



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

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE SUPERSTITION FIRE & MEDICAL DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON WEDNESDAY, NOVEMBER 18, 2015. THE MEETING WAS HELD AT THE SUPERSTITION FIRE & MEDICAL DISTRICT'S ADMINISTRATION OFFICE, 565 N. IDAHO ROAD, APACHE JUNCTION, ARIZONA. THIS MEETING WAS OPEN TO THE GENERAL PUBLIC AND BEGAN AT 5:30 P.M.

- A. Chairman Cross called the meeting to order at 5:30 p.m.
- B. The Pledge of Allegiance was led by Director House
- C. Roll Call showed Chairman Jeff Cross, Clerk Gene Gehrt, Director Todd House, Director Charlie Fox, and Director Jason Moeller as present.

Senior Leadership in attendance: Fire Chief Paul Bourgeois (telephonically), Assistant Chief Jerome Schirmer, Assistant Chief Dave Montgomery, Assistant Chief Mike Farber, Acting Assistant Chief Brett Broman, and Finance Director Roger Wood were present.

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 2015 financial reports and bank reconciliations. (BOD #2015-11-01)*

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

Vote 5 ayes, 0 nays. Motion passed.

Item 2: *Recognition of employee performance, achievements and special recognition for community members. (BOD #2015-11-02)*

Assistant Chief Jerome Schirmer presented July Ritschel with her 15 Year Service Award.

Assistant Chief Dave Montgomery read the list of the following November Service Anniversaries

Software Administrator & IT Specialist Lauren Daniel	9 Years
Fire Chief Paul Bourgeois	3 Years
Account Clerk Specialist Jennifer Burke	2 Years

Item 3: *Call to the Public. (BOD #2015-11-n/a)*
 None

Item 4: *Consideration and possible approval of all consent agenda items listed below: (BOD #2015-11-03)*

- a) Board Meeting Minutes from October 21, 2015
- b) Purchase of equipment to upgrade and enhance the G2 alerting system for Fire Station 261

& 264.

c) *Amended and restated Intergovernmental Agreement with Topaz Regional Wireless Cooperative (TRWC).*

Motion by Clerk Gehrt to approve consent agenda items for November 18, 2015. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 5: *Discussion and possible approval of the Pinal County Letter Line of Credit – Letter of Declaration. (BOD #2015-11-04)*

Finance Director Roger Wood stated this Line of Credit – Letter of Declaration is for districts that will be issuing less than \$10 million in tax exempt debt during the calendar year, and is required by Pinal County's servicing bank and the IRS. If the letter is not returned or a district will be issuing more than \$10 million in tax exempt debt, it will be charged a higher rate of interest when borrowing against the line of credit.

Motion by Director House to approve the Pinal County Line of Credit Letter of Declaration for 2016. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 6: *Discussion and possible approval of Resolution 2015-10: To Define Volunteer "Compensation" – for clerical volunteers for the purpose of establishing worker's compensation premiums. (BOD #2015-11-05)*

Finance Director Roger Wood explained to the Board that CopperPoint is the District's provider of worker's compensation insurance. In order to determine or "define" the compensation for volunteers to be used in calculating the District's worker's compensation cost for the clerical volunteers who are helping the District, CopperPoint is requiring the Governing Board pass a resolution defining the volunteers "assume" monthly compensation.

Absent the approval of this resolution, CopperPoint will assume the monthly compensation for the District's clerical volunteers to be equal to the compensation of a starting firefighter.

Staff is recommending that the Governing Board consider approving Resolution 2015-10 defining the assumed monthly compensation for the District's clerical volunteers to be equal to \$400 per month.

Motion by Director Moeller to adopt Resolution 2015-10: Defining Volunteer Compensation. Seconded by Clerk Gehrt.

Vote 5 ayes, 0 nays. Motion passed.

Item 7: *Discussion and possible action regarding state land annexations and adoption of Resolution 2015-11: Annexing State Land. (BOD #2015-11-06)*

Assistant Fire Chief Dave Montgomery asked the Board of Directors to table this item.

Item 8: *Executive Session pursuant to ARS §38-731.03(A)(1) for personnel matters regarding the Fire Chief's Performance Evaluation. (BOD #2015-11-07)*

Chairman Jeff Cross asked Fire Chief Paul Bourgeois if he received at least 24 hours advanced notice of this proposed executive session and if Chief Bourgeois would like this item discussed in an executive session. Chief Bourgeois answered yes to both questions.

