

Cam

10-21-92

additional  
Ted Perkins -  
Ray Crowder

4

House Burning On 10-8-92 a telephone survey of all the commissioners to approve the burning of the houses. All voted yes. The above action is now being ratified. A Motion to ratify by Ken Kerfoot & seconded by Dave Cornwell was made. Motion carried.

Security ~~Patrol~~ Patrol. Ted Perkins provided <sup>a</sup> summary of <sup>the</sup> patrolling services. He explained what services would be done & this would include a daily report of all incidents that occurred and when.

Library: A motion by Cam's Lopez & seconded by Ken Kerfoot to permit donation funds from U.S. West Communications for recreation activities to repair the Library. if U.S. West was consulted & approved. Motion carried.

Field water Run-off: From the the lift station to the road the ditch has to be piped. Twelve inch pipe for the 300 ft needed was agreed upon by the Commissioners in the form of a change order.

Security Deposit: It was agreed to raise the security deposit from \$1000 to a \$1500 if For HA agrees.

New Houses: a motion by Carlo Lopez & seconded by Dave Cornwall to not provide the tenants moving into the New apartments with beds, tables or chairs. Motion carried.

For HA Monthly payments: The Commissioner agreed that we should ~~get~~ pay one month in advance & stay there.

Financial Statement: a motion by Lew K & seconded by Dave C to approve the Financial statement for August, 1992. Motion carried.

10-8-92

Chairs, tables & beds (over)

1. News + warning letter + sanordnal Responsibility  
also - mattresses

2. Qualifying letters

3. Letter to: #41 <sup>to do</sup>, #39 <sup>to do</sup>, #3 - Frig  
House

4. List station - J.U.B.

5. Agenda = Comm. mtg 10-15-92 <sup>(15)</sup>

6. Bob Nuñez (Job svc) 459-#6/8

Call

Change order  
for pipe  
to roof

Write letter for  
stenciled list  
openly

1. ~~stenciling~~
2. ~~2000~~
3. Guard patrol
4. ~~1500 report~~
5. ~~france left st.~~
6. ~~car work~~
7. ~~Aug. + France~~
8. ~~French list~~  
(House doc)
9. ~~accump~~
10. ~~...~~
11. ~~...~~

To purchase: - 1. Bottoms for beds

- Minutes -

Telephone survey: 10-8-92

"	"	"
"	"	"
"	"	"
"	"	"

BURN Houses

yes	- Lew
yes	- Camilo
yes	- Dave
yes	- Don

Commissioners Meeting  
10-21-92

1. Action Ratified For Buring Houses  
Lee (1) Dave (2) Carried  
for telephone survey of 10-8-92  
all voted yes -

2. Tel Perkins gave response.....  
~~for~~ (Daily activity sheets from Russell)  
Next mtg: summary of incidents  
+ when occurred.

Library: get (Back to West one)

Recreation funds: For Library  
Motson - (1) Conilo (2), Lee  
for Library

(4) Removing trees that have to be removed

Lee (1) Dave (2)  
(5) Motson Carried Check  
200 pipe added to contract  
(Change order) -

(6) 150<sup>00</sup> New / \$100<sup>00</sup> old  
(talk to Fred)

Page two

7. Where do ~~they~~ ~~the~~ the water heaters & other ~~in~~ appliances go?

8. New house. No new beds & tables & chairs —

commissioner approved

① Penito ② Dave carried

9. approved of 2 months payments

10. Aug '92 Financial statement

① Lew ② Dave

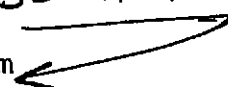
to approve  
M. Truitt Carried.

# HOUSING AUTHORITY

of the  
CITY of CALDWELL  
P. O. Box 70  
Caldwell, Idaho 83605  
(208) 459-2232

October 21, 1992

## A G E N D A

1. Ted Perkins from M & T Patrol Services
  1. Presently patrols for Russell Corp
  2. Will answer our questions for patrolling Farmway Village
  
2. Library Repair, Remaining Pruning  
*300'ft <sup>60</sup> more of 12" pipe*
  
3. Field water run-off problem 
  
4. Furnishing New Apartment
  1. Reserve funds can be used
  
5. Security deposit to \$150.00?
  
6. Ray Crowder will run punch list on three Apartment Buildings on October 26, 1992, Monday
  
7. August, 1992, financial statement and occupancy

		Houses	Apts.
W/E	10/17/92	40	103
W/E	10/18/91	45	78

HOUSING AUTHORITY OF THE CITY OF  
CALDWELL, IDAHO

REPORT ON COMPILATION OF  
FINANCIAL STATEMENTS  
AND OTHER FINANCIAL INFORMATION  
FOR THE EIGHT MONTHS ENDED AUGUST 29, 1992  
\*\*\*\*\*



Ripley, Doorn & Co.

