

BOARD OF SUPERVISORS  
Clerk of the Board  
219 East Cherry Ave  
Flagstaff, AZ 86001

**RESOLUTION NO. 2023-13**

**A RESOLUTION OF THE COCONINO COUNTY BOARD OF SUPERVISORS PURSUANT TO A.R.S. § 23-901.06 and § 23-901(6)(g) CONTINUING COCONINO COUNTY COVERAGE OF VOLUNTEERS AND VOLUTEER SHERIFF RESERVE MEMBERS FOR WORKERS' COMPENSATION INSURANCE AND ESTABLISHING SALARY EQUIVALENTS FOR PURPOSES OF COMPUTING WORKERS' COMPENSATION INSURANCE PREMIUM AND COMPENSATION BENEFITS FOR VOLUNTEERS.**

**WHEREAS**, pursuant to the Arizona Revised Statutes ("A.R.S.") § 23-901.06 and § 23-901(6)(g), volunteer workers of Coconino County may be deemed to be employees entitled to workers' compensation benefits upon the passage of a resolution or ordinance by the County defining the nature and type of volunteer work and the workers entitled to such benefits; and

**WHEREAS**, the County adopted resolution 2022-12 reaffirming its decision to cover volunteers for workers' compensation; and

**WHEREAS**, the County has a Volunteer Policy and Program to provide County departments with guidelines to assist them in the recruitment and placement of volunteers; and

**WHEREAS**, many County departments use volunteers in a variety of programs that benefit the community; and

**WHEREAS** County volunteers include, but are not limited to students, interns, seniors, professionals; and

**WHEREAS**, services provided by County volunteers include, but are not limited to special single event projects, short term assignments, and long term programs; and

**WHEREAS**, under ARS 23-901(6)(g) regular members of a volunteer Sheriff's reserve are considered "employees" for purposes of worker's compensation insurance, even though they are unpaid; and

**WHEREAS**, the provision of these benefits to County volunteer workers and Sheriff Reserve members limits the liability exposure of the County;

**NOW, THEREFORE, BE IT RESOLVED BY THE COCONINO COUNTY BOARD OF SUPERVISORS AS FOLLOWS:**

That this Resolution replaces and supersedes Resolution 2022-12 with updated pricing as follows:

SECTION 1. In General.

1. Workers' Compensation Insurance.

Volunteers working for no pay within any department of Coconino County shall be covered by workers' compensation insurance carried by Coconino County, in the amounts established herein. A supervising director may approve individual volunteers for the approved broad categories of work. The supervising director is responsible for promptly notifying the Coconino County Human Resources Department concerning any new volunteers, and have their department maintain a roster of active volunteers, record volunteer hours of service by date, time, location, and name of the volunteers, and report volunteers with any service time per month on a quarterly basis to finance and risk management for workers' compensation premium computation and remittance purposes to the County's insurer for worker's compensation.

2. Amount of Workers' Compensation Benefit.

Pursuant to A.R.S. § 23-901.06, the basis for computing compensation benefits and premium payments shall be four hundred dollars (\$400.00) per month per volunteer for the broad categories of volunteers described in this resolution, except for Sheriff Reserve Deputy Volunteers as defined herein.

Pursuant to A.R.S. § 23-901(6)(g), regular members of a Sheriff's Reserve established by resolution of the County Board of Supervisors and as certified monthly in a roster by the Sheriff to the Clerk of the Board and not to exceed the maximum number authorized by the Board of Supervisors, shall be deemed employees for the purposes of workers' compensation. The basis for computing compensation benefits and premium payments for Sheriff Reserve Deputy members so certified shall be equal to the beginning salary of a regular full time deputy sheriff in the first month of regular patrol duty with Coconino County. This sum is currently four thousand eight hundred and six dollars and thirty four cents (\$4,806.34) per month. This shall be raised to five thousand one hundred forty eight dollars and fifty eight cents (\$5,148.58) per month effective July 1, 2023 with the passage of this resolution, and the Risk Manager shall have authority to adjust such sum for equivalency without further Council approval.

3. Broad Categories of Volunteers.

The nature and type of volunteer work to be covered by Coconino County workers' compensation insurance is as follows:

## Sheriff's Office

Sheriff Reserve Deputy Volunteers are defined as Sheriff volunteers with arrest authority and armament, working under the direction of the Coconino County Sheriff's Office with prior consent of the Coconino County Sheriff. Reserve Sheriff Officer Volunteers may engage in activities expected of a Coconino County Sheriff Officer.