Motion by Director House to go into Executive Session pursuant to §38-731.03(A)(1) at 5:41 pm for personnel matters regarding the Fire Chief's Performance Evaluation. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Regular Session reconvened at 6:44 pm, Chairman Cross reminded those in attendance of the Executive Session that items discussed are confidential.

Item 10: *Discussion and possible action regarding the Fire chief's annual performance evaluation. (BOD #2015-11-09)*

Legal Counsel Donna Aversa asked to move Item 10 before Item 9 on the agenda, all Board Members agreed.

Clerk Gehrt led the conversation regarding Fire Chief Paul Bourgeois' performance evaluation.

Achievements & Highlights

- ISO Rating
- Grant funded CCU Program
- Applied / Awarded CoN
- 13% in call volume with a decrease in response times (3% reduction)
- Value of property saved from Fires \$3.4 million
- Received \$93k grant money for video conferencing equipment
- SCBA Grant
- Ambulance Grant
- Achieved 37.5% cardiac save rate (national average is 9.5%)
- SFMD Name Change conversion complete
- Obtained CFO through the CPSE

Business Acumen

- Successfully managed District finances
- 2015/2016 Budget with no tax increase for tax payers
- Updated the Strategic Plan – New Name & Years
- Produced the 2015/2016 Operational Plan with 35 Strategic Initiatives

Human Resources

- Hired great people
- Involves employees in review / hiring process
- Overall Responsible for the hiring of 49 people this fiscal year
- Launched Volunteer Program
- Succession Planning / Development
- Provides 2 way evaluations to members
- Blue Card Certification Program
- Fire & Burn Educator of the Year – Tina Gerola

Communication

- Monthly YouTube videos to Board Members
- Regular update videos to the entire membership
- Conducts monthly ALL Staff Meetings
- Uses every opportunity to better the SFMD image in the community

Leadership

- Surrounds self with strong leadership team
- Trusts his team
- Empowers employees / holds them accountable
- Promotes team work
- Strong motivator and delegator
- Results driven

- Acknowledges hard work
- Celebrates successes
- Organized
- Hosted / Organized SFMD Leadership Academy with nationally accredited speakers – 43% increase in enrollment this year.
- Bringing the CPSE to our RTC for a class that is open to all departments in the State of Arizona
- State Coordinator for the Arizona LAST Team
- Currently in DC with the National Fallen Firefighter Foundation working on issues to bring before the Senate for the 7 Firefighter Life Safety Initiatives
- Editorial Advisory Committee with Firehouse Magazine
- Testified in front of the Joint Fire District Committee
- Serves on the Pinal County United Way Board
- Active and influential in
 - Arizona Fire District Association
 - Arizona Fire Chiefs Association
 - Arizona Fire Service Institute
 - Arizona Life Safety Council
 - Bagger's Club

Director House added that Chief Bourgeois' leadership skills raised the SFMD profile in the State of Arizona and nationally. He sets a new standard of measurement for the Fire Chiefs roles and responsibilities. Chief Bourgeois exceeds all of Director House's expectations. Director House reminded Fire Chief Paul Bourgeois to remember to take time for himself away from work.

Chairman Cross stated it is a pleasure working with Chief Bourgeois. The SFMD has grown by leaps and bounds because of Chief Bourgeois. He has brought everyone to their level of excellence and has allowed them to move up into positions. The amount of grant money and the ability to bring ambulance service to our community is outstanding.

Chief Bourgeois thanked the Board for the kind words and evaluation. He stated that he has an outstanding team, and that he could not do any of the items mentioned without the assistance of the membership. He also thanked the Board for being so supportive on the all of the initiatives brought before them.

Chairman Cross stated that he would like the membership to know that the grade of A is reflective on the entire membership and all of their hard work with Chief Bourgeois as their leader. He extended his thanks to all of their hard work, with late nights and weekends to accomplish all that we do.

The Board directed Donna Aversa and Donny Le to prepare the evaluation based on the discussion and add it to the December Board Agenda, which will keep in time with the timeline adopted at the September 2015 Board Meeting.

