



Phoenix Fire Department  
Special Operations

FEMA URBAN Search & Rescue Program

[Administrative Manual](#)

August 2016



# Special Operations

|  |                             |                      |
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Assignment Procedure

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### Intent

To provide a fair and equitable process for Arizona Task Force One (AZ-TF1) member selection.

### Policy/Procedure

The following guidelines will be used to assign personnel to AZ-TF1. ***The Task Force will attempt to follow this procedure to the best of its ability and reserves the right to correct errors that were made in good faith in the least disruptive manner possible.*** The Sponsoring Agency, Phoenix Fire Department, reserves the right to assign personnel to any position that is considered to be in the best interest of the Task Force in terms of training, education, personal growth, career development, or Task Force need. Any such assignment may be discussed by the labor-management committee. Any member passed over for an assignment will be notified via e-mail and provided an explanation.

### Recruitment

When there is a Task Force vacancy, the Program Manager will publish the position electronically and via the Phoenix Fire Department *Bucksliip*. Requests for assignment to the Task Force will be accepted for a twelve (12) day period by e-mail, beginning with the vacancy publish date and ending at 1000 hours on the twelfth (12th) day and will not be considered after this period. Any interested member must send a Request for Assignment e-mail to the Program Manager. Members must be eligible to occupy the position at the expected fill date in order to be considered for the assignment.

### Assignments

Applicants for the position of Communications Specialist, Structural Specialist and Medical Team Manager will be chosen by the Program Manager based on an interview process.

Canine Search Specialists are chosen by a separate process described in Policy/Procedure #1119 (Canine Search Specialist Policy and Procedure).



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All other positions on the Task Force will come through the Rescue Squad Specialist or Hazardous Materials (HazMat) Specialist positions. Applicants for a position on Arizona Task Force One are required to be members of the sponsoring agency, Phoenix Fire Department.

Applicants for the position of Rescue Squad Specialist must be currently certified as a TRT technician. Selection to this position will be based on seniority as a Technical Rescue Technician. Members who declined the application process in the past are eligible to re-apply during the recruitment period.

Applicants for the position of HazMat Specialist must be currently certified as a HazMat Technician. Selection to this position will be based on seniority as a HazMat Technician. Members who declined the application process in the past are eligible to re-apply during the recruitment period.

Upon conclusion of the recruitment period, the program office will rank all interested members in the order of their Technician seniority. The member with the most seniority as a technician will be given first consideration. If she/he declines, the opportunity would go to the next senior technician with a request on file. The position shall be awarded within two weeks of the closing date. Members must provide contact numbers where they will be available between the hours of 1000 and 1700 on the Tuesday the advertisement closes. Members who cannot be reached by their contact numbers will be passed, and the position will be offered to the next senior technician. If for some reason a member will not be available for contact, the member must make some other arrangement with the Program Manager for acceptance.

Acceptance as a member to the Task Force does not mean that a member will be immediately placed on deployable status or be deployed if the Task Force receives activation orders. All applicants will be advised that successful completion and maintenance of all FEMA US&R position specific requirements will determine their deployable status. This involves compliance with FEMA US&R administrative and training requirements that are in addition to those required by the sponsoring agency, Phoenix Fire Department.



## Special Operations

Subject:  
Separation Policy

Policy Number  
1102

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### Intent

To establish Task Force policy and procedure for a member's separation due to retirement, long-term disability, extended leave of absence and voluntary or involuntary termination.

### Policy/Procedure

Members separating from the Task Force voluntarily shall notify the Program Manager in writing 30 days in advance. Upon separation from the Task Force, for any reason, the following procedures shall be followed:

- The separated member will be responsible for returning all Task Force issued clothing and equipment to the AZ-TF1 Cache Manager located at the Program Office within 14 days of separation from the Task Force.
- The Cache Manager will notify the Program Manager when all issued equipment has been returned.
- A Lost, Stolen or Damaged (LSD) Form 92-22D must be completed for any missing equipment as reported by the Cache Manager. In addition, if the clothing or equipment was stolen, a police report must accompany the documentation.
- If issued clothing and equipment are not returned within 14 days of separation from the Task Force, the Program Manager will notify the Performance Auditing section of the sponsoring agency, Phoenix Fire Department.



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## Special Operations

Subject:  
Travel Reimbursement

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1103

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### Intent

To establish Task Force policy and procedure for reimbursement of travel expenses incurred for all FEMA US&R related purposes.

### Policy/Procedure

In addition to these Task Force procedures, all members must adhere to City of Phoenix Administrative Regulation (AR) 3.41 *Business, Conference and Training Travel and Related Expenses* as it applies to Task Force related travel.

Within five (5) business days upon return from travel, the member must report to the Program Office to sign the *City Business and Training Authorization* form. In addition, the member must provide the program office with all original itemized receipts for travel related expenses (credit card summary receipts will not be accepted).

### **Expenses Eligible for Reimbursement:**

**All expenses must be approved by the Program Office and the City of Phoenix prior to travel.**

- Transportation: Receipts for transportation expenditures must be maintained and submitted for reimbursement. No allowances will be made in excess of the actual cost of transportation.
  - Air Transportation – economy or discount airline rates are standard transportation costs for out-of-state travel.
  - Ground Transportation at Travel Destination – expenses for ground transportation at the travel destination (taxis, shuttles, rental car, bus, train, subway) are reimbursable when traveling by air. However, transportation expenses between the member’s home and the airport are not reimbursable expenses.
  - City Vehicle – a notation on the expense report should note “City Vehicle” was used. Any expenses involved (gas, emergency repairs) are reimbursable only with receipts.



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- Personal Vehicle – the use of personal vehicles is discouraged and must be approved by the Program Manager. Reimbursement is limited to the current IRS authorized per mile rate.
- Airport Parking: Charges up to \$10 per travel day or use of Super Shuttle (or similar provider) will be reimbursed up to the equivalent of \$10 per travel day.
- Lodging: Reimbursement for hotel accommodations is limited to the *City of Phoenix Lodging Rate* schedule, plus taxes and gratuities, for the destination city. City Lodging Rate schedules can be found at: <http://inphx:8000/FINANCE/TRAVEL/index.html>. The number of lodging nights eligible for reimbursement cannot exceed the number of days of scheduled meetings or training plus one day.
- Meals: Reimbursement for meals, including taxes and gratuities, is limited to the daily GSA amount for the destination city. The number of days meals are eligible for reimbursement equals the number of days of scheduled meetings or training plus one day.
- Dry Cleaning and Laundry: Costs for dry cleaning or laundry expenses incurred on trips of at least eight (8) days are eligible for reimbursement on or after the fifth day of travel.
- Gratuities: Up to 20% is authorized for meals and taxis. Baggage handling and/or maid service are authorized up to a combined \$5 per day. Daily GSA meal amount limits include taxes and gratuities.
- Telephone and Internet Use: Only business-related telephone and internet use is reimbursable.

### Expenses Ineligible for Reimbursement:

Items specifically prohibited from reimbursement include:

- Alcoholic Beverages





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- Personal items including, but not limited to, toiletries, mini-bar purchases, snacks and/or vending machine purchases, and dry cleaning or laundry expenses not meeting the requirements listed above.
- Entertainment including, but not limited to, in-room movies and recreational activities arranged by a conference or training provider (e.g. golf or museum tours).
- Personal telephone and/or internet use.
- Non-City Traveler Expenses – expenses associated with family members who accompany the traveler.
- Travel Insurance
- Rental Car Insurance – the city is self-insured and provides this coverage.



FEMA



## City of Phoenix

### Travel Guidelines Update

These items are needed to submit a completed travel packet.

- Two memos using New Memo Template, to the Assistant City Manager from the Fire Chief and to the requesting section's Assistant Chief from the section's Deputy Chief
- Business Travel, Conference and Out of County Training Form (Travel Form)
- Individual travel packets must be completed for each traveler
- Waiver Form
- Updated travel requirements forms (travel clarifications have been included in the travel requirements form)
- Registration – supporting documentation including fees, dates and agenda where applicable
- Airfare – supporting documentation from Four Seasons (602-266-4414, [LouAnn@PleaseGoAway.biz](mailto:LouAnn@PleaseGoAway.biz)) or the individual's choice of travel airlines
- Lodging – supporting documentation of the 2008-2009 Domestic Lodging Rate Schedule. If they are attending a meeting or training, a choice of hotel with hotel rate, tax and hotel surcharges if applicable.
- Ground Transportation – Check with hotel amenities to see if ground transportation to/from the airport is provided.
- Meals – A travel meal reimbursement summary needs to be included with each travel packet along with the GSA per diem rate. Check with hotel amenities to determine if meals are included.
- Gratuities – taxi, baggage service and maid (\$5 incidentals)
- Parking – Phoenix Airport \$10 is daily parking max. Hotel parking if they have a vehicle.

