



**Governing Board Meeting Minutes
 September 16, 2015**

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, SEPTEMBER 16, 2015. 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 5:31 p.m.
- B. The Pledge of Allegiance was led by Director House
- 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 Dave Montgomery, Assistant Chief Mike Farber, Finance Director Roger Wood, and Battalion Chief Jeff Cranmer were present.

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

Item 1: *Review and approval of the August 2015 financial reports and bank reconciliations. (BOD #2015-09-01)*

Finance Director Roger Wood, explained to the Board of Directors (BOD), that because of the integration of the Tyler Software, the Financial Reports were not complete. He explained to the BOD that we would hold a Special Board Meeting to approve the Financials Statements on or before September 30, 2015.

Item 2: *Recognition of employee performance, achievements and special recognition for community members. (BOD #2015-09-02)*

Fire Chief Paul Bourgeois presented the September Milestone Award

Assistant Chief Mike Farber	30 Years
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Fire Chief Bourgeois presented the following September Service Awards

Fire Engineer John Taylor	15 Years
Fire Captain / Paramedic Ruben Briones	10 Years
Fire Engineer / Paramedic Tanner Fox	10 Years
Fire Engineer Rob McMinn	10 Years
Firefighter / Paramedic Randy VandeKrol	10 Years

Chairman Cross read the list of the following September Service Anniversaries

Assistant Chief Dave Montgomery	24 Years
Division Chief Richard Ochs	24 Years
Fire Captain / Paramedic Mike Paul	23 Years

Battalion Chief / Paramedic Richard Mooney	17 Years
Fire Engineer Kevin Johnston	17 Years
Fire Engineer Jose Sepulveda	17 Years
Firefighter Nat Erickson	17 Years
Fire Captain / Paramedic Craig Halver	13 Years
Fire Engineer / Paramedic Jim Crowley	13 Years
Fire Engineer Aaron McDonald	13 Years
Fire Captain / Paramedic Mike Ament	9 Years
Firefighter / Paramedic Ken Simkins	9 Years
Firefighter / Paramedic Eric Ellsworth	9 Years
Firefighter / Paramedic Dustin Farber	9 Years

Fire Chief Paul Bourgeois recognized Fire & Life Safety Educator Tina Gerola for being awarded the Fire & Burn Educator of the Year for the State of Arizona.

Item 3: *Call to the Public. (BOD #2015-09-n/a)*
None

Item 4: *Consideration and possible approval of all consent agenda items listed below: (BOD #2015-09-03)*

- a) *Board Meeting Minutes from August 19, 2015*
- b) *Special Board Meeting Minutes from August 31, 2015*
- c) *Purchase of a 5 new Motorola APX700E Dual Band Portable Radios*

Motion by Director House to approve consent agenda items for September 16, 2015. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 5: *Discussion and possible action to adopt Resolution 2015-05: Using the Compliance Engine, an internet based solution for the tracking and enforcement of special systems inspections. (BOD #2015-09-04)*

Assistant Chief Dave Montgomery explained to the BOD that the Fire Prevention Bureau was tasked, through the adoption of the International Fire Code and other National Standards and Guidelines such as NFPA codes, to inspect special fire protection systems, including but not limited to, fire sprinkler systems, fire alarm systems, kitchen hood systems, and fire pump systems just to name a few.

The Compliance Engine is a simple, internet based tool for Fire Prevention Bureaus to track and drive code compliance, reduce false alarm activity, and provide a safer community. It provides a secure cloud environment in which third-party contractors that inspect, test, and maintain fire protections systems, can submit their reports via Brycer's web portal direct to the Authority Having Jurisdiction, facilitating a more efficient review, tracking, and follow-up process with occupants to correct deficiencies and maintain systems.

Brycer also provides a proactive service, in addition to the web-based technology, that includes hard and soft copy notifications to help increase testing and maintenance activity in a given jurisdiction. The end result is a comprehensive and accurate aggregation of data around which buildings have what types of systems, when they were last tested, and if there are any open deficiencies that could jeopardize their successful deployment in the event of an incident.

With The Compliance Engine, our SFMD Fire Prevention Division will be better equipped to do more with less in our mission to achieve 100% code compliance for all special systems within our jurisdiction.

Motion by Clerk Gehrt to adopt Resolution 2015-05, For the Purpose of Using 'The Compliance Engine' for the tracking and enforcement for special systems inspections. Seconded by Director House.

Vote 5 ayes, 0 nays. Motion passed.

