

Superstition Fire and Medical District

Board of Directors

August 17, 2016



Board Chairman Jeff Cross
Board Clerk Gene Gehrt
Board Director Todd House
Board Director Charlie Fox
Board Director Jason Moeller

**Superstition Fire & Medical District
Governing Board Meeting Agenda**

PURSUANT TO A.R.S. §38.431.02

Notice is hereby given to the general public that the Superstition Fire & Medical District Governing Board will hold a meeting on **Wednesday, August 17, 2016**. The meeting will be held at the Superstition Fire & Medical District's Administrative Office, located at 565 N. Idaho Road, Apache Junction, Arizona. The meeting will be open to the public and will begin at 5:30 p.m. local time.

AGENDA:

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call

The following agenda items are scheduled for discussion at the board meeting. The Governing Board may or may not decide to take action on any or all items. The order of the agenda items may or may not be taken in the order listed.

1. Review and approval of the July 2016 financial reports and bank reconciliations. **(BOD #2016-08-01)**
 2. Recognition of employee performance, achievements, and special recognition for community members. **(BOD #2016-08-02)**
 3. Call to the Public.
A.R.S. §38-431.01(H) A public body may make an open call to the public during a public meeting, subject to reasonable time, place, and manner restrictions, to all individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.
 4. Consideration and possible approval of all consent agenda items as listed below: **(BOD #2016-08-03)**
 - a) Board Work Session Meeting Minutes from July 6, 2016
 - b) Board Meeting Minutes from July 13, 2016
 - c) Disposition of surplus property – 2012 Laptop
 5. Discussion, presentation, and possible action regarding a pro statement for Proposition 419 concerning AJUSD sale of school property. **(BOD #2016-08-04)**
 6. Discussion and possible action regarding the Fire Chief Evaluation process and timeline. **(BOD #2016-08-05)**
 7. Presentation, discussion, and possible formal adoption of the Fiscal Year 2015/2016 Annual Report. **(BOD #2016-08-06)**
 8. Discussion and possible adoption of Resolution 2016-10: Adopting the Operational Plan for Fiscal Year 2016/2017. **(BOD #2016-08-07)**
 9. Discussion, update, and possible action regarding the override election process and the potential to create an Override Planning Committee. **(BOD #2016-08-08)**
 10. Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation for 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 BOD #2016-06-07. **(BOD #2016-08-09)**
- Note that Executive Sessions are confidential pursuant to ARS §38-431.03(c)**
11. Senior Leadership Team Reports **(BOD #2016-08-10)**
 - a) Fire Chief
 - b) Emergency Services
 - c) Technical & Community Services
 - d) Administrative Services
 - e) Financial Services



12. Announcements (**BOD #2016-08-n/a**)

13. Adjourn (**BOD #2016-08-11**)

NOTICE: The governing board may go into executive session for the purpose of obtaining legal advice from the fire district's attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3).

One or more members of the governing board may attend the meeting telephonically.

Governing Board meeting agenda dated and posted (at least 24 hours before the scheduled meeting date and time):

Original Posted on August 11, 2016

At: 1400 Hours

By: Jasmin Jones

Re-Posted on August 16, 2016

At: 1200 Hours

By: Jasmin Jones

The Superstition Fire & Medical District (SFMD) Administrative Office Board Meeting Room is accessible to the handicapped. In compliance with the American with Disabilities Act (ADA), those with special needs, such as large-type face print or other reasonable accommodations may request those through the SFMD Administration Office (480-982-4440) at least twenty-four hours before the board meeting.



Governing Board Meeting – August 17, 2016

Agenda Item: 1

BOD#: 2016-08-01

Agenda Item Title:

Review and approval of the July 2016 financial reports and bank reconciliations.

Submitted By:

Fire Chief Paul Bourgeois

Finance Director Roger Wood

Background/Discussion:

The district's accounting department staff prepares the monthly financial reports. The district's annual budget, which is adopted by the board each June for the following fiscal year (July 1 – June 30), is formatted to mirror the monthly financial statements. The financial reports provide the board with a monthly recap of expenditures and revenues, along with year-to-date account balance information.

