

VERSION 1.0



BOARD OF DIRECTORS MEETING

JANUARY 18, 2017

SUPERSTITION FIRE & MEDICAL DISTRICT BOARD

JEFF CROSS, BOARD CHAIRMAN
GENE GEHRT, BOARD CLERK
TODD HOUSE, BOARD DIRECTOR
JASON MOELLER, BOARD DIRECTOR
LARRY STRAND, BOARD DIRECTOR

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, January 18, 2017**. 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 December 2016 financial reports and bank reconciliations. **(BOD #2017-01-01)**
2. Recognition of employee performance, achievements, and special recognition for community members. **(BOD #2017-01-02)**
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 #2017-01-03)**
 - a) Special Board Meeting Minutes from December 15, 2016
 - b) Board Meeting Minutes from December 21, 2016
 - c) Purchase of five (5) APX700XE Dual Band Radios
5. Discussion and possible approval for the SFMD's Financial Statements and Independent Auditor's Report for the fiscal year ending June 30, 2016. As required by Arizona Revised Statutes §48-253, submitted by Henry & Horne, LLP. **(BOD #2017-01-04)**
6. Discussion and possible approval of the Arizona Public Safety Personnel Retirement System Qualifying Report for Fiscal Year 2016. **(BOD #2017-01-05)**
7. Discussion and possible approval of the invoice from Pinal County Recorder for the 2016 General Election. **(BOD #2017-01-06)**
8. Discussion, and possible action regarding withdrawing from the REMTSA Agreement. **(BOD #2017-01-07)**
9. Discussion, update, and possible action regarding the low acuity pilot program. **(BOD #2017-01-08)**
10. Discussion, update, and possible action regarding ambulance operations. **(BOD #2017-01-09)**
11. Discussion, update, and possible action regarding 5 year projections of the transportations services division. **(BOD #2017-01-10)**
12. Senior Leadership Team Reports **(BOD #2017-01-11)**
 - a) Fire Chief
 - b) Emergency Services
 - c) Administrative Services
 - d) Community & Financial Services



13. Announcements **(BOD #2017-01-n/a)**

14. Adjourn **(BOD #2017-01-12)**

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 January 10, 2017

At: 1700 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 – January 18, 2017

Agenda Item: 1

BOD#: 2017-01-01

Agenda Item Title:

Review and approval of the December 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 December 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 **December 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 – January 18, 2017

Agenda Item: 2

BOD#: 2017-01-02

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.

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

N/A

January Service Anniversaries:

28 Years of Service
Fire Engineer John Christensen
16 Years of Service
Fire Captain / Medic Rob Bessee
14 Years of Service
Fire Engineer / Medic Chuck Hanson

Special Recognition

Badge Pinning
Fire Captain / Paramedic Dustin Farber
EMT Aaron Costello
EMT Ronald Demarzo
EMT Erick Fuentes
EMT Kevin Montgomery
EMT Justin Mueller
Paramedic Jeanette Bodley
Paramedic Clint Musgrave
Paramedic Trevor Overson
Paramedic Chad Rutledge
Paramedic Cortney Schmeltzer
Paramedic James Tucci
Firefighter of the Year
Firefighter Ryan Elowe



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Governing Board Meeting – January 18, 2017

Agenda Item: 3

BOD#: 2017-01-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 – January 18, 2017

Agenda Item: 4

BOD#: 2017-01-03

Agenda Item Title:

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

- a) Special Board Meeting Minutes from December 15, 2016 – **Appendix A**
- b) Board Meeting Minutes from December 21, 2016 – **Appendix B**
- c) Purchase of five (5) APX700XE Dual Band Radios – **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 January 18, 2017.”



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Governing Board Meeting – January 18, 2017

Agenda Item: 5

BOD#: 2017-01-04

Agenda Item Title:

Discussion and possible approval of the Fire District's Independent Auditor's Report and related financial statements for the fiscal year ending June 30, 2016, as required by Arizona Revised Statutes §48-253, submitted by Henry & Horne, LLP.

Submitted By:

Fire Chief Paul Bourgeois

Finance Director Roger Wood

Background/Discussion:

The District's annual audit was completed as required by A.R.S. §48-253. Ms. Mays will be attending the Board meeting to present information regarding the audit, and will be available to answer questions from the Board.

Financial Impact:

N/A

Enclosure(s):

A hardcopy of the Audit Report will be provided to Board Member's at the Board Meeting.

*electronic copy provided under separate cover

Recommended Motion:

"Motion to approve the Fire District's Independent Auditor's Report and related Financial Statements for the fiscal year beginning July 1, 2015 and ending on June 30, 2016, as submitted by Marilyn Mays, CPA, and to direct Staff to submit the auditor's report to Pinal County and Maricopa County as required by ARS §48-253."



