



**Governing Board Meeting Minutes
 October 15, 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, OCTOBER 15, 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 Cross.
- C. Roll Call showed Board Chairman Todd House, Board Clerk Linda Shank, Board Director Barbara Cobb, Board Director Charlie Fox and Board Director Jeff Cross 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, 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 September 2014 financial reports and bank reconciliations. (BOD #2014-10-01)*

Motion by Director Cross to approve the September 2014 financial reports and bank reconciliations. Seconded by Clerk Shank.

Vote 5 ayes, 0 nays. Motion passed.

Item 2: *Recognition of employee performance, achievements and special recognition for community members. (BOD #2014-10-02)*

Chairman House read the list of the following October Service Anniversaries:

Firefighter/Paramedic Sammy Ramirez	7 Years
Firefighter/Paramedic John Walka	7 Years
Firefighter Chris Robson	7 Years

October Service Awards (5, 10, 15, 20, 25, and 30):

Captain/Paramedic Craig Horvath	15 Years
BSO/Paramedic Jeremy Rocha	15 Years
Firefighter/Paramedic Dave Pohlmann	15 Years

Item 3: *Call to the Public. (BOD #2014-10-n/a)*
 None

Item 4: *Consideration and possible approval of all consent agenda items listed below:
(BOD #2014-10-03)*

- a) *Board Meeting Minutes from September 17, 2014.*
- b) *Revised IGA between SFMD and the Town of Florence relating to Fleet Maintenance on Florence Fire Department apparatus.*
- c) *IGA between SFMD and MFMD relating to the CMS Healthcare Innovation grant award.*
- d) *IGA between SFMD and other Automatic Aid partners relating to the Automatic Aid Agreement.*
- e) *Agreement and purchase of FireView Dashboard software with the Omega Group.*

Fire Chief Paul Bourgeois requested to remove item c), staff will bring this item to next month's meeting.

Motion by Director Cobb to approve the consent agenda items a through e except for item c for October 15, 2014. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 5: *Presentation and high level overview of the 2013/2014 Operational Plan.
(BOD #2014-10-04)*

Fire Chief Paul Bourgeois presented the 2013/2014 Operational Plan summary – per BOD# 2014-09-08 – Fire Chief's Evaluation Timeline. Highlights were as follows:

Milestones:

- September 2013 – The fire district transitioned to a new electronic records management system.
- October 2013 – The Board of Directors voted unanimously to change the name of the fire district to Superstition Fire and Medical District. This name is more reflective of the community we serve and the services we provide.
- October 2013 – SFMD was designated as a Premier EMS Agency by the Arizona Department of Health Services.
- January 2014 – SFMD was designated as a Heart Safe Community.
- March 2014 – SFMD received Reaccreditation from the Commission on Fire Accreditation International (CFAI).
- April 2014 – The Superstition Fire and Medical District Regional Training Center opened.
- June 2014 – In conjunction with Mesa Fire and Medical Department, SFMD was awarded a grant for \$2.8 million for the procurement of Self Contained Breathing Apparatus (SCBA's).
- Cardiac Arrest Survival Rate 36% - the national average is 9.5%, our district is well above the national average.

Strategic Planning Accomplishments:

- A Customer Satisfaction Survey was designed, implemented, and distributed. Email addresses are captured through the electronic patient care reports (ePCR), community events, and classes. The survey is also located on our website.
- Improved our technical environment throughout all locations. This includes the procurement of enhanced software applications, terminal servers, backup

servers, and cloud applications. In addition, adaptive tablets were deployed for use by field personnel.

- The accounting department selected the Tyler Incode accounting package from a sealed bid process. A slow-roll implementation process has begun for the conversion of CYMA to Tyler. It is expected to be fully implemented in July 2015.
- Phoenix NAP became the fire district's first data center providing greater storage, stability, and security of district records. A terminal server was added for the purpose of providing faster and reliable service to all remote stations and to reduce software costs.
- Senior Leadership was able to realign job duties and reclassify positions to better meet the needs of our community and better position the organization to move forward.
- All current BSO's and BC's have acquired the Incident Safety Officer (ISO) certification from the Fire Department Safety Officer Association (FDSOA).
- The Tuition Reimbursement policy was revised to better assist the membership in pursuing higher education.
- Five additional AED's were added to our community through our PAD program. This brings the total to 47 AED's located throughout the district.
- A standardized PIO hotline and an email address were established. This standardization allows the district to respond to media inquiries faster and more efficiently 24/7/365.
- Five PSA's were produced to educate our community, included subjects such as Cardio Pulmonary Resuscitation (CPR), Water Safety, Bicycle Safety, Smoke Detectors, and Holiday Safety.
- Canvassed neighborhoods after significant fire and water related incidents. This new initiative promotes fire and water safety education to residents residing in neighborhoods impacted by these incidents.

Major Initiatives for Fiscal Year 2014/2015

- CMS/Community Paramedicine
- Certificate of Necessity
- Tyler Implementation
- GIS – Dashboard Implementation
- Improved Firefighter Health & Fitness Exams
- Creation of a Peer Support Team & Comprehensive Behavioral Health Program
- Management Dashboard

Chairman House stated that he hasn't seen anything this comprehensive presented to the board in quite sometime. He is happy with the way things are moving forward in our district and he thanked Chief Bourgeois for all of the accomplishments the SFMD has made this year.

