

VERSION 1.0



BOARD OF DIRECTORS MEETING

MARCH 15, 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

Board of Directors Meeting Agenda

March 15, 2017

Mission Statement

Preserve Life ~ Protect Property ~ Add Value to *OUR* Community

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, March 15, 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.

- 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 February 2017 financial reports and bank reconciliations. (BOD #2017-03-01)**
- 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2017-03-02)**
- 3. Call to the Public. (BOD #2017-02-n/a)**
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 listed below (BOD #2017-03-03):**
 - A. Board Meeting Minutes from February 15, 2017
- 5. Discussion and possible approval of participating in a pilot program to gather patient medication history. (BOD #2017-03-04)**
- 6. Discussion, update, and possible action regarding the PSPRS defined contribution plan that becomes effective July 1, 2017. (BOD #2017-03-05)**
- 7. Discussion, presentation, and possible action on the Fiscal Year 2017/2018 Budget development. (BOD #2017-03-06)**
- 8. Discussion and possible action regarding the topic of agency accreditation. (BOD #2017-03-07)**

9. Senior Leadership Team Reports. (BOD #2017-03-08)

- Management Services
- Emergency Services
- Administrative Services
- Community & Financial Services

10. Announcements (BOD #2017-03-n/a)

11. Adjourn (BOD #2017-03-09)

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 March 9, 2017

At: 1300 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 – March 15, 2017

Agenda Item: 1

BOD#: 2017-03-01

Agenda Item Title:

Review and approval of the February 2017 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 February 2017 financial reports and bank reconciliations."



Go To Item 2

Go to Agenda

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 **February 2017**:

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



January 2017

Governing Board Meeting – March 15, 2017

Agenda Item: 2

BOD#: 2017-03-02

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.

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

5 Years of Service
Firefighter / Paramedic Matthew Dold
Firefighter / Paramedic Daniel Elliott
Firefighter Wayne Emerson
Firefighter / Paramedic Lance Frawley
Firefighter / Paramedic Brian Garten
Firefighter Bryan Heun
Firefighter / Paramedic Ryan Ledbetter
Firefighter / Paramedic Matthew Perez
Firefighter / Paramedic Ryan Philips
Firefighter / Paramedic Adam Rodriguez

March Service Anniversaries:

11 Years of Service
Fleet & Facilities Support Specialist Barb Duffel



Go to Item 3

Go to Agenda

Governing Board Meeting – March 15, 2017

Agenda Item: 3

BOD#: 2017-03-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



Go to Item 4

Go to Agenda

Governing Board Meeting – March 15, 2017

Agenda Item: 4

BOD#: 2017-03-03

Agenda Item Title:

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

- A. Board Meeting Minutes from February 15, 2017 – **Appendix A**

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 March 15, 2017.”



Go to Item 5

Go to Appendices

Go to Agenda

Governing Board Meeting – March 15, 2017

Agenda Item: 5

BOD#: 2017-03-04

Agenda Item Title:

Discussion possible approval of participating in a pilot program to gather patient medication history.

Submitted By:

Fire Chief Paul Bourgeois

Fire Captain Dave Pohlmann

Background/Discussion:

This item comes before the BOD to allow the District to participate in a 30 day pilot program to test the concept of gathering patient medication history to assist first responders with the safety and well-being of our citizens.

Financial Impact:

N/A

Enclosure(s):

Provided under separate cover

*Standard BAA

Recommended Motion:

“Motion to approve the allow the SFMD to participate in the 30-day pilot program, to test the concept of gathering patient medication history, to better assist first responders with the safety and well-being of our citizens.”



Go to Item 6

Go to Agenda

Governing Board Meeting – March 15, 2017

Agenda Item: 6

BOD#: 2017-03-05

Agenda Item Title:

Discussion, update, and possible action regarding the PSPRS defined contribution plan that becomes effective July 1, 2017.