**BUSINESS LEVEL, CONFERENCE AND OUT-OF-COUNTY TRAINING FORM**

PREPARED BY: \_\_\_\_\_

WORK/CONTACT PHONE: \_\_\_\_\_

|   |                              |  |                      |  |  |
|---|------------------------------|--|----------------------|--|--|
| <b>City of Phoenix</b>  |                              | REFER TO GUIDELINES AND INSTRUCTIONS ON THE REVERSE SIDE PRIOR TO COMPLETING (REFER TO ARs 3.41, 2.281 & 2.51) |                      |  |  |
| DATE OF REQUEST:  | DATE OF EXPENSE REPORT:      | COST CENTER:   | GL:                  | TRIP #:  |  |
| EMPLOYEE ID:  | EMPLOYEE NAME (LAST, FIRST): | JOB TITLE:   | DEPARTMENT/DIVISION: | WORK /CONTACT PHONE:   |  |
| TRAVEL DATES  | LEAVE: / / RETURN: / /       | TRAVEL DESTINATION (CITY, STATE ):   |                      | IS THE TRAVEL BUDGETED: <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
| EVENT DATES   | START: / / END: / /          |  |                      | IF YES, HOW MUCH: \$ _____   |  |
| CONFERENCE/SEMINAR TITLE AND TRAINING LOCATION:   |                              | PURPOSE & SPONSORING ORGANIZATION (IF APPLICABLE):   |                      |  |  |
| PAYEE AND MAILING ADDRESS FOR "DIRECT PAY" (DP) TO VENDOR. Attach 2 copies of invoice or completed registration form, which must include payee information and mailing address. |                              |  |                      |  |  |

| ESTIMATED PRE-TRAVEL EXPENSES  | FUNDING (check all that apply)                            |                          |                          | ESTIMATED AMOUNT | ACTUAL POST- TRAVEL EXPENSES |                 |                 |                   |                 |                 |                 | Total |
|--|---|--------------------------|--------------------------|------------------|------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|-------|
|  | EDF   | MDF                      | DF                       |                  | Mon ___/___/___              | Tue ___/___/___ | Wed ___/___/___ | Thurs ___/___/___ | Fri ___/___/___ | Sat ___/___/___ | Sun ___/___/___ |       |
| REGISTRATION   | <input type="checkbox"/> REIM <input type="checkbox"/> DP | <input type="checkbox"/> | <input type="checkbox"/> |                  |                              |                 |                 |                   |                 |                 |                 | 0.00  |
| AIR TRANSPORTATION<br><small>*DP requires prior approval</small>   | <input type="checkbox"/> REIM <input type="checkbox"/> DP | <input type="checkbox"/> | <input type="checkbox"/> |                  |                              |                 |                 |                   |                 |                 |                 | 0.00  |
| LODGING (Use City Lodging Rate)  | <input type="checkbox"/> REIM ONLY                        | <input type="checkbox"/> | <input type="checkbox"/> |                  |                              |                 |                 |                   |                 |                 |                 | 0.00  |
| GROUND TRANSPORTATION<br>[ ] City Car [ ] Personal Vehicle [ ] Rental Car<br>[ ] Shuttle/Taxi/Public Transit | <input type="checkbox"/> See AR 2.51 REIM ONLY            | <input type="checkbox"/> | <input type="checkbox"/> |                  |                              |                 |                 |                   |                 |                 |                 | 0.00  |
| MEALS (Use Daily GSA Amounts)<br>- less meals included in registration fee<br>- include taxes and gratuities |   | <input type="checkbox"/> | <input type="checkbox"/> |                  |                              |                 |                 |                   |                 |                 |                 | 0.00  |
| GRATUITIES<br>(Baggage Handling, Maid)   |   | <input type="checkbox"/> | <input type="checkbox"/> |                  |                              |                 |                 |                   |                 |                 |                 | 0.00  |
| PARKING  |   | <input type="checkbox"/> | <input type="checkbox"/> |                  |                              |                 |                 |                   |                 |                 |                 | 0.00  |
| MISCELLANEOUS  |   | <input type="checkbox"/> | <input type="checkbox"/> |                  |                              |                 |                 |                   |                 |                 |                 | 0.00  |
| <b>TOTAL PRE-TRAVEL ESTIMATE</b>   |   |                          |                          | 0.00             |                              |                 |                 |                   |                 |                 |                 |       |

**EDF = EMPLOYEE DEVELOPMENT FUNDS** - If using Employee Development Funds, indicate payment type by checking appropriate code box (REIM) "REIMBURSEMENT" to employee or (DP) "DIRECT PAY" to vendor. "Direct Pay" is only available for items \$100 or more. Make all pre-registration arrangements and attach two copies of completed registration form or invoice, which must include payee and mailing information.

**MDF = MANAGEMENT DEVELOPMENT FUNDS**

**DF = DEPARTMENT FUNDS**

**FINANCE USE ONLY**

Audited By: (initials) \_\_\_\_\_ **AUDIT APPROVED**  
(Circle one)  
Y N

Finance Department's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

|  |             |
|--|-------------|
| TOTAL ACTUAL EXPENSE   | 0.00        |
| LESS CASH ADVANCED   |             |
| LESS PREPAID EXPENSES  |             |
| LESS EMPLOYEE DEVELOPMENT FUNDS (EDF)  |             |
| <b>TOTAL DUE TO CITY (-) <input type="checkbox"/> FROM CITY (+) <input type="checkbox"/></b> | <b>0.00</b> |

| PRE-TRAVEL REQUEST APPROVALS                                     |       |
|--|-------|
| Employee Signature:<br>X   | Date: |
| Division Head Signature:<br>X                                    | Date: |
| Department Head Signature:<br>X                                  | Date: |
| City Manager's Office Signature: (When required by AR 3.41)<br>X | Date: |

**PERSONNEL USE ONLY**

CLAIM # \_\_\_\_\_ \$ \_\_\_\_\_

CLAIM # \_\_\_\_\_ \$ \_\_\_\_\_

CLAIM # \_\_\_\_\_ \$ \_\_\_\_\_

| EXPENSE REPORT APPROVALS  |       |
|---|-------|
| Employee Signature: (I certify that the above items of expense were incurred for authorized official City business, that they are correct and proper charges, and I have read and understand AR 3.41.)<br>X | Date: |
| Division Head Signature:<br>X   | Date: |
| Department Head Signature:<br>X   | Date: |
| City Manager's Office Signature: (When required by AR 3.41)<br>X  | Date: |

**DISTRIBUTION:**  
 ORIGINAL - FINANCE ACCOUNT UTILITIES/TRAVEL SECTION  
 COPY - IF APPLICABLE, HUMAN RESOURCES - HR CENTER  
 COPY - DEPARTMENT OR FUNCTION  
 COPY - EMPLOYEE

## **GUIDELINES FOR THE BUSINESS TRAVEL, CONFERENCE AND OUT-OF-COUNTY TRAINING FORM**

The Administrative Regulations (ARs) listed below apply to all City employees, elected officials, board and commission members, volunteers, and potential candidates applying with the City.

Refer to AR 3.41 for information regarding Business Travel, Conference and Out-of-County Training.  
Refer to AR 2.281 for information regarding the Management Development Fund program.  
Refer to AR 2.51 for information regarding the Employee Development Fund program.

**The Business Travel, Conference and Out-of-County Training form is required for all events held outside of Maricopa County whether the travel is being funded by enterprise funds, special revenue funds, general funds, grant funds, Management Development, Employee Development, or non-City Funds.**

### **REQUIRED FORMS AND DOCUMENTATION**

**The Business Travel, Conference and Out-of-County Training form requires that the purpose of the event, the destination, the beginning and ending dates of the official leave, and an estimate of costs be provided prior to travel commencing. This is referred to as "Estimated Pre-Travel Expenses."**

**To complete the pre-travel portion of the Business Travel, Conference and Out-of-County Training form:**

1. Complete the Date of Request - this is the date your request is being completed.
2. Include the correct Cost Center and General Ledger (GL) account that will be used for the travel. A Trip # is used by some departments. If applicable in your department, please enter.
3. Complete Employee ID number, Name, Job Title, Department, and Work/Contact Phone number.
4. Enter the Travel Dates and the training Event Dates of the seminar/workshop/conference. The dates may differ.
5. Indicate the Travel Destination.
6. Indicate if the Travel is Budgeted and on the next line indicate the amount that is budgeted.
7. Enter the Title of the Seminar/Workshop/Conference and the Location of the training. Complete the Purpose and Sponsoring Organization information, if applicable.
8. If using EDF, please enter the payee and mailing address for "Direct Pay" to vendor. Attach two copies of the invoice or completed registration form, which must include payee information and mailing address.
9. Indicate the funding sources in the Estimated Pre-Travel Expenses portion of the form – Employee Development Funds (EDF), Management Development Funds (MDF), or Department Funds (DF). If EDF is being used, please indicate by checking the appropriate code REIM for employee reimbursement or DP for "Direct Pay" to a vendor.
10. Complete the Estimated Pre-Travel Expenses portion of the Business Travel, Conference and Out-of-County Training form. Enter the estimated applicable expenses: Registration, Air Transportation, Lodging, Ground Transportation, Meals, Gratuities, Parking, and Miscellaneous amounts. Supporting documentation should be included for all costs, except gratuities. Attach your registration material including a description of the seminar and all receipts necessary to document proof of payment.
11. **Obtain the correct approval signatures** - Department Head's signature and City's Manager's (if applicable) including the date of approval.

**To complete the Actual Post-Travel portion of the Business Travel, Conference and Out-of-County Training form:**

1. The Actual Post-Travel Expenses portion of the Business Travel, Conference and Out-of-County Training form shall be filed with the Finance-Travel Section no later than **ten business days** after returning to work for either (a) reimbursement of expenditures or (b) settlement of a business meeting, training, or conference expense pre-payment or cash advance
2. Enter the Date of Expense Report date at the top of the form. Use the date when you complete the Actual Post-Travel Expenses portion of this form.
3. Enter the actual month and days of travel.
4. Document your daily expenses and attach your expense receipts.
5. The same manager(s) that approved the travel prior to its taking place must also review and approve the completed Business Travel, Conference and Out-of-County Training form upon your return.

