



**Governing Board Meeting Minutes
 June 17, 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, JUNE 17, 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 5:30 p.m.
- B. The Pledge of Allegiance was led by Clerk Gehrt
- C. Roll Call showed Chairman Jeff Cross, Clerk Gene Gehrt, Director Todd House, Director Charlie Fox (telephonically), and Director Jason Moeller (telephonically, joined meeting at 18:00) as present.

Senior Leadership in attendance: Fire Chief Paul Bourgeois, Assistant Chief Jerome Schirmer, Assistant Chief Mike Farber, Assistant Chief Dave Montgomery, Finance Director Roger Wood, and Battalion Chief Jeff Cranmer were present.

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

Item 1: *Review and approval of the May 2015 financial reports and bank reconciliations. (BOD #2015-06-04)*

Motion by Director House to approve the May 2015 financial reports and bank reconciliations. Seconded by Clerk Gehrt.

Vote 4 ayes, 0 nays. Motion passed. (Director Moeller did not join the meeting until 1800).

Item 2: *Recognition of employee performance, achievements and special recognition for community members. (BOD #2015-06-05)*

Chairman Cross read the list of the following June Service Anniversaries

Battalion Chief / Paramedic Jeff Cranmer	21 Years
Fire Engineer / Paramedic Mike Wolfe	21 Years
Firefighter Ryan Elowe	14 Years
Fire Captain / Paramedic Alex Dupuis	9 Years
Firefighter / Paramedic Bill Tavares	9 Years
Fire Captain / Paramedic Geof Shively	8 Years
Fire Engineer Brandon Blessum	8 Years
Firefighter / Paramedic Ryan Rodriguez	8 Years

Assistant Fire Chief Dave Montgomery introduced Commander Brian Godsil from the VFW chapter 7968 in Apache Junction. Commander Godsil introduced Commander Derek Tramondo from the Arizona VFW Chain of Command, they then proceeded to present Battalion Safety Officer Paul Perkins with the State of Arizona FF/EMT of the Year Award and the National FF/EMT

of the Year Award. They that it is rare for one recipient to receive all three awards Local, State, and National.

Item 3: *Call to the Public. (BOD #2015-06-n/a)*
None

Item 4: *Consideration and possible approval of all consent agenda items listed below:*
(BOD #2015-06-06)

- a) *Board Meeting Minutes from May 20, 2015*
- b) *Special Board Meeting Minutes from June 10, 2015*
- c) *Executive Session Meeting Minutes from June 10, 2015*
- d) *Approval of disposition of district property*
- e) *Henry & Horne LLP engagement letter governing the performance of the required annual audit for the District's FY 2014/2015 financial statements.*
- f) *Approval of Wells Fargo Authorization Certificate and Wells Fargo Addendum to Commercial Account Signature Card.*
- g) *Addendum to the Tyler Contract #2013-0250*
- h) *Renewal of Employee Assistance Program (EAP) contract with Aetna.*

Motion by Clerk Gehrt moved to approve consent agenda items for June 17, 2015. Seconded by Director House.

Vote 4 ayes, 0 nays. Motion passed. (Director Moeller did not join the meeting until 1800)

Item 5: *City Councilmember Gail Evans, presentation (BOD #2015-06-07)*

Councilmember Evans presented a PowerPoint to the BOD regarding property tax for manufactured homes:

- AZ Department of Revenue classifies manufactured homes as “personal property”
 - When purchased, a manufactured home is issued a title for each section of the home.
 - Motor Vehicle tax is then paid for each title annually
 - When placed on owners lot/land, title can be replaced by affidavit of affixation, which then removes the home from motor vehicle tax rolls, but does not transfer to real property tax rolls.
- Affidavit of Affixation allows home to qualify for traditional government backed FHS, VA or conventional financing.
 - Affidavit states: The borrower intends that the manufactured home be an immovable fixture and permanent improvement to the land. This form is used whether or not a loan is being placed.
- According to Arizona State Law, manufactured homes never transfer to the real property tax rolls. When the title(s) are surrendered to the state and the affidavit is recorded, the home no longer pays motor vehicle tax.
- Homes on rented lots continue to pay motor vehicle tax. The state follows manufacturers depreciation schedule, which devalues manufactured homes to “0” value after 10 years, allowing minimal tax to the state.
- Personal lot/land is considered improved with as little as a fence. The improvement takes the land from 16% vacant land tax to 10% improved tax rate.
- Because they arrive at a site on wheels, they are forever considered personal property instead of real property.

Director Jason Moeller joined the meeting telephonically at 1800.

Item 6: *Discussion and possible approval of Resolution 2015-03; Combined Resolution Affecting County Treasurer Transactions for Fiscal Year 2015/2016 from the Pinal County Treasurer's Office. (BOD #2015-06-08)*

Motion by Director House approve the Combined Resolution Affecting County Treasurer Transactions for Fiscal Year 2015/2016. Seconded by Clerk Gehrt.

Vote 5 ayes, 0 nays. Motion passed.

Item 7: *Discussion, and possible action regarding transferring funds for the June 30, 2015 Debt Service Payments. (BOD #2015-06-09)*

Finance Director Roger Wood discussed the annual payments for the 2006 GADA Bond.