Motion by Clerk Gehrt to give a verbal evaluation with the final document to come next month (December), further moved to give Chief Bourgeois an A rating, Exceeds Expectations in all categories. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 9: *Discussion and possible action concerning an amendment to the Fire Chief's Evaluation Process Policy. (BOD #2015-11-08)*

Clerk Gehrt lead the discussion regarding the Fire Chief's evaluation process.

He stated today our Fire Chief's annual evaluation process is totally subjective. Nothing is quantitative or measurable. He went on to read a document he created which said the following:

We all know we have a great Fire Chief. He's expected to have great business acumen which he has. He is expected to have great planning skills, which he has as illustrated by SFMD's Strategic Plan and annual Operational Plans. He doesn't have to be nor should he be a Human Resource Manager nor Finance Manager. Our Fire Chief has surrounded himself with great people who are demonstrated experts in those respective fields. We also know our Fire Chief has demonstrated to us that he is a great communicator and leader.

But all of this is our opinion as Board members. In business, opinions are just that, opinions formed on differing views and criteria. CEOs of corporations are not evaluated on traits and skills like those we are using. At that level those are expected. CEOs are evaluated on results!

Consider that as Board members, we are comparable to the board of a corporation with a 20 million dollar (mostly tax generated) annual budget. Our Fire Chief is Our CEO and our taxpayers are our investors, shareholders and owners.

Clerk Gehrt suggested the following:

1. Utilize SFMD's Strategic Plan with a primary focus on SFMD's Annual Operational Plan as a true measuring stick.

The Operational Plan is results (desired outcome) driven. Currently we do not acknowledge, recognize or report any progress or accomplishment of the Desired Outcomes of the plan. The Board as the responsible governing party should annually adopt both the updated Strategic Plan and the Operational Plan establishing the Desired Outcomes as the Measurements on which Our Chief is to be evaluated.

All SFMD's Strategic initiatives with their sub initiatives have defined **Desired Outcomes, 2015-16 has 35.**

2. Revise the Board's Fire Chief Evaluation Process Policy to utilize SFMD's Annual Operations Plan as the MEASURING STICK for Our Chief's performance beginning with fiscal year 2015-16.

Everything in the District is driven by the FISCAL YEAR (July 1 thru June 30) with the exception of hiring anniversary dates. The Fire Chief's annual evaluation is also based on his calendar year anniversary of Nov. 1.

3. Move his annual evaluation date to Sept. 1 so that his evaluation can be based on the prior fiscal year (July 1 thru June 30) results, making his annual evaluation results driven rather than subjective like it is today.

His annual evaluation would be based on his accomplishments of the last fiscal year operational plan strategic initiatives by comparing the plans Desired Outcomes to the Actual Outcomes (Tangible Measurements). His annual evaluation should also include previous year-end budget results which are also measurable and an area for Unplanned Achievements and Accomplishments.

Clerk Gehrt said if we truly want to accomplish our vision of being the Premier Fire District in the state of Arizona we must think out of the box and start treating our Fire Chief as the CEO he is. His job is not to fight fires. His job is to run a Public Service Organization with a 20 million dollar mostly tax generated annual budget whose mission is to Preserve Life, Protect Property and to Add Value to the Community we serve in a Responsive, Innovative and Professional way.

The Board briefly discussed the possibility of changing the process for evaluating the Fire Chief. They had some concerns how to quantify the strategic initiatives as a grade level on the evaluations.

Motion by Clerk Gehrt to change the Fire Chief's evaluation date to September 1st of each years and to formerly adopt on an annual basis the Strategic and Operational Plans. Seconded by Director House.

Vote 5 ayes, 0 nays. Motion passed.

Item 11: *Executive Session pursuant to ARS §38-431.03(A)(1) for legal advice with the attorney of the public body. (BOD #2015-11-10)*

Motion by Chairman Cross to go into Executive Session pursuant to ARS §38-431.03(A)(1) at 7:20 pm for legal advice from the attorney of the public body regarding Thunder Mountain Middle School. Seconded by Director House.

Vote 5 ayes, 0 nays. Motion passed.

Regular Session reconvened at 7:55 pm, Chairman Cross reminded those in attendance of the Executive Session that items discussed are confidential.

