



**Governing Board Meeting Minutes  
 January 20, 2016**

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, JANUARY 20, 2016 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, and Director Jason Moeller as present. Director Charlie Fox was absent.

Senior Leadership in attendance: Fire Chief Paul Bourgeois (telephonically, attended in person at 1815), Assistant Chief Jerome Schirmer, Assistant Chief Dave Montgomery, Assistant Chief Mike Farber, Assistant Chief Brett Broman, and Finance Director Roger Wood were present.

Executive Assistant acting as Board Secretary Jasmin Jones was present for the meeting. Legal Counsel Donna Aversa was absent from the meeting.

**Item 1:** *Review and approval of the December 2015 financial reports and bank reconciliations. (BOD #2016-01-01)*

**Motion** by Director House to approve the December 2015 financial reports and reconciliations. Seconded by Director Moeller.

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

**Item 2:** *Recognition of employee performance, achievements and special recognition for community members. (BOD #2016-01-02)*

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

Fire Engineer John Christensen	27 Years
Fire Captain / Paramedic Rob Bessee	15 Years
Engineer / Paramedic Chuck Hanson	13 Years

Assistant Chief Jerome Schirmer introduced new Fire Captain, Dave Pohlmann – he was given his Fire Captain Badge.

Assistant Chief Brett Broman presented Fire Captain / Paramedic Dave Pohlmann with 2015 FF of the Year.

Paramedic Jeannette Bodley presented Captain Dave Pohlmann, Captain Mark Gomez, and Transportation Services Manager Billy Warren a special plaque on behalf of the Transportation Services' Division, thanking them for their hard work assisting getting the new Medic Rides in

operation.

**Item 3:** *Call to the Public. (BOD #2016-01-n/a)*  
None

**Item 4:** *Consideration and possible approval of all consent agenda items listed below:  
(BOD #2016-01-03)*

- a) *Board Meeting Minutes from December 16, 2015*
- b) *Purchase of equipment to outfit Battalion Chief Truck*

**Motion** by Director Moeller to approve consent agenda items for January 20, 2016. Seconded by Clerk Gehrt.

**Vote** 4 ayes, 0 nays. (Director Fox absent). Motion passed.

**Item 5:** *Discussion and possible approval of the Fire District's Independent Auditor's Report and related financial statements for the fiscal year ending June 30, 2015, as required by Arizona Revised Statutes §48-253, and as presented by Marilyn Mays, CPA, Partner – Henry & Horne, LLP – Certified Public Accountants. (BOD #2016-01-04)*

The District's annual audit was completed as required by A.R.S. §48-253. Ms Mayes presented to the Board information regarding the annual audit, which showed positive findings in all areas.

**Motion** by Director House to approve the Fire District's Independent Auditor's Report and related Financial Statements for the fiscal year beginning July 1, 2014 and ending on June 30, 2015, as submitted by Marilyn Mays, CPA, and to direct Staff to submit the auditor's report to Pinal County and Maricopa County as required by ARS §48-253.". Seconded by Chairman Cross.

**Vote** 4 ayes, 0 nays. (Director Fox absent). Motion passed.

**Item 6:** *Presentation regarding the overall performance of the District's 457 Deferred Compensation plan and related Nationwide Retirement fund portfolio. (BOD #2016-01-05)*

Finance Director Roger Wood introduced Chuck Sklader to the Board. The District has retained Chuck Sklader, Registered Investment Advisor from SST Benefits Consulting to advise the Board on the overall performance of the 457 Deferred Compensation 457 Fund and the associated Nationwide Retirement fund provider.

Mr. Sklader gave a brief update to the Board on the following:

- The District's 457 / Nationwide Retirement fund performance in comparison to comparable benchmarks and key investment market drivers for 2015.
- Data on the overall asset growth of the District's 457 Deferred Compensation program.
- Feedback from employee participants regarding Nationwide Retirement's and Galloway Asset Management's employee service.

**Item 7:** *Discussion and possible approval to amend the current Fee Schedule for District Fire and Medical Records Requests. (BOD #2016-01-06)*

Assistant Chief Mike Farber introduced the topic to the board, the District charges a fee of \$ 10.00 for fire and medical records for third party requests from insurance companies and attorneys. This fee structure has remained in place for more than ten years.

With the new Transportation Services Division beginning services on January 4, 2016, the District anticipates a significant increase in record requests. As stated in the December Board of Directors meeting, the District would like to increase the fees for records requests to \$20.00. The District will continue to provide copies of records for free to residents of the District

requesting their own records.

**Motion** by Clerk Gehrt to approve amending the fee schedule for District records requests for third party entities from \$10.00 to \$20.00. Seconded by Director House.