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Governing Board Meeting – January 18, 2017

Agenda Item: 6

BOD#: 2017-01-05

Agenda Item Title:

Discussion and possible approval of the Arizona Public Safety Personnel Retirement System Qualifying Report for Fiscal Year 2016.

Submitted By:

Fire Chief Paul Bourgeois

Finance Director Roger Wood

Background/Discussion:

This is a housekeeping item to receive the Arizona Fire Insurance Premium Tax Refund for FY ending in 2016. The district's application is accompanied by the annual audit. Both items are due no later than January 31st of each year to qualify for the credit for the upcoming fiscal year.

Staff Recommendation:

Approval of the qualifying report

Financial Impact:

Reimbursement from the State of Arizona

Enclosure(s):

Qualifying Report

Recommended Motion:

"Motion to approve the Arizona Public Safety Personnel Retirement System Qualifying Report and to submit the report as stated for the refund from the State of Arizona."



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DOUGLAS A DUCEY
GOVERNOR

OFFICE OF THE STATE FIRE MARSHAL



FRED DURHAM
ACTING STATE FIRE MARSHAL

JEFF WHITNEY
ARIZONA STATE FORESTER

1110 WEST WASHINGTON, SUITE 100
PHOENIX, ARIZONA 85007
(602) 771-1421 FAX

Date: July 5th, 2016

To: All State Fire Departments and Fire Districts

From: Fred Durham
Acting State Fire Marshal

RE: Calendar Year 2016 Fire Fighters Relief and Pension Fund reporting.

Please review the reporting forms for the 2016 calendar year distribution of the Arizona Fire Insurance Premium Tax. The funds will be distributed in July of 2017. The proceeds of the distribution are used to fund pension programs for volunteer and paid firefighters. The requirements for the programs are detailed in **A.R.S. Title 9, Chapter 8, Articles 3 and 4 for Volunteer Firefighter pensions and Title 38, Chapter 5, Article 4 for Public Safety Personnel Retirement System participants.**

If your department has not participated in the Volunteer Firefighter Relief and Pension Fund in the past, simply submitting reports with the Office of the State Fire Marshal will not qualify the department for fund distribution. Please review the above referenced statutes for information on how to create a pension program **BEFORE** submitting any forms. The forms **REQUIRE** action by the Board of Trustees of the fund before they can be submitted.

Departments that only participate in PSPRS are required to fill out and submit the form titled "Qualifying Report-Arizona Public Safety Personnel Retirement System" and the audit covering the pension program.

Departments that have volunteer firefighters and maintain a Volunteer Firefighter Fund must fill out and submit the completed "Report of Volunteer Fire Fighters Relief and Pension Fund" report and the annual audit covering the pension program.

If your department has Volunteer Firefighters and a Volunteer Firefighter Fund, and paid firefighters in PSPRS, you must submit **BOTH** reports with the required financial reports.

DEADLINE FOR FILING:

“If the annual pension fund reports are not submitted by January 31st to the state fire marshal, the participating **INCORPORATED CITY OR TOWN OR FIRE DISTRICTS** are not eligible to receive its share of the fire insurance tax monies under 9-952”.

ALL DEPARTMENTS MUST HAVE THEIR REPORTS SUBMITTED INTO THE STATE FIRE MARSHALS OFFICE BY THE CLOSE OF BUSINESS DAY ON JANUARY 31ST 2017.

FAILURE TO SUBMIT A REPORT ON TIME WILL RESULT IN LOSS OF FUND ALLOCATION.

******* It is strongly suggested that all reports be submitted to the State Fire Marshal’s Office using a method that provides for your records, a written confirmation of receipt (email) of the filing date at the Office of the State Fire Marshal.

PLEASE REMEMBER THAT A COPY OF YOUR REPORT MUST ALSO BE FILED WITH THE STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS DEPARTMENT.

Please contact me if you have any questions.

Sincerely,



Fred Durham
Acting State Fire Marshal
freddurham@forestryandfire.az.gov
(602) 364-1080

cc: **Jeff Whitney**

QUALIFYING REPORT
Arizona Public Safety Personnel Retirement System

Name of Department or District. _____

Mailing Address: _____ City _____ Arizona, Zip Code _____

Report of Fund for Fiscal Year Ended _____

Signature of Preparer: _____ Printed Name: _____

Business Address: _____ City: _____ Arizona, Zip Code _____

Business Hours Telephone Number _____ Email Address: _____

BOARD CHAIRPERSON: _____

REPORTING REQUIREMENTS

A COPY OF THIS REPORT AND A COPY OF THE ANNUAL AUDIT SHALL BE SUBMITTED TO

<http://dfbls.az.gov/OFM/PSPVFPRFApplication.aspx>

(A.R.S. § 9-956, Subsection C).

