



**Governing Board Meeting Minutes
 March 18, 2015**

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE SUPERSTITION FIRE & MEDICAL DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON WEDNESDAY, MARCH 18, 2015. THE MEETING WAS HELD AT THE SUPERSTITION FIRE & MEDICAL DISTRICT'S ADMINISTRATION OFFICE, 565 N. IDAHO ROAD, APACHE JUNCTION, ARIZONA.

THIS MEETING WAS OPEN TO THE GENERAL PUBLIC AND BEGAN AT 5:31 P.M.

- A. Chairman Cross called the meeting to order at 5:31 p.m.
- B. The Pledge of Allegiance was led by Director House.
- C. Roll Call showed Chairman Jeff Cross, Clerk Gene Gehrt, Director Todd House, Director Charlie Fox, and Director Barbara Cobb as present.

Senior Leadership in attendance: Fire Chief Paul Bourgeois, Assistant Chief Jerome Schirmer, Assistant Chief Dave Montgomery, Assistant Chief Mike Farber, Finance Manager Roger Wood, Battalion Chief Richard Mooney, Legal Counsel Donna Aversa, and Executive Assistant acting as Board Secretary Jasmin Jones were also present for the meeting.

Item 1: *Review and approval of the February 2015 financial reports and bank reconciliations. (BOD #2015-03-03)*

Motion by Director House to approve the February 2015 financial reports and bank reconciliations. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 2: *Recognition of employee performance, achievements and special recognition for community members. (BOD #2015-03-04)*

Chairman Cross read the list of the following March Service Anniversaries

Fleet & Facilities Support Specialist Barb Duffel	9 Years
Firefighter / Paramedic Matt Perez	3 Years
Firefighter / Paramedic Lance Frawley	3 Years
Firefighter Matthew Dold	3 Years
Firefighter Ryan Philips	3 Years
Firefighter Daniel Elliott	3 Years
Firefighter Brian Garten	3 Years
Firefighter Wayne Emerson	3 Years
Firefighter Ryan Ledbetter	3 Years
Firefighter Adam Rodriguez	3 Years

Assistant Chief Dave Montgomery introduced Fire Chaplain Tom Doubt to the BOD and read Chaplain Doubt's bio.

Assistant Chief Dave Montgomery recognized citizens Robert Porter, Justin Broseker, and John Jacobo for their assistance during a house fire. The three citizens were driving home from work when they noticed the house fire. They stopped and assisted the family by removing important belongings and helped rescue their animals from the burning house. The citizens were not in attendance at the meeting, but their family and the homeowners were in attendance to accept their awards on their behalf.

Friends of Apache Junction made a special presentation and donation to Captain Carlos Rivera on behalf of the Superstition Fire Honor Guard, Pipes & Drums.

Assistant Chief Dave Montgomery presented the BOD with a recognition plaque from the Lost Dutchman Marathon committee on the SFMD's participation during the marathon.

Item 3: *Call to the Public. (BOD #2015-03-n/a)*
None

Item 4: *Consideration and possible approval of all consent agenda items listed below: (BOD #2015-03-05)*

- a) *Board Meeting Minutes from February 18, 2015*
- b) *Special Board Meeting Minutes from March 2, 2015*
- c) *Purchase of 45 SCBA regulators, 20 SCBA masks, 2 RIT bags, and 100 SCBA mask bags.*

Motion by Director Cobb to approve consent agenda items for March 18, 2015. Seconded by Director House.

Vote 5 ayes, 0 nays. Motion passed.

Item 5: *Discussion and review of the Fiscal Year 2015/2016 Budget development. (BOD #2015-03-06)*

The Senior Leadership Team (SLT) presented to the BOD the following topics:

- Budget related activities already accomplished
- District-Wide Initiatives
- Emergency Services Division Initiatives
- Community & Technology Services Division Initiatives
- Financial Services Division Initiatives
- CoN/CCU Strategies
- Capital Replacement Plan
- Next Steps in FY 15/16 Budget Process

Chief Bourgeois went over the budget related activities that have already been accomplished:

- Initial kick-off meeting was held with Budget Managers
- First round of Budget Manager meetings have been held
- Second round of Budget Manager meetings are scheduled
- Civilian Market Analysis has been completed
- Rough Draft of Civilian Job Descriptions are complete and have been distributed for feedback
- Medical Insurance survey was distributed this week, with intent to obtain employee feedback on the medical plans the district will provide in FY 15/16.
- Meeting held with PSPRS to determine the impact of the full vs. staggered approach to contribution rate
- CoN and CCU accounting structure has been designated

FY 15/16 Key Initiatives

- Fund the PSPRS Increase

- Due to a recent Arizona Supreme Court ruling, our PSPRS Employer Contribution rate increasing from 17.4% to 20.32%
- Fund remaining FY 14/15 Market Adjustment increases for Sworn Employees
 - Completed the three step staggered approach towards market adjustments for the Assistant Chief and Battalion Chief ranks.
 - Completed the two step staggered approach to the Paramedic Incentive adjustment.
- Fund the FY 15/16 Civilian Market Adjustment

Assistant Chief Jerome Schirmer summarized Emergency Services Key Initiatives

- Blue Card Command Certification Program – state of the art training and certification system that teaches Company and Command Officers how to standardize local incident operations across their organization. The program uses a combination of online and in-class simulation training which results in an Incident Commander solution that finally addresses local hazard Zone operations.
- The Incident Command Certification Program is designed to first instruct, train, and then evaluate and certify Fire Department Officers who serve in the role of Incident Commander that supervises and manage emergency and hazard zone operations for **everyday, local** NIMS Type 4 and Type 5 events.
- The “Blue Card” training program provides Fire Departments with a training and certification system that defines the best Standard Command Practices for common, local, everyday Strategic and Tactical emergency operations conducted on NIMS Type 4 and Type 5 events.
- This training and certification program produces Incident Commanders that make better decisions that will potentially eliminate the lethal and/or costly mistakes that cause injury, death, and unnecessary fire losses in the local response area.
- SFMD will be the first agency east of Glendale to implement this program. Our Regional Training Center will also be listed as a Blue Card Certified Center and our trainers will be able to train other departments, creating revenue.

Assistant Chief Dave Montgomery summarized Community & Technology Services Key Initiatives

- Community Services – Facilities:
 - 200 Fund – Final Phase of Name Change, Exterior Building Signage Updates
 - 200 Fund – Complete Parking Lot Upgrades at Other Facilities
 - 150 Fund – Facility Improvements to Accommodate SFMD Ambulance Crews
 - 100 Fund – Significant Increase in M&O funds to manage additional facilities, and aging facilities.
- Technical Services – IT & Networking:
 - 200 Fund – ePCR tablet replacement scheduled (decreased from last year)
 - 200 Fund – Conference room & Board room technology upgrades
 - 150 Fund – Fire station and network upgrades to accommodate SFMD ambulance crews.
 - 100 Fund – Increase in M&O funds to manage new and increased costs:
 - Hardware and software upgrades
 - Need for additional bandwidth for internet services
 - Increased annual licensing fees associated with FireView dashboard and Tyler accounting software
 - Costs associated with analog line maintenance for building systems
 - Increased maintenance and services costs for district copiers
 - Increased costs for outside IT support services

Battalion Chief Richard Mooney summarized Administrative Services Key Initiatives:

- Facilitate hiring of new employees
 - CoN Employees

- Operations Manager
- Administrative Assistant
- Full Time Paramedics
- Full Time EMTs
- Part Time Paramedics
- Part Time EMTs
- Other new hires needed for district operations

Assistant Chief Mike Farber summarized Financial Services Key Initiatives:

- Medical insurance contract for FY 15/16
- Worker's compensation contract FY 15/16
- Facilitate the district's budget process for M&O, CoN, CCU, and Capital Replacement initiatives
- Tyler conversion
 - General Ledger chart of accounts restructure
 - Currently over 590 accounts in the M&O fund with multiple redundancies
 - Current detail makes it difficult to provide true transparency
 - More difficult for Budget Managers to budget/manage accounts, or take advantage of new opportunities during the fiscal year.
 - Risk of accounts being budgeted using "last year's level" due to immateriality, and yet in total this adds up.
 - GL was never intended to provide Job Costing
 - Restructuring reduces the number of accounts in the 100 General Fund by over 50%
 - Places the responsibility of budgeting and managing accounts on the Budget Manager, while at the same time allowing the Budget Manager more flexibility.
 - Eliminates a situation where 70 accounts were still 100% funded (budget not used) at the end of the fiscal year
 - Creates administrative efficiency and savings for Operations and Administration in recording time and expense in appropriate account.
 - Functional / budget manager reporting
 - ISO

Finance Manager Roger Wood also discussed the Capital Replacement Plan with the BOD.