Certified Public Accountants

Partners of the Firm

Gary Doorn, CPA  
Mark J. Flitton, CPA  
Michael O. Groff, CPA  
Michael E. Huter, CPA  
Ronald J. Lauer, CPA  
Ted Stimpson, CPA

Board of Commissioners  
Housing Authority of the City of  
Caldwell  
Caldwell, Idaho

We have compiled the accompanying statements of revenues and expenditures for the eight months ended August 29, 1992, and the supplemental schedule of cash balances for the current month of the Housing Authority of the City of Caldwell, Idaho, in accordance with standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements and supplemental schedules information that is the representation of management. We have not audited or reviewed the accompanying financial statements and supplemental schedules and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit all the disclosures, fund balance sheets, statements of transfers and cash flows and changes in fund balance and other equity accounts required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements they might influence the user's conclusions about the Housing Authority's financial position. Accordingly, these financial statements are designed for those who are informed about such matters.

*Ripley Doorn & Co.*

October 5, 1992



HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE EIGHT MONTHS ENDED AUGUST 29, 1992  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1992 BUDGET	REMAINING BUDGET
Dwelling rent	\$26,115	\$193,911	\$265,000	\$ 71,089
Non-dwelling rent	540	4,383	6,480	2,097
Other project income	59	158	1,200	1,042
Interest income		3,314	4,500	1,186
<b>Total revenues</b>	<b>\$26,714</b>	<b>\$201,766</b>	<b>\$277,180</b>	<b>\$ 75,414</b>

STATEMENT OF EXPENDITURES  
FOR THE EIGHT MONTHS ENDED AUGUST 29, 1992  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1992 BUDGET	REMAINING BUDGET
Management salaries	\$ 3,939	\$ 27,026	\$ 35,200	\$ 8,174
RM & R salaries	3,277	27,192	36,740	9,548
Electricity	478	4,178	8,500	4,322
Unemployment tax		1,407	2,250	843
State retirement & FICA	581	8,118	11,899	3,781
Other management expense	690	6,448	8,000	1,552
Water, irrigation		855	1,850	995
Insurance - Blue Cross	2,202	10,650	14,236	3,586
Insurance - other	1,190	12,518	18,200	5,682
Legal and accounting	1,218	6,823	8,750	1,927
Repairs and maintenance	1,776	35,258	42,926	7,668
RM & R contract labor	700	5,300	13,720	8,420
Debt retirement	7,535	7,535	30,753	23,218
Debt reserve		23,496	44,156	20,660
Bank charges		490		(490)
Equipment		4,065		(4,065)
<b>Total expenditures</b>	<b>\$23,586</b>	<b>\$181,359</b>	<b>\$277,180</b>	<b>\$95,821</b>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED AUGUST 29, 1992  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$77,313	\$100	\$ 535	\$12,318	\$943
Deposits:					
Operations	33,438		9,590		
Change fund	9,590				
Interest					
Transfers					
Disbursements:					
Operations	(30,138)				
Change fund	(9,590)		(9,590)		
Transfers	(5,956)				
End of month	74,657	<u>\$100</u>	<u>\$ 535</u>	<u>\$12,318</u>	<u>\$943</u>
Less: Accounts payable	<u>(11,743)</u>				
Available after payment of current period payables	<u>\$62,914</u>				

OTHER FUNDS:

	<u>CONSTRUCTION CHECKING</u>	<u>O &amp; M FUND RESTRICTED SAVINGS</u>	<u>DEBT SERVICE FUND SAVINGS</u>	<u>DEBT RESERVE FUND RESTRICTED SAVINGS</u>
Beginning of month	\$ 13	\$2,321		\$63,296
Deposits:				
Operations	405,626			
Transfers			\$5,956	
Interest				
Disbursements:				
Operations	(390,616)			
Transfers				
Interest			(5,956)	
Debt retirement				
End of month	<u>\$ 15,023</u>	<u>\$2,321</u>	<u>\$NONE</u>	<u>\$63,296</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL

SUMMARY OF CONSTRUCTION EXPENDITURES  
FOR THE EIGHT MONTHS ENDED AUGUST 29, 1992

CONSTRUCTION COSTS - REIMBURSABLE:

