



**Eagle County Health Service District, dba Eagle County Paramedic Services
Public Safety Association Inc.
North Central EMS Corporation, dba Savvik Buying Group**

To Whom It May Concern:

Eagle County Health Service District a quasi-municipal corporation and political subdivision of the State of Colorado d/b/a Eagle County Paramedic Services solicits public cooperative bids for use by Eagle County and shared with other public agencies in Colorado and around the United States.

These public cooperative contracts are then marketed and managed exclusively through the Public Safety Association Inc. (PSAI) and Savvik Buying Group nationwide.

Conflicts of Interest

The term “conflict of interest” describes any circumstance that would cast doubt on an employee’s ability to act with complete objectivity with regard to the District’s interests. The District wants our employees not only to be loyal to the District, but wants that loyalty to come easily and free from any conflicting interest. Consequently, each employee has a duty to avoid financial, business or other relationships which might be opposed to the interest of the District or might cause a conflict with the performance of their duties. Employees should conduct themselves in a manner that avoids even the appearance of conflict between their personal interest and those of the District. A conflict of interest situation may arise in a number of ways. Examples include the following:

- Employment by a competitor, regardless of the nature of the employment, while employed by the District.
- Acceptance of gifts, payments, or services, beyond standard business courtesies, from those seeking to do business with the District.
- Placement of business with a firm owned or controlled by an employee or his/her family.
- Ownership of or substantial interest in a District which is a competitor or supplier.
- Acting as a consultant to a customer or supplier.

Apparent conflicts of interest can easily arise. Any employee who feels that he or she may have a conflict of interest situation, either actual or potential, should report the matter to his or her supervisor. It is the responsibility of the supervisor to ensure that a Manager is made aware of any such report.

Problem/Conflict Resolution

The District has a continuing goal of maintaining a work environment where problems and misunderstandings concerning work will be minimal. When a problem or misunderstanding does arise, employees are urged to follow steps below in the prescribed order. If the employee is uncomfortable following the steps below, or is unable to resolve the issue, they may contact Human Resources at any time.

- An individual having a problem shall first attempt to discuss it with the parties involved. The vast majority of conflicts can be resolved in this manner.
- If the matter is not satisfactorily resolved at step one, the employee shall discuss it with his/her immediate supervisor.
- If the matter is not satisfactorily resolved at step two, the employee may sign a written statement and present it to the appropriate manager or the CEO/COO/CFO.
- The CEO has final say in all problem resolution matters.



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