AND HARD COPY SENT TO:

Department of Library, Archives and Public Records, State Capitol, 1700 West Washington, Phoenix, AZ 85007.

If the annual pension fund report is not received by the State Fire Marshal by the CLOSE OF BUSINESS on January 31, the participating Department is not eligible to receive its share of fire insurance premium tax monies under section 9-952. A.R.S. § 9-956, (D).

This report is used by the Office of State Fire Marshal to certify to the Arizona State Treasurer that the Fire Department or Fire District listed above is a participant to the Arizona Public Safety Personnel System. A.R.S. § 9-953.

Governing Board Meeting – January 18, 2017

Agenda Item: 7

BOD#: 2017-01-06

Agenda Item Title:

Discussion and possible approval of the invoice from Pinal County Recorder for the 2016 General Election.

Submitted By:

Fire Chief Paul Bourgeois

Finance Director Roger Wood

Background/Discussion:

The District is charged \$0.75 per registered voter whenever the District has a measure on the election ballot in Pinal County. In November 2016, the District had the election of three (3) Governing Board members, and the Temporary Tax Override Measure on the ballot.

When budgeting for this activity, the Pinal County Recorder informed Staff that there was approximately 30,650 registered voters in Pinal County. At \$0.75 per registered voter, the projected cost would be \$22,988. Staff budgeted for this expense in the following accounts:

100-10-61520-12 Elections Expense	\$15,400
150-10-61520-12 Elections Expense	\$ 7,585
Total	\$22,985

However, perhaps due to the increased interest related to the presidential election, the attached invoice from the Pinal County Elections office indicates that 40,144 people registered and voted at a cost of \$30,108.

As a result, the District will exceed the budget for this expense. The District's Procurement Policy mandates that any expense that is \$25,000 or more in cost requires Board approval.

Staff Recommendation:

Approval of the payment to Pinal County

Financial Impact:

100-10-61520-12 Elections Expense	\$15,400 budget - \$20,072 actual
150-10-61520-12 Elections Expense	\$ 7,585 budget - \$10,036 actual

Enclosure(s):

Pinal County Recorder Invoice GE1116-SFMD

SFMD Purchase Order 014105 – 100 Fund

SFMD Purchase Order 014124 – 200 Fund

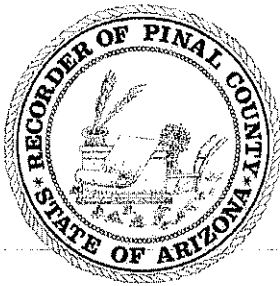
Recommended Motion:

"Motion to approve the payment of the 2016 November General Election invoice GE1116-SFMD."



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PINAL COUNTY RECORDER

VIRGINIA ROSS

2016 NOVEMBER GENERAL ELECTION

~ INVOICE ~

TO:
Superstition Fire & Medical Dist
c/o Jasmin Jones
565 N Idaho Rd
Apache Junction, AZ 85119

MAKE CHECKS PAYABLE TO: *Pinal County Recorder*
Invoice Number: *GE1116-SFMD*
Invoice Date: *December 23, 2016*
Direct Inquiries To: *Karin Hall*
Phone: *(520) 866-6836*

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
40,144	Administrative Service Fee - Registered Voters	0.75	\$30,108.00
TOTAL DUE UPON RECEIPT			30,108.00

31 N PINAL ST BUILDING E • PO BOX 848 • FLORENCE, AZ 85132
PH (520) 866-6830 • FAX (520) 866-6831 • TDD (520) 866-6851
pinalcountyz.gov/Departments/Recorder



Superstition Fire & Medical District

Purchase Order



565 North Idaho Rd. Apache Junction, AZ 85119-4014
 Phone: (480) 982-4440 Fax: (480) 982-0183

Date: January 04, 2017

TO: Pinal County Recorder's Office
 PO Box 848
 Florence, AZ 85132-3017

Vendor ID: PCRO
 Purchase Order #: **014105**

Requisition #: 13,210
 Buyer: DC_SS
 Created by: JDB
 Created Date: 1/4/2017
 Updated by: JDB
 Updated Date: 1/9/2017

Ship To: Administration Building
 565 N. Idaho Road
 Apache Junction, AZ 85219

Page #: 1

Order Description: 2016 General Election

Line	AJFD Product #	Description	GL Acct #	Quantity	Unit Price	Amount
1	NIO	2016 General Election (40,144 Voters)	100106152012#####		\$0.7500	\$20,072.00

Important Conditions

1. Invoice in Duplicate
2. If price(s) are higher than specified, do not ship, advise us.
3. Do not ship or render any service prior to specified date, unless noted.
4. Goods subject to our inspection on arrival, not withstanding prior payment to obtain cash discount.
5. Goods rejected due to inferior quality or workmanship will be returned to you with charge for transportation both ways, and are not to be replaced except upon receipt of replacement PO from us.
6. Orders not shipped on date specified may be cancelled by us.
7. If these conditions are not acceptable, please advise us on receipt of the orders and before you make any shipment.

