



## Arizona Water/Wastewater Agency Response Network **Membership Procedure**

### **MEMBERSHIP**

Available memberships: Member and Associate.

**Member:** A member is a water or wastewater utility who has executed the Agreement through their governing body and the Agreement is recorded with the Secretary of State. A member must designate an Authorized Designee authorized by the Member's Governing Body to request assistance, offer assistance, or declare Utility Emergencies under this Agreement. (Note 1)

**Associate:** A non-utility participant APPROVED by the AzWARN Board. Associates are nonvoting and do not sign the Agreement. (Note 2)

### **MEMBERSHIP PROCEDURE**

#### **Step 1:**

Obtain a copy of the Agreement, Emergency Contact Form, and the FEMA Equipment Schedule from:

- ◆ [www.AzWARN.org](http://www.AzWARN.org),
- ◆ Chairperson:

Jean Voelkel, RWRD,  
AzWARN,  
201 N. Stone Ave. 8<sup>th</sup> Floor, Public Works Bldg.  
Tucson, Arizona 85701-1207  
Phone: (520) 740-6500  
e-mail: Jean.Voelkel @wvm.pima.gov

Steve Shepard  
AzWARN Vice Chair  
6265 N. La Cañada Drive  
Tucson, Arizona 85704  
Phone: (520) 575-8100  
e-mail : sshepard@metrowater.com

**Step 2:**

1. To apply for full membership provide the following:
  - a. A signed and approved Agreement.
  - b. Three (3) original Agreements must be signed
  - d. Complete the Emergency Contact Form.
  - e. If you are not using the FEMA Equipment Schedule for reimbursement; then submit an alternate.
2. To apply for an associate membership complete the Emergency Contact Form. Associate membership requires approval from AzWARN Board.

**Step 3:**

Full Members Only

Mail the following to the Secretary of State

1. Cover Letter to include the following:
  - a. Request recording of Agreement under Secretary of State #26721 under the title Arizona's Water and Wastewater
  - b. Note that the Agreement has an expiration of June 30, 2020
  - c. Include a return address.
  - d. A minimum of three (3) original AzWARN Mutual Aid Agreements must be signed and sent to the Secretary of State.

Mail the three (3) signed original Agreements and the Cover Letter to the Secretary of State for recording to:

Maigon Caviness, State of Arizona Intergovernmental Clerk  
Capital Executive Towers, 7<sup>th</sup> Floor  
1700 W. Washington Street  
Phoenix, AZ 85007-2888  
Phone: (602) 364-3229

The Secretary of State will record the Agreement and retain one of the original signed Agreements and return the two signed original Agreements to the Member.

**Member Procedure Step 4:**

Forward a recorded Agreement, completed Emergency Contact Form, and if needed an alternate Equipment Schedule to:

Jean Voelkel, RWRD,  
AzWARN,  
201 N. Stone Ave. 8<sup>th</sup> Floor, Public Works Bldg.  
Tucson, Arizona 85701-1207  
Phone: (520) 740-6500

**\*\*\*Please Read the Following: \*\*\*:**

- ◆ Do not record the agreement locally instead of with the Secretary of State. This is a state wide agreement and must be recorded with the Secretary of State to apply throughout the state.
- ◆ Do not send the AzWARN office a *copy* of the Agreement, instead of an *original* document signed and recorded by the Secretary of State. A copy cannot be accepted as a legal document.
- ◆ Make sure to include the Emergency Contact Form in your submittal.

**NOTES:**

Note 1:

This authorized designee is usually the utility director. A utility can declare an emergency independent of a formal declaration by the county or state. This utility declaration allows for AzWARN activation but will not meet FEMA requirements for reimbursement.

Note 2:

Due to the current laws of the State of Arizona, private utilities cannot sign the AzWARN Agreement to become a member. Some progress has been made in introducing language to allow water sector public/private agreements, but until the laws are changed, private utilities need to work with a Member of the AzWARN and a Service Contract with the Member as the Member is authorized to request or respond with assistance under the Agreement. Until such time as the laws are changed; private utilities are encouraged to become Associate members of AzWARN.