Item 12: *Discussion, update, and possible action on the lease/purchase agreement with the Apache Junction Unified School District (AJUSD) regarding Thunder Mountain Middle School. (BOD# 2015-11-11)*

Legal Counsel Donna Aversa stated that if the Board is inclined to pursue discussions and potential acquisition of Thunder Mountain Middle School keeping in mind the AJUSD owns the buildings and BLM owns the land, to direct the Fire Chief and Staff to move forward with the AJUSD and report back to the Board.

Motion by Director House to give the Fire Chief the ability to negotiate a lease purchase agreement with the Apache Junction Unified School District for the acquisition of Thunder Mountain Middle School. Seconded by Clerk Gehrt.

Vote 5 ayes, 0 nays. Motion passed.

Item 13: *Discussion and update of the CCU Program and Transportation Operations implementation. (BOD# 2015-11-12)*

Assistant Chief Schirmer stated he would speak to this item during his division report.

Item 14: *Senior Leadership Team Reports. (BOD# 2015-11-13)*

➤ **Fire Chief Report**

- 2016 AFDA Winter Conference – January 14th – 16th
 - Conference will be in NV time this year
 - Turn registration into Jasmin ASAP
- Required Training Classes Per SB1387
 - Now Available as correspondence classes through AFDA
 - Classes are \$50 per class – see Jasmin for further details
- Save Our Fire Districts Arizona
 - www.saveourfiredistrictsaz.com
 - Please Contact Your Legislature – simple steps on their website with a letter already written and will go directly to your legislature.
- Camp F.I.R.E.S.
 - 11 participants
 - News Coverage from Channel 10
 - Surveys will be sent to participants for future planning for years to come
 - Thank you to Captain Amy Brooks for heading up the program and FF July Ritschel and Jackie Anderson for their great mentorship during the Camp.

➤ **Emergency Services / Operations**

- Completion of the Fire Captain Promotional Process
 - 5 candidates on Eligibility List
- Implementation of new medical devices – Revel Automatic Ventilator

- Fire Recruit Process
- Ambulance Operations
- **Technical & Community Services**
 - Community Services
 - Actively working on the adoption of the 2015 International Fire Code
 - Two new ordinances we will be looking into to address portable and gas fire pits and Chinese sky lanterns
 - Compliance Engine Reports
 - Working with the AJ Chamber of Commerce to make a presentation about the new software and about the Self-Inspection Program.
 - October 204th staff and crews participated in the Anthony Bates Foundation Cardiac Screening event at AJHS
 - Tina Gerola recently completed a training program in Orlando Florida on a full-ride scholarship – “Remembering When”
 - December 5th is the Annual City Holiday Celebration – All day event include Light Parade.
 - Technical Services
 - Working to complete the transition to ImageTrend Elite – NEMSIS 2 to NEMIS 3
 - IT finalizing crew evaluations on the new ePCR tablets
 - Equipment purchase and Telesftaff programming are under way for our new ambulances and Transport Division
 - All of the video conferencing equipment attained through a regional grant has now been installed and is being used for training and communication purposes.
 - We received a check from the Gila River Indian Community for \$200,00+ for one of the new ambulances.
- **Administrative Services**
 - Ambulance Operations Orientation – Historic Event
 - November 23rd & 24th
 - Pipes & Drums, Swearing In, Admin/HR Responsibilities, Station Life, BBQ
 - Policy Revisions
 - Working Closely with the Labor Group on revisions
 - Creating new policies for Ambulance Operations.
 - 2016 Benefit Renewals
 - Meeting with Brokers, etc. in preparation
- **Financial Services**
 - Worker’s Compensation – Code Audit
 - National Council on Compensation Insurance (NCCI) was on site
 - SFMD was successful in getting 6 codes instead of 2
 - Changes are retroactive to 7/1/2015 resulting in premium savings in FY 15/16 of \$19k and future savings of \$40k
 - Tyler Update
 - SFMD and Tyler are working to terminate contract
 - Two letters have been sent to Tyler
 - The second letter provided clarity on the extent and nature of the District’s position of “breach of contract”
 - Tyler has agreed to provide their response no later than November 30, 2015

Item 15: *Announcements (BOD# 2015-11-n/a)*

Chairman Cross thanked Tina Gerola for arranging to teach CPR and First Aid to a Boy Scout's Troop.

Item 16: *Adjourn (BOD# 2015-11-14)*

Motion by Director House at 9:20 p.m. to adjourn the meeting. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Governing Board Approval:



Gene Gehrt, Board Clerk