

Superstition Fire and Medical District

# Board of Directors

September 17, 2014



Mr. Todd House, Board Chairman  
Mrs. Linda Shank, Board Clerk  
Mr. Jeff Cross, Board Director  
Ms. Barbara Cobb, Board Director  
Mr. Charlie Fox, Board Director

## Superstition Fire and Medical District Governing Board Meeting Agenda

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### **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 will hold a meeting on **Wednesday, September 17, 2014**. The meeting will be held at the Superstition Fire and Medical District's Administrative Office, located at 565 N. Idaho Road, Apache Junction, Arizona. The meeting will be open to the public and will begin at 5:30 p.m. local time.

### **AGENDA:**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call

The following agenda items are scheduled for discussion at the board meeting. The Governing Board may or may not decide to take action on any or all items. The order of the agenda items may or may not be taken in the order listed.

1. Review and approval of the August 2014 financial reports and bank reconciliations. **(BOD #2014-09-01)**
2. Recognition of employee performance, achievements, and special recognition for community members. **(BOD #2014-09-02)**
3. Call to the Public.  
A.R.S. §38-431.01(H) A public body may make an open call to the public during a public meeting, subject to reasonable time, place, and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.
4. Consideration and possible approval of all consent agenda items as listed below: **(BOD #2014-09-03)**
  - a. Board Meeting Minutes from August 20, 2014.
  - b. Purchase of five (5) new Motorola APX7000E Dual-Band Portable Radios.
5. Consideration and approval of grandfathering current DROP participants from the change in sick leave payout benefits (ratio and hourly payout rate) upon retirement – approved within the FY 14/15 budget. **(BOD #2014-09-04)**
6. Discussion and possible approval of the First Amendment to the Deferred Compensation Administration Plan between SFMD and Nationwide Retirement Solutions. **(BOD #2014-09-05)**
7. Discussion and high level overview of the CMS grant process. **(BOD #2014-09-06)**
8. Discussion and possible action for submitting the formal application for a Certificate of Necessity (CoN). **(BOD #2014-09-07)**
9. Discussion and possible action concerning the proposed fire chief evaluation template and procedure. **(BOD #2014-09-08)**
10. Chief's Report **(BOD #2014-09-09)**
11. Announcements **(BOD #2014-09-n/a)**
12. Adjourn **(BOD# 2014-09-10)**

NOTICE: The governing board may go into executive session for the purpose of obtaining legal advice from the fire district's attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3).

One or more members of the governing board may attend the meeting telephonically.

Governing Board meeting agenda dated and posted (at least 24 hours before the scheduled meeting date and time):

Posted on: September 11, 2014

At: 1800 hours

By: Jasmin Jones



## Governing Board Meeting – September 17, 2014

Agenda Item: 1

BOD#: 2014-09-01

### Agenda Item Title:

Review and approval of the August 2014 financial reports and bank reconciliations.

### Submitted By:

Fire Chief Paul Bourgeois

### Background/Discussion:

The District's accounting department staff prepares the monthly financial reports. The District's annual budget, which is adopted by the Board each June for the following fiscal year (July 1 – June 30), is formatted to mirror the monthly financial statements. The financial reports provide the Board with a monthly recap of expenditures and revenues, along with year-to-date account balance information.

In compliance with A.R.S. §48-807 (O), the following reports have been added to the monthly financial statements packet:

1. Cash Flow – All Governmental Funds.

The Cash Flow report consists of the combined cash balances of all District Funds. These balances include the General (100), Capital Projects (200), Bond Proceeds (300), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds. The Cash Flow report is updated monthly with the actual revenues deposited into and actual expenditures disbursed from the District's cash accounts. It is important to note the revenues and expenditures are reported on a Cash Basis. This report is generated to demonstrate that the Fire District maintains sufficient cash available to satisfy the projected expenditures budgeted over the course of the fiscal year.

2. Fund Account Bank Reconciliations.

The reconciliation of each of the District's Fund cash accounts (General (100), Capital Projects (200), Bond Proceeds (300), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds) between the Pinal County Treasurer's monthly bank statement and the District's Fund balance sheet report is provided. To signify Board approval of the monthly financial statements and bank reconciliations, the Board

Chairman is requested to sign the attached Letter of Acceptance which will be kept on file at the District.

### Recommended Motion:

*"Motion to approve the August 2014 financial reports and bank reconciliations."*

### Financial Impact(s)/Budget Line Item:

n/a

### Enclosure:

Letter of Acceptance of the Fire District's Financial Statements and Bank Reconciliations.

\*Financial Reports and Bank Reconciliations are separate from the board packet.

Go to Item 2



**Superstition Fire & Medical District**  
**Governing Board Acceptance of Fire District's**  
**Financial Statements and Bank Reconciliations**

Pursuant to A.R.S. §48-807, by the signature(s) below, the Governing Board of the Superstition Fire and Medical District attests to the review and approval of the following financial report(s) of the Fire District for the month of **August 2014**:

1. Financial Statement
2. Bank Reconciliations
  - a. General (100) Fund
  - b. Capital Projects (200) Fund
  - c. Bond Proceeds (300) Fund
  - d. Special Projects (400) Fund
  - e. Debt Principle (500) Fund
  - f. Debt Interest (600) Fund

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Todd House, Board Chairman

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Date

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## Governing Board Meeting – September 17, 2014

Agenda Item: 2

BOD#: 2014-09-02

### Agenda Item Title:

Recognition of employee performance, achievements, and special recognition for community members.

### Submitted By:

Fire Chief Paul Bourgeois

### Background/Discussion:

This is a recurring monthly item to provide the Board with information concerning superior employee performance, achievements, and special recognition for community members.

### September Service Awards: (presented for 5, 10, 15, 20, and 25 year anniversaries):

Captain Jon Williamson ( <i>August</i> )	10 Years
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### September Service Anniversaries:

Assistant Chief Mike Farber	29 Years
Assistant Chief Dave Montgomery	23 Years
Division Chief Richard Ochs	23 Years
Captain Mike Paul	22 Years
Battalion Chief Richard Mooney	16 Years
Firefighter Keven Johnston	16 Years
Engineer Jose Sepulveda	16 Years
Firefighter Nat Erickson	16 Years
Engineer John Taylor	14 Years
Captain Craig Halver	12 Years
Engineer Aaron McDonald	12 Years
Engineer Jim Crowley	12 Years
Engineer Tanner Fox	9 Years
Engineer Rob McMinn	9 Years
Firefighter Ruben Briones	9 Years
Firefighter Randy Vande Krol	9 Years
Captain Mike Ament	8 Years
Firefighter Ken Simkins	8 Years
Firefighter Dustin Farber	8 Years
Firefighter Eric Ellsworth	8 Years

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## Governing Board Meeting – September 17, 2014

Agenda Item: 3

BOD#: 2014-09-n/a

### Agenda Item Title:

Call to the Public

### A.R.S. §38-431.01(H):

*A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body.*

*At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda.*

*However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*

### Background / Discussion:

Call to the Public is provided so citizens may address the public body (Governing Board) with matters concerning the Fire District. Arizona public meeting law provides that the public body may discuss, consider, or decide only matters listed on the agenda and other matters related thereto. Since the public body will generally not know what specific matters may be raised at call to the public, they will be unable to act until the matter is placed on a subsequent meeting agenda (at the Board's discretion). The Board may also direct staff to follow up on the issue with the citizen.

### Scheduled:

None

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## **Governing Board Meeting – September 17, 2014**

**Agenda Item: 4**

**BOD#: 2014-09-03**

### **Agenda Item Title:**

Consideration and possible approval of all consent agenda items as listed below:

- a. Board Meeting Minutes from August 20, 2014.
- b. Purchase of five (5) new Motorola APX7000E Dual-Band Portable Radios.

### **Background/Discussion:**

The consent agenda allows the Board of Directors (BOD) to consider contracts, purchases, and other routine administrative matters having authorized funding within the current fiscal year budget as a single decision. Items may be withdrawn from the consent agenda and discussed separately upon request by any member of the BOD or Staff. Information for each consent agenda item and corresponding supporting document is within the packet.

### **Recommended Motion:**

*“Motion to approve the consent agenda items for September 17, 2014.”*

Go to CA a)



**a) Board Meeting Minutes from August 20, 2014.**

**Submitted By:**

Fire Chief Paul Bourgeois

**Background / Discussion:**

The board meeting minutes of the previous meeting(s) are provided for BOD approval. If the BOD would like to discuss the minutes, they may be removed from the consent agenda. After approval, minutes are signed by the Clerk of the BOD and kept as the official public record.

**Enclosure:**

August 20, 2014 Board Meeting Minutes

Go to CA b)





**Governing Board Meeting Minutes  
August 20, 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, AUGUST 20, 2014. 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 5:30 P.M.

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

Legal Counsel Donna Aversa was present.