<u>Check Date</u>	<u>Description</u>	<u>Amount</u>
3-9-92	Aqua-Aerobic Systems, Inc. 5 HP Aqua Jet Aerator Anti-erosion Assembly Freight	\$ 4,440.00 230.00 350.00
3-10-92	B & A Engineers, Inc. Site Survey	4,000.00
4-10-92	Idaho Press Tribune Advertise for Bids	66.00
4-23-92	NW Bridge & Tank - Deposit Work on Elevated Water Storage Tank	5,000.00
4-8-92	Idaho Press Tribune - Advertise	66.00
4-28-92	Idaho Statesman - Advertise	114.00
4-30-92	Materials Testing Corp. Daily Inspection Summary	2,619.53
5-5-92	NW Bridge & Tank Balance on Storage Tank	30,648.00
5-5-92	Holladay Engineering Water Tank Review	371.50
5-26-92	Consolidated Supply	97.50
6-10-92	Alchem Lab	75.90
6-10-92	Holladay Engineering Water Tank & System Review	623.25
6-10-92	Idaho Statesman - Advertise	84.00
7-10-92	Gigray, Miller - Legal	45.00
7-10-92	Holladay Engineering Water Tank Review	1,271.00
7-10-92	Idaho Power - 60 Unit Service	2,771.00
7-10-92	JUB Engineering Time & Materials	501.07
7-10-92	Twin Cities Electric Install Meters @ Sewage Plant	239.82

HOUSING AUTHORITY OF THE CITY OF CALDWELL

STATEMENT OF CONSTRUCTION EXPENDITURES  
FOR THE EIGHT MONTHS ENDED AUGUST 29, 1992

CONSTRUCTION COSTS - REIMBURSABLE (CONTINUED):

<u>Check Date</u>	<u>Description</u>	<u>Amount</u>
7-10-92	Alchem Lab Effluent Analysis	\$ 652.00
7-24-92	U.S. West Communications Provided Entrance Facilities	5,120.00
8-4-92	Public Storage of Caldwell	205.60
8-5-92	Planning and Zoning	50.00
8-10-92	C.R. Higer Plumbing	1,323.68
8-10-92	Holladay Engineering Water Tank Review	113.50
8-10-92	Irrigators Lumber	651.00
8-10-92	JUB Engineering Time and Materials	1,002.15
8-10-92	Materials Testing Asbestos Air Monitoring	2,921.63
8-10-92	Twin Cities Electric Wiring Installation and Materials	2,055.11
8-26-92	Rocky Mt. Liner Co. Hypalon Liner Repair	2,250.00
8-26-92	Castlelake Software Manage System Software	1,389.75
9-2-92	Materials Testing Corp. House Lead Samples	539.00
9-10-92	Gigray, Miller Legal Fees	747.00
9-10-92	Holladay Engineering Water Tank Review	32.00
9-10-92	J-U-B Engineering Time and Materials	<u>362.31</u>
	Total	<u>\$73,028.30</u>

HOUSING AUTHORITY OF THE CITY OF CALDWELL

STATEMENT OF CONSTRUCTION EXPENDITURES  
FOR THE EIGHT MONTHS ENDED AUGUST 29, 1992

BUILDINGS UNDER CONSTRUCTION:

5-11-92	Crowder Associates	Architectural Services	\$ 81,801.00
5-15-92	West One Bank	Interim Financing Fee	1,000.00
6-3-92	The Russell Corp.	Site Work	112,950.00
6-30-92	The Russell Corp.	Site Work & Construction	198,249.00
7-7-92	The Russell Corp.	Site Work & Construction	137,721.00
7-14-92	Crowder Associates	Architectural Services	<u>5,309.00</u>
	Total		<u>\$537,030.00</u>

BUILDINGS UNDER CONSTRUCTION - FmHA ACCOUNT

8-13-92	Crowder Associates	Architectural Services	\$ 4,086.00
8-13-92	The Russell Corp.	Site Work & Construction	<u>386,530.00</u>
	Total		<u>\$390,616.00</u>

CONTRIBUTIONS AND EXPENDITURES:

1-1-92	First Interstate Bank	Contribution to Purchase Playground Equipment	\$ 500.00
5-28-92	U.S. West Communica- tions	Contribution to Purchase Playground Equipment	5,000.00
6-16-92	Ron Hills	Basketball Court Expense	(25.20)
8-10-92	Pacific Steel	Materials	<u>(148.36)</u>
	Balance		<u>\$5,326.44</u>

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

STATEMENT OF REVENUES  
FOR THE EIGHT MONTHS ENDED AUGUST 30, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Dwelling rent	\$26,740	\$178,165	\$240,000	\$ 61,835
Non-dwelling rent	561	4,488	6,732	2,244
Other project income	116	370	1,200	830
Interest income		2,807		(2,807)
<b>Total revenues</b>	<b>\$27,417</b>	<b>\$185,830</b>	<b>\$247,932</b>	<b>\$ 62,102</b>