Submitted By:

Fire Chief Paul Bourgeois
Finance Director Roger Wood

Background/Discussion:

Senate (SB) Bill 1428

In February 2016, SB1428 was passed by the Arizona legislature, and approved by the voters in a special election in May 2016. The bill is intended as a means of overhauling the Public Safety Personnel Retirement System (PSPRS) to address the fund’s underfunded financial status.

SB1428 contains numerous changes to PSPRS’s retirement structure, most notably creating a new Tier 3 for public safety personnel hired on or after July 1, 2017. These changes will not affect the District until such time as it hires new firefighters sometime in the future; no new hires are being proposed for FY1718.

However, SB1428 also contains new rules related to a DC Plan for Tier 2B employees; firefighters hired between January 2, 2012 and July 1, 2017. The District has 26 firefighters who are considered Tier 2B.

The new Tier 2B DC Plan creates a “supplemental retirement” option for Tier 2B firefighters which is funded by both Employer (ER) and Employee (EE) payroll contributions as follows:

Year of Hire	ER Contribution Rate	EE Contribution Rate
2012	4% from 7/1/17 to 6/30/ <u>24</u> , 3% thereafter	3% from 7/1/2017 and thereafter
2013	4% from 7/1/17 to 6/30/ <u>23</u> , 3% thereafter	3% from 7/1/2017 and thereafter
2014	4% from 7/1/17 to 6/30/ <u>22</u> , 3% thereafter	3% from 7/1/2017 and thereafter
2015	4% from 7/1/17 to 6/30/ <u>21</u> , 3% thereafter	3% from 7/1/2017 and thereafter
2016	4% from 7/1/17 to 6/30/ <u>20</u> , 3% thereafter	3% from 7/1/2017 and thereafter

The Tier 2B DC Plan is an “opt out” plan, meaning the firefighters are automatically enrolled unless they opt out during the period April – June 30, 2017. PSPRS is supposed to be proactively sending out material to those affected by this new plan. Staff intends to ensure those affected are informed as a part of the May Open Enrollment process.



Go to Item 7

Go to Agenda

For informational purposes, the definition of the various PSPRS Tiers are:

Tier 1 – Hired on or before Jan 1, 1992 (i.e., have 20 years of service prior to January 1, 2012).

Tier 2 A – Hired between January 2, 1992 (i.e., have less than 20 years of service prior to January 1, 2012)

Tier 2B – Hired between January 2, 2012 and July 1, 2017

Tier 3 – Hired after July 1, 2017

The District currently has:

Tier 1 – 7 (5 in the DROP)

Tier 2A – 54

Tier 2B - 26

Staff Recommendation:

N/A

Financial Impact:

Current estimate: \$62,000 for FY1718

Enclosure(s):

N/A

Recommended Motion:

N/A



[Go to Item 7](#)

[Go to Agenda](#)

Governing Board Meeting – March 15, 2017

Agenda Item: 7

BOD#: 2017-03-06

Agenda Item Title:

Discussion, presentation, and possible action on the Fiscal Year 2017/2018 Budget development.

Submitted By:

Fire Chief Paul Bourgeois

Finance Director Roger Wood

Background/Discussion:

An overview of the on-going efforts to develop a balance budget for FY 2017/2018 for the suppression, ground transport, and community medicine operations will be provided.

Staff Recommendation:

N/A

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

N/A



[Go to Item 8](#)

[Go to Agenda](#)

Governing Board Meeting – March 15, 2017

Agenda Item: 8

BOD#: 2017-03-07

Agenda Item Title:

Discussion and possible action regarding the topic of agency accreditation.

Submitted By:

Fire Chief Paul Bourgeois

Background/Discussion:

Staff has been discussing the feasibility of maintaining the department's accreditation status. Discussions have been centered around cost both monetarily and administratively. With consideration to the district's financial challenges, management has revisited the topic of agency accreditation and would like to include the BOD in that discussion.

