



**Governing Board Meeting Minutes
 November 16, 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, NOVEMBER 16, 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 5:33 p.m.
- B. The Pledge of Allegiance was led by Director Fox.
- 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 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 October 2016 financial reports and bank reconciliations. (BOD #2016-11-01)*

Motion by Director House to approve the October 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 #2016-11-02)*

Assistant Chief Brett Broman presented Lauren Daniel with her 10 Year Service Award.

Fire Chief Paul Bourgeois presented Governing Board Director, Charlie Fox with an appreciation award for serving the SFMD Fire Board for four (4) years.

Assistant Chief Brett Broman read the list of the following November Service Anniversaries

Fire Chief Paul Bourgeois	4 Years
Account Clerk Specialist Jennifer Burke	3 Years

Item 3: *Call to the Public. (BOD #2016-11-n/a)*
 N/A

Item 4: *Consideration and possible approval of all consent agenda items listed below: (BOD #2016-11-03)*

- a) *Board Meeting Minutes from October 19, 2016*

- b) *Executive Session Board Meeting Minutes from October 19, 2016*
- c) *Mediacom Service Change Order*
- d) *Pitney Bowes Lease Agreement Renewal*
- e) *2016 AFG FEMA Grant Alliance MOU and Appendix*

Motion by Director Moeller to approve consent agenda items for November 16, 2016. Seconded by Clerk Gehrt.

Vote 5 ayes, 0 nays. Motion passed.

Item 5: *Discussion and possible approval of the Pinal County Letter Line of Credit Letter of Declaration. (BOD #2016-11-04)*

Finance Director Roger Wood introduced this item to the BOD, explaining it is a housekeeping item from the Pinal County Treasurer.

Motion by Clerk Gehrt to approve the Pinal County Line of Credit Letter of Declaration for 2017. Seconded by Director House.

Vote 5 ayes, 0 nays. Motion passed.

Item 6: *Discussion and possible approval of a revision to the Procurement Policy. (BOD #2016-11-05)*

Finance Director Roger Wood stated this update was to include changes to provide direction for new expenditure activity relating to the Transportation Service Division Operations.

Motion by Director House to approve the revised Procurement of Supplies, Equipment, Materials, and Services Policy effective November 17, 2016. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed

Item 7: *Discussion and possible action regarding the fire chief's annual performance evaluation. (BOD #2016-11-06).*

Assistant Chief Brett Broman stated this item is a follow up from BOD #2016-10-07, the BOD had a brief discussion regarding the fire chief's performance evaluation.

Fire Chief Paul Bourgeois thanked the Governing Board for their support and their positive remarks regarding his performance evaluation, which was a grade of an A. He went on to express his gratitude for the amazing men and woman who make up the SFMD, really this grade reflects the hard work of everyone at the SFMD.

The Board Members all made comments regarding how the SFMD would not be the organization it is today without the leadership skills of Chief Bourgeois and the men and woman that make up the entirety of the department.

Motion by Clerk Gehrt to approve the final fire chief evaluation document as stated and for it to be placed in his personnel file. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed

Item 8: *Discussion and possible action regarding the fire chief's contract. (BOD #2016-11-07).*

Assistant Chief Brett Broman stated this item comes before the BOD to update the fire chief's contract by the direction of the board at the October meeting BOD #2016-10-07. The date of the contract has been updated per their direction.

Motion by Clerk Gehrt to approve the fire chief's contract through December 2021. Seconded by Director House.

Vote 5 ayes, 0 nays. Motion passed.

Item 9: *Review and possible approval of the Pinal / Maricopa County Elections Department canvass of the fire board election and temporary override initiative election on the November 8, 2016 ballot. (BOD #2016-11-08).*

Fire Chief Paul Bourgeois stated that this item is a requirement per ARS. However, both Pinal and Maricopa Counties have not submitted the canvass of election regarding the fire board or the temporary override election process. He went on to explain, the BOD would need to hold a special board meeting when the information has been sent to the district.

Fire Chief Paul Bourgeois requested to move Item's 11 and 12 before Item 10.

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

➤ **Fire Chief Report**

- Save the Date
 - December 22, 2016 – Captain Jack Hafer Retirement Celebration
 - January 12th – 14th – AFDA Winter Conference
- Temporary Override Election
 - Thank You to our Citizens for their support
 - A “Hotwash” is scheduled to discuss lessons learned

➤ **Emergency Services / Operations**

- Wildland Update
 - North Carolina Deployment – Brian Logsdon, Jim Crowley, Ruben Briones
 - Crew is safe and is working non-stop to assist North Carolina citizens
- Training Division Update
- Transportation Division Update
- Community Medicine Unit Update

➤ **Technical & Community Services**

- Community Services
 - Fire Prevention Update
 - Community Services Update
- Technical Services Update
 - Accreditation Update

➤ **Administrative Services**

- Engineer Testing Process

➤ **Financial Services**

- Accounting / Financial Services Update

Item 12: *Announcements (BOD# 2016-11-n/a)*

Director House stated he was very proud of the efforts of the district for their hard work on their temporary override election process.

Assistant Chief Brett Broman thanked Friends of Apache Junction for their generous donation of \$500 for the Peer Support Team.

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# 2016-11-09)*

Motion by Director House at 6:32 PM to go into Executive Session pursuant to §38-431.03(A)(3) for discussion or consultation for legal advice with an attorney for the district and/or §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. Seconded by Clerk Gehrt.

Vote 5 ayes, 0 nays. Motion passed

The BOD went back into Regular Session at 7:07 PM, Chairman Cross reminded those in attendance of the Executive Session, things discussed are strictly confidential per ARS.

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

Motion by Director House at 7:09 PM to adjourn the meeting. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Governing Board Approval:



Gene Gehrt, Board Clerk

Jasmin Jones