STATEMENT OF EXPENDITURES  
FOR THE EIGHT MONTHS ENDED AUGUST 30, 1991  
(UNAUDITED)

	CURRENT MONTH	YEAR TO DATE	1991 BUDGET	REMAINING BUDGET
Management salaries	\$ 2,668	\$ 20,161	\$ 31,360	\$ 11,199
RM & R salaries	3,370	25,972	39,952	13,980
Electricity	462	5,122	6,180	1,058
Equipment replacement		860	1,500	640
Unemployment tax		1,075	2,200	1,125
State retirement & FICA	999	7,506	11,795	4,289
Other management expense	723	3,956	8,000	4,044
Water, irrigation		855	1,854	999
Insurance - Blue Cross	766	4,904	10,500	5,596
Insurance - other	1,067	10,368	19,000	8,632
Legal and accounting	350	5,898	7,950	2,052
Repairs and maintenance	1,688	27,946	47,888	19,942
RM & R contract labor	700	8,659	19,000	10,341
Debt retirement			30,753	30,753
Debt reserve			10,000	10,000
Bank charges	20	143		(143)
<b>Total expenditures</b>	<b>\$12,813</b>	<b>\$123,425</b>	<b>\$247,932</b>	<b>\$124,507</b>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL, IDAHO

SCHEDULE OF CASH BALANCES  
FOR THE ONE MONTH ENDED AUGUST 30, 1991  
(UNAUDITED)

GENERAL FUND:

	<u>CHECKING</u>	<u>PETTY</u>	<u>CHANGE</u>	<u>SECURITY</u> <u>DEPOSITS</u>	<u>SAVINGS</u>
Beginning of month	\$100,500	\$100	\$ 1,437	\$11,991	\$900
Deposits:					
Operations	39,719				
Change fund	10,936		10,937		
Transfers					
Disbursements:					
Operations	(24,966)				
Change fund	(10,937)		(10,936)		
Transfers					
End of month	115,252	<u>\$100</u>	<u>\$1,438</u>	<u>\$11,991</u>	<u>\$900</u>
Less: Accounts payable	<u>(6,490)</u>				
Available after payment of current period payables	<u>\$108,762</u>				

OTHER FUNDS:

	<u>O &amp; M FUND</u> <u>RESTRICTED</u> <u>SAVINGS</u>	<u>DEBT SERVICE</u> <u>FUND</u> <u>SAVINGS</u>	<u>DEBT RESERVE</u> <u>FUND RESTRICTED</u> <u>SAVINGS</u>
Beginning of month	\$2,215		\$36,727
Deposits:			
Transfers			
Interest			
Disbursements:			
Transfers			
Interest			
Debt retirement			
End of month	<u>\$2,215</u>		<u>\$36,727</u>

See accountants' compilation report.

HOUSING AUTHORITY OF THE CITY OF CALDWELL

SUMMARY OF CONSTRUCTION EXPENDITURES  
FOR THE EIGHT MONTHS ENDED AUGUST 29, 1992

CONSTRUCTION COSTS - REIMBURSABLE:

<u>Check Date</u>	<u>Description</u>	<u>Amount</u>
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HOUSING AUTHORITY OF THE CITY OF CALDWELL

STATEMENT OF CONSTRUCTION EXPENDITURES  
FOR THE EIGHT MONTHS ENDED AUGUST 29, 1992

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HOUSING AUTHORITY OF THE CITY OF CALDWELL

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# HOUSING AUTHORITY

of the  
CITY of CALDWELL  
P. O. Box 70  
Caldwell, Idaho 83605  
(208) 459-2232  
October 21, 1992

## A G E N D A

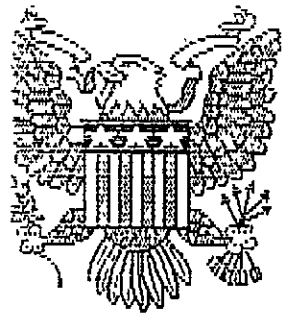
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**M&T PATROL**



**SERVICES, INC.**



M&T PATROL SERVICES . INC.



Canyon County Commissioners  
Canyon County  
Caldwell, Idaho

10/20/92

TO: Canyon County Commissioners

RE: Professional Trained Uniformed Armed Security Officers

Dear Commissioners,

Thank you for your interest in M&T Patrol Services, Inc. I have enclosed information in this proposal on M&T Patrol Services, Inc.

M&T Patrol Service, Inc. is a full service security company. We at M&T Patrol Services, Inc. provides all of our officers with a complete and comprehensive training program that is second to none. We use the P.S.T.N. law enforcement training program. We also use a state certified law enforcement instructor. Chief of Police, Chuck McConnell, out of Horseshoe Bend, Idaho. Chief McConnell has (20) twenty years law enforcement experience. We also train our officers in Basic 1ST Aid and CPR by competent Red Cross instructors.