TOTAL **\$20,072.00**

Roger Wood

Purchasing Manager

Fire Chief



Superstition Fire & Medical District

Purchase Order



565 North Idaho Rd. Apache Junction, AZ 85119-4014
 Phone: (480) 982-4440 Fax: (480) 982-0183

Date: January 09, 2017

TO: Pinal County Recorder's Office
 PO Box 848
 Florence, AZ 85132-3017

Vendor ID: PCRO

Purchase Order #: **014124**

Requisition #: 13,230

Buyer: DC_SS

Created by: JDB

Created Date: 1/9/2017

Updated by: JDB

Updated Date: 1/9/2017

Ship To: Support Services
 1455 E 18th Av
 Apache Junction, AZ 85219

Page #: 1

Order Description: 2016 General Election

Line	AJFD Product #	Description	GL Acct #	Quantity	Unit Price	Amount
1	NIO	2016 General Election (40,144 Voters)	150106152012#####		\$0.7500	\$10,036.00

Important Conditions

1. Invoice in Duplicate
2. If price(s) are higher than specified, do not ship, advise us.
3. Do not ship or render any service prior to specified date, unless noted.
4. Goods subject to our inspection on arrival, not withstanding prior payment to obtain cash discount.
5. Goods rejected due to inferior quality or workmanship will be returned to you with charge for transportation both ways, and are not to be replaced except upon receipt of replacement PO from us.
6. Orders not shipped on date specified may be cancelled by us.
7. If these conditions are not acceptable, please advise us on receipt of the orders and before you make any shipment.

TOTAL **\$10,036.00**

Roger Wood
 Purchasing Manager

Fire Chief

Governing Board Meeting – January 18, 2017

Agenda Item: 8

BOD#: 2017-01-07

Agenda Item Title:

Discussion and possible action regarding withdrawing from the REMTSA Agreement.

Submitted By:

Board Chairman Jeff Cross

Background/Discussion:

This item comes before the board to officially be removed from the Regional Emergency Medical Transportation Service Agreement (REMTSA), with the intent to exercise the 90-day out provision of the contract, meaning our withdrawal will be effective April 10, 2017.

Staff Recommendation:

Withdrawing from the REMSTA agreement.

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

“Motion to withdraw from the Regional Emergency Medical Transportation Service Agreement, with our intent to exercise the 90-day out provision, and the withdrawal date effective on April 10, 2017.”



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Governing Board Meeting – January 18, 2017

Agenda Item: 9

BOD#: 2017-01-08

Agenda Item Title:

Discussion, update, and possible action regarding the low acuity pilot program.

Submitted By:

Fire Chief Paul Bourgeois

Assistant Chief Jerome Schirmer

Background/Discussion:

Assistant Chief Jerome Schirmer will give a brief update on the low acuity pilot program and present operational information.

Staff Recommendation:

N/A

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

N/A



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Governing Board Meeting – January 18, 2017

Agenda Item: 10

BOD#: 2017-01-09

Agenda Item Title:

Discussion, update, and possible action regarding ambulance operations.

Submitted By:

Fire Chief Paul Bourgeois

Assistant Chief Jerome Schirmer

Background/Discussion:

Assistant Chief Jerome Schirmer will give a brief update on ambulance operations.

Staff Recommendation:

N/A

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

N/A



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Governing Board Meeting – January 18, 2017

Agenda Item: 11

BOD#: 2017-01-10

Agenda Item Title:

Discussion, update, and possible action regarding 5 year projections of the transportation services division.

Submitted By:

Fire Chief Paul Bourgeois

Assistant Chief Mike Farber

Transportation Services Manager Billy Warren

Background/Discussion:

Assistant Chief Jerome Schirmer will give a brief update on ambulance operations.

Staff Recommendation:

N/A

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

N/A



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Governing Board Meeting – January 18, 2017

Agenda Item: 12

BOD#: 2017-01-11

Agenda Item Title:

Senior Leadership Team Reports

- a. Fire Chief
- b. Emergency Services
- c. Administrative Services
- d. Community & 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 – January 18, 2017

Agenda Item: 13

BOD#: 2017-01-n/a

Agenda Item Title:

Announcements

Background / Discussion:

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

Governing Board Meeting – January 18, 2017

Agenda Item: 14

BOD#: 2016-01-12

Agenda Item Title:

Adjournment

Recommended Motion:

“Motion to adjourn the board meeting.”