**Item 1:** *Review and approval of the July 2014 financial reports and bank reconciliations. (BOD #2014-08-01)*

**Motion** by Director Cobb to approve the July 2014 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 #2014-08-02)*

- 13 Years - Firefighter Paul Gruetzmacher
- 13 Years - Firefighter Mark Widick
- 9 Years - Fire Mechanic David Shrock
- 7 Years - Administrative Assistant Kelly Bartz

August Service Award (will be presented in September):

- 25 Years - Captain Andy Kuhn
- 10 Years - Captain Jon Williamson

August Special Recognition:

Fire Chief Paul Bourgeois presented newly appointed Fire Captain Mark Gomez his new helmet and badge. As tradition holds – Veronica, Captain Gomez's wife was present to pin his badge for him. Chief Bourgeois stated Captain Gomez emanates what a Fire Captain is.



Fire Chief Paul Bourgeois presented newly appointed Fire Captain Mike Ament his new helmet and badge. As tradition holds – Katie, Captain Ament’s wife was present to pin his badge for him. Chief Bourgeois congratulated Captain Ament and wished him well on his new position.

August Special Recognition for Community Members and SFMD Members:

Chief Ochs presented special recognition awards to the following:

- Good Samaritans Brandy (who was recently certified in CPR and First Aid by the SFMD) and Leah performed life saving measures on Mr. Jerry Brewer, including the Heimlich maneuver and CCR, until our crew arrived to assist Mr. Brewer and transport him to the hospital.
- Captain Rob Bessee, Engineer Brandon Blessum, Firefighter Matt Perez, and Firefighter Ruben Briones (not present) were recognized for their efforts in saving a cardiac survivor (not present).
- Mrs. Roxanne Coleman, a sudden cardiac arrest survivor attended our meeting with several members of her family. Bystanders; John and Sara Barlo, David Mackey, and Kim Lund assisted Mrs. Coleman in her time of need by taking turns performing CPR until our crew arrived. Captain Craig Horvath, Engineer Brandon Blessum, Firefighter Ruben Briones (not present), and Firefighter Adam Rodriguez all received special recognition certificates from our district and the State Survivor Program, along with the bystanders who helped save Mrs. Coleman.
- Apache Junction Firefighter’s Ladies Club presented a check of \$476.11 to the Superstition Fire Honor Guard Pipes & Drums. Captain Carlos Rivera accepted the check on behalf of the group.

**Item 3:** *Call to the Public.* None

**Item 4:** *Discussion regarding the impact our City’s streets have on our citizens.*  
(BOD #2014-08-03)

Bryant Powell, Assistant City Manager addressed the BOD. He briefly summarized the current condition of the city streets, how they impact motorists, and the Mayor and City Council’s recommendation on how to improve their condition. The first street of focus will be Apache Trail - from Meridian Rd. to Idaho Rd. City Council proposes to raise the sales tax from 2.2% to 2.4% to assist with this project (\$20 on every \$100 spent), this will generate \$1 million a year with a total cost of \$3 million dollars to fix the proposed area of Apache Trail. The total amount to fix all the roads in our city is \$18 million. The City Council will go to vote on this issue sometime this fall. The BOD thanked Mr. Powell for the information and keeping them informed.

**Item 5:** *Discussion regarding the importance of the Apache Junction Unified School District’s (AJUSD) override.* (BOD #2014-08-04)

Dr. Chad Wilson, Superintendent of AJUSD presented a PowerPoint in regards to the upcoming M&O Override. If the M&O Override is approved the monies will fund; student and staff safety, class size reduction, competitive salaries, maintain academic and extracurricular offerings, and improve student achievements. Dr. Wilson also answered questions from the BOD. Chairman House questioned the amount AJUSD is asking voters to pass 15% seems high. Dr. Wilson explained that 10% would be easier to pass, it would not help solve the problems the school district is currently facing. Director Cobb verified if the funds would be for the schools that were currently open, not the schools that have closed. Dr. Wilson verified the funds would only be for schools



that were open and also explained the problems with enrollment and how much money schools are losing with declining enrollment.

Mr. Tahoney, a community member spoke in favor of the M&O Override for AJUSD. He stated he recently retired in our community and feels we need a thriving school district for the betterment of our city. He stated there is quite a bit of misinformation in regards to the override, correct information can be found on AJUSD's website. Director Cross stated he has lived in Gold Canyon since 2002 and his neighborhood has fewer families with children, now there are more winter visitors. He stated this could be a problem for the AJUSD going out for the override.

**Item 6:** *Consideration and possible approval of all consent agenda items as listed below:  
(BOD #2014-08-05).*

- a. *Board Meeting Minutes from July 1, 2014 and Special Board Meeting Minutes from July 21, 2014.*
- b. *Consideration and approval of the purchase of a 3,000 gallon water tender.*
- c. *Consideration and approval of the purchase of four (4) Staff vehicles.*

**Motion** by Director Fox to approve the consent agenda items for August 20, 2014. Seconded by Clerk Shank.

**Vote** 5 ayes, 0 nays. Motion passed.

**Item 7:** *Consideration and approval of an increase in the district's line of credit (LOC)  
(BOD# 2014-08-06)*

Finance Manager Roger Wood addressed the BOD in regards to increasing the district's line of credit (LOC). Per A.R.S. §11-604.01 a fire district may establish a LOC with the county's contract servicing bank with the assistance of the county treasurer. Under A.R.S §11-604.01 parameters, the district could establish a maximum LOC of approximately \$4.5 million. Roger explained that we are not asking for the max, just an increase from \$500,000 to \$2 million.

Roger went on to explain the district has been awarded its share of the 3-year Community Care Response Initiative in conjunction with City of Mesa Fire & Medical Department. While the exact timing of expenditures related to the initiative is not known at this time, what is known is that the reimbursement of expenses from the federal government will result in months of lag time before the district will receive reimbursement.

Director Cobb stated she cannot support this increase in the LOC. She feels that if the federal government can give money to third world dictators or companies that have poor management skills, we shouldn't have to finance grant monies before we are reimbursed. Director Fox stated that is an issue with the government not our district.

Chairman House asked if increasing the LOC to \$2 million would be enough to cover the costs. Roger explained, the district has never had to use the LOC and we currently only have a LOC of \$500,000. It is early into the grant process, however, he feels that \$2 million should be sufficient. Roger reiterated that this LOC would be paid back in full when the district is reimbursed for the grant monies – we are trying to plan for the worst case scenario.

Director Cross reminded the board that this is the first time our district has received a grant for \$3.5 million. Chairman House agreed and feels that the only problem with the LOC would be the interest that could accumulate. Roger explained that there is monies budgeted for interest in this year's budget cycle and again, the intent would be to pay the money back as soon as the district is reimbursed.

Chairman House stated he would not want to put any stipulations on how we are going to receive the grant money because we may not receive the money if we do. Director Cross reminded the board that they asked Staff get grants to help better our district. Now that Staff has done so and done it extremely well having one being awarded by the federal government, he feels the board needs to back Staff up and support their work. Chairman House agreed and stated the only caveat would be the board be notified if the LOC was utilized.

**Motion** by Director Cross to approve an increase in the district's line of credit, not to exceed \$2 million. Seconded by Clerk Shank.

**Vote** 4 ayes, 1 nay (Director Cobb). Motion passed.

**Item 8:** *Chief's Report (BOD# 2014-08-07)*

- Donated 100 cases of water to the Water for Life project.
- Chief Bourgeois summarized the CoN process.
- Chief Bourgeois briefly summarized the recent grant the federal government awarded our district and the changes it will bring.
- August is Drowning Impact Awareness Month – Staff participated in the Phoenix Children's Hospital annual kick-off event.
- Video presentation of the 2014-01 Intern Academy.

**Item 9:** *Announcements (BOD# 2014-08-n/a)*

Chairman House congratulated Mr. Gene Gehrt on being elected for the BOD (running unopposed).

Chief Bourgeois asked the BOD for permission to be absent for the September board meeting to attend a leadership conference, Chief Schirmer will also be attending. Chairman House asked if Chief Montgomery would be at the September meeting to cover, and he stated he would be. Chairman House stated it shouldn't be a problem for Chief Montgomery to cover the September meeting.

Chief Bourgeois stated that earlier this morning the reserve ladder truck did have a fire and Staff is currently working with our insurance agency for the claim.

**Item 10:** *Adjourn (BOD# 2014-08-08)*

**Motion** by Director Fox at 6:52 p.m. to adjourn the meeting. Seconded by Director Cross.

**Vote** 5 ayes, 0 nays. Motion passed.

**Governing Board Approval:**

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Linda Shank, Board Clerk

**b) Consideration and possible approval of five (5) new Motorola APX7000E Dual-Band Portable Radios.**

**Submitted by:**

Assistant Chief Dave Montgomery

**Background/Discussion:**

This item comes before the governing board for the approval to purchase 5 new Motorola APX7000E Dual-Band Portable Radios for use in Emergency Operations.