Item 6: *Review and possible discussion regarding the fire chief pay range. (BOD# 2014-10-05)*

Legal Counsel Donna Aversa explained to the board of directors this item was for informational purposes only. If the board has any additional information they would like included, Donna will compile the information for the board. She went on to explain that the thought behind this item is to have the information at the board's fingertips as they go through the evaluation process for the fire chief.

Chairman House encouraged the board of directors to look over the information and to contact Donna with any additional departments they would like added to the list.

Item 7: *Discussion and overview of the status of the CMS grant. (BOD# 2014-10-06)*

Firefighter/Paramedic Dave Pohlmann thanked Senior Staff for allowing him the opportunity to assist with the CoN application and the CMS grant process. He continued by summarizing the current status of the CMS grant process:

- Dr. Smith held a meeting with potential Captain/Paramedics and three volunteered for the program – Amy Brooks, Doug Taylor, and Alex Dupuis will all work on the new units.
- The ambulance will be decaled with our current name and logo.
- The decision was made not to have our own behavioral health specialist in our district, one will be dispatched from Mesa.
- Mesa sent the IGA to Donna for legal counsel, we will present this to the board at the November meeting.
- The implementation has been delayed to the middle of December.
- Continuing to work on technical issues when they arise.

Item 8: *Review, discussion and possible action to enter into an agreement engaging special legal counsel for purposes of pursuing a Certificate of Necessity (CoN). (BOD# 2014-10-07)*

Fire Chief Paul Bourgeois explained that the CoN process is a legal process and the procurement of legal counsel who specializes in this area is critical, we have a narrow window of time. There are only two firms that specialize in the CoN process, after meeting with both firms, Kathy Steadman was the *front runner*.

Finance Manager Roger Wood explained that the engagement letter is standard and includes fees and billing, Ms. Steadman is open to locking down fees.

Clerk Shank stated that if an attorney is willing to lock down pricing that is something we need to take advantage of.

Director Fox feels this is a necessity and if Kathy is the best there isn't anything to question.

Director Cross feels that if other departments are not taking advantage of this CoN process they are missing out.

Chairman House stated we need to "*strike*" while we can.

Motion by Director Cobb to move that it is in the district's best interests to engage special legal counsel to represent the district in pursuit of a CoN; further move to engage Kathy Steadman of Coppersmith Brockelman, PLC as special counsel for purposes of pursuing a CoN; and further authorize the Chairperson to execute the firm's representation agreement. Seconded by Director Cross.

Vote 5 ayes, 0 nays. Motion passed.

Item 9: *Discussion and possible approval of Memorandum of Understanding (MOU) with Rural Metro and SFMD regarding the CoN process. (BOD# 2014-10-08)*

Fire Chief Paul Bourgeois stated this item is not ready for the board, however, it would be on a future agenda.

Item 10: *Discussion and overview of the current status of the application for Certificate of Necessity (CoN). (BOD# 2014-10-09)*

Firefighter/Paramedic Dave Pohlmann summarized the progress of the CoN application process:

- The MOU will be presented at the November board meeting, this is a big step in the process. The MOU contractually binds Rural Metro to support the SFMD through the CoN process.
- Aggressively modeling the financial side of things with great detail. Finance Manager Roger Wood will present financial information at the November board meeting.
- Still researching cost recovery, it could be anywhere from 30 days to 6 months depending on what model we go with and the timeliness of submitting the billing statements.

Chief Bourgeois clarified that this process was not something that was budgeted for this fiscal year because it was not in the forecast for Rural-Metro to offer any kind of support. Staff recognizes the CoN isn't budgeted for, most of the costs will be deferred to the next fiscal year. He continued by stating this is a big step for our community. Chief Bourgeois also thanked Legal Counsel Donna Aversa for all of her hard work through the years.

Item 11: *Chief's Report (BOD# 2014-10-10)*

- AFDA Conference January 15th – 17th 2015
- Summary of the Annual Fire Prevention Celebration
 - Over 600 people in attendance
 - FREE Lunch and Root Beer Floats
 - Music
 - Train
 - Fire Safety Education
 - Raffles
 - Prizes
 - Social Media Games
- 5 Water Rescues on October 9, 2014
- New Recruits started the 14 week 2014-01 Academy on October 13, 2014.

Item 12: *Announcements (BOD# 2014-10-n/a)*

Fire Chief Bourgeois thanked Battalion Chief Brett Broman on all of his hard work on the creation of the Superstition Fire and Medical District Volume II.

Chairman House announced he received his official Election Certificate in the mail today.

Item 13: *Adjourn (BOD# 2014-10-11)*

Motion by Director Cross at 6:49 p.m. to adjourn the meeting. Seconded by Clerk Shank.

Vote 5 ayes, 0 nays. Motion passed.

Governing Board Approval:



Linda Shank, Board Clerk