### **WHERE TO SUBMIT YOUR REQUEST**

**For EDF Only** - Obtain Department Head signature and date of approval. Attach registration materials including a description of the seminar and all receipts necessary to document proof of payment. For "Direct Pay" requests, include 2 copies of the completed registration form or invoice, which must include payee and mailing address information. Make all necessary pre-registration arrangements. Sign and date the form and once approved, submit it to the Human Resources – HR Center, 135 N. 2nd Avenue, 602-262-6608. Keep a copy for your records.

**For EDF and/or Department Funds** - A copy of this travel form and all required documents must be sent to Human Resources – HR Center for EDF processing, and for Department Fund processing send the originals including a Payment Control Document (PCD) to the City Controller/Travel Accounts • 251 W. Washington Street, 5th Floor, 602-262-6675. Keep a copy for your records.

**For MDF and/or Department Funds** - Obtain Department Head's and City Manager's (if applicable) signature and date of approval. Attach registration material including a description of the seminar and all receipts necessary to document proof of payment. Attach a PCD for reimbursement or "Direct Pay." Submit all originals to the City Controller/Travel Accounts • 251 W. Washington Street, 5th Floor, 602-262-6675. Keep a copy for your records.

CITY OF PHOENIX, ARIZONA  
**FIRE DEPARTMENT**

## **CITY BUSINESS COMPENSATION WAIVER**

I understand that while on City Business Leave, any wage, fee, honorarium or gratuity that I receive in addition to my City wage must be relinquished to the City upon my return to duty. I also affirm that I have complied with the requirements of Phoenix Fire department M.P. 102-03 governing outside employment and City of Phoenix Administrative Regulation 3.41 governing travel.

I also understand that if there is any fee and/or honorarium for services provided while I am on City Business, the fee and/or honorarium shall be given to the Phoenix Fire Department Fire-PAL Public Education Program or the Paramedic Trust Fund. Checks should be made payable to "Phoenix Fire Department Fire-PAL" or "Phoenix Fire Department Paramedic Trust Fund."

- (1) This waiver shall be completed and attached to all City Business trips.
- (2) In addition, this waiver shall be attached to Form #150-17D when/if a Travel Expense Report is completed.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
DATE

Trip Destination and Date(s):

---

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## Special Operations

Subject:

Overtime Reporting

Policy Number

1104

Revised

8/8/2016

PHOENIX FIRE DEPARTMENT

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## Intent

To establish Task Force policy and procedure to authorize and compensate AZ-TF1 members for overtime hours worked for FEMA US&R related purposes.

## Policy/Procedure

Overtime must be approved by the Program Manager prior to being worked. The Program Manager may delegate this authority to the Cache Manager and/or the Training Manager.

The member must complete and submit an *Overtime/Comp Time Convert Request, Form 90-63D*, or an overtime training roster, to the program office, within five (5) business days. The Program Manager will verify the overtime work performed, sign the form or roster, the administrative specialist will input the overtime in Telestaff and forward the document to the City of Phoenix Fire Department payroll section.

Members will be compensated at the overtime rate prescribed in the current Memorandum of Understanding in place between the City Of Phoenix and Phoenix Fire Fighters Association Local 493.



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## Special Operations

Subject:  
Travel Policies

Policy Number  
1105

PHOENIX FIRE DEPARTMENT

Revised  
8/8/16

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### Intent

To establish Task Force policy and procedure for out-of-county travel for FEMA US&R related purposes that include member responsibilities, Program Office responsibilities, and authorization for such travel.

### Policy/Procedure

All travel for Task Force members must have the approval of the Program Manager.

All Task Force related travel for FEMA US&R purposes must follow the City of Phoenix Administrative Regulation (AR) 3.41, *Business, Conference and Training Travel and Related Expenses*.

### **Member Responsibilities:**

- Request approval from Program Manager eight (8) weeks in advance of travel dates.
- Upon approval, notify Program Office of travel details.
- Upon notification from the Program Office that travel paperwork is completed, the member has three (3) business days to sign all necessary paperwork at the program office.
- Make lodging reservations as instructed by the Program Office and provide the Program Office staff with a confirmation number.
- Within five (5) business days upon return from travel, the member must report to the Program Office and provide all itemized receipts for travel related expenses.
- A Phoenix Fire Department Fiscal Management member will review and input expenses into the *Business, Travel, Conference and Out-of-County Training* form and send the completed document via email. Return the signed document, via email or interoffice mail, to the individual within three business days.



## Special Operations

Subject:  
Travel Policies

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1105

PHOENIX FIRE DEPARTMENT

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### Program Office Responsibilities:

- Upon notification from Task Force member of travel details, the Program Office will prepare all travel paperwork as required by the City of Phoenix A.R. 3.41.
- Find lodging in destination city using current *City Of Phoenix Domestic Lodging Rate Schedules* and provide information to member.
- Make airline reservations through contracted travel agency *Four Seasons Travel* per travel requirements.
- If rental car has been approved, make rental car reservations for member.
- Provide member with airline itinerary, rental car information (if applicable), GSA schedules for meals, and instructions on policies and procedures for reimbursement of travel expenses at least five (5) business days prior to departure.
- Forward all pre-travel paperwork to sponsoring agency, Phoenix Fire Department Fiscal Management section, a minimum of six (6) weeks prior to travel date for further processing and approval.
- Forward all post-travel paperwork, including itemized receipts for reimbursement, to sponsoring agency, Phoenix Fire Department Fiscal Management section, within five (5) business days of the members' return for further processing and approval for reimbursement.



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## Special Operations

Subject:

Position Descriptions

Policy Number

1106

PHOENIX FIRE DEPARTMENT

Revised  
8/9/2016

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### Intent

Provide clear job classifications, descriptions and responsibilities for AZ-TF1 program staff.

### Policy/Procedure

It is the policy of AZ-TF1 to maintain position descriptions for all positions funded under the FEMA US&R cooperative agreement. Position descriptions should be revised as often as necessary to accurately reflect the position and the responsibilities.

### **Program Manager:**

The Task Force Program Manager is responsible for administering all aspects of the Sponsoring Agency's requirements to the National US&R Response System in accordance with the terms outlined in the Memorandum of Agreement and the Readiness Cooperative Agreement. The Task Force Program Manager is responsible for the development and maintenance of AZ-TF1, to include preparedness, training, and ensuring equipment is stored and maintained for rapid mobilization and deployment. In addition, The Task Force Program Manager is required to prepare and manage the annual budget, implement procedures, collect and store data and maintain facilities required to support the task force.

### **Cache Manager (Full Time Fire Captain):**

Under the direction of the Program Manager, holds primary oversight of the cache (including evaluation, purchasing, inventory), reviews and revises deployment plans, creates plans as required for emergent issues, and recommends strategies for maintenance and expansion of Logistic Specialist personnel. At the direction of the Program Manager, conducts research and prepares reports on strategic, equipment, deployment issues and all cache related matters.



## Special Operations

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### **Administrative Specialist (Full Time Civilian Secretary III):**

Under the direction of the Program Manager, oversees and manages all administrative duties including meeting coordination, Task Force record keeping, including personnel, training and cache records, maintains the Task Force website, supports the Task Force mobilization process, completes and processes Semi-Annual, Self-Evaluation and Close Out Reports and coordinates medical record keeping with the Health Center. The administrative specialist completes and processes travel documents, overtime and related personnel expenses, orders products via the City's eProcure system, and coordinates with recordkeeping with the appropriate sections.

### **Grants Manager (Accountant II – not funded by the cooperative agreement):**

The Grants Manager manages the cooperative agreement financial accounts in accordance with the Federal regulations and City of Phoenix guidelines utilizing the Systems Applications and Products (SAP) program. Monthly expenses and revenues are categorized according to the FEMA cooperative agreement budget.

The Grants Manager processes reimbursement requests through the Payment and Reporting System (PARS) for the previous month's cash outlays and submits quarterly, and final, financial reports (SF-425) in accordance with the Cooperative Agreement Statement of Work.



# Special Operations

Subject:  
Organizational Chart

Policy Number  
1107

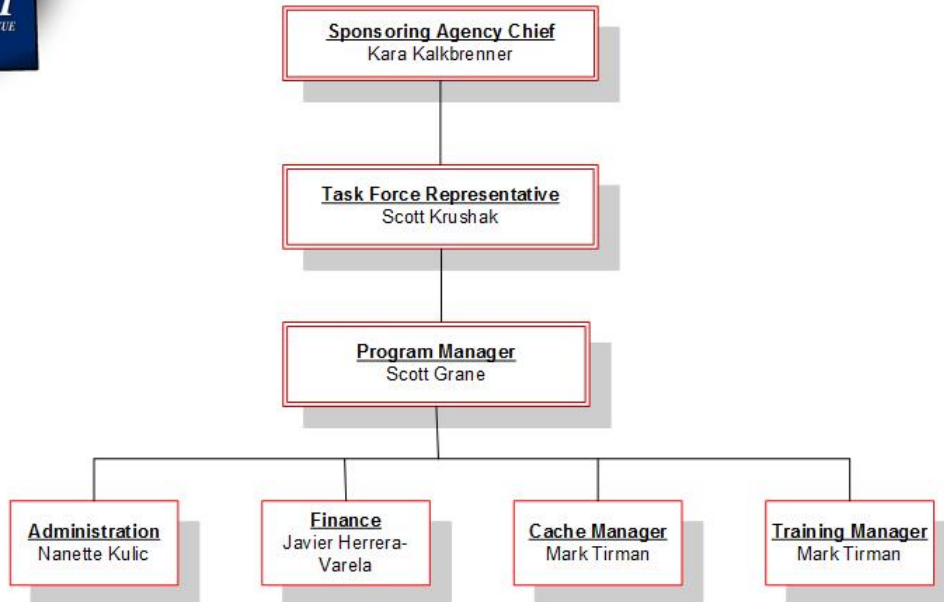
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## AZ-TF 1 Program Office Organizational Chart



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## Special Operations

Subject:

Issuance and Return of Clothing and Personal Protective Equipment (PPE)

Policy Number

1108

PHOENIX FIRE DEPARTMENT

Revised

8/9/16

Page 1

### Intent

To standardize the process for the issuance and return of Task Force clothing and Personal Protective Equipment (PPE).