This is a planned capital expenditure funded for in the 2014/2015 capital projects budget.

This is part of a long-term effort to replace our older Motorola XTS5000R Portable Radios with the dual-band capable portables.

We currently have 14 APX7000E radios in service, and continue to fund for 5 additional radios per year to maintain a managed replacement schedule.

Life-expectancy for these radios should be 10-15 years.

These radios are the same as used by Mesa Fire & Medical (MFMD) and we are able to regularly take advantage of discount buying power through negotiated contracts between MFMD and Motorola.

The purchase will be made through Creative Communications, the only authorized dealer for Motorola radio products for our area of the state.

The total cost for the 5 radios with all associated ancillary support equipment and a stock of extra batteries is **\$35,786.01** with tax included estimated at 8.5%.

This capital account will show a savings of approx. \$2,700 due to savings on the forecasted cost per radio based on a trade-in program that allowed us to get a respectable trade-in value out of 5 very old portable radios that would have otherwise not had any re-sale or trade-in value in the open market.

**Financial Impact/Budget Line Item:**

\$35,786.01 / Line item 200-70-72660-30

**Staff Recommendation:**

Staff recommends approval of this expenditure as a planned and funded capital project item.

**Enclosure:**

Purchase Order #009822 (all signatures will be completed after approval)

Purchasing / Procurement Form (all signatures will be completed after approval)

Creative Communications Quote



# Superstition Fire & Medical District

## Purchase Order

565 North Idaho Rd. Apache Junction, AZ 85119-4014  
Phone: (480) 982-4440 Fax: (480) 982-0183



Date: September 09, 2014

TO: Motorola Solutions, Inc  
1303 E Algonquin Rd  
Schaumburg, IL 60196

Vendor ID: MOTOSO

Purchase Order #: 009822

Requisition #: 9,868

Buyer: DC\_SS

Created by: DPM

Created Date: 9/9/2014

Updated by: DPM

Updated Date: 9/9/2014

Ship To: Support Services  
565 N. Idaho Rd.  
Apache Junction, AZ 85219

Page #: 1

Order Description: New Portable Radio Order 9-9-2014

Line	AJFD Product #	Description	GL Acct #	Quantity	Unit Price	Amount
1	200COMMRADIOS	Portable Radios - APX7000E Dualband	200707266030	5.00	\$6,473.6525	\$32,368.26
2	200COMMRADIOS	Portable Radios - APX7000E Batteries	200707266030	30.00	\$113.9250	\$3,417.75

Purchase based on quote #QU0000289697 dated September 9, 2014 Payment due 30 days after invoice

### Important Conditions

1. Invoice in Duplicate
2. If price(s) are higher than specified, do not ship, advise us.
3. Do not ship or render any service prior to specified date, unless noted.
4. Goods subject to our inspection on arrival, not withstanding prior payment to obtain cash discount.
5. Goods rejected due to inferior quality or workmanship will be returned to you with charge for transportation both ways, and are not to be replaced except upon receipt of replacement PO from us.
6. Orders not shipped on date specified may be cancelled by us.
7. If these conditions are not acceptable, please advise us on receipt of the orders and before you make any shipment.

TOTAL **\$35,786.01**

*DPM*  
Purchasing Manager

Go to Item 5

Fire Chief



**PURCHASING / PROCUREMENT FORM by PURCHASE ORDER (PO)**

BOD # 2014-09-03

PO # 009822

LIMITS	REQUIREMENTS	APPROVALS
\$0.00 - \$2,999.00	FORM Not Required	Budget Manager, BC, Executive Assist., Facilities Specialist
\$3,000.00 - \$4,999.99	FORM Not Required	Budget Manager, BC, Executive Assistant, Facilities Specialist <b>AND</b> (+2) Fire Chief, Assistant Chief or Finance Manager
\$5,000.00 - \$24,999.99	<b>3</b> Written Bids	Budget Manager, BC, Executive Assistant, Facilities Specialist <b>AND</b> (+2) Fire Chief, Assistant Chief or Finance Manager
\$25,000 or MORE	<b>3</b> Written Bids	Budget Manager, BC, Executive Assistant, Facilities Specialist <b>AND</b> (+2) Fire Chief, Assistant Chief or Finance Manager <b>AND</b> Governing Board

**Quote # 1**

Vendor Name: Motorola Solutions Vendor Phone #: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Quote Description: APX 7000 E Dual-Band Radios + Batteries

See Attached Written Quote \$ 35,786.01

**Quote # 2**

Vendor Name: \_\_\_\_\_ Vendor Phone #: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Quote Description: \_\_\_\_\_

See Attached Written Quote \$ \_\_\_\_\_

**Quote # 3**

Vendor Name: \_\_\_\_\_ Vendor Phone #: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Quote Description: \_\_\_\_\_

See Attached Written Quote \$ \_\_\_\_\_

COMPETITIVE QUOTES / BIDS CAN BE WAIVED FOR THE FOLLOWING REASONS:

- STATE CONTRACT /INTERGOVERNMENTAL (State Contract Number or Government Agency Must be on
- SOLE SOURCE PROCUREMENT (Supporting Documentation Must be with PO)
- EMERGENCY ACTION (Explanation Sent to Gov. Board Must be with PO)
- COMPETITION SOLICITED WITH NO OFFERS
- STANDARDIZATION / COMPATABILITY REQUIREMENTS for EQUIPMENT
- TRAVELING EXPENSES with GOVERNMENTAL RATE (Standard Rate Must be Specified on PO)
- PRODUCT / SERVICE / AGENCY for EDUCATIONAL, TRAINING, EXPERIMENTAL, DEVELOPMENTAL or RESEARCH WORK
- EQUIPMENT ALREADY INSTALLED, CONNECTED, IN SERVICE AND IT IS DETERMINED ADVANTAGEOUS TO PURCHASE SAME
- ITEMS ARE SUBJECT TO RAPID PRICE FLUCTUATION OR IMMEDIATE ACCEPTANCE (Attach Supporting Documents to PO)

APPROVAL:

DATE \_\_\_\_\_ DEPT. HEAD SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ FINANCE MANAGER \_\_\_\_\_

DATE 9/11/14 ASSISTANT CHIEF SIGNATURE [Signature]

DATE \_\_\_\_\_ FIRE CHIEF SIGNATURE \_\_\_\_\_

Go to Item 5





2900 S. Diablo Way, Ste. 150

Updated Sep. 09, 2014

Tempe, AZ 85258

Quote #: QU0000289697

Prepared By: Nick Spino

Phone: (602) 955-8405

Fax: (602) 955-1049

Customer #: 1011234755

Motorola Account Manager: Mike Sumnicht

PREPARED FOR: <b>Dave Montgomery</b>	Bill To: <b>Superstition Fire &amp; Medical</b>	Ship to: <b>Superstition Fire &amp; Medical</b>
COMPANY: <b>Superstition Fire and Medical</b>	Address: <b>565 N. Idaho Road</b>	Address: <b>565 N. Idaho Road</b>
PHONE: <b>(480) 982-4440</b>	<b>Apache Junction, AZ 85219</b>	<b>Apache Junction, AZ 85219</b>
EMAIL: <a href="mailto:dave.montgomery@ajfire.org">dave.montgomery@ajfire.org</a>		

### Equipment Details and Pricing

Qty.	Model	Description	List Price	Disc. Price	Total Price
<b>Motorola APX7000XE Dual-Band 7/800 Portable Radios (green, w/top display):</b>					25%
5	H49TGD9PWIAN	APX7000XE Digital Portable Radio	\$ 3,400.00	\$ 2,550.00	\$ 12,750.00
5	QA00579AC	ADD: Dual-Band Operation	\$ 1,000.00	\$ 750.00	\$ 3,750.00
5	Q806BP	ADD: ASTRO Digital CAI Operation	\$ 515.00	\$ 386.25	\$ 1,931.25
5	Q498AZ	ENH: MDC & ASTRO P25 OTAR w/Multi-Key	\$ 740.00	\$ 555.00	\$ 2,775.00
5	Q629AL	ENH: AES Encryption	\$ 475.00	\$ 356.25	\$ 1,781.25
5	QA00583AB	ADD: Bluetooth Operation	\$ 150.00	\$ 112.50	\$ 562.50
5	QA00569AB	ADD: 7/800MHz Primary Band	\$ -	\$ -	\$ -
5	QA00574AC	ADD: VHF Secondary Band	\$ -	\$ -	\$ -
5	H301CM	DEL: Standard Belt Clip	\$ (10.00)	\$ (7.50)	\$ (37.50)
5	HA00025AB	ENH: Service from the Start Comprehensive 3-year	\$ 275.00	\$ 275.00	\$ 1,375.00
5	QA01427AC	ALT: APX7000XE Housing Green	\$ 25.00	\$ 18.75	\$ 93.75
5	H38BU	ADD: SMARTZONE Operation	\$ 1,500.00	\$ 1,125.00	\$ 5,625.00
5	Q361AS	ADD: P25 9600 Baud Trunking Software	\$ 300.00	\$ 225.00	\$ 1,125.00
5	QA01843AD	ADD: Man-Down Operations	\$ 150.00	\$ 112.50	\$ 562.50
5	QA01648AA	ADD: Advanced System Key: Hardware Key	\$ 5.00	\$ 3.75	\$ 18.75
5	<b>APX Promo</b>	<b>AZ APX Encryption Trade-in Promo: \$850 discount with trade-in</b>	\$ (850.00)	\$ (850.00)	\$ (4,250.00)