Item 6: *Discussion and possible adoption of Resolution 2015-06: Adopting the 2015 Edition of the International Fire Code, through an ordinance process before January 1, 2016. (BOD #2015-09-05)*

Assistant Chief Dave Montgomery stated the Fire Prevention Bureau is beginning to prepare a comprehensive review of the 2015 International Fire Code (IFC), as part of the planning for this requested adoption, the SFMD Resolution 2015-06 needs to be approved. Normally, all components of the adoption process would come forward at one time, however, because of the unique opportunity to enhance our position in the upcoming ISO testing and grading process, it was determined that the timing of a resolution intending to adopt the newer version of the IFC should happen immediately with the ordinance to follow before January 1, 2016.

Chief Montgomery went on to explain that SFMD currently follows the IFC 2006 edition, adopted in early January 2007 with amendments. Prior to this we utilized the 1997 and 1991 Uniform Fire Codes. Intergovernmental Agreements with the City and County allow us to enforce the fire code within the jurisdictional boundaries of the fire district. The City of Apache Junction is preparing to adopt the 2015 Edition of the International Code Series which includes the 2015 IFC. Our district has always maintained an unofficial policy of adopting the same code and edition that the City of Apache Junction has adopted.

The 2015 IFC provides new provisions and changes that directly benefit the community and the health and safety of firefighters. Builders can now benefit in several ways by voluntarily adding automatic fire sprinkler systems and other fire and life safety systems into building designs. The new code also benefits firefighters through requirements for 'Air Replenishment Systems' in certain commercial buildings.

It has always been the primary objective of our organization to maintain the highest possible standards of fire and life safety for citizens we serve. The adoption of this new code with local amendments will continue that legacy and provide a modern, up-to-date fire code that addresses all hazards to life and property using both prescriptive and performance-based design provisions.

Chief Montgomery answered general questions from the members of the board regarding the 2015 IFC.

Motion by Director House to adopt Resolution 2015-06 Adopting the 2015 Edition of the International Fire Code, through an ordinance before January 1, 2016. Seconded by Chairman Cross.

Vote 5 ayes, 0 nays. Motion passed.

Item 7: *Consideration and approval of a capital lease from PNC Equipment Finance, LLC (formerly known as Oshkosh Capital) to finance the purchase of the 2016 Pierce Quantum Pumper ("Pumper") authorized by the Board at the August 19, 2015 Board Meeting and adoption of Resolution 2015-07. (BOD #2015-09-06)*

Finance Director Roger Wood explained that at the August 19, 2015 Board Meeting, the Governing Board authorized Staff to purchase a 2016 Pierce Quantum Pumper at a price not to exceed \$736,047.11. The total bid price reflects \$56,322.00 in discounts.

Staff has negotiated a 10-year / 3.50% / \$1.00 buy-out capital lease with PNC Equipment Finance, LLC to finance the purchase of the Pumper. The annual payment for the lease is \$86,098.48, with the first payment due September 21, 2016.

Motion by Clerk Gehrt to approve the financing of the purchase of the 2016 Pierce Quantum Pumper through the negotiated 10-year Capital Lease Schedule Number 192659000 from PNC Equipment Finance, LLC and adoption of Resolution 2015-07. Seconded by Director House.

Vote 5 ayes, 0 nays. Motion passed.

Item 8: *Consideration and approval of a contract between Superstition Fire & Medical District and Advanced Data Processing, Inc., DBA Intermedix to provide Ambulance Billing Professional Services for the District's upcoming emergency ground transport services. (BOD #2015-09-07)*

Fire Chief Paul Bourgeois explained to the board to support the launch of the district's emergency ground transport services projected to begin on January 1, 2016, staff has evaluated numerous EMS billing service alternatives to identify the best cost/quality/service solution, including an inter-district alternative with North County Fire & Medical District. After extensive analysis and research, staff has determined that Intermedix will provide the best solution for the district.

SFMD is leveraging an existing contract with the City of Yuma and Intermedix to receive the most favorable terms and conditions in the industry. Chief Bourgeois explained that other fire agencies and cities including Northwest, Surprise, and Mesa have all recently exercised the same ability to leverage the City of Yuma / Intermedix contract. He went over the following factors staff is relying on:

- The District Procurement Policy, Section 3 – Waiver of Competition which allow for the waiver of competition if an existing Government, State Contract and Inter-Governmental Agency Agreement exists.
- The City of Yuma's Contract with Intermedix – Section 7.0 which states “ In addition to the City of Yuma and the approval of the contracted vendor, this Agreement may be extended for use by other municipalities, school districts and governmental agencies of the state. Any such usage by other entities must be in accordance with the City Code, Charter and/or procurement rules and regulations of the respective governmental entity.”