### Policy/Procedure

The following procedure is for uniform sizing and record keeping, as well as the return of the items issued upon separation from the Task Force. Each member will be responsible for completing the *Uniform Sizing Form* upon acceptance to the Task Force. This form lists the exact quantities of each article of clothing and sizes the Task Force member is to receive. The Task Force member will then date, print and sign their name under the *ISSUED* heading and a copy of this document will be given to the Task Force member.

Information from the *Uniform Sizing Form* will be input into the FEMA/US&R Personnel and Cache database maintained by the Administrative Specialist and the document will be placed member's AZ-TF1 personnel folder.

When a member separates from the Task Force, his/her gear will be returned to the Cache Manager within fourteen (14) days of separation. The gear will be inventoried using the sizing sheet for that individual, located inside their personnel folder. When all items have been accounted for, the Cache Manager will sign and date the original sizing sheet under the *RETURNED* headline, return the document to the member's personnel folder and archive the file.



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## Special Operations

Subject:

Workers Compensation Program

Policy Number

1109

Revised

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## Intent

To provide guidelines to assist those members involved in the injury reporting process (injured personnel and their supervisors), and to provide a standard system for reporting personnel injuries and filing claims for Workers Compensation injuries/illnesses that are sustained during regular work hours, overtime work hours, or training activities. This procedure is not intended for injuries/illnesses sustained during a Task Force deployment.

## Policy/Procedure

In the event an industrial injury occurs while on duty, the following procedures should be followed:

- If the injury requires immediate hospitalization, the member should be transported to the nearest appropriate emergency center.
- If the injury involves possible poison or hazardous materials exposure, the member is to be transported to the closest toxicological emergency center (Banner-University Medical Center).
- If burn injuries require medical attention, the member should be transported to the nearest emergency burn center (AZ Burn Center at Maricopa Medical).
- If the injury is a non-emergency injury that needs medical attention, the member should go to the Phoenix Fire Department Health Center.
- IF THE INJURY OCCURS AFTER NORMAL BUSINESS HOURS, WEEKENDS OR HOLIDAYS, THE MEMBER'S SUPERVISOR SHALL CONTACT THE ALARM ROOM. THE ALARM ROOM WILL CONTACT THE ON CALL HEALTH CENTER REPRESENTATIVE FOR INSTRUCTIONS, AND THEN, IF NECESSARY, REFER TO THE APPROPRIATE EMERGENCY FACILITY. ONLY A PHYSICIAN CAN RELEASE A MEMBER FROM WORK.

If the Health Center is closed, you must do one of the following:



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Workers Compensation Program

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- Go to the Emergency Room to have your injury looked at and complete the appropriate paperwork.

**OR**

- Go to an Urgent Care facility

Notify your Battalion and South Shift Command so they can put you off on Industrial. **DO NOT** use **SICK LEAVE**. The Health Center and Payroll **will NOT** be able to retroact your time. After leaving the Emergency Room or Urgent Care, you need to make sure to contact the Health Center the next business day in the morning to see a physician and complete any necessary paperwork.

If you hurt yourself on duty, but did not believe you needed treatment at the time of injury, and you continued working, but your injury continues to worsen and you are unable to work your next shift, you **MUST** notify South Shift Command and your District that you were injured and are seeking treatment at the Health Center, if open, otherwise an Emergency Room or Urgent Care. **DO NOT** use **SICK LEAVE**. The Health Center and Payroll **will NOT** be able to retroact your time. A physician can only release members from work.

### **NOTIFYING THE HEALTH CENTER**

It is the injured employee's responsibility to notify the employer as soon as possible. *ALL INJURIES SHOULD BE REPORTED IMMEDIATELY (within four (4) calendar days). If you wait to report an injury, you take the RISK of your claim being investigated and being denied.* If you believe you do not need treatment the day of the injury, advise your supervisor, complete an injury/precautionary report, submit to your supervisor for signature and send the form to the Health Center. Any injury reported longer than seven (7) calendar days could result in a denial or investigation of the claim.



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### THE INJURED EMPLOYEE WILL COMPLETE ALL FORMS

The following injury packet is available at the Health Center. It is preferable that the packet be completed at the Health Center so that all required information is received.

- City of Phoenix Employee Responsibilities Form
- Form 101 – Employer’s Report of Industrial Injury Form from the Industrial Commission of Arizona
- Form 102 - Worker’s and Physician’s Report of Injury Form from the Industrial Commission of Arizona
- PFD Supervisor’s Safety Investigation Request
- Workers Compensation Program Agreement
- York Risk Services Group Employee Data Form
- PFD Health Center Work Status Form
- PFD Injury Report Form
- Worker Report of Injury – Must be generated at the Health Center
- GINA Act Form

### The following is required after completing the form:

- Sign every page
- List where the injury occurred
- List witnesses

These forms shall be completed as soon as possible after the occurrence of any injury of even minor significance. After all forms have been completed and reviewed, the City of Phoenix Fire Department Injury Report form will be





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forwarded to the employee's Battalion Chief to be reviewed and signed. After signing the Injury Report, the Battalion Chief sends the Injury Report form to the Health Center for distribution to Payroll, Fire Safety and City Safety. The Health Center and Safety Section shall review all injury reports for completeness and the Safety Officer may initiate additional recommended corrective actions to the Supervisors involved.

**This procedure defines Industrial Leave and identifies the responsibilities of each member and the Health Center in the management of Industrial Leave.**

Definition: {REF: Personnel Rule 15.f3}

A. "Industrial Leave" is defined as absence from work as the result of:

1. An injury by accident arising out of and in the course of City employment, as defined by the Workmen's Compensation Laws of the State of Arizona.
2. Those occupational diseases arising out of and in the course of City employment as refined by the Occupational Disease Laws of the State of Arizona.

"Net Take-Home Pay" is defined as the bi-weekly base rate of pay for a full time employee, less deductions for federal and state income tax, social security tax and pension plan contributions. It does not include earnings for bonus pay, overtime differential, stand-by pay or any other pay that is normally not a constant condition of work for the class. In no event shall "net take home pay" be less than the amount the employee or Police Reserve Officer is entitled to under the State Workers Compensation Laws.

All members are covered by the Industrial Commission of Arizona for injuries arising out of and in the course of employment unless coverage was waived prior to injury. (Ref: Personnel Rule 15.f4)

The member must meet the following requirements in order to qualify for Industrial Leave:

The member shall submit to an examination or treatment by a physician at the Fire Department Health Center, or an emergency room if the injury occurs after hours. When a member is released by an emergency room physician after regular Health Center hours, the member must report to the Health Center on the next regular Health Center workday to be released from work by the Fire





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Department physician. All required industrial forms shall be completed and forwarded to the Fire Department Health Center the next business day.

If the injury is sustained due to a motor vehicle accident, animal bite or assault, an additional form: the Third Party Agreement (60-28D) shall also be completed and forwarded.

If the member elects to sue a third party defendant involved in the accident, and if he/she proceeds against such other person, the City of Phoenix shall have a lien on the amount actually collectible from such other person to the extent of the monies paid by the City of Phoenix over and above the Workers Compensation, medical, surgical and hospital benefits paid by the Workers Compensation carrier (Ref: Personnel Rule 15.f4C).

The amount actually collectible shall be total recovery less the reasonable necessary expenses including attorney fees actually expended in securing such recovery and less the amounts to be paid to the Worker's Compensation carrier (Ref: personnel Rule 15.f4C).

### **ENTITLEMENT**

A certified permanent full time member who works a schedule at full time fifty-two weeks of the year who is disabled and absent from work as a result of an industrial injury or occupational disease should be kept on the City payroll and be paid an amount equal to but not to exceed his/her regular net take home at the current rate of pay for up to one year total per injury (Ref: Personnel Rule 15.f1).

Leaves of absence compensated by the Industrial Commission of Arizona in excess of one year per injury (2,912 hours for 56 members; or 2,080 hours for 40 hour members) shall not be considered as paid leave.

Members returning to light or full duty after exhausting their 2,912/2,080 hours will have their leave accrual reinstated, but any additional time off due to the original injury will not be considered as paid leave (Ref: Personnel leave 15.b1).

### **MEMBER RESPONSIBILITIES**

Members must report industrial injuries to their immediate supervisor as soon as possible after the injury occurs. If the injury manifests itself after the shift is



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completed, one must report to the Fire Department Health Center immediately. For specific information and guidelines, refer to M.P. 110.02: Personal Injury Reporting.

Members placed on Industrial Leave by a licensed physician other than the Fire Department Health Center physician shall report to the Fire Department Health Center for evaluation as soon as physically possible during a normal weekday.

In the case of a minor injury treated at a facility other than the Fire Department Health Center, but not causing any lost time or requiring any further medical treatment, all required industrial forms will need to be filled out at the Health Center and medical treatment slips will need to be provided.

