



# Superstition Fire & Medical District

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## Governing Board Meeting Minutes November 19, 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, NOVEMBER 19, 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 Clerk Shank.
- 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 October 2014 financial reports and bank reconciliations. (BOD #2014-11-01)*

**Motion** by Director Cobb to approve the October 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 #2014-11-02)*

Chairman House read the list of the following November Service Anniversaries

Firefighter July Ritschel	14 Years
GIS/Technology Support Specialist Lauren Daniel	8 Years
Fire Chief Paul Bourgeois	2 Years
Account Clerk I Jennifer Burke	1 Year
Account Clerk I Audrey Taylor	1 Year

### Special Recognition

Assistant Chief Dave Montgomery read a list of accomplishments Ms. Linda Shank has achieved through the years while serving on the AJFD/SFMD Fire Board. Ms. Shank was also presented a fire axe for all of her hard work through the years serving the citizens of our district and the membership.

Employee Performance/Special Recognition for Community Members

SFMD had two Cardiac Survivors that were recognized at the November board meeting. The survivors were not present, however, the following members were recognized for their assistance in the both cardiac saves.

The first crew recognized was:

- Firefighter Nat Erickson (not present)
- Engineer/Paramedic Chuck Hanson
- Firefighter/Paramedic John Walka
- Firefighter Jackie Anderson (not present)

The second crew recognized was:

- Captain/Paramedic Mike Ament (not present)
- Engineer/Paramedic Chuck Hanson
- Firefighter Nat Erickson (not present)
- Firefighter Brian Garten (not present)

City of Apache Junction Public Works Personnel were also recognized for their assistance during a cardiac save. Their quick response and assistance with CPR before our crew arrived was an integral part of the chain of survival. The personnel recognized were:

- Rick King
- Mike Graham

Chief Bourgeois also recognized two citizens that assisted crews during a Technical Rescue call for a car over a cliff. The citizens assisted by driving the crew and the patient in their boat to the landing zone at the MCSO aid station. The citizens that were recognized were:

- Larry Montoya
- James Allen

**Item 3:** *Call to the Public. (BOD #2014-11-n/a)*

Mr. Gene Gehrt addressed the members of the board and leadership team of the SFMD thanking them for being a cohesive, decisive team taking our district from what could have been described as a ship without a captain to what now is operating as a well-oiled machine. He explained that the BOD has done a commendable job of balancing the needs of the district while improving the services we provide and managing the cost to the taxpayers who elected the board.

He continued by stating when Chief Bourgeois was hired, his vast knowledge and experience exceeded every requirement as characterized in the "Ideal Candidate Profile" of the fire chief job posting. Since being hired, he has built and developed a Senior Leadership Team. With his vision and leadership, and each of his team member's contributions, together they continue to identify areas for improvement and

create out of the box opportunities for innovation, growth, and cost recovery revenue streams for our district.

Mr. Gehrt reminded the board that tonight they had the opportunity to let Chief Bourgeois know that his efforts, strong leadership, and accomplishments are appreciated, and most of all recognized.

Lastly, he thanked Board Clerk Linda Shank for serving on the fire district board for a combined 14+ years. Her dedication and service to our community has contributed to and resulted in many of the successes the fire district has achieved over the years.

He closed by stating he looks forward to serving with each of the board members.

**Item 4:** *Consideration and possible approval of all consent agenda items listed below: (BOD #2014-11-03)*

- a) *Board Meeting Minutes from October 15, 2014*
- b) *IGA between SFMD and MFMD relating to the CMS Healthcare Innovation grant award*
- c) *Disposition of surplus property*
- d) *Nationwide Deferred Compensation 457 – Addendum*
- e) *Purchase of two emergency generators*
- f) *Purchase of second Nomex Hood for field personnel*
- g) *Purchase of two ReVel portable critical care ventilators*
- h) *G2 upgrades at Fire Station 263*

Director Cobb requested to remove item b) from consent.

**Motion** by Director Cross to approve the consent agenda items a through h except for item b for November 19, 2014. Seconded by Clerk Shank.