All of our clients are getting the best of three worlds with M&T Patrol Services, Inc. Training by a state certified law enforcement instructor, along with the P.S.T.N. law enforcement training along with Basic 1ST Aid and CPR training.

I have enclosed copies of the P.S.T.N. training program and Chief McConnell's training program.

I have also enclosed other information on M&T Patrol Services along with a few letters of recommendation, and just a few of our clients, for your review. Please take time out of your busy schedule to call our clients, so you will know first hand of the type of service M&T Patrol Services, Inc. provides for your security needs at Farm Way Village.

ARMED STANDING UNIFORMED OFFICER:

- (7) Seven days per week
- (8) Eight hour shifts
- (56) Fiftysix hours per week.....\$8.50 per man hour
- Cost per week.....\$476.00 per man hour
- Based on a (30) thirty day month ..
- Total hours, 240 man hours.....\$2040.00 per man per month

ARMED STANDING UNIFORMED OFFICER:

40 Hours or less per week  
Cost per man hour.....\$9.00

ARMED STANDING UNIFORMED OFFICER:

(12) Twelve hour shifts  
Friday, Saturday, Sunday  
(3) Three days per week  
(36) Thirtysix hour per week  
Cost per man hour.....\$9.00  
Cost per week, per man hour.....\$324.00

5  
36  
9  
324.00  
4.2  
1296  
13608

Based On A Thirty Day Month:

(12) Twelve working days per month  
Total working hours 144 man hours  
Cost per month, per man hour.....\$1296.00

ARMED STANDING UNIFORMED OFFICER:

Monday to Thursday (One extra day during the week along with  
Friday, Saturday, Sunday)  
(12) Twelve hour shifts  
(4) four days per week  
(48) Fourtyeight hours per week  
Cost per man hour.....\$8.50  
Cost per week, per man hour.....\$408.00

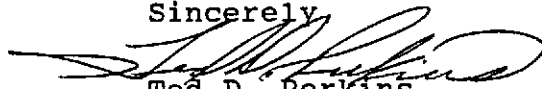
Based On A Thirty Day Month:

(16) Sixteen working days per month  
192 working man hours, per month....\$8.50  
Cost per month, per man hour.....\$1632.00

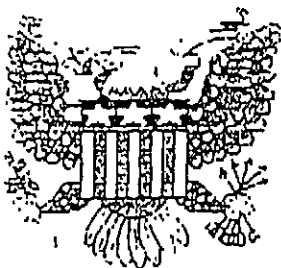
M&T Patrol Services, Inc. has been in business the past  
(6) six years in the Treasure Valley. We employ (70) seventy  
Full time security officers at the present time.

M&T Patrol Services, Inc. shall maintain Liability Insurance  
in the amount of (\$1,000,000.00) One Million Dollars and any  
other bonds or requirements of the state of Idaho for Bonded  
Security Patrol Service.

Sincerely,



Ted D. Perkins  
Vice President/ Director  
M&T Patrol Services, Inc.



# M & T SECURITY, INC.

SECURITY AT BEST



M&T Patrol Services, Inc. has been in business for over five years,

We employ approximately 60 people

We offer the following for references:

1. State of Idaho (Capitol Mall)  
Mr. Dan Jullian, Security Systems Supervisor 384-2315
2. Boise School District  
Mr. Jerry Mahoney 338-3400
3. Roundtree Chevrolet  
Mr. Greg Krueger, General Manager 345-1700
4. Best Western Safari Motor Inn  
Ms. Barbara Steiger, 344-6556

For more references or if you have any questions, please don't hesitate contacting us.

KEN HAMILTON PRESENTATIONS

335 E. First Street, South

Meridian, Idaho 83642

Subject: Letter of Recommendation for M & T Patrol Services

Dear Sir:

This was our first year at Meridian Speedway. We encountered many situations that we had not expected to encounter. M & T Patrol Services proved to be invaluable to us.

Their employees were punctual, alert, and responsible. They used good judgement in dealing with our public and also with our employees. Their loyalty to our business was evident and we relied on them for our physical and monetary security. An added plus was their professional, neat attire.

We would recommend their services to any business with a need for professional security services.

Yours Truly,

A handwritten signature in cursive script that reads "Ken Hamilton". The signature is written in black ink and is positioned to the right of the typed name "Ken Hamilton" in the signature block.

Ken Hamilton, Ken Hamilton Presentations





DEPARTMENT OF ADMINISTRATION  
January 9, 1992

STATEHOUSE - BOISE, IDAHO 83720

Ted Perkins, Owner  
M & T Patrol Services  
P.O. Box 3578  
Boise, Idaho 83703

Dear Ted:

This letter is long overdue to express sincere appreciation for the professional manner in which M & T staff handled the recent Statehouse fire.