### **SUPERVISOR RESPONSIBILTIES (Minor Injury)**

NOTE: THE ALARM ROOM SHALL BE NOTIFIED OF ALL INJURIES REQUIRING ANY LEVEL OF TREATMENT SO THAT PROPER NOTIFICATION CAN BE MADE.

If the injury occurs during normal business hours:

- Arrange transportation for member to the Fire Department Health Center(s) for evaluation or treatment of an Industrial Injury.
- Notify next level supervisor.
- Notify Battalion Chief and Safety Section via C.A.D. Terminal.

If the injury occurs after normal business hours, weekends or holidays:

- Contact the Alarm Room. The Alarm Room will notify the on call Health Center representative who will contact the injured member and assist with instructions.
- Notify next level supervisor.
- Notify Battalion Chief and Safety Section via C.A.D. Terminal.

### **SUPERVISOR RESPONSIBILITIES (Serious Injury)**

- Contact the Alarm Room for any additional Fire Department resources needed (i.e., ALS, Ambulance).
- Initiate treatment, and transport member to the closest appropriate medical facility.



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- Notify next level Supervisor.
- Notify Battalion Chief and Safety Section via C.A.D. Terminal.

### **AT HOME RECUPERATION**

Members on Industrial Leave must remain at home in a recuperative manner. Time to consult with a physician, attend therapy or other special types of treatment will be allowed. Written verification slips need to be obtained from the attending physician and forwarded to the Health Center after every doctor's appointment.

Other exceptions may be allowed with prior approval from the Fire Department Health Center Deputy Chief and Personnel Deputy Chief.

Members shall not engage in any outside work while on Industrial Leave. Members may not engage in recreational activities unless prescribed by a treating physician.

Members who are on Industrial Leave must apply in writing to the Industrial Commission of Arizona requesting permission to be out of the state for a period exceeding 14 days. The Fire Department Health Center also needs to be notified.

### **RECUPERATION OTHER THAN AT HOME**

Members who will be recuperating at a place other than their residence shall notify the Fire Department Health Center and Fire Personnel of their location and a phone number at which they can be reached.

**Follow-up:** Members on industrial leave will need to continue to follow up with the Fire Department Health Center while recuperating, even if treating with a specialist. The Health Center will contact the injured member for an appointment with the physician. The purpose of the consultation is to assess the progress of the rehabilitation efforts and to anticipate the member's return to light duty.

### **PROOF OF MEDICAL TREATMENT**

Members who are on either Industrial Leave or who have been released to light duty shall provide a physician's slip for all medical treatments or evaluations. Any leave taken from duty for such purposes, will submit a physician's slip in order for the leave to be approved.



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When a member returns to either regular duty or to a light duty assignment, he/she must provide a release from all treating physicians. **THE MEMBER WILL REPORT DIRECTLY TO THE FIRE DEPARTMENT HEALTH CENTER AND TURN IN DOCTOR'S SLIPS ALONG WITH ALL OTHER MEDICAL RELEASE/TREATMENT FORMS.** If the member has been released only to a light duty assignment, he/she will be assigned to a light duty position (when available) by the Fire Department Health Center, based on Department needs and employee restrictions.

At this time, the Health Center will update Telestaff with appropriate leave codes.

### **HEALTH CENTER RESPONSIBILITIES**

Health Center will monitor the member's progress and will contact member when an appointment with the Fire Department Health Center physician is needed.

Health Center will keep Fire Personnel updated with member's progress.

As a member's leave changes (e.g., Industrial, Alternate Assignment, full work), the Fire Department Health Center will keep Telestaff and the roll call updated on a daily basis.

The Health Center will work closely with the current workers compensation carrier and the City of Phoenix Safety office on all claims.



## Special Operations

Subject:  
Ethics and Code of Conduct

Policy Number  
1110

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Revised  
8/11/2016

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## Intent

To provide a standard level of conduct and expectations for all members currently assigned to Arizona Task Force One. It is expected that as a minimum, all members of the Task Force will hold themselves and each other accountable to the guidelines within this document.

## Policy/Procedure

Every member of Arizona Task Force One is expected to operate in a highly self disciplined manner and is responsible to regulate his/her own conduct in a positive, productive and mature way. Failure to do so may result in disciplinary action ranging from counseling to removal from the Task Force.

### ALL MEMBERS SHALL:

- Follow all rules, regulations, policies, and written directives of Arizona Task Force One, FEMA, Phoenix Fire Department, and the City of Phoenix.
- Use their training and capabilities to protect the public at all times.
- Work competently in their positions to cause the Task force to operate effectively.
- Managers will manage in an effective, considerate manner. Subordinates will follow instructions in a positive, cooperative manner.
- Always conduct themselves in an ethical manner that creates good order inside the Task Force.
- Keep themselves informed to do their jobs effectively, operate safely and use good judgment.
- Be concerned and protective of each member's welfare.
- Keep physically fit
- Obey the law
- Take care of and maintain Task Force equipment and property



## Special Operations

Subject:

Ethics and Code of Conduct

Policy Number

1110

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### MEMBERS SHALL NOT:

- Engage in any activity that is detrimental to the Task Force.
- Engage in a conflict of interest to the Task Force or use their position with the Task Force for personal gain or influence.
- Fight
- Steal
- Use alcoholic beverages, debilitating drugs, or any substance which could impair their physical or mental capacities while on duty or deployment.
- Engage in any sexual activity while on duty or deployment.
- Carry firearms



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## Special Operations

Subject:

**Audit and Inspection Policy**

Policy Number

1111

PHOENIX FIRE DEPARTMENT

Revised  
8/11/2016

Page 1

## Intent

The purpose of this procedure is to provide clarification and identify the methodology and responsibilities of the Task Force for audits and follow up action to audits.

## Policy/Procedure

It is the policy of Arizona Task Force One (AZ-TF1) to comply with City of Phoenix Administrative Regulation (A.R.) 1.80 and 3.13 governing internal audits.

The Program Manager:

1. Shall notify the Fire Department Fiscal Management section that an audit has been completed and forward a copy of the audit report.
2. Shall send the required "action plan" as mandated by A.R. 1.80 and 3.13 to Fire Fiscal Management, as well as any written documents relating to both the audit and the action plan.

Fiscal Management:

1. Shall maintain a central filing system of all audits and action plans.
2. Maintain a schedule of required follow up action dates for each audit and action plan.
3. Send out a reminder notice 15 days in advance of due date from City Auditor to the Division responsible for the audit action plan. The action plan contains specific objectives with target dates for completion. The City Auditor does not close out the audit until the action plan is complete.
4. Indicate status and progress of audit action plans as part of the Administrative Services Division's Quarterly Reports.

Program Manager:

1. Upon completion of all objectives and recommendations stated within the Audit Action Plan, the Program Manager shall prepare a memo for the Fire Chief to the City Auditor stating that the action plan is completed and the Auditor should close out their file. A copy of said memo shall be forwarded to Fire Fiscal.



## Special Operations

Subject:

Public Relations Activities Policy

Policy Number

1112

Revised

8/11/2016

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## Intent

The purpose of this procedure is to establish Task Force policy for member contact with the public to ensure timely and accurate information is provided. Additionally, this procedure will establish Task Force policy for member use of social media in matters related to the Task Force.

## Policy/Procedure

During normal day-to-day operations, all Task Force members are to immediately notify the Program Manager or his designee when approached by the media in regard to any Task Force business, policies, and activities. Such media inquiries are to be handled by the Program Manager, the Task Force Representative (TFR), or one of the Task Force Incident Support Team (IST) Public Information Officers (PIOs).

When responding to inquiries from the public, Task Force members shall respond in a courteous and professional manner. If the inquiry cannot be answered accurately or completely by the member being contacted, the inquiry shall be referred to the Program Manager, TFR, or Task Force PIO.

Upon activation of the Task Force, members are to immediately notify the Task Force Leader or his designee when approached by the media in regard to any Task Force business, policies, or activities while on deployment.

Additionally, US&R Program Directive 2006-014, *US&R Embedded Media Procedures*, shall be followed which mandates compliance with the following FEMA policies:

- *Media Access Policy and Operations – Specific Ground Rules*
- *Covering FEMA from the Inside*
- *Media Access Informed Consent Form*
- *Media Access Suggested Gear List*

Careful consideration must be given to information that is shared by Task Force members on social media networks. While on deployment, all members shall adhere to *FEMA Web 2.0 Policy Directive 262-3* (attached). During personal use, Task Force members are discouraged from using social media to respond to discussions about FEMA (even if erroneous and slanderous). FEMA External





## Special Operations

Subject:

**Public Relations Activities Policy**

**Policy Number**

1112

**PHOENIX FIRE DEPARTMENT**

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Affairs has the responsibility of presenting a unified and on-target message for FEMA and any encounter on social media shall be directed to the local, state, tribal, regional, or Federal FEMA external relations representative.

The reporting requirements of this procedure do not apply to personal communications with family or to matters which are of no concern to the Task Force, FEMA, and/or the Sponsoring Agency.



## Special Operations

Subject:

Family Support Policy

Policy Number

1113

Revised

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PHOENIX FIRE DEPARTMENT

## Intent

To establish policy for assigning a Phoenix Fire Department (PFD) Liaison Officer to provide support to deployed task force member's families.