In compliance with A.R.S. §48-807(O), the following reports have been added to the monthly financial statements packet:

1. Cash Flow – All Governmental Funds.

The Cash Flow report consists of the combined cash balances of all District Funds. These balances include the General (100), Transport Services (150), Capital Projects (200), Bond Proceeds (300), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds. The Cash Flow report is updated monthly with the actual revenues deposited into and actual expenditures disbursed from the district's cash accounts. It is important to note the revenues and expenditures are reported on a Cash Basis. This report is generated to demonstrate that the fire district maintains sufficient cash available to satisfy the projected expenditures budgeted over the course of the fiscal year.

2. Fund Account Bank Reconciliations.

The reconciliation of each of the district's Fund Cash Accounts (General (100), Transport Services (150), Capital Projects (200), Bond Proceeds (300), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds) between the Pinal County Treasurer's monthly bank statement and the District's Fund balance sheet report is provided. To signify board approval of the monthly financial statements and bank reconciliations, the Board Chairman is requested to sign the attached Letter of Acceptance which will be kept on file at the district.

Financial Impact(s)/Budget Line Item:

N/A

Enclosure(s):

Letter of Acceptance of the Fire District's Financial Statements and Bank Reconciliations.

*Financials provided under separate cover

Recommended Motion:

"Motion to approve the July 2016 financial reports and bank reconciliations."



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Superstition Fire & Medical District
Governing Board Acceptance of Fire District's
Financial Statements and Bank Reconciliations

Pursuant to A.R.S. §48-807, by the signature(s) below, the Governing Board of the Superstition Fire & Medical District attests to the review and approval of the following financial report(s) of the fire district for the month of **July 2016**:

1. Financial Statement
2. Bank Reconciliations
 - a. General (100) Fund
 - b. Transport Services (150) Fund
 - c. Capital Projects (200) Fund
 - d. Bond Proceeds (300) Fund
 - e. Special Projects (400) Fund
 - f. Debt Principle (500) Fund
 - g. Debt Interest (600) Fund

Jeff Cross, Board Chairman

Date



Governing Board Meeting – August 17, 2016

Agenda Item: 2

BOD#: 2016-08-02

Agenda Item Title:

Recognition of employee performance, achievements, and special recognition for community members.

Submitted By:

Fire Chief Paul Bourgeois

Acting Assistant Chief Brett Broman

Background/Discussion:

This is a recurring monthly item to provide the board with information concerning superior employee performance, achievements, and special recognition for community members.

August Services Awards: *(presented for 5, 10, 15, 20, and 25 year anniversaries):*

15 Years of Service
Firefighter Paul Gruetzmacher
Firefighter Mark Widick

August Service Anniversaries:

27 Years of Service
Fire Captain / Paramedic Andy Kuhn
12 Years of Service
Fire Captain / Paramedic Jon Williamson
11 Years of Service
Fire Mechanic I David Shrock
9 Years of Service
Administrative Assistant I Kelly Bartz
1 Year of Service
Transportation Services Manager Billy Warren
Payroll Clerk Lori Hlavin



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Governing Board Meeting – August 17, 2016

Agenda Item: 3

BOD#: 2016-08-n/a

Agenda Item Title:

Call to the Public

A.R.S. §38-431.01(H):

A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body.

At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda.

However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

Background / Discussion:

Call to the Public is provided so citizens may address the public body (Governing Board) with matters concerning the fire district. Arizona public meeting law provides that the public body may discuss, consider, or decide only matters listed on the agenda and other matters related thereto. Since the public body will generally not know what specific matters may be raised at call to the public, they will be unable to act until the matter is placed on a subsequent meeting agenda (at the board's discretion). The board may also direct staff to follow up on the issue with the citizen.