(continued on next page)

Radio Subtotal \$ 28,062.50

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2900 S. Diablo Way, Ste. 150

Tempe, AZ 85258

Prepared By: Nick Spino

Phone: (602) 955-8405

Fax: (602) 955-1049

Motorola Account Manager: Mike Sumnicht

Updated Sep. 09, 2014

Quote #: QU0000289697

Customer #: 1011234755

PREPARED FOR: <b>Dave Montgomery</b>	Bill To: <b>Superstition Fire &amp; Medical</b>	Ship to: <b>Superstition Fire &amp; Medical</b>
COMPANY: <b>Superstition Fire and Medical</b>	Address: <b>565 N. Idaho Road</b>	Address: <b>565 N. Idaho Road</b>
PHONE: <b>(480) 982-4440</b>	<b>Apache Junction, AZ 85219</b>	<b>Apache Junction, AZ 85219</b>
EMAIL: <a href="mailto:dave.montgomery@ajfire.org">dave.montgomery@ajfire.org</a>		

### Equipment Details and Pricing

Qty.	Model	Description	List Price	Disc. Price	Total Price
<b>Motorola APX7000 Portable Radio Accessories:</b>					
				25%	
5	NTN8266B	Belt Clip Kit	\$ 12.00	\$ 9.00	\$ 45.00
5	NNTN8203A	APX IMPRES XE Remote Speaker Microphone (green)	\$ 335.00	\$ 251.25	\$ 1,256.25
5	NNTN7080A	IMPRES Single Unit Charger (APX)	\$ 125.00	\$ 93.75	\$ 468.75
30	NNTN8092A	IMPRES 2300mAh Li Ion Battery	\$ 140.00	\$ 105.00	\$ 3,150.00
<b>Accessory Sub:</b>					<b>\$ 4,920.00</b>

**AZ APX Encryption Promo with Trade-In Good through September 26, 2014.**

Subtotal \$ 32,982.50  
Tax 8.5% \$2,803.51  
Shipping n/a

**Thank you for your consideration of Motorola products and solutions!**

**QUOTE PAGE TOTAL \$35,786.01**

THIS QUOTE IS BASED ON THE FOLLOWING:

- This quotation is provided to you for your information purposes only, and is not intended to be an offer or binding proposal. If you wish to purchase the quoted products, Motorola will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively--receive your purchase order which will be acknowledged.
  - Quotes are exclusive of all installation and programming charges (unless expressly stated) and taxes are estimated.
  - Purchaser will be responsible for shipping costs, which will be added to the invoice--unless stated otherwise.
  - Prices quoted are valid for thirty (30) days from the date of the quote.
  - Unless otherwise stated, payment will be due within thirty (30) days of invoice date or concurrently with shipping.
- MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH THESE PRODUCTS, EXPRESS OR IMPLIED INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. MOTOROLA'S TOTAL LIABILITY ARISING FROM THIS QUOTE WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

**Thank you for your consideration of Motorola products and solutions!**

QUOTE ACCEPTED *DM*  
9/9/2014

Go to Item 5



## **Governing Board Meeting – September 17, 2014**

**Agenda Item: 5**

**BOD#: 2014-09-04**

### **Agenda Item Title:**

Consideration and approval of grandfathering current DROP participants from the change in sick leave payout benefits (ratio and hourly payout rate) upon retirement – approved within the FY 14/15 budget.

### **Submitted by:**

Fire Chief Paul Bourgeois

### **Background / Discussion:**

One of the benefit changes approved within the FY14/15 budget was a change to the sick leave payout benefits upon retirement.

The District's approach to sick leave payout benefits prior to the change effective July 1, 2014, was 100% of the accrued sick leave hours at retirement multiplied by the current hourly rate at time of retirement.

Within the FY14/15 budget, the District's approach was changed to 50% (60% if the person's accrual is at the maximum 1,460 hour cap) of accrued sick leave hours at retirement multiplied by the average of the last 5 years hourly rate prior to retirement.

There are three (3) 56-hour personnel who had entered into the PSPRS DROP program prior to this benefit change effective July 1, 2014. These three (3) individuals will be financially impacted by this change. For example, at no fault of their own, there is insufficient time for any of these three (3) individuals to reach the maximum sick leave hourly cap of 1,460 hours prior to their retirement dates, costing them 10% of their accrued sick leave hours.

Upon further discussion, it is Staff's position that the change to the sick leave payout benefits should not apply to individuals who made important decisions pertaining to retirement timing, only to have the parameters of their benefits changed after the fact.

Therefore, Staff is recommending the Board approve the grandfathering of the sick leave payout benefits (ratio and hourly payout rate) for these three (3) individuals to the levels in effect prior to July 1, 2014 (100% payout ratio and hourly rate equal to their current hourly rate at retirement).

The estimated cost of this proposal is \$38,000 in FY16/17, and \$13,000 in FY19/20.

Insofar as these estimated costs are 2-5 years in the future, Staff feels the District has ample time to plan and budget for this expense.

### **Recommended Motion:**

*"Motion to approve the grandfathering of the sick leave payout benefits for the three (3) full time 56-hour employees who are currently enrolled in the PSPRS DROP program to the levels in effect prior to the July 1, 2014 change."*

### **Financial Impact/Budget Line Item:**

None in FY 14/15; an estimated \$38,000 in FY 16/17; and \$13,000 in FY 19/20

### **Enclosure:**

None

Go to Item 6



## **Governing Board Meeting – September 17, 2014**

**Agenda Item: 6**

**BOD#: 2014-09-05**

### **Agenda Item Title:**

Discussion and potential approval of the First Amendment to the Deferred Compensation Administration Plan between Superstition Fire & Medical District and Nationwide Retirement Solutions.

### **Submitted By:**

Fire Chief Paul Bourgeois

### **Background / Discussion:**

At the April 8, 2014 Board meeting, the Board approved the transition to Nationwide Retirement Solutions to become the District's Deferred Compensation 457 Fund provider. To further clarify and document the fees associated with the Deferred Compensation 457 funds, Nationwide Retirement's legal department has forwarded the enclosed First Amendment to the original agreement for consideration and approval by the Board.

Section 3B documents the process by which Galloway Asset Management and Chuck Sklader, both serving as advisors to the plan's participants and Governing Board, shall receive compensation. In summary, Nationwide will assess an annual asset management charge of 0.15% on each participant's account balance. Nationwide will remit the proceeds from the asset management fee to the District, who will in turn will pay Galloway Asset Management and Chuck Sklader. While the District may pay the advisor on a quarterly or semi-annual basis, the District is acting solely as an intermediary and will not incur any costs in this process.

The annual asset management charge of 0.15% will be adjusted downward as the total assets under management grows.

### **Recommended Motion:**

*"Motion to approve the First Amendment to the Deferred Compensation Administration Plan between SFMD and Nationwide Retirement Solutions."*

### **Financial Impact(s)/Budget Line Item:**

n/a

### **Enclosure:**

First Amendment to the Deferred Compensation Plan Administration Agreement between SFMD and Nationwide Retirement Solutions.

Go to Item 7



**FIRST AMENDMENT TO THE  
SUPERSTITION FIRE AND MEDICAL DISTRICT  
DEFERRED COMPENSATION PLAN  
ADMINISTRATION AGREEMENT**

This First Amendment (“First Amendment”) to the Superstition Fire and Medical District Deferred Compensation Plan Administration Agreement (“Agreement”) between Nationwide Retirement Solutions, Inc., a Delaware Corporation (hereinafter “Nationwide”) and the Superstition Fire and Medical District (hereinafter “Employer”), is effective this \_\_\_\_ day of \_\_\_\_\_, 2014, by and between the Employer and Nationwide.

**WHEREAS**, Employer and Nationwide executed the Agreement on the 23rd day of July, 2014; and

**WHEREAS**, Employer desires to continue to contract with Nationwide in connection with the administration of the Superstition Fire and Medical District Deferred Compensation Plan (the “Plan”); and

**WHEREAS**, Nationwide desires to continue to provide the nondiscretionary recordkeeping and administrative services to the Plan described in the Agreement (the “Administrative Services”) subject to the terms and conditions set forth in the Agreement and this First Amendment.

