



Superstition Fire & Medical District

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Governing Board Meeting Minutes June 18, 2014

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE SUPERSTITION FIRE AND MEDICAL DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON WEDNESDAY, JUNE 18, 2014. THE MEETING WAS HELD AT THE SUPERSTITION FIRE AND MEDICAL DISTRICT'S ADMINISTRATION OFFICE, 565 N. IDAHO ROAD, APACHE JUNCTION, ARIZONA.

THIS MEETING WAS OPEN TO THE GENERAL PUBLIC AND BEGAN AT 5:30 P.M.

- A. Board Chair Todd House called the meeting to order at 5:30 p.m.
- B. The Pledge of Allegiance was led by Director Cross.
- C. Roll Call showed Board Chairman Todd House, Director Barbara Cobb, Director Jeff Cross, and Director Charlie Fox as present. Board Clerk Linda Shank was absent.

Senior Leadership in attendance: Fire Chief Paul Bourgeois, Assistant Chief Mike Farber, Assistant Chief David Montgomery, Assistant Chief Jerome Schirmer, and Finance Manager Roger Wood. Legal Counsel Donna Aversa and Board Secretary Rachel Krause were also present for the meeting.

Item 1: *Review and approval of the May 2014 financial reports and bank reconciliations. (BOD #2014-06-01)*

Motion by Director Cross to approve the May 2014 financial reports and bank reconciliations. Seconded by Director Cobb.

Vote 4 ayes, 0 nays (Director Shank Absent). Motion passed.

Item 2: *Recognition of employee performance and/or achievements. (BOD #2014-06-02)*

- 20 years Battalion Chief Jeff Cranmer
- 13 years Firefighter Ryan Elowe
- 8 years Firefighter/Paramedic Alex Dupuis
- 8 years Firefighter/ Paramedic Bill Tavares
- 7 years Firefighter Brandon Blessum
- 7 years Firefighter/Paramedic Ryan Rodriguez,
- 7 years Fire Engineer/Paramedic Geof Shively

Battalion Chief Jeff Cranmer received a 20 Year Plaque presented by Fire Chief Paul Bourgeois and Assistant Chief Jerome Schirmer.

Special Recognition:

Fire Chief Paul Bourgeois presented newly appointed Battalion Chief Brett Broman his new helmet and badge. As tradition holds – Kathy, Chief Broman's wife was present to pin his badge for him. Chief Bourgeois stated Chief Broman is one of the best and brightest in our District, he also thanked Kathy for her continued family support she has provided through the years.

Item 3: *Call to the Public.* None

Item 4: *Consideration and possible approval of all consent agenda items as listed below:
(BOD #2014-06-03)*

- a. Board Meeting Minutes from May 21, 2014.
- b. Approval of Henry & Horne, LLP engagement letter.
- c. Approval of the revisions to the Procurement and Disposition policies.
- d. Ratification of expense related to a new security system at the Administration building.
- e. Approval of Addendum to Tyler Contract.
- f. Approval of payment for invoice from Tyler Technologies.
- g. Approval of Wells Fargo Authorization Certificate and Wells Fargo Addendum to Commercial Account Signature Card.
- h. Approval of Hennelly & Steadman PLC engagement letter.
- i. Approval of a volume purchase contract with PNI.
- j. Approval of purchase of new fire structure gloves.
- k. Approval of contracts related to SFMD's 457(b) plan.
- l. Approval of agreement with Medtronic Physio-Control.
- m. Approval of purchase of headsets for the fire simulation training room.

Director House stated Items c) and h) had been requested to be pulled with an explanation by Finance Manager Roger Wood and direction from the Governing Board.

Motion by Director Cobb to approve the consent agenda items excluding Items c) and h) for June 18, 2014. Seconded by Director Fox.

Vote 4 ayes, 0 nays (Director Shank Absent). Motion passed.

Item c) (Procurement Policy) – Finance Manager Roger Wood explained that in compliance with ARS currently the Procurement Policy does not have language in regards to a Sealed Bid Process. Roger stated that it is at the Board's discretion to add language regarding the process, they have the authority to request a Sealed Bid Process at any time. Chairman House asked Roger to bring back an updated policy adding the sealed bid language at the July 1, 2014 Board Meeting.

Item h) (Hennelly & Steadman Engagement Letter) – Finance Manager Roger Wood stated the letter and resolution provided in the June 18, 2014 Board Packet both need to be updated with language stating Superstition Fire and Medical District is contracting with Lawyer Steadman instead of a law firm specifically. Chairman House directed Roger to have the updated engagement letter and resolution at the July 1, 2014 Board Meeting.

Item 5: *Discussion and possible approval of Resolution 2014-02: Combined Resolution Affecting County Treasurer Transactions for Fiscal Year 2014-2015 from the Pinal County Treasurer's Office. (BOD #2014-06-04)*

Fire Chief Paul Bourgeois explained this is a combined annual resolution for the Pinal County Treasurer's Office. The purpose being to provide direction as to who is authorized to approve transactions on behalf of the District, the following is a list of the combined resolutions:

- Investment Resolution
- Warrant Resolution
- Fund Transfer Resolution

- Warrant Signature Resolution
- List of Outside Bank Accounts

Motion by Director Fox to approve the Combined Resolution Affecting County Treasurer Transactions for Fiscal Year 2014/2015. Seconded by Director Cross.

Vote 4 ayes, 0 nays (Director Shank Absent). Motion passed.

Item 6: *Discussion and possible action regarding transferring funds for the June 30, 2014 Debt Service Payments. (BOD #2014-06-05).*

Finance Manager Roger Wood explained that the Governing Board needs to provide authorization for a wire transfer of funds for GADA debt service payments in the amount of \$390,000 from account 500-60-70500-10 and \$182,956.25 from account 600-60-70550-10, the payments are due on July 1, 2014.

Motion by Director Cobb to authorize payment by executing a letter of direction to the Pinal County Treasurer's Office to wire transfer funds for the GADA debt service payments on June 30, 2014, and due to U.S. Bank on July 1, 2014. Seconded by Director Cross.

Vote 4 ayes, 0 nays (Director Shank Absent). Motion passed.

Item 7: *Chief's Report (BOD# 2014-06-05)*

The following items were in the June 18, 2014 Chief's Report

- Spartanburg Burns – Chief Bourgeois had the privilege to attend live burns that studied fire behavior for the safety of firefighters and could change firefighting for the American Fire Service.
- Southern Arizona National Fallen Firefighter Safety Conference and Benefit – Five (5) of our employees were able to attend the safety training and Chief Bourgeois was the keynote speaker at the benefit dinner, he spoke directly about safety and the tragedy in Yarnell in 2013.
- Open House and Pancake Breakfast for the Superstition Fire and Medical District Regional Training Center.

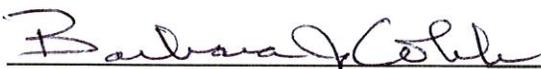
Item 8: *Announcements (BOD# 2014-06-n/a)*

Item 9: *Adjourn (BOD# 2014-06-06)*

Motion by Director Cross at 5:45 p.m. to adjourn the meeting. Seconded by Director Fox.

Vote 4 ayes, 0 nays (Director Shank Absent). Motion passed.

Governing Board Approval:



Barbara Cobb, Board Director