Scheduled:

None



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Governing Board Meeting – August 17, 2016

Agenda Item: 4

BOD#: 2016-08-03

Agenda Item Title:

Consideration and possible approval of all consent agenda items as listed below:

- a) Board Work Session Meeting Minutes from July 6, 2016 – **Appendix A**
- b) Board Meeting Minutes from July 13, 2016 – **Appendix B**
- c) Disposition of surplus property – 2012 Laptop – **Appendix C**

Background/Discussion:

The consent agenda allows the Board of Directors (BOD) to consider contracts, purchases, and other routine administrative matters having authorized funding within the current fiscal year budget as a single decision. Items may be withdrawn from the consent agenda and discussed separately upon request by any member of the BOD or staff. Information for each consent agenda item and corresponding supporting document is within the packet.

Recommended Motion:

“Motion to approve the consent agenda items for August 17, 2016.”



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Governing Board Meeting – August 17, 2016

Agenda Item: 5

BOD#: 2016-08-04

Agenda Item Title:

Discussion, presentation, and possible action regarding a pro statement for Proposition 419 concerning AJUSD sale of school property.

Submitted By:

Fire Chief Paul Bourgeois

Superintendent Chad Wilson (tentatively)

Background/Discussion:

The Apache Junction Unified School District (AJUSD) is requesting pro statements for Proposition 419, concerning sale of school property. Per the pro statement issued by the Governing Board of the AJUSD, Prop 419 will give the AJUSD Governing Board the authority to use proceeds from the sale of assets to pay for the maintenance, repair, or replacement of assets needed in order to ensure a safety and well-being of students and staff members.

Financial Impact:

N/A

Enclosure(s):

Pro Statement by (AJUSD) Governing Board for the Sale of School Property

Recommended Motion:

“Motion to direct the Fire Chief to pen a pro statement regarding Proposition 419 for Apache Junction Unified School District Governing Board for the sale of school property.”



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Apache Junction Unified School District

1575 W. Southern Avenue
Apache Junction, AZ 85120
Phone: 480-982-1110 x 2005 • Fax: 480-982-6474

PRO Statement by Governing Board for the Sale of School Property

The Apache Junction Unified School District is facing urgent capital needs. School buses, on the average, are 15-years-old; HVAC systems are nearing end-of-life; school buildings, athletic facilities, and parking lots all need maintenance and repair.

Only 15% of the capital funds due by formula from the State will be paid to schools this year. For AJUSD, that means that instead of receiving \$1,848,866, the district will receive \$268,086. As a result, long overdue repairs and replacements are out of reach.

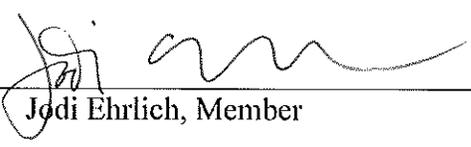
We can meet these critical needs without additional taxes or reductions to our maintenance and operations funds through the sale of property that the district is no longer using for student instruction.

Although the required ballot language states that proceeds may be used "...with certain limitations, to pay maintenance and operation expenditures," AJUSD does not fall within those limitations. Funds from the sale of property will ONLY be used to meet capital needs.

A "yes" vote on Prop 419 will give the AJUSD Governing Board the authority to use proceeds from the sale of assets we have to pay for the maintenance, repair, or replacement of the assets needed in order to ensure a safe environment for our schoolchildren.

Jeff Cranmer, Board President

Danielle Reynolds, Board Vice-President



Jodi Ehrlich, Member

Dena Kimble, Member

Michael Weaver, Member

Governing Board Meeting – August 17, 2016

Agenda Item: 6

BOD#: 2016-08-05

Agenda Item Title:

Discussion and possible action regarding the Fire Chief Evaluation process and timeline.