**NOW THEREFORE**, Employer and Nationwide hereby amend the Agreement as follows:

1. A new Section 3 is added to the Agreement as follows, and all numbered sections following the new Section 3 are renumbered accordingly. Section 3 will now read as follows:  
  
**3. COMPENSATION**



A. Employer acknowledges that Nationwide and its affiliates receive payments in connection with the sale and servicing of investments allocated to participant Plan accounts from the providers of those investments, including Nationwide Life Insurance Company (“NLIC”), through separate arrangements with those investment providers (“Investment Option Payments”). Nationwide and its affiliates shall be entitled to compensation for performance of the Administrative Services for the Plan under this Agreement through the receipt of the Investment Option Payments.

Investment Option Payments may include revenue associated with annuity contracts offered by NLIC, Mutual Fund Payments as described in Exhibit A attached hereto, and by this reference incorporated in and made a part of the Agreement, and other payments received from investment option providers. Investment Option Payments only include revenue earned from any Nationwide investment products that is directly credited to Nationwide for administrative services, and not the revenue earned by affiliated Nationwide companies or businesses in connection with the management of the investments themselves. Further, for mutual fund investment options selected by the Employer and made available to the Plan's participants, the Employer understands and agrees that Nationwide may receive service fee payments from the investment providers (or their affiliates) on assets not related to the Plan, which would not be included in the calculation of Investment Option Payments.

B. At the direction of Employer, Nationwide agrees to apply an asset management charge of 0.15% that will be assessed across all investment options (except as limited by this paragraph) to cover reasonable and necessary plan expenses, including but not limited to consultant and



Registered Investment Advisor services. The total assets held in the Plan will be reviewed by Nationwide and the Employer on a mutually agreed upon basis to determine if a lesser asset management charge can be taken to cover such Plan expenses. The determination of whether or not a plan expense is reasonable and necessary will be made by the Employer in writing on a continuing basis as Nationwide does not make such determinations. The asset management charge will be based on the average total monthly values of the Plan's assets held by Nationwide based on month-end values. That portion of participant accounts invested in the Self-Directed Brokerage Account ("SDBA"), representing a participant loan, or invested in Nationwide's managed account service ("ProAccount") will not be assessed the asset management fee. Employer agrees to submit invoices for the plan expenses directly to Nationwide for payment.

Nationwide shall provide an annual report to the Employer detailing the calculation of the asset management charge.

C. Nationwide shall also receive fees with respect to a participant's use of the SDBA, participant loan administration, and ProAccount as follows:

- SDBA Account:
  - Non-refundable enrollment fee of \$50 per participant
  - \$50 per participant annual administration fee
- Participant Loans:
  - \$50 initiation fee for each participant loan
  - \$50 annual administration fee for each outstanding participant loan
  - \$50 loan default fee
  - \$25 insufficient fund fee



- ProAccount:
  - As outlined in the ProAccount agreement between Nationwide and the Plan participant.

Participant fees for the SDBA, participant loans, and ProAccount are in addition to the compensation for Administrative Services as provided in this Agreement.

Except as otherwise provided herein, all the terms and conditions of the Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the parties execute this First Amendment effective on the date first written above.

APPROVED BY  
Nationwide Retirement Solutions, Inc:

By: \_\_\_\_\_

Title:

Date: \_\_\_\_\_

APPROVED BY  
Superstition Fire and Medical District:

By: \_\_\_\_\_

Title:

Date: \_\_\_\_\_



## Exhibit A

### Mutual Fund Payments *Our Relationships with the Mutual Funds*

Nationwide Retirement Solutions, Inc., offers a variety of unregistered group variable annuity contracts and mutual fund platforms (collectively referred to as "retirement products"). Those retirement products are sold exclusively in the public sector retirement markets through NRS's life insurance and trust company affiliates (collectively referred to as the "Nationwide companies")

The variable accounts, trust accounts, or custodial accounts (the "Accounts") that accompany the retirement products offer investment options, and purchase and sell shares of certain mutual funds in the aggregate each day so that the performance of the investment options corresponds to the performance of those mutual funds. When the Accounts aggregate these transactions, the mutual fund does not incur the expense of processing individual transactions that it would incur if it sold its shares to the public directly. This expense is instead incurred by the Nationwide companies.

The Nationwide companies also incur the distribution costs associated with selling the retirement products, which benefits the mutual funds by providing contract owners and participants with investment options that correspond to the underlying mutual funds.

An investment adviser or subadviser of a mutual fund or its affiliates may provide the Nationwide companies with wholesaling services that assist in the distribution of the retirement products and may pay to participate in educational and/or marketing activities. These activities may provide the adviser or subadviser (or their affiliates) with increased exposure to persons involved in the distribution of the retirement products.

#### *Types of Payments the Nationwide Companies Receive*

In light of the above, certain mutual funds or their affiliates make payments to the Nationwide companies (the "payments"). The amount of these payments is typically based on an agreed upon percentage times the amount of assets that the Accounts invest in the mutual funds.

These payments may be used for any corporate purpose, which includes reducing the price of the retirement products, paying expenses that the Nationwide companies incur in promoting, marketing, and administering the retirement products, and achieving a profit.

The Nationwide companies receive the following types of payments:

- Mutual fund 12b-1 fees, which are deducted from mutual fund assets;
- Sub-transfer agent fees or fees pursuant to administrative service plans adopted by the mutual fund, which may be deducted from mutual fund assets; and



- Payments by a mutual fund's adviser or subadviser (or its affiliates). Such payments may be derived, in whole or in part, from the advisory fee that is deducted from mutual fund assets and reflected in the mutual fund charges.

Furthermore, the Nationwide companies benefit when assets are invested in Nationwide's affiliated mutual funds (i.e., Nationwide Variable Insurance Trust and/or Nationwide Mutual Funds) because their affiliates also receive compensation from the mutual funds for investment advisory, administrative, transfer agency, distribution, and/or other services. Thus, the Nationwide companies may receive more revenue with respect to affiliated mutual funds than unaffiliated mutual funds.

The Nationwide companies took these anticipated payments into consideration in determining the charges they impose under the retirement products (apart from fees and expenses imposed by the mutual funds). Without these payments, the Nationwide companies would have imposed higher charges on their retirement products.

### *Amount of Payments the Nationwide Companies Receive*

For the year ended December 31, 2013, for public sector retirement products, the maximum payments that the Nationwide companies received from the mutual funds and their affiliates (as a percentage of the average daily net assets of the mutual funds attributable to the retirement products) and weighted average payments were:

	Maximum Percentage	Weighted Averages**
Public sector retirement products*	0.75%	0.286%

\*Excludes select public sector retirement plan assets where the Nationwide companies either do not have agreements to receive any payments from the mutual funds or do not retain payments from the mutual funds.

\*\* Weighted averages are the product of amounts the Nationwide companies earned, divided by annual average mutual fund assets (using quarter end average balances). All mutual funds available in a line of business are included when determining average mutual fund assets, regardless of whether the mutual funds or their affiliates actually made any payments to the Nationwide companies during the year, subject to the exclusion noted above.

Most mutual funds or their affiliates have agreed to make payments to the Nationwide companies, although the amount of the payment may vary from mutual fund to mutual fund. Some mutual funds may not make any payments at all.

The amount of the actual payments the Nationwide companies receive is based on an agreed upon percentage times the amount of assets invested by the Accounts in the mutual funds. As such, the Nationwide companies may receive higher payments from mutual



funds that pay a lower percentage than from mutual funds that pay a higher percentage because of the level of assets invested by the Accounts.

Opportunities to participate in educational and/or marketing activities offered by investment advisers or subadvisors of the mutual funds or their affiliates to employees of the Nationwide companies are not taken into account in determining the amount of payments received.

### ***Identification of Mutual Funds Offered in Our Retirement Products***

The Nationwide companies identify a menu of potential mutual funds that correspond to the investment options for their retirement products. They may consider several criteria when identifying those mutual funds, including some or all of the following: investment objectives, investment process, investment performance, risk characteristics, investment capabilities, experience and resources, investment consistency, and fund expenses.

In some cases, the Nationwide companies identify mutual funds based on requests and recommendations made by retirement Employers and/or their advisors. Another factor the Nationwide companies consider during this process is whether the mutual fund's adviser or subadvisor is one of their affiliates or whether the mutual fund, its adviser, its subadvisor(s), or an affiliate will make payments such as those described above.

The Employer should consider all of the fees and charges of a retirement product in relation to the features and benefits of that product when deciding which investment options to offer for the Plan. The fees of the mutual funds being offered as part of the overall retirement product should also be considered in the Employer's decision. Employer understands that higher product and mutual fund fees and charges have a direct effect on the investment performance of the Plan's investment options.

(Additional information is available through "Fund Payments Made to Nationwide" link on [www.nrsforu.com](http://www.nrsforu.com))



**Governing Board Meeting – September 17, 2014**

**Agenda Item: 7**

**BOD#: 2014-09-06**

**Agenda Item Title:**

Discussion and high level overview of the CMS grant process.