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Appendix A

a) Special Board Meeting Minutes from December 15, 2016

Submitted By:

Fire Chief Paul Bourgeois

Board Secretary Jasmin Jones

Background / Discussion:

The special board meeting minutes of the previous meeting(s) 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 December 15, 2016 special board meeting minutes.

Enclosure(s):

December 15, 2016 Special Board Meeting Minutes



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Governing Special Board Meeting Minutes December 15, 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 THURSDAY, DECEMBER 15, 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 4:30 P.M.

- A. Chairman Cross called the meeting to order at 4:30 p.m.
- B. The Pledge of Allegiance was led by Director Strand.
- C. Roll Call showed Chairman Jeff Cross, Clerk Gene Gehrt, Director Todd House, Director Jason Moeller, and Director Larry Strand as present.

Senior Leadership in attendance: Fire Chief Paul Bourgeois, Assistant Chief Brett Broman, Finance Director Roger Wood, Captain David Pohlmann, and Transportation Services Manager Billy Warren were present.

Executive Assistant acting as Board Secretary Jasmin Jones was also present at the meeting.

Item 1: *Review, discussion, and possible approval of contract negotiations and/or strategic initiatives regarding AMR contracts, including any amendments and mutual aid agreements in conjunction with said contract. (BOD #2016-12-01)*

Fire Chief Paul Bourgeois introduced this item to the Board, and thanked them for meeting with short notice (24 hour notice). He went on to explained how important and time sensitive these items were.

Captain David Pohlmann explained to the BOD what the contract and exhibits included in each document.

The BOD stated they appreciate the hard work over several years to come to this conclusion that benefits both our citizens and the SFMD.

Motion by Clerk Gehrt to approve the Release and Settlement Agreement, which includes Exhibit A, 4th Amendment to the Regional Emergency Medical Transportation Service Agreement and Exhibit B, the MOU Agreement of CoN 86 between SW and SFMD. Seconded by Director Strand.

Vote 5 ayes, 0 nays. Motion passed.

Item 2: *Call to Public (BOD# 2016-12-n/a)*

N/A

Item 3: *Adjourn (BOD# 2016-12-02)*

Motion by Director House at 4:42 PM to adjourn the meeting. Seconded by Chairman Cross.

Vote 5 ayes, 0 nays. Motion passed.

Governing Board Approval:

Gene Gehrt, Board Clerk

Jasmin Jones

Appendix B

b) Board Meeting Minutes from December 21, 2016

Submitted By:

Fire Chief Paul Bourgeois
Board Secretary Jasmin Jones

Background / Discussion:

The board meeting minutes of the previous meeting(s) 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 December 21, 2016 board meeting minutes.

Enclosure(s):

December 21, 2016 Special Board Meeting Minutes



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**Governing Board Meeting Minutes
 December 21, 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, DECEMBER 21, 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.

Motion by Director Strand to nominate Jeff Cross as the board chairman. Seconded by Director Gehrt.
 Vote 5 ayes, 0 nays. Motion passed.

Motion by Director House to nominate Gene Gehrt as the board clerk. Seconded by Director Strand.
 Vote 4 ayes, 0 nays. Motion passed (Gehrt abstained)

- 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 Jason Moeller, and Director Larry Strand 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 November 2016 financial reports and bank reconciliations. (BOD #2016-12-03)*

Motion by Director House to approve the November 2016 financial reports and bank reconciliations. Seconded by Director Strand.

Vote 5 ayes, 0 nays. Motion passed.

Item 2: *Recognition of employee performance, achievements and special recognition for community members. (BOD #2016-12-04)*

Assistant Chief Brett Broman presented Jack Hafer with his 25 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

Captain / Medic Doug Taylor	24 Years
Deputy Fire Marshal John Suniga	24 Years
Fire Mechanic I George Nasello	4 Years

Division Chief Rick Ochs recognized L264 and Medic 263 Crews for a Cardiac SAVE:

L264

Captain / Medic Doug Taylor

Engineer Rob McMinn

Firefighter/Medic Ken Simkins

Firefighter Wayne Emerson

Medic 263

EMT Kevin Montgomery

Paramedic Cortney Schmeltzer

Item 3: *Call to the Public. (BOD #2016-12-n/a)*
N/A

Item 4: *Consideration and possible approval of all consent agenda items listed below:
(BOD #2016-12-05)*

- a) *Board Meeting Minutes from November 16, 2016*
- b) *Executive Session Board Meeting Minutes from November 16, 2016*
- c) *Special Board Meeting Minutes from November 28, 2016*
- d) *Disposition of Surplus Property: CF-C2 ePCR Tablets*
- e) *Disposition of Surplus Property – 2012 iPad 2*
- f) *Renewal of Annual Worker's Compensation Insurance provided by 7710 Insurance*
- g) *Gold Canyon Arts Festival Staffing Agreement*
- h) *Renaissance Limited Contract*
- i) *IGA with the City of Mesa: VHF Fire Ground Radio System*

Motion by Clerk Gehrt to approve the consent agenda items for December 21, 2016. Seconded by Chairman Cross.