Your company has demonstrated extreme care and ability in securing and protecting one of the State's most spectacular buildings. This fact is very reassuring to all who cherish this Idaho landmark.

On behalf of the Bureau of Building Services, I thank you. Please extend this sentiment to Mr. Mark Furniss who first discovered the blaze, and selflessly re-entered the building to make sure everyone exited safely.

Sincerely,

Mike Despot, Bureau Chief  
Bureau of Building Services





Roundtree  
Chevrolet • Geo • Isuzu

July 16, 1992

Mr. Ted Perkins  
c/o M&T PATROL SERVICES  
P.O. Box 3578  
Boise, ID

TO WHOM IT MAY CONCERN:

We signed up with M&T patrol in October of 1990, due to the excessive vandalism that was occurring after our closing hours.

Since then we have had no attacks of vandalism and because of this success, we have expanded M&T's service to our Meridian store.

The savings along with the peace of mind, more than justifies the monthly charge.

Sincerely,

Greg Krueger  
Vice-President  
General Manager





# SCOTTSDALE INSURANCE COMPANY

## CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY)  
5-25-92

**PRODUCER**  
  
Sedgwick James of Idaho, Inc.  
C/O Swett Ins Mgrs., Inc.  
P.O. Box 4127  
Boise, Idaho 83711

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.

### COMPANIES AFFORDING COVERAGE

COMPANY LETTER	A	Scottsdale Insurance Co.
COMPANY LETTER	B	
COMPANY LETTER	C	
COMPANY LETTER	D	
COMPANY LETTER	E	

**INSURED**  
  
M & T Patrol Services, Inc.  
P.O. Box 3578  
Boise, Idaho 83703

### COVERAGE

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMPREHENSIVE FORM <input type="checkbox"/> PREMISES/OPERATIONS <input type="checkbox"/> UNDERGROUND EXPLOSION & COLLAPSE HAZARD <input type="checkbox"/> PRODUCTS/COMPLETED OPER <input type="checkbox"/> CONTRACTUAL <input type="checkbox"/> INDEPENDENT CONTRACTORS <input type="checkbox"/> BROAD FORM PROPERTY DAMAGE <input type="checkbox"/> PERSONAL INJURY	GLS 445815	5-25-92	5-25-93	BODILY INJURY OCC.	\$
				BODILY INJURY AGG.	\$
				PROPERTY DAMAGE OCC.	\$
				PROPERTY DAMAGE AGG.	\$
				BI & PD COMBINED OCC.	\$1,000,000.
				BI & PD COMBINED AGG.	\$1,000,000.
				PERSONAL INJURY AGG.	\$
<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS (Priv. Prop.) <input type="checkbox"/> ALL OWNED AUTOS (Other than Priv. Pass.) <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY				BODILY INJURY (Per person)	\$
				BODILY INJURY (Per accident)	\$
				PROPERTY DAMAGE	\$
				BODILY INJURY & PROPERTY DAMAGE COMBINED	\$
				EACH OCCURRENCE	\$
<input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				AGGREGATE	\$
<input type="checkbox"/> WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS	
				EACH ACCIDENT	\$
				DISEASE-POLICY LIMIT	\$
				DISEASE-EACH EMPLOYEE	\$

**IMPORTANT**  
Please attach this ENDORSEMENT To Your Policy

**OTHER**  
Above policy includes Errors & Omissions coverage.

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS**  
  
Certificate Holder has been added as an Additional Insured per attached form CL 261.

**CANCELLATION**  
Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.  
  
*[Signature]*  
AUTHORIZED REPRESENTATIVE

WESTERN SURETY COMPANY • ONE OF AMERICA'S OLDEST BONDING COMPANIES



# Western Surety Company

## CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 41195453

briefly described as Security Patrol, City of Boise, Idaho

on behalf of M & T Patrol Services, Inc.

in the sum of \$ 10,000.00 Dollars, for the term beginning March 31, 1992 and ending March 31, 1993, subject to all the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 11th day of December, 1991

WESTERN SURETY COMPANY

By Joe P. Kirby  
Joe P. Kirby, President



Form 90-A-8-86

THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND

# BOISE CITY LICENSE

Effective Date: 04/01/92

Business: M & T PATROL SERVICES  
Premise : P O BOX 3578

PRIVATE SECURITY SERVICE

No. PS 920005 02



Issued: 03/26/92

Expires: 03/31/93

Prv Sec Service : 100.00

Total fees: 100.00

MAJDI OMAR  
P O BOX 3578  
BOISE, ID 83703

  
MAYOR  
  
CITY CLERK

Issued Subject to Boise City Code: B-19-2

GENERAL LICENSE CERTIFICATE

FORM LS-06-01 (GL) REV. 04/01/88



## BASIC SECURITY OFFICER TRAINING SERIES

### Introduction to Security

- The Role of Private Security
  - o Brief History of Private Security
  - o Role of Security in Crime Prevention and Asset Protection
  - o Size & Functions of Private Security
- The BSOTS Course