**Submitted By:**

Fire Chief Paul Bourgeois

**Background / Discussion:**

Battalion Chief Brett Broman and Firefighter Dave Pohlmann will address the board in regards to the CMS grant process. A high level summary of the service delivery model and other key points our district will expect over the next three (3) years will be presented via PowerPoint.

**Recommended Motion:**

None

**Financial Impact(s)/Budget Line Item:**

n/a

**Enclosure:**

None

Go to Item 8



**Governing Board Meeting – September 17, 2014**

**Agenda Item: 8**

**BOD#: 2014-09-07**

**Agenda Item Title:**

Discussion and possible action for submitting the formal application for a Certificate of Necessity (CoN).

**Submitted By:**

Fire Chief Paul Bourgeois

**Background / Discussion:**

Battalion Chief Brett Broman and Firefighter Dave Pohlmann will address the board regarding the positive direction and new spirit of cooperation between our district and Rural-Metro. The working relationship with Rural-Metro continues to improve since they have “shuffled the deck”. Our district is in a better position than ever before to guarantee a high-quality service for our citizens. Because of the synergy and collaboration taking place we are at a point to formally submit an application for a Certificate of Necessity (CoN). Staff is asking for the board’s continued support in the CoN application process and to formally submit the application through AZDHS.

**Recommended Motion:**

*“Motion to formally submit an application for a Certificate of Necessity through Arizona Department of Health Services.”*

**Financial Impact(s)/Budget Line Item:**

n/a

**Enclosure:**

None



**Governing Board Meeting – September 17, 2014**

**Agenda Item: 9**

**BOD#: 2014-09-08**

**Agenda Item Title:**

Discussion and possible action concerning the proposed fire chief evaluation template and procedure.

**Submitted By:**

Fire Chief Paul Bourgeois

**Background / Discussion:**

November 2014 marks the yearly fire chief evaluation process. During the 2013 evaluation process the Board of Directors (BOD) requested to simplify the fire chief evaluation process. Included in the board packet is a proposed Fire Chief Evaluation template and a Fire Chief Evaluation Process Policy for adoption.

For review and bench marking purposes, Golder Ranch Fire District Fire Chief’s Evaluation and Evaluation Process Policy is also included for comparison.

Staff recommends the following timeline for the fire chief’s evaluation process:

Month	Process
September	<ul style="list-style-type: none"><li>➤ Review Fire Chief Evaluation Template and approve a final draft.</li><li>➤ Review and approve the Fire Chief Evaluation Process Policy.</li></ul>
October	<ul style="list-style-type: none"><li>➤ Chief Bourgeois will present the annual report and accomplishments from the 2013/2014 Operational Plan.</li><li>➤ Chief Bourgeois will schedule one-on-one meetings with the BOD to discuss and clarify accomplishments.</li></ul>
November	<ul style="list-style-type: none"><li>➤ The BOD will convene to achieve consensus related to the four key results areas, during executive session pursuant to A.R.S. §38-431.01(A)(1).</li></ul>

**Recommended Motion:**

*“Motion to formally adopt the Fire Chief Evaluation Process Policy and to direct staff to distribute the finalized template of the Fire Chief Evaluation to Board of Directors and approve proposed timeline for staff to move forward with the fire chief evaluation process.”*

**Financial Impact(s)/Budget Line Item:**

n/a

**Enclosure:**

- SFMD Fire Chief Evaluation
- Golder Ranch Fire Chief Evaluation
- SFMD Fire Chief Evaluation Process Policy
- Golder Ranch Fire Chief Evaluation Process Policy



**SUPERSTITION FIRE/MEDICAL FIRE DISTRICT  
FIRE CHIEF EVALUATION FORM**

<b>Fire Chief:</b> <b>Hire Date:</b>	<b>Paul Bourgeois</b>	<b>Review Date:</b>
<b>Governing Board of Directors:</b> Chairman: Director: Director: Director: Director:		<b>Current Evaluation Period:</b>

**Business Environment, Grading Criteria, Key Results Areas**

**Business Environment**  
 The Superstition Fire/Medical District covers nearly 62 square miles and serves a year round population of approximately 85,000 people, with the potential to double in geography and customers with planned growth. The current operating budget is nearing \$20 million dollars which includes land, facilities, personnel and infrastructure for 5 state of the art firefighting/paramedic units 24 hours per day.

**Grading Criteria**  
 The following grading scale and criteria will be utilized by the Superstition Fire/Medical Board of Directors (BOD) for the purpose of evaluating the fire chief's performance.

**Grade (A)** indicates outstanding performance. The fire chief is very proficient in his/her skills and strong performance is consistently observed.

**Grade (B)** indicates performance is admirable and above the level expected. Proficiency is developing and very good performance is frequently observed.

**Grade (C)** indicates performance is satisfactory and meeting reasonable expectations of a qualified fire chief. The chief is beginning to grasp concepts/skills.

**Grade (D)** means the fire chief does not yet understand concepts/skills that have been introduced and performance is well below what is reasonably expected of a qualified and fully functioning fire chief. An action plan should be mutually developed to identify performance deficiencies and where practical, a reasonable opportunity to improve should be provided.

**Grade (F)** indicates that performance is unacceptable and potentially places the fire district at risk and that a lack of performance may be grounds for dismissal as outlined in the chief's contract. An action plan may also be considered if the BOD believes such an endeavor may help in correcting serious performance deficiencies.

\*Please note a Grade of B or below, please provide an explanation with clearly stated objective(s) and expectation(s) for improvement on next performance evaluation.

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## **Key Results Areas**

### **Business Acumen, Planning and Administration**

- Prepares, submits, and maintains professional reports, analysis and recommendations about the financial condition of the fire district.
- Prepares and administers budgets; manages a comprehensive capital expenditure plan; manages labor costs (compensation and benefits) and other financial control systems.
- Oversees the purchase processes for expenditures within the approved budget.
- Manages and insures compliance with all contractual obligations; adheres to required financial practices, labor laws, and state/local regulations relative to the management of a fire district; and investigates complaints relative to the business and financial administration of the district.
- Plans for growth; presents cost effective initiatives to manage the future of the fire district and the community.
- Facilitates the accurate and timely reporting of district business and presents matters in a transparent and straightforward manner.

### **Human Resource Management**

- Promotes a professional work environment that is both positive and productive and that is free of discrimination, prejudice, and unprofessional conduct.
- Takes effective personnel action with respect to hiring, promotions, compensation & benefits, discipline, and/or termination of SFMD employees.
- Establishes policy and Standard Operating Guidelines in accordance with the Board, senior leadership team, labor and other stakeholders as necessary.
- Insures district policy and practices are administered in a fair, consistent, and equitable manner and that investigation of employee complaints and any action(s) brought by Federal, State and local regulatory agencies are administered accordingly.
- Builds trust and motivates others.
- Is sensitive to the concerns of employees and other stakeholders.

### **Communications**

- Is easy to talk to; is a good listener; is thoughtful, positive and articulate.
- Takes the initiative to communicate important and timely information to employees, the Board and the community.
- Facilitates the accurate and timely reporting of district business and presents matters in a transparent and straightforward manner.
- Keeps employees and the Board informed of changes within the organization and in the fire service environment.
- Sets clear direction for the organization and communicates his/her vision.
- Utilizes innovative approaches to enhance communications including the use of technology and social media.
- Is open to new ideas and suggestions for change.
- Communicates with stakeholders and works with them to further district initiatives.

Go to Item 10



## Leadership

- Encourages "service excellence" and the delivery of high quality service.
- Promotes teamwork and inspires others with his/her vision.
- Is innovative and implements strategies that add value to the organization.
- Demonstrates a high degree of integrity and personal commitment to organizational improvement.
- Sets goals; motivates others to improve service delivery; and through others, achieves objectives that help move the organization forward.
- Makes good decisions that are in the best interest of all stakeholders.
- Is honest, builds trust, and motivates others.
- Is respected and commands top performance from staff.
- Shows initiative and creativity in dealing with issues, problems and unusual situations.
- Promotes a professional work environment that is both positive and productive and that is free of discrimination, prejudice, and unprofessional conduct.