Submitted By:

Acting Assistant Chief Brett Broman

Background/Discussion:

September 2016 marks the yearly fire chief evaluation process, the board approved to change the fire chief's evaluation date in November 2015 to coincide with the Fiscal Year. In November of last year, the board also voted to simplify the fire chief's evaluation process even more so and begin to formally adopt the Operational Plan (yearly) and Strategic Plan (as necessary) to utilize as tools to evaluate the fire chief. Staff recommends to also formally adopt the Annual Report as well, to utilize as a tool when evaluating the fire chief (Agenda Item #6).

Recommended Internal Evaluators: Senior Leadership Team, Billy Warren, and Dave Pohlmann

Recommended External Evaluators: City Manager Bryant Powell

Staff recommends the following timeline for the fire chief's evaluation process:

Month	Process
August	<ul style="list-style-type: none">➤ An email was sent from Chief Broman with the Evaluation Template for members of the board to begin working on.➤ Handouts of the 15/16 Key Initiatives, 16/17 Summary Key Initiatives, and 15/16 Accomplishments will be provided to the board.➤ Chief Broman (with the guidance of Donna Aversa) will facilitate the process and will distribute the Fire Chief Evaluation Template to internal and external evaluators.➤ Chief Bourgeois will present the FY 15/16 Annual Report with accomplishments to the board (Agenda Item #6)
September	<ul style="list-style-type: none">➤ Chief Bourgeois will schedule one-on-one meetings with the BOD to discuss and clarify accomplishments if they would like to. (contact Jasmin for a meeting date and time).➤ The BOD will coordinate with Chief Broman (with assistance from Donna Aversa if needed) to complete their individual Fire Chief Evaluation forms.
October	<ul style="list-style-type: none">➤ The BOD will convene to achieve consensus related to the key results areas, during an executive session pursuant to A.R.S. §38-431.01(A)(1).

Financial Impact:

N/A

Enclosure(s):

N/A



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Recommended Motion:

“Motion to direct staff to distribute the template of the Fire Chief Evaluation to the internal and external evaluators and further approve proposed timeline for staff to move forward for the fire chief evaluation process.”



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Governing Board Meeting – August 17, 2016

Agenda Item: 7

BOD#: 2016-08-06

Agenda Item Title:

Presentation, discussion, and possible formal adoption of the Fiscal Year 2015/2016 Annual Report with Resolution 2016-10.

Submitted By:

Fire Chief Paul Bourgeois

Background/Discussion:

Fire Chief Paul Bourgeois will present the FY 15/16 Annual Report. Staff recommends fully adopting the Annual Report so it can be utilized in the fire chief's evaluation process.

Financial Impact(s)/Budget Line Item:

N/A

Enclosure(s):

Annual Report to be provided at the board meeting
Resolution 2016-09: Adopting the 2015/2016 Annual Report

Recommended Motion:

"Motion to adopt Resolution 2016-09: Adopting the 2015/2016 Annual Report."



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Governing Board Meeting – August 17, 2016

Agenda Item: 8

BOD#: 2016-08-07

Agenda Item Title:

Discussion and possible adoption of Resolution 2016-10: Adopting the Operational Plan for Fiscal Year 2016/2017.

Submitted By:

Fire Chief Paul Bourgeois

Background/Discussion:

At the November 2015 board meeting, the BOD agreed to begin to formally adopt the Operational Plan each year to be utilized as a tool in the fire chief evaluation process. The 2016/2017 Operational Plan was presented at the July 13, 2016 board meeting and copies were provided to the board.

Staff Recommendation:

Formally adopt the 2016/2017 Operational Plan

Financial Impact:

N/A

Enclosure(s):

Resolution 2016-10: Adopting the Operational Plan for Fiscal Year 2016/2017

Recommended Motion:

“Motion to adopt Resolution 2016-10: Adopting the Operational Plan for Fiscal Year 2016/2017.”



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Governing Board Meeting – August 17, 2016

Agenda Item: 9

BOD#: 2016-08-08

Agenda Item Title:

Discussion, update, and possible action regarding the override election process and the potential to create an Override Planning Committee.

