



**Superstition Fire & Medical District**  
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**Governing Board Meeting Minutes  
 June 15, 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, JUNE 15, 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 Clerk Gehrt.
- 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, Assistant Chief Jerome Schirmer, Assistant Chief Mike Farber, Assistant Chief Dave Montgomery, Acting Assistant Chief Brett Broman, and Finance Director Roger Wood were present.

Legal Counsel Donna Aversa (telephonically) and Executive Assistant acting as Board Secretary Jasmin Jones were also present at the meeting.

**Item 1:** *Review and approval of the May 2016 financial reports and bank reconciliations. (BOD #2016-06-01)*

**Motion** by Director House to approve the May 2016 financial reports and bank reconciliations. Seconded by Clerk Gehrt.

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

**Item 2:** *Recognition of employee performance, achievements and special recognition for community members. (BOD #2016-06-02)*

Acting Assistant Chief Brett Broman presented Firefighter Ryan Elowe with his 15 Year Service Award and Firefighter / Paramedic Bill Tavares his 10 Year Service Award. (Fire Captain / Paramedic Alex Dupuis was not present to receive his 10 Year Service Award.)

Acting Assistant Chief Brett Broman read the list of the following June Service Anniversaries

Battalion Chief Jeff Cranmer	22 Years
Fire Engineer / Paramedic Mike Wolfe	22 Years
Fire Captain / Paramedic Geof Shively	9 Years
Fire Engineer Brandon Blessum	9 Years
Firefighter / Paramedic Ryan Rodriquez	9 Years

**Item 3:** *Call to the Public. (BOD #2016-06-n/a)*  
 N/A

- Item 4:** *Consideration and possible approval of all consent agenda items listed below:  
(BOD #2016-06-03)*
- a) *Board Meeting Minutes from May 18, 2016.*
  - b) *Henry & Horne, LLP Engagement Letter for the District's FY 2015/2016 Annual Audit.*
  - c) *Renewal of Employee Assistance Program 2<sup>nd</sup> Addendum for FY 2016/2017 with Aetna.*
  - d) *Renewal of the Medical Director Contract.*
  - e) *State Forestry Division Cooperative Intergovernmental Agreement (IGA).*
  - f) *City of Mesa Fire / Medical Department IGA 1<sup>st</sup> Addendum relating to the Community Medicine Health Care Innovation Award.*
  - g) *Memorandum of Understanding for the awarded Assistance for Firefighter Grant (AFG) through FEMA.*

**Motion** by Director Moeller to approve consent agenda items for June 15, 2016. Seconded by Director House.

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

- Item 5:** *Presentation and discussion regarding information related to the findings from the SFMD Benefits Taskforce, Firefighter Jackie Anderson presenting. (BOD #2016-06-04)*

Firefighter Jackie Anderson gave a brief presentation regarding the research that the Benefits Taskforce completed regarding benefits packages throughout several fire departments. Key points mentioned were:

- Agencies surveyed: Chandler, Northwest, Gilbert, Daisy Mountain, Mesa, Scottsdale, Sun Lakes, and Golder Ranch
- Benefits Surveyed
  - Tuition Reimbursement
  - Educational Incentives
  - Technical Incentives
  - Holiday Incentives
  - Uniform Incentives
  - Additional Retirement
  - Medical Benefits
  - Supplemental Incentives
- Overview – SFMD matches the market
  - Aligned with other agencies in 23 areas
  - Richer benefit offered than other agencies 3 areas
  - Inconclusive in 3 areas
  - Not Aligned in 5 areas

- Item 6:** *Discussion and possible approval transferring funds for the June 30, 2016 Debt Service Payments. (BOD #2016-06-05)*

Finance Director Roger Wood led the discussion stating that the district has a debt service principal payment of \$425,000.00 and a debt service interest payment of \$164,543.75 due on June 30, 2016. This item is a house-keeping item that is brought before the Board each year regarding the GADA Bond.

**Motion** by Clerk Gehrt to authorize payment by executing a letter of direction to Pinal County Treasurer's Office to wire transfer funds for the 2006 GADA debt service payments on June 30, 2016 to U.S. Bank due on July 1, 2016. Seconded by Director House.

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

**Item 7:** *Discussion and possible approval of Combined Resolution Affecting County Treasurer Transactions for Fiscal Year 2016/2017 from the Pinal County Treasurer's Office. (BOD# 2016-06-06)*

Finance Director Roger Wood explained that this combined resolution is required annually by the Pinal County Treasurer's Office (PCTO). The purpose of the resolution is for the district to provide direction as to whom is authorized to approve the following types of transactions on behalf of the District:

1. Investment Resolution: Authorizes PCTO to invest on behalf of the district any and all excess funds in interest bearing securities as authorized by law.
2. Warrant Resolution: Identifies individuals who are authorized to provide warrant information including wires, voids, and/or stop payments to PCTO on a daily basis.
3. Fund Transfer Resolution: Identifies individuals who are authorized to request PCTO to process wire transfers, book transfers, and or EFT payments on behalf of the district.
4. Warrant Signature Resolution: Identifies (and provides specimen signatures) for those authorized to sign warrants on behalf of the district for Fiscal Year 2016/2017.
5. List of Outside Bank Accounts: Identifies the outside bank accounts maintained by the District.

