



**Governing Board Meeting Minutes
 July 13, 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, JULY 13, 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, Director Charlie Fox, and Director Jason Moeller as present.

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 June 2016 financial reports and bank reconciliations. (BOD #2016-07-04)*

Motion by Director House to approve the June 2016 financial reports and bank 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 #2016-07-05)*

Acting Assistant Chief Brett Broman presented Fire Captain Brian Logsdon with his 20 Year Service Award and Multi-Media Specialist Dan McKinney his 15 Year Service Award. (Fire Captain Brian White, Fire Captain/Paramedic Brian Wyatt, Fire Engineer/Paramedic Andrew Colby, and Firefighter Steve Gereg were not present to receive their 20 Year Service Award. Fire Captain/Paramedic Mark Castaneda was not present to receive his 15 Year Service Award.)

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

Engineer/Paramedic Mark Blackstone	32 Years
Captain/Paramedic Amy Brooks	23 Years
Acting Assistant Chief Brett Broman	21 Years
Captain/Paramedic Jeff Ehrlich	16 Years
Battalion Safety Officer Joe Garcia	16 Years

Item 3: *Call to the Public. (BOD #2016-07-n/a)*
N/A

Item 4: *Public Hearing in accordance with §48-805(A)(2) in order to hear taxpayer's comments on the proposed Superstition Fire & Medical District revenue and expenditure budget for Fiscal Year 2016/2017. (BOD #2016-07-06)*

Chairman Cross opened the Public Hearing at 5:37 p.m. called for public comments 3 times. The Public Hearing was closed at 5:38 p.m.

Item 5: *Discussion and possible approval of the proposed FY 2016/2017 budget and adoption of Resolution 2016-08: Budget Adoption. (BOD #2016-07-07)*

Fire Chief Paul Bourgeois explained to the board this item is for the adoption of the 2016/2017 budget. He went on to thank the Budget Management Team (BMT) that assisted in creating this balanced budget. Because of the devastating impact of Prop 117, it is challenging to continue our efforts of providing premier service with the rising cost of insurance and supplies. However, this year because of the hard work by the BMT, our district can continue to provide premier fire and medical service and not manage the budget on the backs of our employees.

The Senior Leadership Team fielded questions from the BOD such as information on capital reserves and the tax levy.

Director House stated that the budget presented is fiscally responsible based on what the SFMD has, he also appreciated the Firefighter market adjustment included in this years budget. He went on to say that because of Prop 117, fire district across the state are suffering, however, our citizens have a certain level of performance they expect and he is proud that our district can manage through Prop 117 and still provide premier service to our citizens.

Chairman Cross stated going to the levy limit of \$3.25 was not done lightly, there were several cuts that were made to get to the balanced budget and stay fiscally responsible. He also stated that the ease of reading the budget is great and assists our district in being completely transparent with our citizens.

Clerk Gehrt stated that even though the tax rate is at \$3.25, our budget is \$100K lower than last year because of assessed values.

Director Fox thanked the Senior Leadership Team for all of their hard work creating a balanced budget that is fiscally responsible. He stated that if our ISO rating went down it would be devastating to our citizens.

Director Moeller thanked the Senior Leadership Team and everyone who assisted in creating the budget for keeping a balanced budget, even with rising costs.

Motion by Clerk Gehrt to adopt Resolution 2016-08: Budget Adoption, fully adopting the estimates of proposed revues and expenditures by the Superstition Fire & Medical District for fiscal year beginning July 1, 2016 and ending June 30, 2017 in the amount of \$20,717,504.47 and declaring that such shall establish the budget of the Superstition Fire & Medical District for Fiscal Year 2016/2017. Seconded by Director Moeller.

Vote 5 ayes, 0 nays. Motion passed.

Item 6: *Consideration and possible approval of all consent agenda items listed below:
(BOD #2016-07-08)*

- a) *Board Meeting Minutes from June 15, 2016.*
- b) *Executive Session Board Meeting Minutes from June 15, 2016*
- c) *Board Work Session Meeting Minutes from June 27, 2016*
- d) *Purchase of two (2) LifePac 15 Heart Monitors*

Motion by Director House to approve consent agenda items for July 13, 2016. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 7: *Presentation and discussion regarding the FY 2016/2017 Operational Plan. (BOD #2016-07-09)*

Planning and Technology Specialist Anna Butel started the presentation summarizing the Strategic and Operational Planning process. The Operational Plan focus areas are as follows:

- Organizational Development
- Community Health, Safety, and Survival
- Professional Development
- Employee Safety, Health, and Survival

The Senior Leadership Team went over some of the key initiatives in their area of responsibility:

- Chief Bourgeois
 - You're Not Alone Training
- Chief Schirmer
 - Blue Card
 - Vehicle Acquisition
 - AFG FEMA Grant (VICC Training)
- Chief Broman
 - BC & Engineer Testing
 - CYMA HRIS
 - CPSE Chief Fire Officer & Fire Officer
- Chief Farber
 - ISO Review
 - Community Risk Assessment & Reduction Program
 - GIS

Item 8: *Discussion, consideration, and possible action regarding language for an override election and further resolutions necessary to proceed with an override election. (BOD #2016-07-10)*

The Senior Leadership Team went over possible ballot language for an override election, including the Yes and No language. There was brief discussion regarding making sure the wording states up to a maximum of \$3.50, so the voters know the override does not have to be set at the maximum.