Sheriff Posse Search and Rescue Volunteers are defined as Sheriff volunteers who are approved by the Sheriff's office to participate in Search and Rescue training, a Search and Rescue training mission or an actual Search and Rescue. This volunteer group assists with the performance of the Sheriff's statutorily mandated function of conducting or coordinating Search and Rescue operations within Coconino County. Search and Rescue operations are supervised by a deputy assigned as the Search and Rescue Coordinator.

If a State emergency case number is assigned to a particular Search and Rescue, these volunteers are covered by the State of Arizona for workers' compensation. If a State emergency case number is not assigned, these Search and Rescue volunteers would be covered under Coconino County's workers' compensation insurance. Sheriff Posse Search and Rescue Volunteers have no arrest authority and are not armed.

Citizen Patrol Volunteers may perform community patrols, vacation or seasonal residence/property checks, staff information booths to increase community awareness and promote crime prevention, assist with preparations for emergency or disaster response, assist with road blocks, assist with emergency evacuation notifications, assist with traffic control, assist Neighborhood Watch organizers in their respective community areas, assist with special research projects, and other duties as requested by the Community programs Coordinator or on duty Patrol Supervisor. Citizen Patrol Volunteers have no arrest authority and are not armed.

Citizen Emergency Response Team (CERT) Volunteers attend trainings on emergency preparedness and response, and assist with notifications to community for evacuations, and in emergencies also assist with staffing roadblocks, assist with traffic control, staff emergency call centers, and assist in emergency operation centers. They also staff booths at public events to educate public about emergency awareness and preparedness. Citizen Emergency Response Team (CERT) Volunteers have no arrest authority and are not armed.

## Detention Office

Detention Volunteers may provide religious programs, substance abuse recovery support group meetings, and may also provide education and self-help classes to inmates.

### Medical Examiner's Office

Medical Examiner's Volunteers may answer phones, perform various office tasks such as filing and inventory, assist with cleaning and set up of exam rooms and instruments, observe autopsies, take notes during autopsies, and assist with investigations at scenes.

### Emergency Services

Emergency Management Volunteers assist with planning for and actual emergency response and continuity of operations, provide field support with services needed in emergency response such as sandbagging and other services, support coordination of training and exercises, and support this department with general office work. Some volunteers through this department may assist with emergency sandbagging of areas.

### Health and Human Services

Health Volunteers assist with distribution of health information at public events, and at pandemic information, testing and vaccination sites. Volunteer nurses assist with pandemic vaccination sites, and with flu immunizations sites set up by the County as needed.

Human Services Volunteers may assist with congregate senior meals seating, entertainment, cooking, dishwashing, serving food, and field trips. They may also pick up food donations for transport to the County. They may also visit seniors or disabled persons in their homes, assist them with grocery shopping, transport, or provide watchful companionship to relieve primary caregivers. They may also deliver or carry food deliveries to these homes.

### Parks and Recreation

Parks and Recreation Volunteers may distribute event flyers and maps, present classes, assist with field trips, help direct vehicles in public rights of way and in parks to parking areas available, assist with minor cleaning of fairground buildings, assist with County Fair table arrangement, and organization of fair entries, staff informational booths, and provide judging of County Fair entries, may collect litter or trash, may assist with building trails in parks, and may assist with upkeep of the Fort Tuthill Bike Park .

### Public Works

Public Works Volunteers assist with sandbagging, shoveling and moving dirt for flood abatement, or in general office work.

All Departments

Office Volunteers may conduct online research and write reports; attend meetings; assist with file management, copying, scanning, and shredding; conduct interviews; carry files; attend court; make or take telephone calls; assist with social media; assist with mailing.

4. Exclusion

Per Coconino County section 3.13 of the Personnel Policy, individuals fulfilling court ordered community service hours are not considered to be volunteers and are therefore not covered by the County for workers' compensation for their court ordered service.

**APPROVED AND ADOPTED** this 2<sup>nd</sup> day of May 2023, by the Coconino County Board of Supervisors.

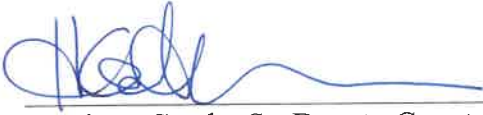
**AYES:** 5  
**NOS:** 0  
**ABSENT:** 0



**COCONINO COUNTY BOARD OF SUPERVISORS**

  
Patrice Horstman, Chair

**APPROVED AS TO FORM:**

  
for Monique Coady, Sr. Deputy County Attorney

**ATTEST:**

  
Lindsay Daley, Clerk of the Board