## Policy/Procedure

The Phoenix Fire Department recognizes that a FEMA deployment can create unusual circumstances for members and their families. Members may receive an assignment or work in an environment where the customary family phone call is not possible. Conceptually, the Task Force could be deployed to a region where cell phone service is absent or restricted. This places stress on our members and their families when trying to resolve day-to-day responsibilities and maintain contact with loved ones. Keeping a PFD member available to answer questions and facilitate solutions for domestic matters will assist in alleviating the strain of a deployment. It will be the Arizona Task Force One (AZ-TF1) policy to assign a Home Team Command and General Staff (C&GS) member to assume the role of Home Team Liaison Officer.

Home Team Liaison Officer Responsibilities Include:

1. Report to the Task Force Leader and Home Team Incident Commander for briefing and obtain a radio.
2. Obtain the locking key box for deploying member's vehicle from the Parking Leader. Store the locking key box in the US&R Program Manager's office (keys may be obtained from the Administrative Specialist). Assist individuals identified on the EMERGENCY NOTIFICATION FORM in gaining access to or retrieving Task Force member's vehicle.
3. Any member filling the Liaison Officer position will need to contact Technical Services (602-534-4734) to obtain a Security Badge and/or have a current security badge programmed for access to the Special Operations. Issuing a badge and granting access will require communication from the Administrative Specialist or US&R Division Chief to Technical Services.
4. Create a Liaison shift schedule based on available personnel in the position. Provide a phone number to Task Force family members and standardize a procedure for AHQ to answer the phone and then patch them through to the Liaison on duty.



## Special Operations

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Family Support Policy

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5. Participate in all briefings, in person or by telecom, to gather information to disseminate to family members and update the task force website.
6. Send current Task Force status or event info (if available) to the Administrative Specialist to update the website: [www.aztf1.com](http://www.aztf1.com).
7. Emergencies at Home - Should an emergency arise at home, the family member should contact the Liaison Officer (LO) to notify them of the type of emergency and the LO will contact the AZ-TF1 Program Office advising of the emergency and what support actions at home have been initiated. The LO shall work with the Program Manager until the matter is resolved at home.
8. Additionally, the LO should provide the task force website address to family members to obtain deployment updates.



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## Special Operations

Subject:

Work Group and IST Responsibilities

Policy Number

1114

PHOENIX FIRE DEPARTMENT

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8/11/2016

Page 1

### Intent

To outline the responsibilities that applies to Task Force members participating on a US&R Working Group or Incident Support Team (IST).

### Policy/Procedure

Members of an IST or working group are required to obtain approval from the AZ-TF1 Program Manager in advance of any travel for meetings. When working group or IST members travel for meetings, they are required to follow the established City of Phoenix Administrative Regulation 3.41 on "Travel for Out-of-State Training and Conferences". All travel paperwork is to be completed at the Task Force Program Office.

Upon activation as an IST member, notification is required to the AZ-TF1 Program Manager, as well as the Training Assistant Chief, South Shift Command, and the members' immediate supervisor when notified of an activation. A copy of the "Activation Order" must be faxed to the Task Force program office at 602-534-4349 prior to the member leaving for assignment. All travel and expense reimbursement paperwork is to be completed within five business days of the member's return.



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## Special Operations

Subject:  
Request for Sponsoring Agency Functions

Policy Number  
1115

PHOENIX FIRE DEPARTMENT

Revised  
8/11/2016

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### Intent

To provide a standard written memo and letterhead format for all Task Force written communications to request support from the sponsoring agency sections.

### Policy/Procedure

Formal written communications for support from the various sections within the sponsoring agency or formal communications to the entire Task Force shall follow the attached format (attachment 1). This format is not required when sending routine e-mail. When communications are sent to external organizations, the following format should be used (attachment 2 *Program Office Letterhead*).

Electronic versions of these documents can be obtained from any of the US&R Logistics or Plans Managers or by contacting the Program Office.





## Special Operations

Subject:  
Equal Employment Opportunity Policy

Policy Number  
1116

PHOENIX FIRE DEPARTMENT

Revised  
8/11/2016

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### Intent

Arizona Task Force One (AZ-TF1) is committed to providing a discrimination-free environment for all members. The Task Force will not tolerate prohibited discrimination in the workplace.

### Policy/Procedure

This Task Force policy prohibits discrimination and reaffirms the City of Phoenix policy prohibiting discrimination because of race, color, religion, gender, age, disability, sexual orientation or national origin.

All Task Force members will adhere to the City of Phoenix Administrative Regulation (A.R.) 2.35 Equal Employment Opportunity, which outlines City of Phoenix department responsibilities for compliance with this policy, and clarifies procedures available to City employees and applicants for City positions who believe that they have been discriminated against or denied equal employment opportunity in any aspect of City employment because of race, color, religion, gender, age, disability, sexual orientation or national origin. It also protects employees from discrimination based on their record of a disability, because they are regarded as having a disability or have a relationship with a person who has a disability.

All Task Force members will also adhere to the City of Phoenix Administrative Regulation (A.R.) 2.35(A) for sexual harassment issues and Administrative Regulation 2.35(B) for protected category harassment.

Nothing contained in this policy shall be interpreted to require a less qualified member or applicant be given a preference over a better qualified member or applicant based solely on race, color, religion, gender, age, disability, sexual orientation or national origin.



## Special Operations

Subject:

Procurement Policy

Policy Number

1117

Revised

8/11/2016

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## Intent

To establish standardized Arizona Task Force One (AZ-TF1) policy and procedures for uniform purchasing of all commodities and services.

## Policy/Procedure

All expenditures of AZ-TF1 cooperative agreement funds require the approval of the Program Manager or Assistant Program Manager. The purchase of capital equipment, services, supplies and commodities shall be made in accordance with the City of Phoenix Administrative Regulation (A.R.) 3.10 *General Procurement Procedures*, the National Urban Search & Rescue System regulations published at 44 C.F.R. §§ 208.1 – 208.70, and Federal OMB (circular A-87) 2 CFR Part 225 and 44 CFR Part 13 (13.36).

The sponsoring agency, Phoenix Fire Department, has a centralized purchasing system administered by the purchasing area of the Phoenix Fire Department Resource Management Section. The Resource Management Section works jointly with the City of Phoenix Finance section. Centralized purchasing standardizes bidding and evaluation procedures, achieves economy of scale benefits, provides consistency in dealing with vendors, and ensures a fair and open procurement process. The Phoenix Fire Department Resource Management Section has developed the ***Phoenix Fire Department Purchasing Manual*** to assist the Task Force in navigating the City of Phoenix regulations regarding purchasing.

All requests for equipment, service, supplies and commodities, along with supporting documentation, shall be submitted to the Logistics Manager or Program Manager for review and approval. Upon approval, the documents will be submitted to the AZ-TF1 Administrative Specialist for entry into the Sponsoring Agency's on-line e-Procurement system. All E-Procurement shopping carts will include the Cooperative Agreement year, reference number, Approved Equipment List (AEL) number, equipment cache cost caps (if there is no AEL/cost cap, no AEL/MSRP will be input). The AZ-TF1 Program Manager or Assistant Program Manager will review and approve each request through the on-line purchasing. Upon approval, the Grant Manager will receive a system notification requesting verification of funds from the appropriate cost center. After verification of funds, the AZ-TF1 Grant Manager will approve the request and the on-line system will route to the sponsoring agency's purchasing manager for acquisition in accordance with all applicable procurement policies.



## Special Operations

Subject:

Procurement Policy

Policy Number

1117

Revised

8/11/2016

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### Record Keeping:

Copies of all purchase orders and associated paperwork shall be maintained and stored at the AZ-TF1 Program Office in the appropriate cooperative agreement procurement binder. In addition, copies will be maintained by the Fiscal Grant Manager at the sponsoring agency's administration building and the Resource Management Purchasing section.



FEMA





## Special Operations

Subject:

Use of GSA Advantage

Policy Number

1118

Revised

8/11/2016

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Page 1

### Intent

This management procedure establishes guidelines for the use of GSA Advantage® for the procurement of equipment and supplies for day-to-day Arizona Task Force One (AZ-TF1) program management and to maintain the equipment cache per DHS/FEMA US&R standards. GSA Advantage shall be considered in the procurement of equipment and supplies with the intent of obtaining the lowest pricing possible.

### Policy/Procedure

GSA Advantage is the federal government's online shopping and ordering system that provides access to thousands of contractors and millions of supplies (products) and services. AZ-TF1 is eligible to use GSA Advantage to purchase products and services under the ***Disaster Recovery Purchasing Program***.

The procurement of equipment and supplies for AZ-TF1 will follow all requirements of the City of Phoenix ***A.R. 3.10 General Procurement Procedures***. For purchases between \$1,000 and \$5,000, a minimum of two qualified vendors will be contacted. Prices may be obtained verbally or in writing. The two vendor prices will be compared to GSA Advantage pricing to establish the lowest pricing. If two other potential sources are not known, the lack of competition will be recorded and a documented determination shall be made that the price is fair and reasonable. GSA Advantage shall be used to purchase equipment and supplies for AZ-TF1 anytime a cost savings can be realized.

For purchases between \$5,000 and \$50,000, a written Request for Quotations (RFQ) will be issued. Known suppliers will be sent a copy of the RFQ, by either fax, mail or email, and the solicitation will be publicized to local businesses through the Phoenix Chamber of Commerce's Bid Source System. The responses received will be compared to GSA Advantage pricing to establish the lowest pricing available. GSA Advantage shall be used to purchase equipment and supplies for AZ-TF1 anytime a cost savings can be realized.



## Special Operations

Subject:  
Conflicts of Interest in Procurement

Policy Number  
1119

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Revised  
8/11/2016

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### Intent

This management procedure is to communicate AZ-TF1 policy regarding conflicts of interest in the procurement of goods and services.