## AREAS OF SIGNIFICANT ACHIEVEMENT AND/OR KEY BARRIERS TO SUCCESS

*(completed by fire chief)*

### **BUSINESS ACUMEN, PLANNING AND ADMINISTRATION:**

### **HUMAN RESOURCES MANAGEMENT:**

### **COMMUNICATIONS:**

### **LEADERSHIP:**

Go to Item 10



**PERFORMANCE EVALUATION** *(completed and approved by the Board)*

The ratings below indicate a consensus opinion of the Superstition Fire/Medical District Governing Board regarding the Fire Chief's performance in the following 4 Key Results Areas:

Key Results Area	Rating
<i>Business Acumen, Planning and Administration</i>	
<i>Human Resources Management</i>	
<i>Communications</i>	
<i>Leadership</i>	
<b>Overall Grade:</b> <input type="text"/>	

**COMMENTS FROM THE BOARD:**

**(OPTIONAL) Goals And Objectives For Next Evaluation Period:**

Go to Item 10



**Fire Chief Signature**

Name: Paul Bourgeois, Fire Chief  
Date:

*Signature:*

**Governing Board Signatures**

Chairman: Todd House  
Date:

*Signature:*

Director: Jeff Cross  
Date:

*Signature:*

Director: Charlie Fox  
Date:

*Signature:*

Director: Barbara Cobb  
Date:

*Signature:*

Director: Linda Shank  
Date:

*Signature:*

***Next Review: November 2015***

NOTHING FOLLOWS ON THIS PAGE

Go to Item 10





# Self-Evaluation 2014 - 2015

## Fire Chief

### Management and Leadership

Goal	Objective	Performance Result	Met	Not Met
<b>Communication</b>	Prepares Board packets by the Friday preceding the scheduled Board Meeting.			
	Communicates with the Fire Board via email on an as needed basis.			
	Shares critical information on an ongoing basis with the Fire Board			
<b>Professional Relationships</b>	Attends bi-monthly Oro Valley Town Council Meetings or sends designee			
	Routinely attends organization meetings such as: Pima Fire Chiefs, Arizona Fire Chiefs and Arizona Fire Districts Association.			
	Routinely communicates with public officials on an ongoing basis.			
<b>Employee Relationships</b>	Maintains and fosters an open door policy.			
	Meets with Union leadership a minimum of once per quarter.			
	Visits each station/division once per quarter (meets with each shift/station once a year).			
<b>Personal Conduct</b>	Maintains respectful conduct in both verbal and non-verbal communications.			
	Conducts self in a professional manner at all times.			
<b>District Advancement</b>	Keeps apprised and educated in regards to new ideas and methodologies.			
	Suggests avenues to implement new ideas and methodologies.			
	Stays abreast and communicates laws, requirements and timelines that impact the District.			



<b>Supervisory Ability</b>	Annually evaluates subordinates.			
	Conducts bi-monthly staff meetings.			
	Sets goals and objectives for subordinates and meet regularly to monitor progress or provide direction.			

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## Administrative Ability

Goal	Objective	Performance Result	Met	Not Met
<b>Finances and Budgeting</b>	Works with the Fire Board and Staff to submit a timely annual budget that fulfills the needs and objectives of the District.			
	Continually monitors District finances and maintains a balanced budget.			
<b>Planning and Reporting</b>	Submits timely reports to the Fire Board, county departments and board of supervisors (Pima and Pinal County).			
	Oversees implementation and progress of District's Strategic Plan and facilitates avenues for its success.			
	Utilizes District tools i.e.; computers, software, communication devices etc. to effectively manage and organize District activities and responsibilities.			

EMPLOYEE NAME	Chief Randy Karrer	
RATER NAME(S)		
RATING PERIOD (Month and Year)	FROM 4/2015	TO 3/2016

- ANNUAL EVALUATION
- QUARTERLY EVALUATION
- OTHER \_\_\_\_\_

**Fire Chief's personal/professional goals for next evaluation year:**

- 1.
- 2.
- 3.

**Employee Comments:**

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---



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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



 <p><b>Policy</b></p>	<b>Policy:</b>	<b>Volume X:</b> Board of Directors
	<b>Subject:</b> Fire Chief Evaluation Process	
	<b>Effective Date:</b>	<b>Revision Date:</b> September 2014
	<b>Approved By:</b> Board of Directors	

## Purpose

Establishes policy and procedure for the fire chief evaluation process.

## Policy

An annual performance evaluation is a process by which job performance of an employee is appraised on yearly basis for the purpose of individual (and organizational) development and career advancement. As your employee, it is important to provide the Fire Chief with formal feedback based upon your observations and evaluation of his/her performance. When completing the evaluation:

- Please take into consideration information contained in the fire district's Annual Report, Operational Plan, Strategic Plan and Fire Chief's Self Evaluation (if requested) as a resource when completing your evaluation.
- Please select the letter grade that best corresponds with your evaluation of the objectives listed within the "Key Results Areas" (KRA's) section.
- Please plan to substantiate your rating for each KRA and provide supporting comments or specific examples - this detail is vital to the process.

***Please Note:*** *If you feel that you are unable to adequately evaluate one of the KRA's based on limited observations please indicate "unable to evaluate" and do not provide a letter grade. If necessary, these areas can be discussed further in executive session.*

- Please prepare to make note of specific areas in which he/she is doing well and any elements that may require improvement. Be prepared to articulate the board's collective performance expectations related to any identified shortcomings.
- For a Grade of "C" or below, a formal detailed performance improvement plan should be considered.
- Identify and establish any goals that you would like for him/her to achieve during the next evaluation year.

In completing this evaluation you are asked to provide your **individual input** regarding the Fire Chief's performance year-to-date; however since this is a **joint evaluation** your assessments will need to be consolidated into one evaluation for the Chief's personnel record. The Human Resources Manager (or a designee)



 <b>Policy</b>	<b>Policy:</b>	<b>Volume X:</b> Board of Directors
	<b>Subject:</b> Fire Chief Evaluation Process	
	<b>Effective Date:</b>	<b>Revision Date:</b> September 2014
	<b>Approved By:</b> Board of Directors	

will gather your individually completed evaluations and compile your comments into one form. It is proposed that the Board Members meet in Executive Session with the Human Resources Manager, review the collected comments, discuss, and then “fine tune” the final evaluation into a clear, concise message to be presented to your Fire Chief.

Board members will be provided an electronic form so you can enter your comments, save your changes, and e-mail to the Human Resources Manager (or designee). This is the preferred method to receive your feedback because your comments can easily be “cut and pasted” into the final form. If, however, you prefer to write your comments, you may complete a paper copy and either drop it off or mail it to the attention of the District’s Human Resources Manager marked “confidential.”

In Executive Session, the compiled document will be projected on a screen for the Board to view and edit as necessary. Once the Board is satisfied with the result, a final copy of the evaluation will be printed and signed by each board member, the Fire Chief will then be called to join the executive session where the Board Chairperson will administer the evaluation.

This procedure outlines an annual evaluation process however either the board or the fire chief may request more frequent evaluations as needed at predetermined intervals. This customized procedure should be discussed and approved at a regularly scheduled monthly board meeting.





## Fire Chief Evaluation Process

**2014-2015**

Performance evaluation is a process by which the job performance of an employee is appraised for the purpose of individual (and organizational) development and career advancement. As your employee, it is important to provide the Fire Chief with formal feedback based upon your own observations and evaluation of his performance. When completing the evaluation, please consider and incorporate the following:

- Consider information contained in the Fire Chief's Self Evaluation you recently received (*NEW to the process this year*).
- When completing the Performance Evaluation form, for each objective listed within the "Performance Results" section, please check "Met" or "Not Met". Then, to substantiate your rating for each objective, provide supporting comments or specific examples - this detail is vital to the process.

**Please Note:** *If you do not feel that you are able to adequately evaluate one of the performance objectives (based on limited observations regarding that particular objective) please write/type "unable to evaluate" and do not check the "met/not met" section. If necessary, these areas can be discussed further in executive session.*

- Note complete and accurate information and feedback concerning his performance.
- Identify performance elements in which he is doing well and those elements that require improvement.
- Establish plans to correct performance shortcomings.
- Identify and establish any goals that you would like for him to achieve during the next evaluation year (*i.e. March 2015-February 2016*).



As previously decided by the Board, you are tasked with providing your **individual input** regarding the Fire Chief's performance to date; however since this is a **joint evaluation** it will need to be consolidated into one evaluation for the Chief's personnel record. In order to accomplish this, Sharron Lovemore (Human Resources Manager) will facilitate this process by gathering your individually completed evaluations and compiling your comments into one form. It is proposed that the Board Members meet in Executive Session with the Human Resources Manager, review the compiled comments, discuss, and then "fine tune" the final evaluation to be presented your Fire Chief.

You are receiving a "fillable" performance evaluation form by e-mail so that you can enter your comments, save your changes, and e-mail back to Sharron Lovemore. This is the preferred method to receive your feedback because your comments can easily be "cut and pasted" into the final form. If, however, you prefer to write your comments, you may complete a paper copy and either drop it off or mail it to the attention of Sharron Lovemore marked "confidential". If you would like to receive a blank paper copy in the mail please contact Human Resources.

In Executive Session, the compiled document will be projected on the screen for the Board to view and it can be modified as necessary in that meeting as the Board desires. Once the Board is satisfied with the result, a final copy of the evaluation will be printed so that you may each sign the document, the Fire Chief will then be called to join the meeting, and the Board Chairperson will administer the evaluation to him. Please contact Sharron Lovemore, if you have any questions, comments or concerns.