**Vote** 4 ayes, 0 nays. (Director Fox absent). Motion passed.

**Item 8:** *Possible adoption of Resolution 2016-01: Acknowledgement of Serious Fire District Financial Crisis. (BOD #2016-01-07)*

Chairman Cross introduced the resolution to the Board. He stated that fire districts across the State of Arizona are formalizing Resolutions for their Governing Boards to support the Arizona Fire District's Association Legislative Agenda.

**Motion** by Clerk Gehrt to adopt Resolution 2016-01: Acknowledgement of the Serious Fire District Financial Crisis. Seconded by Director Moeller.

**Vote** 4 ayes, 0 nays. (Director Fox absent). Motion passed.

**Item 9:** *Discussion and possible approval of the Fire Chief's updated contract. (BOD #2016-01-08)*

Clerk Gehrt stated he asked for this item to be placed on the agenda, to update Fire Chief Paul Bourgeois' contract. The contract has been updated by direction to reflect the suggested language regarding vacation usage, the evaluation being based on the Operational and Strategic Plan, and updated the date through December 31, 2020.

**Motion** by Director Moeller to approve the Fire Chief's contract through December 31, 2020 with updated language as stated. Seconded by Director House.

**Vote** 4 ayes, 0 nays. (Director Fox absent). Motion passed.

**Item 10:** *Senior Leadership Team Reports. (BOD# 2016-01-09)*

➤ **Fire Chief Report**

- Testified at the State Capitol on behalf of the American Heart Association and the Anthony Bates Foundation.
  - To make Hands ONLY CPR a standard before graduating high school.
- Save Our Fire Districts Arizona
  - [www.saveourfiredistrictsaz.com](http://www.saveourfiredistrictsaz.com)
  - Please Contact Your Legislature – simple steps on their website with a letter already written and will go directly to your legislature.

➤ **Emergency Services / Operations**

- Recruit Graduation
  - 1/28/16 starting at 1800
- CCU Program Update (now being referred to as Community Medic Program)
  - New Nurse Practitioner – Melinda will begin soon
- Ambulance Operations Update
  - 160 Transports up to date – averaging 10 a day as projected
- Grant Application – Blue Card (with combined agencies) / VICC
- Blue Card Training in February
- Citizen Testimonial of Excellent Customer Service

➤ **Technical & Community Services**

- Technical Services
  - Spam and bandwidth usage reports are now received on Monday
  - Gathering information for a large group for the G2 app roll-out
  - Intermedix/ImageTrend Connection is almost complete
  - Telestaff configuration
- Community Services

- Community Risk Reduction Program – Tina completed NFA's Managing Effective Prevention Program through the community
  - Tina will attend AZ Fire & Burn Educator Association Community Risk Reduction Conference in Laughlin, AZ
  - Continuing to grow the AED Program throughout the community
  - Fire & Fall Safety for Older Adults presentations have begun in the community
  - Working on Smoke Alarm Kits and Education for Crews
- **Administrative Services**
- Open Enrollment
    - Benefit Logic will launch Online Enrollment process for 2016/2017
  - Hosting Upcoming Classes
    - Accreditation Consortium – January 27<sup>th</sup>
    - Exceeding Customer Excellence – January 28<sup>th</sup>
- **Financial Services**
- FY 2015/2016 Fire Insurance Premium Rebate
    - Received check for \$94,708 after a mistake on the States end.
  - Medicaid / Medicare
    - Medicaid – Received notification of application approval
    - Medicare – Application and final inspection have been completed, waiting on approval.
  - Collection Agency
    - Researching agencies now, will present to the board at the February meeting.
  - Worker's Compensation
    - Discussed our Worker's Compensation experience at the AFDA Roundtable.
  - Completed W2 and 1099 creation for calendar year 2015
  - Transport Services Integration
    - Completed the initial transfer to the 150 fund for payroll
  - Annual Audit
    - Completed Audit, Presentation by Marilyn Mays is final step
    - Jasmin will mail the documents to the correct agencies per ARS.
  - FY 2016/2017 Budget Pre-Planning
    - Update budget schedule for 16/17
    - Received information for employer retirement
  - CYMA
    - Training to expand the CYMA system
    - Looking at the HRIS portion of CYMA

**Item 11:** *Announcements (BOD# 2016-01-n/a)*

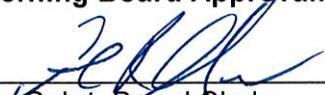
N/A

**Item 12:** *Adjourn (BOD# 2016-01-10)*

**Motion** by Director House at 6:46 p.m. to adjourn the meeting. Seconded by Clerk Gehrt.

**Vote** 4 ayes, 0 nays. (Director Fox absent). Motion passed.

**Governing Board Approval:**

  
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Gene Gehrt, Board Clerk

*Jasmin Jones*