### Policy/Procedure

Conflicts of interest in the procurement of goods and services shall be disclosed and acted upon in accordance with City of Phoenix ***A.R. 2.91 Conflicts in Employment, Supervisory, and Contractual Relationships.***

### Definition

Arizona Revised Statutes, Section 38-502 defines “relative” as the spouse, child, child’s child, parent, grandparent, brother or sister of the whole or half-blood and their spouses, and the parent, brother, sister, or child of a spouse.

For purposes of administering this policy, managers may also consider other relationships that can create the appearance of a conflict of interest.

### Disclosure of Relationship

Any member of AZ-TF1 and/or the Phoenix Fire Department shall make known the existence of any conflict of interest, or appearance of a conflict of interest by filing, in writing, a form disclosing any relationship and/or interest involved in any contract, sale, purchase, or service to AZ-TF1 or the City of Phoenix. The form shall be maintained in the member’s AZ-TF1 file. The member is responsible for updating the information on file as changes occur; however, AZ-TF1 program staff will request updates on an annual basis.

### Contractual Relationships

Any AZ-TF1 and/or Phoenix Fire Department member, or whose relative has, a substantial pecuniary or proprietary interest in any contract, sale, purchase or service to AZ-TF1, shall disqualify himself/herself from participation in any and all parts of the procurement process.



## Special Operations

Subject:

Contract Monitoring and Payment of Invoices

Policy Number

1120

Revised

8/11/2016

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### Intent

This management procedure establishes guidelines to ensure that invoices agree to executed contractual terms and rates, and there is adequate documented support for the invoiced amount.

### Policy/Procedure

Certain internal controls are necessary to provide reasonable assurance of compliance with executed contracts. AZ-TF1 shall implement the following procedures to ensure that all invoices properly reflect executed contractual terms and rates. The AZ-TF1 Program Manager shall be responsible for:

- Ensuring that the professional services are provided in accordance with the approved contract terms and conditions.
- Reviewing contractor invoice and confirming that the contract number is on the invoice.
- Ensuring that adequate documented support accompanies invoices, e.g. timesheets, receipts, rosters, etc..., and such documentation is maintained in procurement files.
- Approving the contractor invoice for payment.
- Ensuring that the approved contract terms and conditions have been completely satisfied prior to final payment.



FEMA



## Special Operations

Subject:  
Accounting Policy

Policy Number  
1121

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### Intent

To establish Task Force policy and procedures that address the application and acceptance of the US&R cooperative agreement and the accounting practices used to ensure effective management of cooperative agreement funds.

### Policy/Procedure

Application, acceptance and general accounting practices for the US&R cooperative agreement shall be in accordance with City of Phoenix Administrative Regulation (A.R.) 3.11 *Centralized Accounting and Budgetary Control*, A.R. 1.81 *Federal State and other Grant Applications*, the National Urban Search & Rescue Response System regulations published at 44 C.F.R. §§ 208.1 – 208.70, and Federal OMB (circular A-87) 2 CFR Part 225 and 44 CFR Part 13 (13.36).

This procedure clarifies the grant notification and approval process through the City Council to reflect current practices and procedures and specifically addresses grant applications that require a resolution or ordinance. This procedure also includes a section to address the SAP Grants Module and accounting practices used to manage cooperative agreement funds.

#### **City Council Subcommittee Approval:**

The sponsoring agency, Phoenix Fire Department, is responsible for verifying with the Deputy City Manager and/or the chairperson of the applicable City Council Subcommittee whether the cooperative agreement application request should be heard by the subcommittee (in the form of a City Council Report) prior to being submitted for full City Council consideration either on the Consent Agenda or in the form of a Request for Council Action (Formal).

#### **City Council Approval:**

The City Council must approve grant (and cooperative agreement) applications. Grants reviewed and approved by a City Council Subcommittee by means of a City Council Report (CCR) may either move directly to the Mayors Consent Agenda for approval to apply, or by means of a Request for Council Action (RCA) on a Formal Agenda if an Ordinance or Resolution is also required in the application. Occasionally, due to time constraints, the Fire Department may need to apply for the grant to meet the application deadline and request retroactive



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Subject:  
**Accounting Policy**

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Council approval. CCRs at the Subcommittee level and/or RCAs submitted after a proposal deadline should indicate if not approved and the application will be withdrawn.

### **Grant Applications that Require a Resolution or Ordinance:**

The grant application should specify if a Resolution is required. Resolutions are not effective for 30 days after receiving City Council approval unless passed with the emergency clause. Resolutions do not authorize the spending of funds. For additional information, refer to AR 4.11 *Request for Council Action* and AR 4.13 *City Council Actions and Use of Emergency Clause*. Requests for Resolutions must be submitted for City Council approval on the RCA.

The sponsoring agency Phoenix Fire Department must submit an RCA request for approval “to apply for, to accept and to disburse” grant (or cooperative agreement) funds. The requested action is an “Ordinance”. Upon Council approval, this action will stand as a payment ordinance per the Law Department. Supplementary funding added within the grant period will require an additional RCA to be submitted.

The RCA should include the name of the federal, state, or other funding agency, a description of the proposed project, estimated term of the period of performance, title of any new full- and/or part-time city positions and the status of those positions once grant funding ends; the total grant request and the total cost of the project including direct and indirect costs. The request should discuss the future financial impact of the project. This is particularly important for multiple-year grants that have a diminishing proportion of grant funds rids to cost-share. The RCA should also indicate if the project is Citywide or whether it impacts a specific Council district or geographic area within the City. The request should identify whether the grant is a new submission or a continuation of an existing project. Continuing projects should include documentation that the project is effective in meeting the intended need.

After the grant application is approved by the sponsor (funder or granting agency) and the award document is received from the funding agency, the department should immediately prepare an RCA for approval to execute the grant contract with the finding agency and authorize the City Controller or designee to receive and disburse the funds (unless this was done when the application was submitted). Any other documents necessary to execute the grant contract should also be prepared. The Fire Department should notify the



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appropriate Deputy City Manager and the Citywide Grants Coordinator of the funding agency's approval.

### **Grant Notification Procedure:**

Approval by the funding agency does not constitute authority to proceed with the grant project. Execution of the contract by the City and the funding agency and completion of special requirements by one or both parties must be concluded before authority to proceed with the project is granted. Prior commitment of funds or prior expenditure of funds may make such costs ineligible for reimbursement or may jeopardize the grant itself.

After receiving formal authorization to execute the grant contract, the department will submit the contract per standard contracting procedures, enter final approved budget into SAP Grants Module and update status of grant to "awarded".

### **Forwarding Grant Contract:**

A complete, fully executed (confirmed written award notice in hand or an agreement signed by both parties) copy of the grant contract should be forwarded to the grant project director identified in the application, and to the accounting function responsible for the grant funds. The original, fully executed copy of the grant contract should be filed with the City Clerk Department.

### **Audit Requirements for Federal Grants:**

Federal grant audits must be performed in accordance with the Federal Office of Management and Budget (OMB) 2 CFR Part 200, Appendix XI, subpart F, Compliance Supplement (supersedes Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations)

Federal grants are subject to annual audits by the City's independent auditing firm pursuant to the Single Audit Act of 1984. Federal grants passing through to sub-recipients may be subject to additional audit requirements as required by individual grant agreements. Departments making sub-awards of federal grants are responsible for reviewing the Single Audit reports for the sub-recipients and for ensuring that all findings and questioned costs are addressed. Departments and the City as a whole may be held responsible for sub-recipient's compliance with all financial and non-financial grant requirements. Special care should be taken not to expose the City to unnecessary risks created by sub-recipient's noncompliance with a granting agency's requirements.



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### **Approval Process for Costs Charged to the Cooperative Agreement:**

All expenditures of AZ-TF1 cooperative agreement funds require the approval of the Program Manager or Assistant Program Manager. The purchase of capital equipment, services, supplies and commodities shall be made in accordance with the City of Phoenix Administrative Regulation (A.R.) 3.10 *General Procurement Procedures*, the National Urban Search & Rescue Response System regulations published at 44 C.F.R. §§ 208.1 – 208.70, and Federal OMB (circular A-87) 2 CFR Part 225 and 44 CFR Part 13 (13.36).

All requests for equipment, service, supplies and commodities, along with supporting documentation, shall be submitted to the Logistics Manager or Program Manager for review and approval. Upon approval, the documents will be submitted to the AZ-TF1 Administrative Specialist for entry into the Sponsoring Agency's on-line eProcurement system. All DSRs will include the Cooperative Agreement year, reference number, Approved Equipment List (AEL) number, equipment cache cost caps (if there is no AEL/cost cap, the shopping cart will indicate *no AEL/MSRP*). The AZ-TF1 Program Manager or Assistant Program Manager will review and approve each request through the on-line procurement system. Upon approval, the Grant Manager will receive a system notification requesting verification of funds from the appropriate cost center. After verification of funds, the order will be processed in accordance with all applicable procurement policies.

The Purchasing Department then follows City of Phoenix AR 3.10 for General Procurement Procedures (refer to Policy 1117).

### **SAP Grants Module:**

SAP allows an integrated approach to address administrative and financial requirements of sponsored programs, such as grants, contracts, and intergovernmental or cooperative agreements. The US&R cooperative agreement is to be entered and maintained in SAP. The Phoenix Fire Department will maintain the program status, from application to closing, along with other relevant statistical information, in SAP.