Vote 5 ayes, 0 nays. Motion passed.

Item 5: *Discussion and possible action regarding current changes to FLSA. (BOD #2016-12-06)*

Assistant Chief Jerome Schirmer gave a brief update regarding the interpretation by the 9th Circuit Court regarding FLSA pay and how it has impacted the Community Medicine operation of the Mesa Fire / Medical Department to include the compensation of employees assigned to that program. He went on to explain that the virtue of SFMD's involvement in Mesa's CMS grant and the duplicate nature of staffing CM units, both organizations are facing possible reimbursement to employees, who according to the 9th Circuit, were incorrectly categorized as 56-hour employees. Chief Schirmer fielded questions from the BOD.

Item 6: *Discussion, update, and possible action regarding ambulance billing. (BOD #2016-12-07)*

Assistant Chief Mike Farber gave a brief update regarding the progress of the ambulance billing operations and provided a summary of an analysis, accomplishments, and strategic plan moving forward.

Item 7: *Discussion, update, and possible action regarding Public Safety Personnel Retirement System (PSPRS) events, including the Hall VS. PSPRS ruling and the District's Fiscal Year 2017/2018 employer contribution rate. (BOD #2016-12-08).*

Fire Chief Paul Bourgeois gave a brief summary regarding the Hall VS. PSPRS ruling. He stated the impact of the Hall decision on employers like SFMD is currently unknown. However, what is known is that public safety employers like SFMD will see their annual employer (ER) contribution rate increase to offset the decrease in the employee (EE) contribution.

Chief Bourgeois answered several questions by the BOD regarding the ruling of the case. He stated that agencies were told not to expect an answer quickly as attorney's need to go back on how to facilitate the ruling.

Finance Director Roger Wood gave a brief summary on some ideas on what the interest rate and the tax treatment for the payments would be. These questions will be answered during the facilitation of the case as well.

Item 8: *Discussion, update, and possible action regarding the community medicine program. (BOD #2016-12-09).*

Assistant Chief Jerome Schirmer gave a brief update regarding the community medicine program. He went on to briefly summarize the follow up program that Tanner Fox is currently working. Chief Schirmer also summarized the low acuity pilot program he is working on. He stated more information will be brought to the BOD at the January meeting. He fielded questions from the BOD regarding the low acuity pilot program, including how risk management will still be in place for the protection of our crews and our citizens.

Item 9: *Discussion, update, and possible action regarding the treat and refer program. (BOD #2016-12-10).*

Fire Chief Paul Bourgeois gave a brief update on the progress and the importance of the treat and refer program. He stated fire service has been asking for a program like this for years, it will not only keep citizens out of the emergency department, there will be some reimbursement from insurance companies.

Chief Schirmer went on to explain that quite a few agencies want to participate in this program and we are one of the few departments that are ready for training and a test period. SFMD already has the data and the ePCR units, the State of Arizona requires for the program to begin. He stated that it may be mid to late February before the program begins.

Item 10: *Discussion and update regarding the lessons learned during the temporary override election process. (BOD# 2016-12-11)*

Fire Chief Paul Bourgeois had a short presentation regarding the lessons learned through the temporary override election process. Some of the items mentioned were:

What Worked – numerous educational presentations (including Labor, Fleet Services, and Fire Chief), signs posted by Labor, Internet/Website, Print Media (editorial articles, resident comments, articles in community letters), being engaged and accessible to our citizens with quick responses to questions, video PSA's with customer testimonials, door to door campaign by Labor, educating and communicating with internal personnel, trifold, simple straightforward message, active presence on social media, clear regarding the consequences of a *no* vote, owned the issue, adopted a can-do attitude, and we did not invest money – we invested human effort.

Chief Bourgeois fielded comments from the BOD and thanked them for being so supportive.

Item 11: *Discussion and possible action regarding conflict of interest or potential conflict of interest of Governing Board Members. (BOD# 2016-12-12)*

Chairman Cross – employed at MFMD

Clerk Gehrt – N/A

Director Moeller – City of Apache Junction Industrial Authority Board

Director Strand – N/A

Director House – Pinal County Supervisor

The BOD members also signed forms with the above information that will be kept on file per ARS.

Item 12: *Discussion and possible approval of the 2017 disclosure statement of meeting notice posting locations and dates for the Superstition Fire & Medical District Governing Board Meetings and Local Pension Board Meetings. (BOD# 2016-12-13)*

Executive Assistant Jasmin Jones stated the meeting dates and times were still the third Wednesday of the month and will begin at 5:30 PM.