Financial Impact:

TBD

Enclosure(s):

N/A

Recommended Motion:

TBD



Go to Item 9

Go to Agenda

Governing Board Meeting – March 15, 2017

Agenda Item: 9

BOD#: 2017-03-08

Agenda Item Title:

Senior Leadership Team Reports

- Management Services
- Emergency Services
- Administrative Services
- 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 – March 15, 2017

Agenda Item: 10

BOD#: 2017-03-n/a

Agenda Item Title:

Announcements

Background / Discussion:

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

Governing Board Meeting – March 15, 2017

Agenda Item: 11

BOD#: 2016-03-09

Agenda Item Title:

Adjournment

Recommended Motion:

“Motion to adjourn the board meeting.”



[Go to Agenda](#)

Appendix A

A. Board Meeting Minutes from February 15, 2017

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 February 15, 2017 board meeting minutes.

Enclosure(s):

February 15, 2017 Board Meeting Minutes



[Go to Item 5](#)

[Go to Agenda](#)



Superstition Fire & Medical District

Phone (480) 982-4440 ~ www.sfmd.az.gov

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565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443



Governing Board Meeting Minutes February 15, 2017

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, FEBRUARY 15, 2017. 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. Call to Order

Chairman Cross called the meeting to order at 5:30 P.M.

B. Pledge of Allegiance

Pledge of Allegiance was led by Clerk Gehrt.

C. Roll Call

Chairman Jeff Cross, Clerk Gene Gehrt, Director Todd House, and Director Larry Strand as present. Director Jason Moeller was absent.

Senior Leadership Team in attendance: Fire Chief Paul Bourgeois, Assistant Chief Jerome Schirmer, Assistant Chief Brett Broman, Assistant Chief Mike Farber, and Finance Director Roger Wood.

Legal Counsel Donna Aversa and Executive Assistant acting as Board Secretary Jasmin Jones were also present for the meeting.

1. Review and approval of the January 2017 financial reports and bank reconciliations. (BOD #2017-02-01)

Motion by Director House to approve the January 2017 financial reports and bank reconciliations. **Seconded** by Director Strand.

Vote 4 ayes, 0 nays. **MOTION PASSED.** (Director Jason Moeller was absent)

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2017-02-02)

Assistant Chief Brett Broman read the list of February service anniversaries: Captain/Paramedic Paul Perkins (27 Years), Captain/Paramedic Carlos Rivera (17 Years), Planning & Technology Administrator Anna Butel (17 Years). Fleet Supervisor Vaughn Croshaw (8 Years), Firefighter/Paramedic Dave Endres (4 Years), Firefighter/Paramedic Christopher Furgeson (4 Years), Firefighter Jackie Anderson (4 Years), Firefighter Monte Fuller (4 Years), Firefighter Anthony Martinez (4 Years), Assistant Chief Jerome Schirmer (3 Years), EMS Coordinator Eileen Blackstone (1 Year), and HR Generalist Sherry Mueller (1 Year).

Chief Broman presented the BOD with the annual painting from the Gold Canyon Arts Council.

3. Call to the Public. (BOD #2017-02-n/a)

N/A

4. Consideration and possible approval of all consent agenda items listed below (BOD #2017-02-03):

- A. Board Meeting Minutes from January 18, 2017
- B. Purchase of one (1) Stryker Power Loading System and five (5) XPS Retrofit Kits
- C. Purchase of two (2) Skid Units
- D. Purchase of computers and equipment as planned for FY 16/17
- E. Renewal of contract for property and casualty insurance
- F. Renewal of contract with Phoenix NAP COLO Services
- G. Approval of contract from Phoenix Technology Solutions (PTS)
- H. Agreement for Data Contribution with the National Fire Protection Agency (NFPA)
- I. Disposition of Surplus Property / Approval of Auction Services Agreement

Director Strand asked to remove item G for further explanation.

Motion by Clerk Gehrt to approve consent agenda items A, B, C, D, E, F, H, and I for February 15, 2017. **Seconded** by Director House.

Vote 4 ayes, 0 nays. **MOTION PASSED.** (Director Jason Moeller was absent)

Anna Butel explained that Phoenix NAP houses the district's servers.