When notice of funding is received from FEMA and approved by the City of Phoenix City Council, the Fiscal Grants Manager is provided with the approved documents. The individual will create a Cost Center (general ledger number) in SAP to track all cooperative agreement expenditures and categorize into cost





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centers (Ex: 50xxxx for personnel services, 51xxxx for contractual services, 52xxxx for commodities and 4xxxxx for revenues).

### **Payment and Reporting System (PARS):**

After the close of each month (usually 4 or 5 days into the new month) the monthly expenses and revenues are analyzed and transferred to an Excel spreadsheet. Expenditures are categorized according to the FEMA budget outlined in the cooperative agreement. The spreadsheet is forwarded to the AZ-TF1 Program Manager for review.

Once expenses have been analyzed and categorized per the cooperative agreement budget, a payment reimbursement request is processed in the PARS payment processing website for the previous month's cash outlays. Quarterly reports must be submitted no later than 30 days after the end of each quarter (January 30, April 30, July 30 and October 30). Failure to submit the reports by the submission dates could result in the temporary withholding of cash payments pending submission or the withholding of further awards from the Agency.

### **Period of Performance:**

The Period of Performance for US&R Cooperative agreement funding is 18 months, and task forces submit budget plans for 12 months of daily operating expenses (e.g., salary expenses and lease costs) within the period of performance. Should a continuing resolution impact the US&R appropriation within the Cooperative Agreement period of performance, a waiver may be given by FEMA to allow task forces to submit a budget change to cover daily operation such as salary expenses and lease costs for more than a 12-month period. The Cooperative Agreement Period of Performance does not coincide with the City of Phoenix fiscal year (July 1 – June 30).

Extensions to the period of performance may be submitted through the NDGrants system and will include:

- Requested period of performance
- Brief status of ongoing activity under the Cooperative Agreement
- Outline of remaining funds available and necessary to finish activity during extension
- Explanation of why activity could not be completed within the established period of performance, including actions taken to resolve any problems, how these circumstances were/are beyond the Task Force's control, and justification of the new period of performance date requested.







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Within 90 days after the end of the period of performance, or after a Grant Adjustment Notice (GAN) has been issued to close out the grant, whichever comes first, grantees must submit a final Federal Financial Requirement (FFR) and final progress report. All cooperative agreements funds are to be expended or the grantee is responsible for returning any unobligated funds, or funds that have been drawn down but remain as unliquidated on grantee financial records. Remaining funds will not be returned to the City of Phoenix general fund.



## Special Operations

Subject:  
Driver Qualification Policy

Policy Number  
1122

PHOENIX FIRE DEPARTMENT

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### Intent

Ensure that the motor vehicle operators assigned to Task Force driving positions maintain an acceptable driving record.

### Policy/Procedure

It is the policy of Arizona Task Force One (AZ-TF1) to comply with the City of Phoenix Administrative Regulation (A.R.) 2.96.

The primary policy objectives are:

1. To comply with applicable Federal, State and local laws and regulations and City policies and procedures.
2. Protect the public and their property.
3. Minimize losses.

The objectives achieved by the City of Phoenix Fire Department Personnel office:

1. Assigning motor vehicle operators who possess a valid license and maintain an acceptable driving record.
2. Requiring operators to submit driving histories at least once per year.
3. Requiring immediate notification of any license infractions (e.g., tickets, suspensions, revocation, etc.).

The objectives achieved by the Arizona Task Force One (AZ-TF1) Program Office:

1. Require CDL drivers to attend training and demonstrate that he/she is capable of operating the commercial motor vehicle and associated equipment. The training will enable the evaluator to assess the skill of the operator at handling the commercial motor vehicle and associated equipment.
2. Ensuring the member is physically qualified to drive a commercial motor vehicle by requiring an annual physical exam card be submitted to the Task Force Training Manager.



## Special Operations

Subject:  
Canine Search Specialist Policy

Policy Number  
1123

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Revised  
8/12/2016

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### Intent

To standardize the Task Force policy and procedure for recruitment, development, and retention of Arizona Task Force One (AZ-TF1) Canine Search Specialists.

### Policy/Procedure

FEMA has outlined the Canine Search Specialist position requirements. The element of “Teams” as it relates to canine partners poses unique challenges to the standard recruitment process. Of distinction is the member’s relationship to the canine resource. FEMA’s position description of duties adds the responsibility of “Understanding and accurately interpreting canine’s behavior, including knowledge of the capabilities and limitations of search canines” which implies a relationship with their animal(s), and as such the position cannot be awarded according to AZ-TF1 Policies and Procedures 1101 “Assignment Procedure”. Additionally, members not holding a prior position within the Task Force and recruited to it as a Canine Search Specialist may not be recruited for a new position/discipline.

### Responsibilities:

AZ-TF1 is responsible for developing and administering the positions, including:

- Funding the positions
- Recruitment
- Screening
- Provision of initial training and Continuing Education
- Providing training exercises, including integration of the other elements of the Task Force.
- Evaluation of performance
- Provision of equipment and allied maintenance
- Reimburse the AZ-TF1 Canine Specialist’s expenses for the dog food, training supplies and veterinary care per Policy 1109 (the dog must be an active, not retired, task force dog team).
- Designation of a Canine Coordinator



## Special Operations

Subject:  
**Canine Search Specialist Policy**

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1123

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Canine Search Specialist position description responsibilities:

- Meet all administrative and general training requirements
- Maintain current certification as a DHS/FEMA National US&R Response System Canine Search Specialist Team
- Complete the DHS/FEMA National US&R Response System Canine Search Specialist course
- Complete the DHS/FEMA National US&R Response System GPS Awareness Level course
- Complete the required Technical Rescue Skill Sets as defined in Appendix "A" of the position description

Additional member requirements:

- Current City of Phoenix employee
- Currently train a Team canine
- Maintain FEMA Canine Certification Evaluation (currently a three (3) year certification) with at least two (2) Team canines
- Maintain other certifications, licenses, standards or training as outlined by the DHS/FEMA, Arizona Task Force One, Phoenix Fire Department, and the City of Phoenix, which may include EMT or Paramedic certification, HAM radio license, and a current passport
- Complete a canine emergency field care course
- Complete all documentation/record keeping
- Maintain health and fitness of self and canine
- Maintain equipment in a 24-hour deployable capability state
- Notify Canine Coordinator of deployable status change (including canine)



## Special Operations

Subject:  
Fuel Credit Card Policy

Policy Number  
1124

PHOENIX FIRE DEPARTMENT

Revised  
8/12/2016

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### Intent

This management procedure establishes guidelines for the use of Arizona Task Force One (AZ-TF1) fuel credit cards in accordance with City of Phoenix Administrative Regulation 3.10 General Procurement Procedures.

### Policy/Procedure

Fuel credit cards are issued only when absolutely necessary to support mission or training operations, generally to ensure 24-hour availability of fuel when Task Force vehicles or equipment are not within a reasonable distance of a City of Phoenix facility and when Task Force members are on approved travel out of town in an approved vehicle. The types of fuel purchased under normal circumstances are limited to regular (non-premium) unleaded and diesel. Credit card purchases are limited to fuel only.

Fuel credit cards will be issued to fire companies by the Phoenix Fire Department Fleet Management Division Chief when fuel for those vehicles or equipment is not available from a City of Phoenix facility.

For non-mission out of town travel in a Task Force vehicle, a card may be secured by requesting it from the PFD Fleet Management Division Chief. The permission and the card must be secured prior to the commencement of travel. Please see M.P. 303.14.

#### **Credit Card Security:**

The Fleet Management Division Chief will control the security of all department fuel credit cards. Cards not currently in use will be kept in a secured location in the custody of the Fleet Management Division Chief or designee. Any lost or stolen card must be reported to the Fleet Management Division Chief immediately and the Chief will arrange with the oil company to cancel the card. A Lost/Stolen/Damage Report (LSDR) and police report should also be prepared in the case of any credit card loss.



## Special Operations

Subject:  
Fuel Credit Card Policy

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### Use of Fuel Credit Cards:

#### AZ-TF1 Vehicles

A Fire Department member traveling out of town on approved Task Force business in a Task Force vehicle may obtain a fuel credit card. The card should be requested as a part of the required memo requesting permission to take the vehicle out of town.

When the card is used, the individual fueling the vehicle must obtain a purchase receipt. The vehicle's equipment number and current mileage must be written on the receipt. The receipt should be immediately sent to Resource Management through interdepartmental mail upon return to Phoenix.

### Resource Management Responsibilities:

#### R/M Account Clerk

- Check incoming fuel receipts against list of authorized vehicles and hold for monthly statement.
- Reconcile monthly statement to receipts received and report any discrepancies to the Fleet Management Division Chief.
- Prepare payment control document for approval.

#### Fleet Management Division Chief

- Process applications for fuel credit cards.
- Issue fuel credit cards as appropriate for Fire Department operations and when needed for out of town use.
- Maintain an awareness of the location of every fuel credit card.
- Investigate and resolve any discrepancies.

#### Resource Management Administrator

- Review and approve monthly payments.



## Special Operations

Subject:

Program Office Salary Policy

Policy Number

1125

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Revised  
8/12/2016

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### Intent

To provide information on how Task Force Program Office salaries are documented and charged to the cooperative agreement.

### Policy/Procedure

All positions in the Program Office are represented by existing job descriptions within the City of Phoenix and can be found at <https://www.phoenix.gov/hr/job-descriptions> on the City of Phoenix website. Salaries are described in each job description and are established through Memorandums of Understanding by each respective Bargaining Union.