Motion by Director House to approve filing the 2017 disclosure statement with board meeting dates and times with the Pinal County Board of Supervisors and for posting meeting notices and agendas on the locations specified in the statement and on the district website. Seconded by Director Moeller.

Vote 5 ayes, 0 nays. Motion passed

Item 13: *Discussion and possible approval of a planning calendar and process for Fiscal Year 2017/2018 SFMD Revenue and Expenditure Budget. (BOD# 2016-12-14)*

Finance Director Roger Wood briefly went over the planning calendar as presented to the BOD.

Motion by Director Moeller to adopt the Fiscal Year 2017/2018 Budget Planning Calendar as presented, and to schedule the July Governing Board Meeting for Wednesday, July 19, 2017 at 5:30 PM when the Fiscal Year 2017/2018 budget will be adopted. Seconded by Clerk Gehrt.

Vote 5 ayes, 0 nays. Motion passed

Item 14: *Discussion and possible approval of Pinal County Treasurer's Office and Wells Fargo Bank signature authority. (BOD# 2016-12-15)*

Finance Director Roger Wood stated this item is a house-keeping item to remain up to date with our district bank account with the names of our newly elected board members and to remove the name of our retiring board member.

Motion by Clerk Gehrt to approve the Pinal County Treasurer's Office Combined Resolution, and the Wells Fargo Authorization Certificate and Amendment to Commercial Account Signature Card documents to reflect the current Governing Board Members. Seconded by Director House.

Vote 5 ayes, 0 nays. Motion passed

Item 15: *Discussion and possible action regarding transferring funds for the January 1, 2017 Debt Service Interest Payment. (BOD# 2016-12-16)*

Finance Director Roger Wood stated this item is presented to the BOD every year for the debt service interest payment.

Motion by Director House to authorize payment by executing letter of direction to Pinal County Treasurer's Office to wire transfer funds for the GADA debt service payments on December 31, 2016 due to U.S. Bank on January 1, 2017. Seconded by both Chairman Cross and Director Strand.

Vote 5 ayes, 0 nays. Motion passed

Item 16: *Senior Leadership Team Reports (BOD# 2016-12-17)*

➤ **Fire Chief Report**

- Save the Date
 - December 22, 2016 – Captain Jack Hafer Retirement Celebration
 - January 12th – 14th – AFDA Winter Conference
- New Organizational Chart

➤ **Emergency Services / Operations**

- Training Division Update

- Transportation Division Update
- Community Medicine Unit Update
- TRT school update and pictures
- **Administrative Services**
 - Swearing in of new PT Transportation Services employees
 - Neighborhood Meetings
 - Assisted Prescott Fire with Captain's Testing
 - Ribbon Cutting at Superstition Ranch Market
 - Tech Division
 - Created Accreditation Map / Override Results Map
 - ImageTrend work group focusing on data quality
- **Financial Services**
 - FY 15/16 Completion
 - CYMA Enhancements
 - Year-End planning and preparations

Item 17: *Announcements (BOD# 2016-12-n/a)*

Director House stated he is still holding a diaper drive and currently has over 13,000 diapers.

Item 18: *Adjourn (BOD# 2016-12-18)*

Motion by Director Strand at 7:15 PM 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) Purchase of five (5) APX700XE Dual Band Radios

Submitted By:

Fire Chief Paul Bourgeois

Division Chief Rick Ochs

Background / Discussion:

This purchase is for five (5) APX7000XE dual band portable radios. Each radio includes a set of accessory components that are listed below. This purchase was budgeted for and monies are available in the Capital Projects Fund, Radio communications Equipment # 200-70-72660-30

- (5) APX7000XE radios (includes antenna, battery, 5-yr warranty, and omits 3" belt clip)
- (5) XE remote speaker mics
- (5) desktop chargers
- (5) shorter (2 ½") belt clips
- (5) spare batteries

Financial Impact/Budget Line Item:

\$39,791.66 / 200-70-72660-30

Staff Recommendation:

Approval of purchase

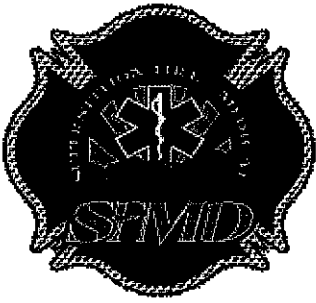
Enclosure(s):