Kind Regards,

Sharron Lovemore  
Human Resources Manager



**Governing Board Meeting – September 17, 2014**

**Agenda Item: 10**

**BOD#: 2014-09-09**

**Agenda Item Title:**

Chief's Report

**Background / Discussion:**

This item is for the Fire Chief to share information with the Board of any variety of items occurring within, or related to, the Fire District. Any item shared is for information only. Upon request of the Board, any item shared during this agenda item may be moved to the agenda for future meetings. Governing Board discussion, other than clarifying questions, cannot occur and no action, position, or direction may occur until the specific item is placed on the agenda.

- Statistical Reports for August.

**Governing Board Meeting – September 17, 2014**

**Agenda Item: 11**

**BOD#: 2014-09-n/a**

**Agenda Item Title:**

Announcements

**Background / Discussion:**

The BOD and/or Staff may share information at this time.

**Governing Board Meeting – September 17, 2014**

**Agenda Item: 12**

**BOD#: 2014-09-10**

**Agenda Item Title:**

Adjourn

**Recommended Motion:**

*“Motion to adjourn the Board Meeting.”*



# Superstition Fire & Medical District August 2014 - Operational Report

## Community Services & Activities

Description	August 2014	Fiscal YTD
Blood Pressure Check Events	8	18
Car Seats Installed/Placed	5	17
CCR Demonstrations	0	0
CCR Demo Students	0	0
Community Events/Festivals	1	5
Community PSAs Produced	0	0
CPR & 1st Aid Classes	2	3
CPR & 1st Aid Students	18	29
CPR & AED Classes	4	5
CPR & AED Students	27	38
Fire Investigations	5	8
Fire Station Tours	1	1
Inspections - Business	5	20
Inspections - Specialty/Complaint	7	17
Juvenile Fire Setter Program	1	2
Neighborhood Canvass - Post-Drowning	1	2
Neighborhood Canvass - Post-Fire	1	1
Plan Reviews	10	21
Safety Classes - Fire & Water	0	4
School - Fire Drills	8	8
School - Pub Ed Classes	0	0
Smoke Alarms Placed	15	32

## Injury Report

	August 2014	Fiscal YTD
Injuries	2	3
Exposures	0	0
Sharps	0	0

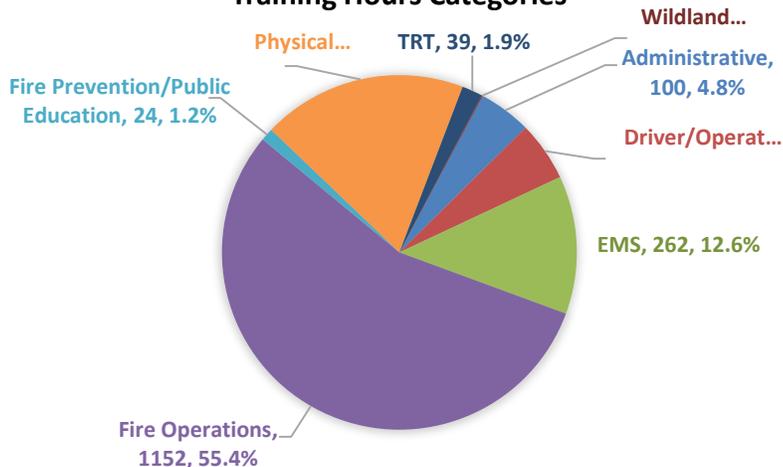


*E261 responded to a vehicle fire at SFMD Station 263 on 8/20/14. This reserve ladder truck had caught fire due to a problem with the truck's electrical system.*



*Dispatched as a fire on 8/20/14, this incident at Four Peaks Elementary turned out to be an overheated A/C unit motor. SFMD and MFMD units responded.*

### Training Hours Categories

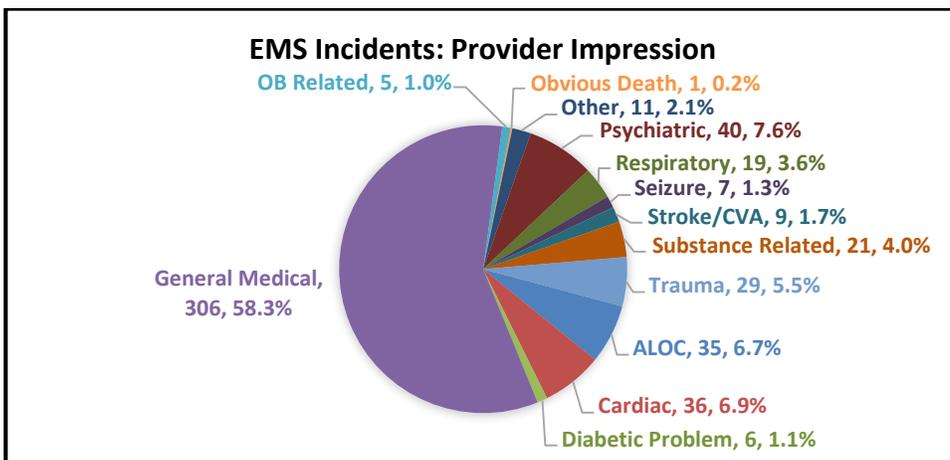
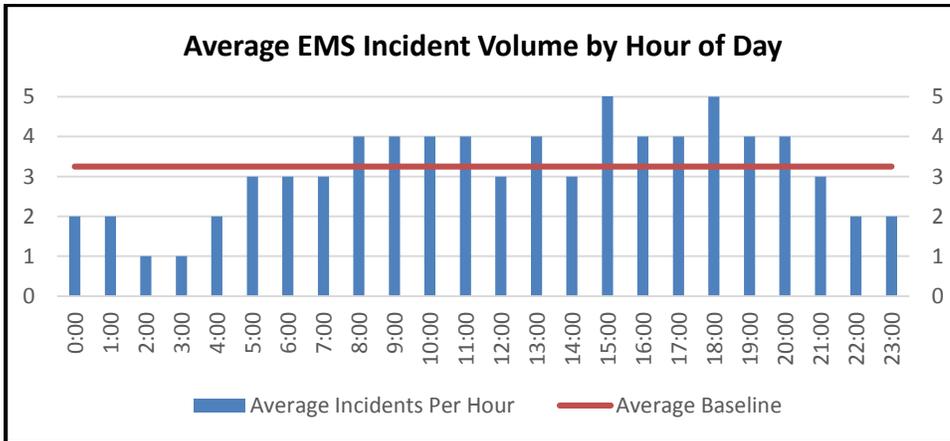
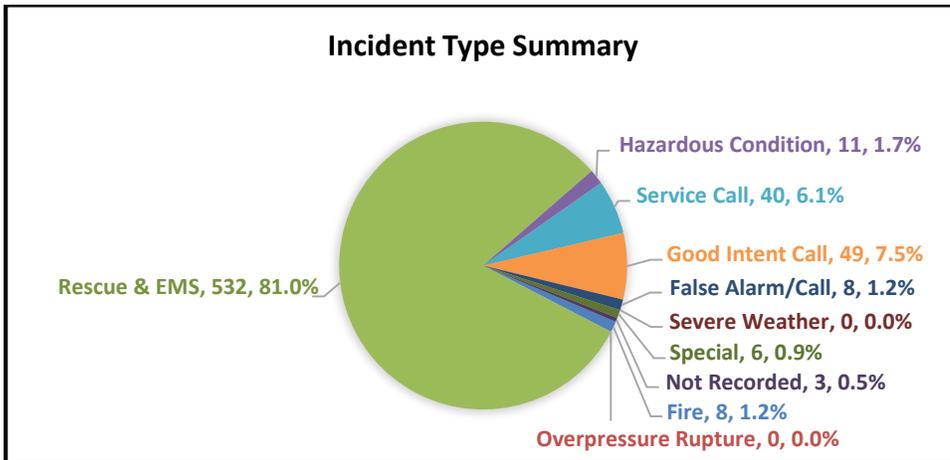


*SFMD and MFMD units respond to an attic fire on 8/28/2014 on the 3000 block of Goldfield Rd.*

# Superstition Fire & Medical District August 2014 - Monthly Report

Average Travel Time				
	Metro	Urban	Suburban	Rural
Travel Time Goal	5:12	5:12	6:30	13:00
Average Travel Time by Population Density	4:31	4:47	4:52	4:42
Average Travel Time District Wide	4:37			

Dispatches by Unit		
Unit	Dispatches	Fiscal YTD
B261	22	38
E261	258	485
E262	93	173
L263	241	461
L264	81	150
E265	41	78
TRV263	6	9
U262	5	9
R264	0	0
BR262	1	5
BR263	1	6
BR265	5	8
RH264	3	8



### Population Density Definitions

<b>Metropolitan</b>
An area with a population density of 3,000 or more people per square mile. <b>15%</b>
<b>Urban</b>
An area with a population density of 2,000-2,999 people per square mile. <b>8%</b>
<b>Suburban</b>
An area with a population density of 1,000-1,999 people per square mile. <b>10%</b>
<b>Rural</b>
An area with a population density of 0-1,000 people per square mile. <b>67%</b>