy Haines



Enclosure 1. Information on how to object.

Objection Limitations: This project is subject to the objection regulations of 36 CFR 218 Subparts A and B and only those who submitted timely, specific written comments during the designated scoping period and the comment period are eligible to object unless new information has arisen following those periods. Any issues you raise in objections must be based on previously submitted comments or new information arising after the designated comment opportunities. If you are an individual member of an entity, you must have submitted your own comments independently during the designated comment opportunities in order to have eligibility to object as an individual or objections must be based on new information following those opportunities; objections received on behalf of an organization are considered as those of the organization only. If you submit an objection on behalf of a number of individuals or organizations, each individual or organization listed must have submitted comments on the project during the designated comment opportunities or the objection must be based on new information. If your objection lists multiple entities or individuals, a signature or other means of verification must be provided for the individual authorized to represent each entity and for each individual in the case of multiple names. You may use a scanned signature for electronically submitted comments. Only the following documents may be incorporated into your objection by reference by including date, page, and section of the cited document along with a description of its content and applicability to the objection: (1) All or any part of a Federal law or regulation, (2) Forest Service directives and land management plans, (3) documents referenced by the Forest Service in the EA, and (4) comments previously provided by the objector during the designated comment opportunities. All other documents must be included with the objection (36 CFR 218.8 (b)).

Timeframe: The objection period extends 45 calendar days beginning the day after publication of a legal notice for the project in the *Arizona Daily Sun* and ending at midnight on the 45th day. If the 45th day falls on a Saturday, Sunday, or Federal holiday, the end date will move to the next Federal working day. Timely submission of objections during this period is on the 45th day of the period by 11:59 p.m. Mountain Standard Time for emailed and faxed objections; before close of business hours, 4:30 p.m., for messenger-delivered objections (indicated by a time and date stamp on the received comment); and by postmark date for mailed objections. Please be aware that you are responsible for ensuring timely receipt of any objections you submit as the regulations prohibit extending the time to file an objection.

Objection Methods: Objections, including attachments, must be addressed to the Reviewing Official, Southwestern Regional Forester, filed via mail, express delivery, or messenger service to 333 Broadway SE, Albuquerque, NM 87102; by facsimile to (505) 842-3110, or by email to objections-southwestern-regional-office@usda.gov. Electronically filed objections may be submitted by email in word (.doc), portable document format (.pdf), rich text format (.rtf), text (.txt), and hypertext markup language (.html) and should include "Dogtown Water Pipeline Project" in the subject line. If unable to write objections, submission of transcriptions from oral statements or presentations is accepted, but it is objector responsibility to obtain and validate transcriptions.

Objection Content: At a minimum, an objection must include the following (36 CFR 218.8(d)):

1. The objector's name and address, with a telephone number, if available.
2. A signature or other verification of identity upon request (a scanned signature for email may be filed with the objection).
3. When multiple names are listed on an objection, identification of the lead objector (verification of the identity of the lead objector must be provided upon request).
4. The name of the proposed project, the name and title of the Responsible Official, and the name(s) of the National Forest(s) and/or Ranger District(s) on which the proposed project will be implemented.
5. A description of those aspects of the proposed project addressed by the objection, including specific issues related to the proposed project if applicable; how the objector believes the environmental analysis or draft decision specifically violates law, regulation, or policy; suggested

remedies that would resolve the objection; and supporting reasons for the reviewing officer to consider.

6. A statement that demonstrates connection between prior specific written comments on the particular proposed project or activity and the content of the objection, unless the objection concerns an issue that arose after the designated opportunities for comment.

All objections are available for public inspection during and after the objection process, and names and contact information submitted will become part of the public record and may be released under the Freedom of Information Act. Responses to objections will be in writing within 45 calendar days beginning after the last day of the objection period. This period can be extended by the reviewing officer another 30 days if necessary to provide adequate responses to objections or participate in resolution discussions.

For any questions or additional information regarding this objection process, see 36 CFR Subparts A and B or contact Sue Farley, Environmental Coordinator for the Kaibab National Forest, at (928) 635-8331 or email at susan.farley@usda.gov.

WOODS FIRE DISTRICT

Resolution No WFD 2020-5 Legal Counsel

A formal Resolution of the Governing Body of the Woods Fire District authorizing the use of Coconino County Office of the County Attorney for legal counsel on an as needed basis regarding general matters, and authorizing the Fire Chief, Staff and the Governing Board to contact said counsel.

Whereas, The Woods Fire District has a need for legal counsel regarding various issues that may arise from time to time regarding the District; and

Whereas, in order to maintain efficient operations of the District, it may be necessary for the Fire Chief, staff or Governing Board to contact counsel regarding various matters arising from time to time and that any said contact shall be reported to the Board; and

Whereas, it is in the best interest of the Woods Fire District to have access to The Coconino County Office of the County Attorney as counsel for the District;

Now Therefore, be it resolved, by the Governing Board of the Woods Fire District, that the District may use The Coconino County Office of the County Attorney for various matters on an ongoing basis as for Fiscal Year 2020/2021. The Governing Board also agrees to the terms and fee schedule presented by the Coconino County Office of the County Attorney's contract.

Further Resolved, that the Administration, and Board Members are hereby authorized to contact said legal counsel regarding matters that may arise requiring counsel; provided, however that any contact or discussion with said legal counsel shall be reported to the Board.

Resolved and adopted this _____ day of _____, 2020

Terryl Warnock, Fire Board Chairman

Jeff Johnson, Fire Board Clerk

INSURED RENEWAL ACCEPTANCE PROCEDURE

To renew your VFIS coverage as outlined in this Proposal, please do the following:

1. On behalf of your organization, initial each line below signifying your acceptance of the proposed renewal coverage then sign and date in the space provided. \$0.00 premium means no coverage.
2. Indicate options or changes from proposed renewal coverage, if any, and then insert the revised total renewal premium.
3. The Insured must return one original initialed, signed and dated copy of this page prior to **08/16/20 (Your Expiration Date)** to VFIS of Arizona Regional Director. Please retain one copy.

Insurance Coverage Accepted (Please initial, sign and date below to indicate acceptance and selected coverage)

Insured & Agent Initial each line	Coverage as per Proposal	Changes from proposal or Options Selected, if any	Premium Summary
	Property Coverage		\$ 0.00
	Fidelity Bond		\$ 0.00
	Portable Equipment		\$ 0.00
	Automobile		\$ 295.00
	General Liability		\$ 373.00
	Management Liability		\$ 365.00
	Umbrella/Excess Liability		\$ 0.00
	Arizona State Surcharges		\$ 0.00
	Selected Payment Plan For Property & Casualty	Payment Plan: Annual Total Premium P&C	\$1,033.00
	Accident & Sickness Annual Payment	No Coverage	
		Total Premium Excluding Options:	\$
		Insert Optional Premiums, If any	
		Total Premium:	

Please issue coverage as shown above and initialed by us.

Insured: **Woods Fire District**

Signed By: Chris Lora, Admin Officer Dated: July 7, 2020
(Name and Title)

Broker: **VFIS of Arizona**

Signed By: _____ Dated: _____
(Name and Title)

Return To:
VFIS of Arizona
JW & Associates Insurance Services, Inc.
PO Box 75218
Phoenix, AZ 85087

(623) 551-6777
(877) 275-8347 (ASK VFIS)
Fax: (877) 565-8347 (VFIS)

VFIS of Arizona Regional Director Binder
The Coverage above accepted and initialed by the
insured and the broker are hereby bound
by the Regional director effective:

Date Authorized Signature
VFIS Regional Director

