



SALT RIVER FIRE DEPARTMENT
EXTRA-DUTY LETTER OF AGREEMENT (Form 3-11 B.)
(TO BE COMPLETED BY ALL CONTRACTORS)



10,005 East Osborn Road, Scottsdale, AZ. 85256
Phone (480) 362-7926 Fax (480) 362-5973

OUR MISSION: “SERVICE, RESPECT, FRIENDLY, and DEDICATION

The purpose of this agreement is to list the terms and conditions that will govern a request by a third party, (herein “Contractor”) for Salt River Fire Department (herein “Department”) Extra Duty services.

Terms and Conditions

1. Required Information

Name of Contractor

Name of Event

Contractor Address

Contractor Phone #

Name of Contractor Site Supervisor

Contractor Email Address (for invoicing and other communication)

Location of event (if different from Contractor Address above)

Estimated length of event (hours): _____ Recurring job? ☐ Yes ☐ No (check one; – if YES, Contractor must still fill out separate form for each separate recurrence)

Start date: _____

Start time: _____

End date: _____

End time: _____

Estimated number of patrons: _____ Number of SRFD Firefighters/EMS requested*: _____

**Note that, the Fire Chief in his/her sole discretion based upon public safety concerns may require a certain number of Officers be present that is different from the number requested.*

Contact person at job site (if different from Site Supervisor above):

1. **Execution**. This Agreement must be executed by both parties prior to any staffing of Department extra-duty personnel to a temporary site.
2. **Emergency Activation**. Employees of the Department are subject to mobilization (called to active duty) by the SRFD at any time and are required to respond to emergencies.. Contractor will not be required to pay for any time employee is subject to mobilization.
3. **Cancellation by Community**. The Fire Chief or designee may cancel or terminate any extra duty temporary work assignment under this Agreement whenever necessitated by virtue of a fire or Community emergency, and for other situations where, under the circumstances, said cancellation or termination is deemed appropriate by the Fire Chief or designee.

4. **Cancellation by Contractor.** The Contractor must notify the Department Extra Duty Coordinator at least twenty-four (24) hours prior to the cancellation of any temporary work assignment under this Agreement. Said notice must be in writing (email cancellation information to tony.pesch@srpmic-nsn.gov AND personally verbalize the cancellation to the Extra Duty Coordinator at **480-362-6922 office or cell 602-369-9491**. Do not leave a message, but call until verbal contact is established as cancellations must be verbally acknowledged by the Extra Duty Coordinator. **Failure to adhere to the twenty-four (24) hour cancellation requirement as outlined herein will result in a charge to the Contractor of the minimum three (3) hour fee per assigned employee.**
5. **Inspection.** Department employees' working conditions and demeanor are subject to on-site inspection and review by the Department.
6. **Employment Coordination.** Any employment of extra-duty Salt River Fire personnel must be arranged with the SRFD Extra Duty Coordinator.
7. **Jurisdictional boundaries.** SRFD extra duty work can be authorized **only** within the jurisdictional boundaries of the Salt River Pima-Maricopa Indian Community.
8. **Minimum Fee.** The Contractor will incur a minimum fee of three (3) hours for any extra duty employment where a vehicle is not required and four (4) hours for any extra duty employment where a vehicle is required.
9. **Late Request Fee.** The Contractor must give at least forty-eight (48) hours advance notice of the need for any extra duty employment. Requests with fewer than forty-eight (48) hours' notice will be considered a late request.
10. **Fee Schedule.** The fee for extra-duty SRFD Firefighters will be according to the following schedule and conditions:

Fire Department Personnel:	\$60.00 / hour.
Supervisor (required for every four firefighters):	\$70.00 / hour.
Battalion chief (required for every two Supervisors):	\$80.00 / hour.
Holidays:	Add \$5.00 to hourly rates.
Admin Fee (per EE per hour):	\$ 3.00
Late request fee (per paragraph 11):	\$15.00
Cancellation fee:	\$0 if within 48 hours of event and canceled in accordance with this agreement; otherwise, 3 hour min charge per employee who arrives at designated location because they did not receive notification
Vehicle Fee (if requested or required):	\$40.00 flat fee
11. **Invoice.** At the conclusion of the extra-duty employment, the Community will send an invoice to the Contractor by email, or, if requested, by another manner specified by the Contractor.
12. **Payment.** Payment can be made by Check or VISA or MasterCard. *If paying by credit card, you must call 480-362-7720 to arrange payment.* If paying by check, a single check should be made payable to **The Salt River Pima-Maricopa Indian Community** and mailed to: **Salt River Pima-Maricopa Indian Community, Attn: Finance/re Extra Duty, 10005 E. Osborn Road, Scottsdale, AZ 85256.**
13. **Payment Deadline.** Payment must be received by SRPMIC within thirty (30) days of the invoice date. Payments received after thirty (30) days of the invoice date are considered late. The Contractor must pay a penalty fee of five (5) percent of the original invoiced amount of every thirty (30) days of the payment is late.

Contact: Extra Duty Coordinator, Salt River Fire Department
Phone: 480-362-6922 Cell 480-369-9491 Email: tony.pesch@srpmic-nsn.gov

CONTRACTOR CERTIFICATION

I have read, understand and agree to the conditions for employment outlined in this agreement.

Name of Authorized Representative of Contractor (print)

Signature of Authorized Representative of Contractor

Date

Fire Department / APPROVALS-

APPROVED: ☐ Yes ☐ No (check one)

SRFD Fire Chief (or designee)

Date

Routing: Original (SRFD Office of the Fire Chief)

Copies: (Contractor, Extra-duty Coordinator)

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“Service Respect Friendly Dedication”