Purchase Order



Go to Item 5

Go to Agenda



Superstition Fire & Medical District

Purchase Order



565 North Idaho Rd. Apache Junction, AZ 85119-4014
 Phone: (480) 982-4440 Fax: (480) 982-0183

Date: January 09, 2017

TO: Motorola Solutions, Inc
 1303 E Algonquin Rd
 Schaumburg, IL 60196

Vendor ID: MOTOSO

Purchase Order #: 014130

Requisition #: 13,236

Buyer:RECEPT

Created by:KJB

Created Date:1/9/2017

Updated by:KJB

Updated Date:1/9/2017

Ship To: Administration Building
 565 N. Idaho Road
 Apache Junction, AZ 85219

Page #: 1

Order Description: radios

<u>Line</u>	<u>AJFD Product #</u>	<u>Description</u>	<u>GL Acct #</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
1	200COMMRADIOS	Portable Radios - Serialized	200707266030	1.00	\$39,791.6600	\$39,791.66

Important Conditions

1. Invoice in Duplicate
2. If price(s) are higher than specified, do not ship, advise us.
3. Do not ship or render any service prior to specified date, unless noted.
4. Goods subject to our inspection on arrival, not withstanding prior payment to obtain cash discount.
5. Goods rejected due to inferior quality or workmanship will be returned to you with charge for transportation both ways, and are not to be replaced except upon receipt of replacement PO from us.
6. Orders not shipped on date specified may be cancelled by us.
7. If these conditions are not acceptable, please advise us on receipt of the orders and before you make any shipment.

TOTAL **\$39,791.66**

 Purchasing Manager

 Fire Chief



Quote Number: QU0000388169
 Effective: 05 JAN 2017
 Effective To: 06 MAR 2017

Bill-To:
 SUPERSTITION FIRE AND MEDICAL
 DISTRICT
 565 N IDAHO RD
 APACHE JUNCTION, AZ 85219
 United States

Ultimate Destination:
 SUPERSTITION FIRE AND MEDICAL
 DISTRICT
 565 N IDAHO RD
 APACHE JUNCTION, AZ 85219
 United States

Attention:
Name: Rick Ochs
Email: rick.ochs@sfmd.az.gov
Phone: 480.695.9377

Sales Contact:
Name: Nick Spino / Walter Whately
Email: nick.spino@creativecom.com
Phone: 602.955.8405

Request For Quote: SMFD (5) APX7000XE
Contract Number: ARIZONA STATE
Freight terms: FOB Destination
Payment terms: Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	% Discount	Price	Extended Price
1	5	H49TGD9PW1AN	APX7000XE DIGITAL PORTABLE RAD	\$3,986.00	\$2,909.78	27.00		\$14,548.90
1a	5	QA01427AC	ALT: IMPACT GREEN HOUSING	\$25.00	\$18.25	27.00		\$91.25
1b	5	QA00569AB	ADD: 7/800MHZ PRIMARY BAND	-	-			-
1c	5	QA00574AC	ADD: VHF SECONDARY BAND	-	-			-
1d	5	Q806BP	ADD: ASTRO DIGITAL CAI OPERATION	\$515.00	\$375.95	27.00		\$1,879.75
1e	5	HA00025AH	ENH: SFS COMPREHENSIVE 5 YR	\$413.00	\$413.00	-		\$2,065.00
1f	5	QA00579AC	ADD: ENABLE DUAL BAND OPERATION	\$1,000.00	\$730.00	27.00		\$3,650.00
1g	5	H301CM	DEL: DELETE BELT CLIP	\$-10.00	\$-7.30	27.00		\$-36.50
1h	5	Q498AZ	ENH: ASTRO 25 OTAR W/ MULTIKEY	\$740.00	\$540.20	27.00		\$2,701.00
1i	5	Q629AL	ENH: AES ENCRYPTION	\$475.00	\$346.75	27.00		\$1,733.75
1j	5	H38BU	ADD: SMARTZONE OPERATION	\$1,500.00	\$1,095.00	27.00		\$5,475.00
1k	5	Q361AS	ADD: P25 9600 BAUD TRUNKING	\$300.00	\$219.00	27.00		\$1,095.00
1l	5	QA01648AA	ADD: ADVANCED SYSTEM KEY - HARDWARE KEY	\$5.00	\$3.65	27.00		\$18.25
2	5	PMMN4106A	REMOTE SPEAKER MIC, HIGH IMPACT GREEN	\$550.00	\$412.50	25.00		\$2,062.50
3	5	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	\$150.00	\$112.50	25.00		\$562.50
4	5	NTN8266B	BELT CLIP KIT	\$12.00	\$9.00	25.00		\$45.00
5	5	NNTN8930A	BATT IMPRES 2 LIION TIA4950 R IP68 2650T	\$155.00	\$116.25	25.00		\$581.25

Estimated Tax Amount \$3,319.01

Total Quote in USD **\$39,791.66**

Pricing per Motorola's Arizona State Contract: ADSP013-036880, with taxes estimated at 9.1% and shipping FedEx ground is included.

PO Issued to Motorola Solutions Inc. must:
 >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
 >Have a PO Number/Contract Number & Date
 >Identify "Motorola Solutions Inc." as the Vendor