This item was budgeted for in the FY 15/16 budget within the 150 Transport Services Fund. The District budget and ARCR application both assumed a billing cost of 7.0%, the agreement is 1.3% less which will result in a cost savings for the district over the next 5 years.

Motion by Director House to approve the contract between the District and Advanced Data Processing, Inc. DBA Intermedix for the provision of Ambulance Billing Professional Services. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 9: *Discussion and possible action concerning the Fire Chief Evaluation Template and Timeline. (BOD #2015-09-08)*

Donna Aversa explained to the board that November 2015 marks the yearly fire chief evaluation process. During the 2014 evaluation process the board simplified the process and approved the Fire Chief Evaluation Policy. The board all agreed the internal evaluators will be the Senior Leadership Team (Schirmer, Montgomery, Farber, and Wood). The External Community Partners are Dr. Wilson from AJUSD, Chief Tom Kelly from AJPD, and Mr. Powell from the City of Apache Junction.

Motion by Director House to direct staff to distribute the template of the Fire Chief Evaluation to the Board and to the internal and external community partners. Seconded by Director Moeller.

Vote 5 ayes, 0 nays. Motion passed.

Item 10: *Presentation and possible discussion of the FY 2014/2015 Annual Report. (BOD #2015-09-09)*

Fire Chief Paul Bourgeois presented the FY 2014/2015 Annual Report as a part of Item 9 for his evaluation process. There was a brief discussion regarding the district's accomplishments.

Item 11: *Discussion and possible action of the proposed updated SFMD Governing Board By-Laws. (BOD #2015-09-10)*

This item was brought to the board by the request of Clerk Gene Gehrt at the August 19, 2015 Board Meeting. The following changes were made:

- Name Change
- Board Member's Names
- URL links added for items pertaining to ARS
- Updated to show approved 2015 Fire Code
- Statutory Board & Fire Chief Training
- Board Member attendance regulations
- Formatting

Motion by Director House to approve and adopt the updated SFMD Governing Board By-Laws, Version 2, as presented. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 12: *Executive Session pursuant to ARS §38-731.03(A)(4) for discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation. (BOD #2015-09-11)*

Motion by Director House at 6:33 pm to go into Executive Session pursuant to ARS §38-731.03(A)(4) for discussion or consultation with the attorney of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid or resolve litigation. Seconded by Director Moeller.

Vote 5 ayes, 0 nays. Motion passed.

Regular Session reconvened at 7:10 pm, Chairman Cross reminded those in attendance of Executive Session that all items discussed are confidential.

Item 13: *Presentation, discussion, and possible action regarding status conversion to Tyler Integrated Software System and alternatives. (BOD #2015-09-12)*

Fire Chief Paul Bourgeois discussed the issues and shortcomings with the Tyler Integration Software System. The product that was sold to our District is not what the software package delivers.

The Board of Directors directed Attorney Donna Aversa to pen a notice of breach of contract / termination letter to Tyler Technologies as soon as possible. Ms. Aversa reminded the BOD after the letter is sent, any agreement would then come before the board for final approval.

Motion by Director Moeller to direct the attorney and the staff to initiate the process to terminate the contract with Tyler Technologies. Seconded by Clerk Gehrt.

Vote 5 ayes, 0 nays. Motion passed.

Item 14: *Discussion and update of the CCU program and Rescue Operations implementation. (BOD #2015-09-13)*

Assistant Chief Jerome Schirmer gave a brief update on the hiring process for the Rescue Operations implementation. The BOD directed Staff to bring an update regarding the savings the CCU program has provided so far.

Item 15: Chief's Report. (BOD# 2015-09-14)

➤ **Dates to Remember**

- Silly Mountain Trail Walk – 9/26/15
- Fire Prevention Festival – 10/4/15

➤ **Patriot's Day**

- Staff was invited to the Adult Center for lunch, dancing, and cake
- Staff was also invited to Avalon Elementary School for their annual remembrance assembly

➤ **SFMD Volunteer Program**

- Administration – Customer Service Volunteers – Launched 9/8/15
- Special Events Volunteers
- Support Services

Item 16: Announcements (BOD# 2015-09-n/a)

N/A

Item 17: Adjourn (BOD# 2015-09-15)

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