Submitted By:

Fire Chief Paul Bourgeois

Background/Discussion:

An update of the Override Election process will be given to the BOD. Also up for discussion, the creation of an Override Planning Committee, held weekly to make sure the district is strategically on task, following the counties timelines, and to make sure everyone involved are all on the same page. Staff recommends a member of the board hold a seat on the committee.

Staff Recommendation:

Nominating a member of the BOD to sit on the Override Planning Committee

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

“Motion to nominate _____ to sit on the Override Planning Committee.”



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Governing Board Meeting – August 17, 2016

Agenda Item: 10

BOD#: 2016-08-09

Agenda Item Title:

Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation for 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 BOD #2016-06-07.

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

Submitted By:

Fire Chief Paul Bourgeois

Background/Discussion:

Executive Session

Staff Recommendation:

N/A

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

“Motion to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation for 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 BOD #2016-06-07.”



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Governing Board Meeting – August 17, 2016

Agenda Item: 11

BOD#: 2016-08-10

Agenda Item Title:

Senior Leadership Team Reports

- a. Fire Chief
- b. Emergency Services
- c. Technical & Community Services
- d. Administrative Services
- e. Financial Services

Background / Discussion:

This item is for the fire chief and his staff to share information with the board of items occurring within, or related to, the fire district. Any item shared is for information only. Upon request of the board, any item shared during this agenda item may be moved to the agenda for future meetings. Board discussion, other than clarifying questions, cannot occur and no action, position, or direction may occur until the specific item is placed on the agenda.

Governing Board Meeting – August 17, 2016

Agenda Item: 12

BOD#: 2016-08-n/a

Agenda Item Title:

Announcements

Background / Discussion:

The BOD and/or staff may share information at this time.

Governing Board Meeting – August 17, 2016

Agenda Item: 13

BOD#: 2016-08-11

Agenda Item Title:

Adjournment

Recommended Motion:

“Motion to adjourn the board meeting.”



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Appendix A

a) Board Work Session Meeting Minutes from July 6, 2016

Submitted By:

Fire Chief Paul Bourgeois

Board Secretary Jasmin Jones

Background / Discussion:

The board work session meeting minutes of the previous work session are provided for the BOD to approve. If the BOD would like to discuss the minutes, they may be removed from the consent agenda. After approval, minutes are signed by the Clerk of the Board and kept as the official public record.

Financial Impact/Budget Line Item:

N/A

Staff Recommendation:

Staff recommends approval of July 6, 2016 board work session meeting minutes.

Enclosure(s):

July 6, 2016 Board Work Session Meeting Minutes



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**Governing Board Work Session Meeting Minutes
July 6, 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 6, 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 4:00 P.M.

- A. Chairman Cross called the meeting to order at 4:00 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, Director Charlie Fox, and Director Jason Moeller (telephonically) as present.

Senior Leadership in attendance: Fire Chief Paul Bourgeois, Assistant Chief Mike Farber, 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: *Discussion, presentation(s), and possible action regarding future funding/revenue alternatives such as proceeding with a bond or an override election. (BOD #2016-07-01)*

Fire Chief Paul Bourgeois led the discussion by answering questions the governing board had at the June 27, 2016 Board Work Session.

Assistant Chief Mike Farber and Finance Director Roger Wood presented the timeline and specifics regarding holding an override election this year, including ARS information.

The Senior Leadership Team with the assistance of Legal Counsel, Donna Aversa fielded questions from the Governing Board concerning what the District can and can't do when holding an override election and strategic goals of an override election. The District can educate the community but can't influence a yes vote – the District can remain neutral and only provide facts. The pro's and con's of holding an override election this year as opposed to next year was also discussed.

Finance Director Roger Wood then presented a summary of the capital items that are included in the capital replacement plan, these are the items the override money would go to (200 fund). Some of the items discussed were medical equipment, fire apparatus, SCBA equipment, computer equipment, software, radios.