### The Importance of the Security Officer

- The Primary Functions and Responsibilities of the Security Officer
  - o The Role of the Security Officer
- The Qualities Essential to a Security Officer
  - o Attitude
  - o Reliability
  - o Appearance
  - o Personal Hygiene
  - o Personal Conduct/Department
  - o Discipline
  - o Knowledge of Responsibilities

Code of Ethics

### Legal Issues - Part 1

- The Criminal Justice System
  - o Overview of Federal, State and Local Agencies
  - o The Security Officer's Relationship
- The Nature and Extent of Crime
  - o What Constitutes a Crime?
  - o Crimes Against Businesses
    - \* Personal Crimes
    - \* Property Crimes
- Scope of Authority

### Legal Issues - Part 2

- Legal Powers and Limitations
  - o Rights of Property Owners
  - o Detention/Arrest Powers

### Human and Public Relations

- The Importance of Effectively Dealing with People
- Practical Methods for Effectively Dealing with:
  - o On-Site User Community (Other Employees)
  - o Contractors
  - o Visitors

### Communications

- The Principles of Effective Communications
- Telephone Procedures
- Telephone Etiquette
- Proper Use of Radio Equipment
- Care of Equipment

### General Duties

- Orders & Instructions
  - o General Orders
  - o Post Orders
  - o Special Orders
- Rules and Regulations
- Access Control
  - o Employee, Contractor & Visitor Badging
- Property Control Procedures
  - o Property Passes
- Information Protection Programs

### Patrol

- Reasons for Patrolling
- Types of Patrol
- Patrol Techniques
- Preparing for Patrol
- Observation & Awareness
- The Clock Tour
- Equipment
- Responding to Calls for Service

### Emergency Situations

- Medical Emergencies
- Bomb Threats & Explosions
- Fire
- Natural Disasters
- Civil Disturbance
- Criminal Act
- Dealing with the Media

### Report Writing

- The Importance of and Need for Reports
- Types of Reports
  - o Shift Reports
  - o Logs
  - o Incident Reports
  - o Fire Reports
  - o Safety Reports
- Field Note Taking
- Report Preparation
- Essential Elements of Effective Report Writing

### Fire Prevention & Control

- Principles of Fire
- Emergency Procedures
- Controlling Fires
- Fire Fighting Equipment
- Extinguishers
- Sprinkler Systems
- Fire Inspections

### Safety

- Unsafe Acts

## City of Horseshoe Bend

Horseshoe Bend, Idaho 83629

Chief of Police

To whome it may concern,

I am contracted by M & T Security, for the required continuing education of all personell with this organization. I have no other instrest with this organization.

I have over 19 years in Law Enforcement, and a certified instructor for the State of Idaho. I instruct this organization to provide the most professional, competent, nonjudgmental, job to all they come in contact with. Our goals are to keep everyone current with the latest procedures released by renewing knowledge and skill, which will enable each to handle each situation as it arises in the best manner possible.

  
Charles E. McConnell

Chief Of Police HSB ID.

SECURITY OFFICER  
TRAINING PROGRAM

LESSON OBJECTIVE;

TO GIVE THE SECURITY OFFICER A UNDERSTANDING AND GUIDELINE FOR THEIR ON-THE-JOB CONDUCT. HELPING THEM AND THE ORGANIZATION, SET GENERAL DUTIES, RESPONSIBILITIES, PUBLIC RELATIONS, LEGAL POWER AND LIMITATIONS, TO AVOID SOME OF THE LIABILITY TO BOTH.



