

Superstition Fire and Medical District

Board of Directors

September 21, 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, September 21, 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 August 2016 financial reports and bank reconciliations. **(BOD #2016-09-01)**
- 2. Recognition of employee performance, achievements, and special recognition for community members. **(BOD #2016-09-02)**

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 #2016-09-03)**

- a) Board Meeting Minutes from August 17, 2016
- b) Executive Session Board Meeting Minutes from August 17, 2016

5. Executive Session pursuant to ARS §38-431.03(A)(1) for personnel matters regarding the fire chief's performance evaluation **(BOD #2015-09-04)**

- a) Confirmation that the fire chief has received at least 24 hours advanced notice of this proposed executive session for the fire chief to determine whether the performance evaluation should occur during the public session.

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

- 6. Discussion and possible action regarding the Fire Chief Evaluation process. **(BOD #2016-09-05)**
- 7. Discussion, update, and possible action regarding the override election process. **(BOD #2016-09-06)**
- 8. 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 #2016-09-07)**

Note that Executive Sessions are confidential pursuant to ARS §38-431.03(c)

9. Senior Leadership Team Reports **(BOD #2016-09-08)**

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

10. Announcements **(BOD #2016-09-n/a)**



11. Adjourn (**BOD #2016-09-09**)

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 September 15, 2016

At: 1600 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 – September 21, 2016

Agenda Item: 1

BOD#: 2016-09-01

Agenda Item Title:

Review and approval of the August 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 August 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 **August 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 – September 21, 2016

Agenda Item: 2

BOD#: 2016-09-02

Agenda Item Title:

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

Submitted By:

Fire Chief Paul Bourgeois

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.

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

25 Years of Service
Division Chief Richard Ochs
10 Years of Service
Fire Captain / Paramedic Mike Ament
Firefighter / Paramedic Eric Ellsworth
Firefighter / Paramedic Dustin Farber
Firefighter / Paramedic Ken Simkins

September Service Anniversaries:

31 Years of Service
Assistant Chief Mike Farber
24 Years of Service
Fire Captain / Paramedic Mike Paul
18 Years of Service
Firefighter Nat Erickson
Fire Engineer Kevin (Shorty) Johnston
Battalion Chief Richard Mooney
Fire Engineer Jose Sepulveda
16 Years of Service
Fire Engineer John Taylor
14 Years of Service
Fire Engineer / Paramedic Jim Crowley
Fire Captain / Paramedic Craig Halver
Fire Engineer Aaron McDonald



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11 Years of Service

Fire Captain / Paramedic **Ruben Briones**

Fire Captain / Paramedic **Tanner Fox**

Fire Engineer **Rob McMinn**

Firefighter / Paramedic **Randy VandeKrol**



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Governing Board Meeting – September 21, 2016

Agenda Item: 3

BOD#: 2016-09-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 – September 21, 2016

Agenda Item: 4

BOD#: 2016-09-03

Agenda Item Title:

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

- a) Board Meeting Minutes from August 17, 2016 – **Appendix A**
- b) Executive Session Board Meeting Minutes from August 17, 2016 – **Appendix B**

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 September 21, 2016.”



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Governing Board Meeting – September 21, 2016

Agenda Item: 5

BOD#: 2016-09-04

Agenda Item Title:

Executive Session pursuant to ARS §38-431.03(A)(1) for personnel matters regarding the fire chief's performance evaluation.

- a. Confirmation that the fire chief has received at least 24 hours advanced notice of this proposed executive session for the fire chief to determine whether the performance evaluation should occur during the public session.
- b. Note that executive sessions are confidential pursuant to ARS §38-431.03(C)

Submitted By:

Assistant Chief Brett Broman

Legal Counsel Donna Aversa

Background/Discussion:

This item can be used if the board would like to meet concerning the fire chief's evaluation.

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

Motion to go into Executive Session pursuant to ARS §38-431.03(A)(1) at (time) for personnel matters regarding the fire chief's performance evaluation."



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Governing Board Meeting – September 21, 2016

Agenda Item: 6

BOD#: 2016-09-05

Agenda Item Title:

Discussion and possible action regarding the Fire Chief Evaluation Process.

Submitted By:

Assistant Chief Brett Broman

Legal Counsel Donna Aversa

Background/Discussion:

At the August Board Meeting (BOD #2016-08-05) the BOD approved the timeline for the Fire Chief Evaluation Process. Assistant Chief Brett Broman will give an update on the process and remind the BOD of the next step(s).

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

N/A



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Governing Board Meeting – September 21, 2016

Agenda Item: 7

BOD#: 2016-09-06

Agenda Item Title:

Discussion, update, and possible action regarding the override election process.

Submitted By:

Fire Chief Paul Bourgeois

Background/Discussion:

Fire Chief Paul Bourgeois will give a brief update on the override election process.

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

TBD



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Governing Board Meeting – September 21, 2016

Agenda Item: 8

BOD#: 2016-09-07

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:

N/A

Financial Impact(s)/Budget Line Item:

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 – September 21, 2016

Agenda Item: 9

BOD#: 2016-09-08

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 – September 21, 2016

Agenda Item: 10

BOD#: 2016-09-n/a

Agenda Item Title:

Announcements

Background / Discussion:

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

Governing Board Meeting – September 21, 2016

Agenda Item: 11

BOD#: 2016-09-09

Agenda Item Title:

Adjournment

Recommended Motion:

“Motion to adjourn the board meeting.”



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Appendix A

a) Board Meeting Minutes from August 17, 2016

Submitted By:

Fire Chief Paul Bourgeois
Executive Assistant 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 August 17, 2016 board meeting minutes.

Enclosure(s):

August 17, 2016 Board Meeting Minutes



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**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 DROP was approved by the Pension Board.

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

Appendix B

b) Executive Session Board Meeting Minutes from August 17, 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 August 17, 2016 Executive Session Board Meeting Minutes

Enclosure(s):

Executive Session Minutes are Confidential



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