Motion by Director House to approve the ballot language 'Shall the Superstition Fire & Medical District's Board of Directors be authorized to increase the Fire District levy limit for five years not to exceed \$3.50 per \$100 of assessed valuation on properties within the boundaries of the Fire District.' With the yes and no language to be adjusted accordingly to the ballot language. Seconded by Director Moeller.

Vote 5 ayes, 0 nays. Motion passed.

Item 9: *Discussion, consideration, and possible approval regarding a contract for consulting services. (BOD# 2016-07-11)*

Senior Leadership Team briefly discussed the contract regarding consulting services with Paul Ulan for the Override Election. The board had several questions regarding the terms of the contract. Legal Counsel Donna Aversa suggested that if the board would like to approve the contract in the same form as presented and authorize the clerk or chair to sign the final version of the contract that may be in their best interest.

Motion by Director House to approve the contract in the same form as presented to Paul Ulan for consulting services regarding the override election and to authorize the board clerk or chair to sign on behalf of the board. Seconded by Chairman Cross.

Vote 5 ayes, 0 nays. Motion passed.

Item 10: *Discussion, consideration, and possible action regarding concerning ambulance operations and CoN implications. (BOD# 2016-07-12)*

Fire Chief Paul Bourgeois asked for this item to be removed.

Item 11: *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 #10. (BOD# 2016-07-13)*

Fire Chief Paul Bourgeois asked for this item to be removed.

Item 12: *Senior Leadership Team Reports (BOD# 2016-07-14)*

➤ **Fire Chief Report**

- Reminded the board about the upcoming retirement celebration for Assistant Chief Dave Montgomery on August 25th at 3:00 p.m.
- Annual 4th of July Celebration hosted by AJ Parks & Recreation
 - SFMD provided emergency support at the celebration
 - AZ Dept. of Forestry and Fire Management provided “Severity Watch” in the surrounding areas of the celebration

➤ **Emergency Services / Operations**

- WL Update
 - Juniper Fire – 6/3/16-6/12/16 – Bill Tavares deployed as a Single Resource Heavy Equipment Boss
 - Cedar Fire – 6/16/16-6/27/16 – Mark Blackstone and Mark Widick deployed as a Type I Support Tender / T261
 - Sun Valley Fire – 6/20/16-6/21/16 – Andy Kuhn and Jose Sepulveda as Type I Tactical Water Tender / T262 and Billy Tavares and Eric Ellsworth as Type 6 Engine / BR261
- Training Division Update
- Transportation Division Update
- Community Medicine Unit Update

➤ **Technical & Community Services**

- Community Services
 - Crew discussed 1st Aid & Safety at the AJ Public Library on 6/17
 - Families of the Easter Seals Parent Program toured Station 261 and learned about Water Safety on 6/23
 - Hosted United Blood Services Blood Drive – 18 donations were received on 6/30
 - July 16th City Council Meeting, Tina will be accepting the Mayor’s Proclamation – proclaiming August as Drowning Impact Awareness Month

- Technical Services
 - Configured and deployed the ImageTrend inspections module
 - Performed a crew based evaluation regarding over-heating issues with ePCR tablets.
 - Deployed additional ePCR devices to stations 261 & 263 based on evaluation.
- **Administrative Services**
 - Policy Review and Updates
 - Earned Leave, Fingerprinting/Background Checks, EMS, Emergency and Non-Emergency Vehicle Operations.
 - Volume IV Fire & Medical Training on SFMD Website
 - TRT Testing – Class in October
 - Engineer Testing
 - Multiple workshops being put on over the next few months
 - Testing process will be October / November
 - Creating a hiring list for Full-Time Transportation Services Personnel
- **Financial Services**
 - General Finance
 - WL Billing, have received \$55,000
 - Developing FAQs for the Transport Services Division for our website
 - Working with Intermedix to refine procedures
 - Further developing inspection forms
 - GRIC grant, notified us that we will be awarded a grant for \$23,000 for the Community Risk Reduction Program more information to follow
 - Accounting
 - Year-end procedures to close FY 15/16 in CYMA
 - Setting up FY16/17 in payroll, payables, and the general ledger
 - Preparing for the FY 16/17 schedules that are required by Pinal and Maricopa counties
 - Preparing debt reporting schedules required by AZ Department of Revenue.

Item 13: *Announcements (BOD# 2016-07-n/a)*
 N/A

Item 14: *Adjourn (BOD# 2016-07-15)*

Motion by Director House at 6:59 p.m. to adjourn the meeting. Seconded by Clerk Gehrt.

Vote 5 ayes, 0 nays. Motion passed.

Governing Board Approval:



 Gene Gehrt, Board Clerk

Jasmin Jones