

AGENDA

AGENDA OF THE SPECIAL SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, TO BE HELD ON WEDNESDAY, APRIL 25, 2018, AT 6:15 PM IN THE COCHISE COUNTY BOARD OF SUPERVISORS HEARING ROOM 1415 MELDOY LANE, BUILDING G, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY _____ AT _____.

ROLL CALL

COUNCIL

Councilmember Anna Cline, Ward III
Councilmember Joan Hansen, Ward II
Councilmember Frank Davis, Ward I
Mayor David M. Smith
Councilmember Bill Higgins, Ward I
Councilmember Douglas Dunn, Ward II, Mayor Pro Tempore
Councilmember Gabe Lindstrom, Ward III

STAFF

Robert Smith, City Manager
Ashlee Coronado, City Clerk
Keri Bagley, Finance Director
Daniel Duchon, Personnel Director
Andy Haratyk, Public Works Director
Albert Echave, Police Chief
George Castillo, Fire Chief

CITY ATTORNEY

Britt Hanson

THE FOLLOWING ITEMS WILL BE DISCUSSED AND/OR CONSIDERED AT THIS MEETING:

1. Discussion and Possible Approval of a Memorandum of Understanding/Funding Agreement between the City of Bisbee and Firehouse Subs for a grant in the amount of \$24,758.87.
George Castillo, Fire Chief

ADJOURNMENT

Individuals with hearing disabilities can contact the City Clerk's Office (520) 432-6012 to request an Assisted Listening Device, at least 24 hours before the meeting.

Anyone needing special accommodation to attend this meeting should contact Ashlee Coronado at (520) 432-6012 at least twenty-four hours before the meeting.

Public documents referred to herein may be viewed during regular business hours at the City Clerk's Office at 1415 W. Melody Lane, Bldg. G., Bisbee.

Pursuant to A.R.S. § 38-431.03(A) (3), the Council may vote to enter executive session at any point during this meeting for discussion or consultation for legal advice with its attorney(s), who may appear telephonically.



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: April 25, 2018

Regular Special

DATE ACTION SUBMITTED: April 19, 2018

REGULAR **CONSENT**

TYPE OF ACTION:

RESOLUTION **ORDINANCE** **FORMAL ACTION** **OTHER**

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF A MEMORANDUM OF UNDERSTANDING/FUNDING AGREEMENT BETWEEN THE CITY OF BISBEE AND FIREHOUSE SUBS FOR A GRANT IN THE AMOUNT OF \$24,758.87

FROM: George Castillo, Fire Chief

RECOMMENDATION: Approve MOU

PROPOSED MOTION: I move to approve the Memorandum of Understanding/ Funding Agreement between the City of Bisbee and Firehouse Subs for a grant in the amount of \$24,758.87

DISCUSSION:

The Bisbee Fire Department has been awarded a grant in the amount of \$24,758.87 for the following:

- Once Cascade System
- Two Fill Stations
- One TNT Rescue STORM Series Extrication tool
- Rope Rescue Equipment

FISCAL IMPACT: \$24,758.87

DEPARTMENT LINE ITEM ACCOUNT: 17-30-22504

BALANCE IN LINE ITEM IF APPROVED: \$24,758.87

Prepared by: Ashlee Coronado
Ashlee Coronado
City Clerk

Reviewed by: David M. Smith
David M. Smith
Mayor



Firehouse Subs Public Safety Foundation, Inc.

12735 Gran Bay Pkwy., Suite 150, Jacksonville, Florida 32258

MEMO OF UNDERSTANDING- FUNDING AGREEMENT
April 18, 2018

Firehouse Subs Public Safety Foundation Responsibilities

- Firehouse Subs Public Safety Foundation will award a check to **City of Bisbee Fire Department** for **\$24,758.87** to be used toward the direct purchase of **One cascade system, two fill stations, one TNT Rescue STORM series extrication tool, rope rescue equipment.**
- **All purchases must match the quantities and equipment approved in the original grant request. Failure to do so will put the grant in jeopardy.**

City of Bisbee Fire Department Responsibilities

1. A check will be remitted to the organization name as stated in this memo of understanding and **must** match the EIN number submitted on the grant request. If there is a change in either information, you must submit a W-9
2. If the mailing address where the check needs to be sent differs from the address on the submitted grant application, please email the Foundation with the correct mailing address
3. Confirm check has been received by emailing Firehouse Subs Public Safety Foundation at procurementfoundation@firehousesubs.com
4. Purchase the approved equipment
5. Verify purchase by providing Firehouse Subs Public Safety Foundation with one of the following:
 - Copies of paid invoices, verifying your organization's name as the customer and matching the vendor quote(s)
 - A copy of the cleared check(s), verifying the payee and payment amount matches the vendor quote(s)
6. Provide Firehouse Subs Public Safety Foundation with all **SIGNED** packing slips confirming receipt of equipment
7. In the event that the purchased equipment costs less than the dollar amount awarded, all excess funds must be returned to Firehouse Subs Public Safety Foundation
 - Please email procurementfoundation@firehousesubs.com with notification of excess funds within 30 days of purchase
 - Excess funds will need to be returned to Firehouse Subs Public Safety Foundation within 90 days of purchase
8. If purchases exceed funding, **City of Bisbee Fire Department** is responsible for the additional amount

VERY IMPORTANT: Deadline for submitted documentation is December 1, 2018.

Firehouse Subs Public Safety Foundation

Date

City of Bisbee Fire Department Representative

Date

City of Bisbee Fire Department Representative Name (Print)

Date