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

Director Cobb asked who would be the compliance officer relating to the CMS Healthcare Innovation grant award. Chief Bourgeois confirmed it would be Tony LoGiudice from Mesa Fire and Medical Department.

**Motion** by Director Cobb to approve item b for November 19, 2014. Seconded by Director Fox.

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

**Item 5:** *Purchase of a cloud-hosted ePCR solution that is NEMSIS 3 compliant and 15 new ePCR tablets. (BOD #2014-11-04)*

Fire Chief Paul Bourgeois explained that SFMD is moving forward in conjunction with Mesa Fire and Medical Department (MFMD) in the Centers for Medicare/Medicaid Services (CMS) grant. In order to participate in this grant SFMD must have a NEMSIS 3 software application. He continued by saying it was planned to upgrade our current records management platform next fiscal year, however, to effectively communicate with MFMD's warehouse (data storage for all grant ePCR records) this implementation will need to be moved up for a potential go live date of January 19, 2015.

**Motion** by Director Cross to approve the financing of the purchase of a cloud-hosted ePCR solution that is NEMSIS 3 compliant at a cost not to exceed \$20,000 and 15 tablets not to exceed \$13,600. Seconded by Clerk Shank.

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

**Item 6:** *Consideration and approval of the capital lease from Oshkosh Capital to finance the purchase of the 2014 Pierce Freightliner JS373 – 3,000 gallon Tactical Tender (“Tender”) authorized by the board at the August 20, 2014 board meeting and to adopt Resolution 2014-07 for the authority of a capital lease purchase. (BOD# 2014-11-05)*

Assistant Chief Mike Farber explained that at the August 20, 2014 board meeting, the governing board authorized staff to purchase a 2014 Tender at a price not to exceed \$410,000.00. After looking at all cost options, staff finalized the specification analysis of the Tender and a lease option is the most fiscally responsible. Staff negotiated a 12-year / 3.49% / \$1.00 buy-out capital lease with Oshkosh Capital to finance the purchase. The annual payment for the lease is \$42,255.15, with the first payment due November 25, 2015.

**Motion** by Director Cobb to approve the financing of the purchase of the 2014 Pierce Freightliner JC373 Tactical Tender through the negotiated 12-year capital lease from Oshkosh Capital and to adopt Resolution 2014-07; Lease Purchase Agreement with Oshkosh Financial. Seconded by Director Fox.

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

**Item 7:** *Consideration and approval of the purchase of a fully equipped transport capable rescue unit in support of the Centers for Medicare/Medicaid Services (CMS) Grant. (BOD# 2014-11-06)*

Fire Chief Paul Bourgeois stated we currently have a transport capable vehicle that we refer to as Rescue 264, which will make a great back-up vehicle. The lease of a new vehicle will enable the SFMD to implement the unit with CMS activities. Chief Bourgeois clarified for Director Cobb that the monies for the transport capable rescue unit is not covered under the CMS grant monies.

Finance Manager Roger Wood included that there is \$75,000 in the FY 14/15 budget for a transport capable rescue unit, however, pursuing a lease agreement would not put any fiduciary responsibility on the board for FY 14/15, the first payment would not be made until FY 15/16.

**Motion** by Clerk Shank to approve the purchase of a fully equipped transport capable rescue unit at a cost not to exceed \$300,000 through a capital lease under the most advantageous financing terms possible. Seconded by Director Fox.

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

**Item 8:** *Discussion and overview of the status of the CMS grant. (BOD# 2014-11-07)*

Firefighter/Paramedic Dave Pohlmann briefly went over the most recent information regarding the CMS grant:

- January 5, 2015 – Captains will begin training and will be on a 40 hour week, the personnel costs will begin to come out of the grant monies.
- CCU Dispatch Reference Sheet was presented to the board, the sheet explained the protocol on how crews will be dispatched depending on what type of call it is.
- Waiting for the Dispatch Center to hire nurses and centralized medical control.
- January 19, 2015 the truck will be in service.