Item 6: *Discussion and update of the CCU program and CoN process. (BOD #2015-03-07)*

Firefighter/Paramedic Dave Pohlmann went over the following for our CCU program:

- Original program goals for first year review
 - 30% - 35% deferral rate from ER
 - All major components of grant operational
 - Modify response zones to achieve efficiency as well as manageable call loads
 - 7 weeks of operation for CCU 201
 - 5 weeks of operation for CCU 263 and 202
 - CCU Program currently at 46.1% effective in ER deterrence
 - CCS still running > 80% effective in ER deterrence

CoN Update:

- On March 17, 2015 Superstition Fire & Medical District received our CoN; Certificate Number 137. The planning phase for an ambulance operation is in progress.

Item 7: *Consideration and approval of Resolution 2015-01 to authorize individual(s) to sign a capital lease from Leasing2 to finance the purchase of five (5) 2016 Horton 623 Type I Crawl Through custom ambulances. (BOD# 2015-03-08)*

Fire Chief Paul Bourgeois asked the BOD to pull this item from the agenda.

Item 8: *Chief's Report. (BOD# 2015-03-09)*

Fire Chief Paul Bourgeois reported on the following

- Upcoming Events
 - April Pool's Day – April 25th
 - SFMD Leadership Academy May 19th & May 20th
 - AFDA Conference June 25th – 27th
- Notable Calls
 - Saturday, February 21, 2015 – Fire in Gold Canyon
 - Fire determined to be arson
 - AJPD & PCSO apprehended suspect within sight of his burning home
 - Occupant had rigged his home to make access by firefighters difficult and allow the fire to spread.
 - Loss listed at \$250,000 for home and contents
 - Saturday, February 28, 2015 – Fire in Apache Junction
 - Fire spread from on structure to the next due to fire load and wind
 - Fire displaced 5 members of one family and 2 other individual tenants of the adjacent duplex apartment
 - Red Cross responded to assist families
 - Total loss for two structures listed at \$250,000
 - Fire was determined to be caused by a child playing with a lighter
 - Recognized three citizens for their heroic acts on this fire
 - Five working fires in less than one week, three of which were determined to be arson.
 - 3 arson suspects arrested by AJPD & PCSO
 - GFD Arson Dog "Spring" used successfully
- SWAT Medic Testing (value added program)
 - In Conjunction with AJPD, 5 members recently completed an arduous testing process for the SWAT Medic Program
 - Top 3 candidates were chosen to continue training in the program
 - Firefighter / Paramedic Mitch McCollough
 - Firefighter / Paramedic Ryan Rodriguez
 - Firefighter / Paramedic John Walka
- Lost Dutchman RV Park
 - Donated \$13,000 this year
 - Totaling over \$250,000 through the years to our district
- Training
 - SFMD Regional Training Center will be a certified training center for the Blue Card Program
 - Chief Schirmer started training crews on Modern Fire Behavior and the Blue Card Program at the RTC
 - WL Training recently took place for the upcoming WL season
- Lost Dutchman Day Parade – 51st Annual LDD Parade, with SFMD leading the way

Item 9: *Announcements (BOD# 2015-03-n/a)*

Fire Chief Paul Bourgeois announced again that the Superstition Fire & Medical District received our CoN, only taking 4 months and he thanked everyone for their hard work.

Director Cobb thanked Finance Manager Roger Wood for answering her email so promptly and spending weekends working on the Tyler conversion.

Chairman Cross thanked Staff for their hard work and thanked Executive Assistant Jasmin Jones for her dedication, working late on weekends.

Item 10: *Adjourn (BOD# 2015-03-10)*

Motion by Director House at 7:13 p.m. to adjourn the meeting. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Governing Board Approval:



Gene Gehrt, Board Clerk

Jasmin Jones