**Motion** by Director House to approve the Combined Resolution Affecting Pinal County Treasurer Transactions for Fiscal Year 2016/2017. Seconded by Director Moeller.

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

**Item 8:** *Discussion, consideration, and possible action regarding the performance of the Transportation Division, projected call load, potential restructure of the Division to address projected call load, CoN implications, and budget implications. (BOD# 2016-06-07)*

Transportation Services Manager Billy Warren gave a brief update on the current status in the Transportation Services Division. Each month the Board receives information regarding the District's responses. June is the approximate 6 month mark of operations (on the road January 2016, planning began in 2015). YTD information was provided to the Board for informational purposes.

**Item 9:** *Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation of legal advice with an attorney for the District and/or ARS §38-431.03(A)(4), in order to consider its position and instruct its attorney regarding contracts that are the subject of negotiations as related to Agenda Item #8. (BOD# 2016-06-08)*

**Motion** by Director House to go into Executive Session at 6:00 pm pursuant to ARS §38-431.03(A)(3) and ARS §38-431.03(A)(4) with the attorney for the District regarding Agenda Item #8. Seconded by Chairman Cross.

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

**Regular Session reconvened at 6:35 pm, Chairman Cross reminded those in attendance of the Executive Session that items discussed are confidential pursuant to ARS §38-731-03(C)**

**Item 10:** *Discussion and possible approval of a lease agreement with the Apache Junction Unified School District (AJUSD) for the use of the Regional Training Center located at 3700 E. 16<sup>th</sup> Ave. (BOD# 2016-06-09)*

Fire Chief Paul Bourgeois stated the lease agreement is for use of the facility located at 3700 E. 16<sup>th</sup> Ave., previously Thunder Mountain Middle School, now being utilized by the SFMD as the

Regional Training Center. The term of the lease is three (3) years with the option of renewal for an additional 2 three year terms if mutually agreed upon by both parties.

**Motion** by Director House to approve the lease agreement with the Superstition Fire & Medical District (SFMD) and the Apache Junction Unified School District (AJUSD) for the use of the property located at 3700 E. 16<sup>th</sup> Ave., formerly known as the Thunder Mountain Middle School for a period of three years at a monthly rate of \$1,500 a month. This agreement can be extended for two additional three year terms with consent of both SFMD and AJUSD Board of Directors approval. Seconded by Chairman Cross.

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

**Item 11:** *Senior Leadership Team Reports (BOD# 2016-06-10)*

➤ **Fire Chief Report**

- AFDA Summer Conference July 14<sup>th</sup> – July 16<sup>th</sup> at the Renaissance Glendale Hotel
- Chief Montgomery's Retirement Celebration August 25<sup>th</sup> (more info to follow)
- AJ Chamber of Commerce Awards Banquet (FFOY Dave Pohlmann)
- Safety Stand Down Week filming with PFD (Limiting Exposure to Carcinogens) E261 C-Shift

➤ **Emergency Services / Operations**

- Training Division Update
- Transportation Division Update
- Community Medicine Unit Update

➤ **Technical & Community Services**

- Community Services
  - Converting from Access Database to ImageTrend RMS
  - Walmart "Meet Your Public Safety" event provided heat and water safety information.
  - Conducted AED / Hands ONLY CPR with 18 Parks & Rec new summer employees
  - After the Fire Program updates
- Technical Services
  - Trained 6 new Paramedics / EMTs (email, G2, Telestaff)
  - Installed new switches at 261, 262, 264, and 265 (general infrastructure maintenance/improvements)
  - Reconciled ImageTrend and Intermedix for revenue recovery
  - Telestaff Update – 2016/2017 FY sick and vacation accrual rates
  - Completed FY 2016/2017 Operational Plan

➤ **Administrative Services**

- New Hire Orientation – 6 PT Employees for Transportation Services
- 3 New Volunteers for Admin
  - Jean Ambrosier
  - Kathie Doubt
  - Kelsey Christensen
- Wall of Accomplishments
- Mike Farber and Mark Blackstone entered DROP (May and June PSPRS Board Meetings)
- PIO Updates (Social Media)

➤ **Financial Services**

- General Finance
  - ISO Audit and Update
  - Intermedix billing stats

- SFMD Leadership Conference Stats
- Year End Data collection and analysis
- Accounting
  - Planning for FY 15/16 year end close procedures and activities
  - Preparing CYMA for FY 16/17 updates
  - Working with Payroll to process the FY 15/16 ELBO payouts
  - Working with Admin Services and HR to process FY 16/17 Open Enrollment elections
  - Preparing schedules for Pinal and Maricopa County Treasurer's Offices related to passage of FY 16/17 budget

**Item 12:** *Announcements (BOD# 2016-06-n/a)*

Chief Bourgeois asked the Board to consider scheduling a Board Work Session.

**Item 13:** *Adjourn (BOD# 2016-06-11)*

**Motion** by Director House at 7:00 p.m. to adjourn the meeting. Seconded by Clerk Gehrt.

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

**Governing Board Approval:**

  
\_\_\_\_\_  
Gene Gehrt, Board Clerk

*Jasmin Jones*