SECURITY OFFICER  
TRAINING PROGRAM

LESSON 1; WHAT IS SECURITY,

- (A) RESPONSIBILITY OF EMPLOYEE.
- (B) "PREVENTION" NOT APPREHENSION.
- (C) SECURITY TASKS.
- (D) WHO TO CONTACT (PROBLEM; EMERGENCY.)
- (E) ASSIGNED POST.
- (F) INCIDENT REPORT.
- (G) OVER ALL JOB

LESSON 2; PUBLIC RELATIONS;

- (A) PUBLIC RELATIONS MEANS;
- (B) SECURITY OFFICERS REPRESENT.
- (C) BAD PUBLIC RELATIONS.
- (D) ATTITUDE;
- (E) DRESS;

LESSON 3; LEGAL POWER AND LIMITATIONS

- (A) ARREST;
- (B) FALSE ARREST
- (C) PROBABLE CAUSE
- (D) "REASONABLE AND NECESSARY FORCE"
- (E) DEADLY FORCE
- (F) SEARCH AND SEIZURE

**SECURITY OFFICER**

**TRAINING PROGRAM**

**LESSON 4; GENERAL DUTIES-NOTE TAKING**

- (A) POST ORDERS
- (B) ASSERTIVE ENFORCEMENT
- (C) VIP ESCORTING
- (D) TRESPASSER

**LESSON 5; PATROLING;**

- (A) WHAT DOES PATROLING MEAN
- (B) EQUIPMENT
- (C) FIRST PATROL IMPORTANT
- (D) EXTERIOR CHECK
- (E) INTERIOR CHECK

**LESSON 6; COMMUNICATION**

- (A) COMMUNICATIONS MEDIUMS
- (B) RADIO
- (C) DISPATCHER
- (D) TELEPHONE
- (E) REPORTS

SECURITY OFFICER  
TRAINING PROGRAM

LESSON 7; FIRE PREVENTION AND CONTROL

- (A) OVERALL RESPONSIBILITY
- (B) HAZARDS
- (C) TACTS
- (D) FIRES A,B,C,D
- (E) AUTHORITY

LESSON 8; FIRST AIDE;

- (A) WHEN A PERSON IS IN PHYSICAL DISTRESS.
- (B) ADMINISTERING FIRST AIDE
- (C) PERSONAL EFFECTS
- (D) LIABILITY

TEST IS WRITTEN AND HANDS ON

M & T PATROL SERVICES CONTRACT

This agreement is made and entered into and becomes effective on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, and is by and between \_\_\_\_\_, hereinafter referred to as M & T Patrol Services, and \_\_\_\_\_, hereinafter referred to as Patrolled Properties.

Wherein M & T Patrol Services has special expertise and abilities in the area of patrol and/or standing guard concerning burglaries, theft, vandalism, and other like problems, and

Whereas Patrolled Properties is a commercial business which has need for security patrol services, and

Whereas M & T Patrol Services is willing and able to render security patrol services to Patrolled Properties for a fee,

Now, therefore, for and in consideration of the services set forth in Exhibit A, attached hereto, Patrolled Properties does hereby and herewith agree to remunerate M & T Patrol Services as set forth in Exhibit B, attached hereto.

The services shall commence on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_ o'clock \_\_.M., and shall continue until the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_ o'clock \_\_.M.

In the event either party to the contract decides to terminate the agreement, the agreement will remain in effect until thirty (30) days have passed after written notice of the termination of the Agreement has been given. Each party shall perform completely their obligation set forth on Exhibits A and B, attached hereto, until midnight of the 30th day.

The Contract will only be cancellable for good cause, and the non-cancelling party shall be given notice as aforesaid in order that the non-cancelling party may correct any defects in its performance. Failure to pay for the services for a period in excess of thirty (30) days shall be deemed reasonable cause for the patrol services to discontinue its performance and collect the monies owed it through the end of the performance period.

M & T Patrol Services shall render its services in a professional manner.

M & T Patrol Services shall maintain insurance liability in the amount of one million dollars (\$1,000,000), and any other bonds or requirements of the State of Idaho for bonded security patrol services.

Because of the nature of commercial ventures and their needs for security patrol services of varying kinds, types, and descriptions, the customer has the right to change Exhibits A and B upon written request to reflect changes in service.

This Agreement shall be binding upon the contractor and M & T Patrol Services. Patrolled Properties will furnish M & T Patrol Services with names and phone numbers for use in emergencies.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

M & T PATROL SERVICES, By Agent

PATROLLED PROPERTIES, By Agent

EXHIBIT A

M & T Patrol Services shall render the following services to Patrolled Properties:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
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9. \_\_\_\_\_  
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10. \_\_\_\_\_  
\_\_\_\_\_
11. \_\_\_\_\_  
\_\_\_\_\_
12. \_\_\_\_\_  
\_\_\_\_\_
13. \_\_\_\_\_  
\_\_\_\_\_
14. \_\_\_\_\_  
\_\_\_\_\_
15. \_\_\_\_\_  
\_\_\_\_\_

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

M & T PATROL SERVICES, By Agent

PATROLLED PROPERTIES, By Agent

EXHIBIT B

For and in consideration of the services set forth in Exhibit A, Patrolled Properties shall pay M & T Patrol Services as follows, to wit:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

M & T PATROL SERVICES, By Agent

PATROLLED PROPERTIES, By Agent