



**Governing Board Meeting Minutes
 August 17, 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, AUGUST 17, 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, 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 and Executive Assistant acting as Board Secretary Jasmin Jones were also present at the meeting.

Item 1: *Review and approval of the July 2016 financial reports and bank reconciliations. (BOD #2016-08-01)*

Motion by Director House to approve the July 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 #2016-08-02)*

Acting Assistant Chief Brett Broman presented Firefighter Mark Widick his 15 Year Service Award. Firefighter Paul Gruetzmacher was not present to receive his 15 Year Service Award.

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

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

Item 3: *Call to the Public. (BOD #2016-08-n/a)*
N/A

Item 4: *Consideration and possible approval of all consent agenda items 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*

Motion by Clerk Gehrt to approve consent agenda items for August 17, 2016. Seconded by Director House.

Vote 5 ayes, 0 nays. Motion passed.

Item 5: *Discussion, presentation, and possible action regarding a pro statement for Proposition 419 concerning AJUSD sale of school property. (BOD #2016-08-04)*

Legal Counsel Donna Aversa stated to the BOD, that board members are prohibited by law from using district resources to affect the outcome of a vote. The board had a brief discussion regarding the conflict of interest it may also cause, seeing as our district is utilizing one of the facilities AJUSD would like to sell.

Item 6: *Discussion and possible action regarding the Fire Chief Evaluation process and timeline. (BOD #2016-08-05)*

Acting Assistant Chief Brett Broman updated the BOD on the timeline for the Fire Chief's Evaluation process. He also went over the handouts that were provided to the board to help complete the evaluation process.

Motion by Director House to direct staff to distribute the template of the Fire Chief Evaluation Form to the internal and external evaluators and further approve proposed timeline for staff to move forward for the fire chief evaluation process. Seconded by Clerk Gehrt.

Vote 5 ayes, 0 nays. Motion passed.

Item 7: *Presentation, discussion, and possible formal adoption of the Fiscal Year 2015/2016 Annual Report with Resolution 2016-09. (BOD #2016-08-06)*

Fire Chief Paul Bourgeois presented the FY 2015/2016 Annual Report to the BOD.

The board discussed formally adopting the Annual Report so it can be utilized as a metric for the Fire Chief Evaluation process.

Motion by Director House to adopt Resolution 2016-09: Adopting the 2015/2016 Annual Report. Seconded by Chairman Cross.

Vote 5 ayes, 0 nays. Motion passed.

Item 8: *Discussion and possible adoption of Resolution 2016-10: Adopting the Operational Plan for Fiscal Year 2016/2017. (BOD# 2016-08-07)*

The board had a brief discussion on the importance of formally adopting the Operational Plan so it could be used as a metric for the Fire Chief Evaluation process.

Motion by Clerk Gehrt to adopt Resolution 2016-10: Adopting the Operational Plan for Fiscal Year 2016/2017. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 9: *Discussion, update, and possible action regarding the override election process and the potential to create an Override Planning Committee. (BOD# 2016-08-08)*

Fire Chief Paul Bourgeois introduced this item to the board, stating we need a comprehensive plan to educate taxpayers – the committee would be an extension of what we already do. Chief Bourgeois also went over the FAQ that will reside on our website and that can be updated when needed.

Motion by Chairman Cross to nominate Clerk Gene Gehrt to sit on the Override Planning Committee. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Fire Chief Paul Bourgeois requested to place Item 11 before Item 10.

Item 11: *Senior Leadership Team Reports (BOD# 2016-08-10)*

➤ **Fire Chief Report**

- Reminded the board about the upcoming retirement celebration for Assistant Chief Dave Montgomery on August 25th at 3:00 p.m.

➤ **Emergency Services / Operations**

- WL Update
 - Pioneer Fire – Idaho, Andy Kuhn, Mike Wolfe, Lance Frawley, and Ryan Philips, will return 8/18/16
 - Twin Lakes Fire – Cody, Wyoming, Bill Tavares is deployed as a single resource
- Training Division Update
- Transportation Division Update
- Community Medicine Unit Update

➤ **Technical & Community Services**

- Community Services Update
- Technical Services
 - Completed Annual Report
 - Attended ImageTrend Conference
 - Completed Website Updates
 - Added FAQ's for Override & Transportation Services

➤ **Administrative Services**

- Strong following on social media after the coverage of the flooding on 8/9/16
- Hired FT Transportation Services Employee
- Leaving to attend National Fire Academy for 2 weeks

➤ **Financial Services**

- Payment approval process efficiency

Item 10: *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 BOD #2016-06-07. (BOD# 2016-08-09)*

Motion by Chairman Cross to go into Executive Session at 6:44 PM 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 BOD #2016-06-07. Seconded by Director House.

Vote 5 ayes, 0 nays. Motion passed.

Regular Session reconvened at 7:30 pm, Chairman Cross reminded those in attendance of the Executive Session that items discussed are confidential pursuant to ARS §38-731-03(C)

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

Clerk Gehrt announced that Assistant Chief Dave Montgomery's application for termination of his participation in the DROP program, and his application for normal retirement effective August 31, 2016 were both approved by the Pension Board on August 16, 2016.

Chief Bourgeois announced the Peer Support Team has been hosting *You're Not Alone Training*.

Item 13: *Adjourn (BOD# 2016-08-11)*

Motion by Director House at 7:31 p.m. to adjourn the meeting. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Governing Board Approval:



Gene Gehrt, Board Clerk

Jasmin Jones