Motion by Director Strand to approve item G for February 15, 2017. **Seconded** by Clerk Gehrt.

Vote 4 ayes, 0 nays. **MOTION PASSED.** (Director Jason Moeller was absent)

5. Discussion of the Fiscal Year 2017/2018 Tax Abstract for Pinal and Maricopa counties, and its impact on the development of the Fiscal Year 2017/2018 Revenue Budget. (BOD #2017-02-04)

Fire Chief Paul Bourgeois introduced this item to the BOD. He briefly explained the different NAV's throughout Arizona Fire Districts and the unintended consequences of Proposition 117.

Finance Director Roger Wood presented preliminary budget numbers after receiving the tax abstracts from both Pinal and Maricopa counties.

6. Discussion and possible action of the Fiscal Year 2017/2018 forecast based on fiscal year-to-date information through January 31st, and its implications on the development of the Fiscal Year 2017/2018 Budget. (BOD #2017-02-05)

Finance Director Roger Wood briefed the BOD on the development of the budget process. He stated the starting point of developing a budget for the new fiscal year is an estimate of beginning cash balance, which is the ending cash balance of the current fiscal year.

He presented a forecast of Fiscal Year 2016/2017 revenue and expense levels and provided an early view of the possible challenges to be addressed while developing the Fiscal Year 2017/2018 budget.

7. Discussion and possible action regarding any contracts or Memorandum of Understandings that pertain to ambulance operations. (BOD #2017-02-06)

Fire Chief Paul Bourgeois briefed the BOD on ambulance operations in our district. He stated the item before the Board was a contract between SW General and the SFMD recognizing the need to cooperate on the Mesa / Apache Junction border to provide mutual aid for the safety of our citizens.

Motion by Clerk Gehrt to approve the Contract, between SW General, Inc. and Superstition Fire & Medical District recognizing the necessity to cooperate and work together to provide mutual aid and contingency assistance for the safety and well-being of our citizens. **Seconded** by Director House.

Vote 4 ayes, 0 nays. **MOTION PASSED.** (Director Jason Moeller was absent)

8. Discussion and possible action discussing the impact of the recent 9th Circuit Court ruling on the treatment of overtime pay. (BOD #2017-02-07)

Finance Director Roger Wood gave a brief update regarding the timeline of events that will lead to the payout process for the Captains that need will be reimbursed because of the 9th Circuit Court ruling.

1. Finalized calculations and received a legal waiver from Ms. Aversa.
 2. Scheduled one-on-one meetings with the five SFMD Captains impacted by the ruling.
 3. Payouts will be processed on March 17th.
-

9. Senior Leadership Team Reports (BOD #2017-02-08)

Management Services

- Legislative Update
- Website Audit Update
- Strategic Planning Summit Update
- SFMD Leadership Conference – Save the Date May 15th and 16th

Emergency Services Report

- Active Shooter Training w/Law Enforcement Update
- Training Update
- December 2016 Operations Stats
- December 2016 Transportation Operations Stats & CoN Compliance Report

Administrative Services Report

- Volunteer Appreciation Brunch – January 23, 2017
- Continued TSP Interviews and Hiring Process
- Committees Update
 - Grant
 - Healthcare Taskforce

Community & Financial Services Report

- SFMD was featured at Parks & Rec's Family Fitness Day
 - Monthly Transport Collections Report
 - Possible revision to the Procurement Policy
 - Pension Board meeting update – Captain Perkins and Engineer Colby entered into the DROP
-

10. Announcements (BOD #2017-02-n/a)

Clerk Gehrt requested to have a standing agenda item for PSPRS information.

Director House stated that he attended the Gold Canyon annexation meeting, it was heavily attended.

11. Adjourn (BOD #2017-02-09)

Motion by Director House at 6:25 PM to adjourn the meeting. **Seconded** by Director Strand.

Vote 4 ayes, 0 nays. MOTION PASSED. (Director Jason Moeller was absent)

Governing Board Approval:

Gene Gehrt, Board Clerk

Jasmin Jones