Fire Chief Paul Bourgeois continued by saying that there is a lot of attention on this program for what it will do for the healthcare system. The emergency crews will be able to remain in service for high acuity calls. This will improve response times and the survivability rate.

Firefighter/Paramedic Pohlmann continued by saying that our citizens will receive better service as well, they will not have to wait in the hospital for hours, or be admitted to the hospital for days. They are able to stay in their homes with follow up from our unit. He also clarified for Director Cobb that the Captains will remain on the CCU, this is essential to the program and patient care.

**Item 9:** *Discussion and possible approval of Memorandum of Understanding (MOU) with Rural Metro and SFMD regarding the CoN process. (BOD# 2014-11-08)*

Firefighter/Paramedic Dave Pohlmann handed the board a copy of the MOU that he just received from Rural-Metro. He explained this is just for review purposes only, next month we will ask for the board to sign and agree upon the terms.

Fire Chief Paul Bourgeois continued by saying that there are many other departments working with Rural-Metro at the moment asking for support through the CoN process, however, we are the only department that asked for a MOU. This guarantees that Rural-Metro will support the CoN process for the next two years or they will be in breach of contract.

**Item 10:** *Discussion and overview of the status of the Certificate of Necessity (CoN) application process, financial overview, and to adopt Resolution 2014-08 – SFMD Medical Transportation. (BOD# 2014-11-09)*

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

- Received application build plan from Steadman
- Assigned projects on October 21, 2014
- Reviewed the application with Steadman November 10, 2014
- Submitted the application to AZDHS on November 14, 2014
- Three Phases
  - Application
    - Turned in waiting for a hearing date
  - Operation Development
    - From now until deployment
    - Will plan for an entire division with input from all members of the SFMD
  - Deployment
    - Implementation of Operation Development
    - Will initiate operation of the Emergency Transport Division
    - Wheels on the ground
    - Will initiate the CoN is obtained and organizational readiness has been established
- Financial Tracking
  - Construction of financial tool – Roger
  - Projections
  - Hearing – to demonstrate that we are “fit and proper”
  - Switch to Tyler for tracking during Deployment Phase

Finance Manager Roger Wood summarized the CoN Financial Overview:

- Operational Assumptions
- Major Revenue Assumptions
- Major Settlement Assumptions
- Reliability Factor
- Major Expense Assumptions
- Full Time / Part Time Labor
- Major Settlement / Bad Debt Assumptions
- Ambulance Revenue and Cost Report
- CoN Financial Summary
  - In support of the CoN application, a comprehensive financial model was created to take into account all relevant costs associated with the CoN launch and operations.
  - Results were compared to applications from Northwest Fire, Golden Valley, Sun City West, and Sedona.
  - Where appropriate, existing costs from current operations were allocated to the CoN project (e.g. management support, staff support, fleet services, facilities costs). We are estimating the offset of approximately \$193,650 of expense in our current general operating budget / cost structure.
  - Projections of fully loaded costs results in a small loss in year one.
  - At 6.6 FTE per ambulance, overall cash sustainability of the project is projected in 3.0 – 4.5 years, and total investment recovery in 4.2 – 6.5 years.
  - New CBO position is being created within the finance division to support CoN, CMS grant, and current operations.
  - CBO will add depth, breadth, and expertise to finance division.
  - Major responsibilities include:
    - Leadership role in annual budget development.
    - Support major initiatives through market / industry / cost analyses and financial projections.
    - Operational statistic reporting, analysis, and auditing.
    - ISO leadership / mentoring.
    - Day-to-day finance and accounting assistance / coverage.
  - Funding for the CBO position is within the Succession Planning initiative approved in the FY 14/15 budget.
  - Start date will be January 1, 2015

**Item 11:** *Executive Session pursuant to ARS §38-431.03(A)(1) for personnel matters regarding the fire chief's performance evaluation. (BOD #2014-11-10)*

*a) Confirmation that the fire chief has received at least 24 hours advanced notice of this proposed executive session for the fire chief to determine whether the performance evaluation should occur during the public session.*

*b) Note that executive sessions are confidential pursuant to ARS §38-431.03(C).*

Chairman House confirmed that Chief Bourgeois did have at least 24 hours' notice and does want to hold the evaluation during Executive Session

**Motion** by Clerk Shank at 7:25 p.m. to go into Executive Session pursuant to ARS §38-431.03(A)(1) for personnel matters regarding the fire chief's performance evaluation. Seconded by Director Fox.