Mr. Fox asked what the district do if the override did not pass this year or the following year. Chief Bourgeois clarified that if the override did not pass, that purchasing of major capital items would be pushed back. Mr. Fox stated that if we push back major items such as fire apparatus and medical equipment, it would not only put our firefighters and citizens at risk, it would have the potential to lower our ISO rating, which would raise taxpayer's insurance rating.

Mr. Gehrt stated that educating our citizens will be the key so they can decide what type of fire and medical service the District will provide.

Mr. House clarified with Ms. Aversa the role of governing board members when speaking to the citizens regarding an override. Ms. Aversa stated that the governing board can speak as elected officials not on behalf of the District.

Motion by Director House that the Superstition Fire & Medical District Board of Directors authorize the holding of an Override Election on the 8th Day of November 2016 as provided for in ARS §48-807 as amended by SB 1244, Sec. 5., signed into law Chapter 219, Fifty-Second Legislature, Second Regular Session, 2016, with the intent 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. Seconded by both Chairman Cross and Director Fox.

Vote 4 ayes, 0 nays. Motion passed. (Director Moeller lost cell reception at 4:28 pm and could not reconnect telephonically).

Item 2: *Call to Public (BOD# 2016-07-n/a)*

N/A

Item 3: *Discussion and possible approval of Resolution 2016-07 Call of Election regarding an Override, along with letters of intent to hold election, and Maricopa County Service Menu Agreement. (BOD #2016-07-02)*

Executive Assistant Jasmin Jones brought forth these items to the board. The resolution is necessary to call for an election to be held on November 8, 2016, for the purpose of holding an override election. The letters of intent to hold an election are also necessary to notify Maricopa and Pinal Counties. The Maricopa County Service Menu Agreement, is necessary to place the override on the Maricopa County ballots in the areas we cover, this item is the counterpart to the IGA that was approved and signed by the board for Pinal County.

Motion by Director House to approve Resolution 2016-07: Call of Election in regards to an override, to proceed with the letters of intent to Pinal and Maricopa Counties, and to approve the Maricopa County Service Menu Agreement. Seconded by Director Fox.

Vote 4 ayes, 0 nays. Motion passed. (Director Moeller lost cell reception at 4:28 p.m. and could not reconnect telephonically).

Item 4: *Adjourn (BOD# 2016-07-03)*

Motion by Director House at 4:53 p.m. to adjourn the meeting. Seconded by Clerk Gehrt.

Vote 4 ayes, 0 nays. Motion passed. (Director Moeller lost cell reception at 4:28 p.m. and could not reconnect telephonically).

Governing Board Approval:

Gene Gehrt, Board Clerk

Jasmin Jones

Appendix B

b) Board Meeting Minutes from July 13, 2016

Submitted By:

Fire Chief Paul Bourgeois

Executive Assistant Jasmin Jones

Background / Discussion:

The board meeting minutes of the previous board meeting are provided for the BOD to approve. If the BOD would like to discuss the minutes, they may be removed from the consent agenda. After approval, minutes are signed by the Clerk of the Board and kept as the official public record.

Financial Impact/Budget Line Item:

N/A

Staff Recommendation:

Approval the July 13, 2016 Board Meeting Minutes

Enclosure(s):

July 13, 2016 Board Meeting Minutes



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**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

Appendix C

c) Disposition of surplus property – 2012 Laptop

Submitted By:

Fire Chief Paul Bourgeois

Planning & Technology Specialist Anna Butel

Background / Discussion:

Chief Montgomery is set to retire on 8-25-2016 and would like to retain his district provided laptop after retirement. The laptop was purchased in 2012 and is up for replacement, this item is set for disposition as a surplus item with little or no resale value.

Financial Impact/Budget Line Item:

N/A

Staff Recommendation:

It is recommended that Chief Montgomery retain this device for the cost of \$1.00. District material will be removed from the laptop prior to his departure.

Enclosure(s):

N/A



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