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

**Regular Session was reconvened at 8:35 p.m. and Chairman House reminded everyone that items discussed during the Executive Session are confidential.**

**Item 12:** *Discussion and possible action regarding the fire chief's annual performance evaluation. (BOD# 2014-11-11)*

Legal Counsel Donna Aversa began by stating that in September of 2014 the board agreed on the multi-step process for the fire chief's evaluation, including internal and external evaluation summaries. The draft of the evaluation and summary needs to be adopted by the board to move the process along.

**Motion** by Director Fox to adopt the fire chief evaluation. Seconded by Clerk Shank.

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

Chairman House read the breakdown of the fire chief evaluation and stated that this was unanimous with all members of the board:

- Business Acumen, Planning, and Administration – A
- Human Resource Management – A
- Communications – A

**Overall Grade – A**

Chairman House went on to say that the board came up with a list of accomplishments as well as a list of goals and the fire chief will be able to respond to these at the December 17<sup>th</sup> board meeting.

Clerk Shank thanked Fire Chief Paul Bourgeois and expressed her gratitude for being able to work with him for the past two years on the board.

Chairman House stated that the grading system was extremely useful and easy to use. The fire chief is doing an outstanding job and our citizens and our district are lucky to have him serve our community.

**Item 13:** *Discussion and possible action regarding the fire chief's compensation. (BOD# 2014-11-12)*

Chairman House stated the board also discussed what the 14/15 FY budget would allow for compensation for the fire chief. After discussion with Budget Manager Roger Wood, the board agreed upon additional compensation.

**Motion** by Director Cross to give Fire Chief Paul Bourgeois a \$10,000 raise beginning January 1, 2015 with an additional amount of \$5,000 to begin on July 1, 2015. Seconded by Director Fox.

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

**Item 14:** *Chief's Report (BOD# 2014-11-13)*

- SFMD photo is featured in the Gilbert Hospital EMS Room
- AFDA Conference January 15<sup>th</sup> – 17<sup>th</sup> 2015
- Insurance claim for reserve L263 – will receive \$527,277.89 for claim.
- Social Media Update

- 220% increase in *Likes* on Facebook since 2013
  - Most popular posts include training, pub-ed, events, fighting fires/medical calls, TRT calls, and giving back to our community
- 246 followers
  - Most popular tweets include #BREAKING (fires, MVA's, rescues), #PubEd (school visits, neighborhood meetings, speaking engagements), #EveryDayHeroes (giving back, assisting citizens, training)
- Recap of Accreditation Recommendations – Jasmin will email to the BOD
- Notable Events
  - Inter-agency Advanced Excel Class with the City of Apache Junction
  - Annual Audit is complete – will be presented at the January 2015 board meeting
  - Senior Staff will attend the FF of the Year VFW Post 7968 Ceremony and Dinner in support of FF of the Year Paul Perkins.

**Item 15:** *Announcements (BOD# 2014-11-n/a)*

Fire Chief Bourgeois, Assistant Chief Mike Faber, and Assistant Chief Dave Montgomery attended a historical meeting with AFDA, AFCA, and PFFA.

Chairman House announced the Pinal County Diaper Drive is being held again this year, items can be donated to the county office or dropped off at SFMD Admin.

Chairman House also thanked Clerk Shank for her many years of service and hard work for the citizens of our fire district.

**Item 16:** *Adjourn (BOD# 2014-11-14)*

**Motion** by Clerk Shank at 8:52 p.m. to adjourn the meeting. Seconded by Director Cross.

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

**Governing Board Approval:**

  
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 Board Clerk  
 Board Chairman

Jasmin Jones