Motion by Clerk Gehrt to authorize payment by executing a letter of direction to Pinal County Treasurer's Office to wire transfer funds for the GADA debt service payments on June 30th dues to U.S. Bank on July 1, 2015. Seconded by both Director House and Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 8: *Discussion and update on out of district responses. (BOD# 2015-06-10)*

Fire Chief Paul Bourgeois briefly spoke about the efforts of educating outside stakeholders about not responding outside of our district boundaries. He explained it was not fiscally responsible to leave our district unmanned when responding sometimes up to an hour and a half outside of our boundaries – with personnel and equipment. The Senior Leadership Team will continue to discuss opportunities with stakeholders to address the issue. In the future hopefully agreements will be made such as Intergovernmental Agreements (IGA), to assist with fiduciary responsibilities and safety issues.

Arizona Fire District Assistance Tax (FDAT) was also discussed by the BOD, the maximum for the FDAT is \$400,000. It is the understanding that this tax does not cover the boundaries that the Fire Chief is speaking about, more so for federal highways (i.e. Highway 60). The FDAT does not come from each county we cover (Pinal & Maricopa), it is only a onetime tax.

Item 9: *Discussion and update on the ISO process. (BOD# 2015-06-11)*

Assistant Chief Mike Farber presented a PowerPoint to the BOD:

- What Has Been Done
 - A letter requesting an ISO Public Protection Classification Audit was sent and accepted.
 - A site visit is scheduled for October 8, 2015
 - ISO Pre-Survey Packet has been completed
 - File Transfer Site was set up
 - Records were collected and transferred to the File Transfer Site
 - Two years of training records
 - Five years of hose testing records
 - Five years of pump test records
 - Five years of ladder testing certificates
 - NFPA Inventory Sheets completed for each truck
 - Five years of response time records in compliance with NFPA 1710 standards of 240 seconds for initial engine company and 480 seconds for entire response (2 engines, 1 ladder).
 - Community Risk Assessment was initiated and is 75% completed
 - Stations locations were given with addresses and GPS locations

- What Has Been Accomplished
 - Weekly communications with David Eaves our ISO Auditor
 - David was our Auditor in July 2004 when we improved from an ISO 4 to our current ISO Rating of 3.
 - David witnessed us breaking our own State Record for Water Shuttle
 - Tender Drill has been designed
 - Tender has been ordered and will be delivered in August
 - Met with General manager Jackie Smith from Arizona Water and Frank from the City of Apache Junction Water and gave them a copy of the ISO standards for hydrant flows and testing and maintenance.
 - Arizona Water and AJ Water have made substantial improvements in water distribution system in the last two years.
- What Needs Done
 - Tender Shuttle Drills, August through September
 - Document Drill on October 1, 2015 and send to David Eaves
 - Fill time and drop times of all Auto Aid and Mutual Aid Tenders.
 - Complete inventory on all Auto Aid engines, ladders, tenders, and brush trucks within 5 miles of border.
 - Meet with David Eaves on October 8, 2015 at 0900 to verify our documentation and check our files.
 - Meeting with David will last approximately 3 hours
 - Wait approximately 120-150 days for our rating. Approximately end of March 2016
- What Has Changed Since 2004
 - Built and staffed Station 265
 - Added Regional Training Center Facility and Staff
 - Can count personnel there and apparatus (25% increase in manpower)
 - Added firefighting personnel
 - Bought a new Tactical Water Tender designed for quick fill and dump time (delivered 8/2015)
 - Retrofitted current Tender 261 to improve fill time
 - Added an 85 foot Platform
 - Water Companies have improved flow rates from infrastructure improvement
 - Water Companies have improved testing and have created electronic files.
 - Improved Communications Center
 - Auto Aid has increased stations and staffing near SFMD border.
 - ISO testing criteria has improved
 - City will adopt the 2015 International Fire Code.

Item 10: *Discussion and update of the CCU program and Rescue Operations implementation. (BOD# 2015-06-12)*

Assistant Chief Jerome Schirmer gave an update to the Board of Directors. The CCU program is going well. We will soon swap CCU 263 into downtown Mesa with the CCS Behavioral Unit for certain days / peak hours identified through data collection. They will be housed out of Station 261.

Last month Firefighter Dave Pohlmann presented to the board a new staffing model. Since that time accounting has done a financial model of the plan and deemed it not fiscally responsible, we will be utilizing the civilian staffing model. On June 16, 2015 the job announcement was sent out for Transportation Services Manager (TSM), it will be open for two weeks, this person will be in place by the middle of July and will oversee the Rescue Operations implementation.

Item 11: *Chief's Report. (BOD# 2015-06-13)*

Fire Chief Paul Bourgeois reported on the following

➤ **Upcoming Events**

- FREE hands only CPR & AED demonstration – June 20, 2015
- AFDA Conference June 25th – 27th

➤ **Giving Back**

- Crews assisted the City of Apache Junction with unloading and delivering 90,000 bottles of water donated by Walmart for the Water for Living Event.
- Crews & off-duty members assisted with the Postal Service Food Drive, over 12,000 pounds of food was donated to the AJ Food bank.

Item 12: *Announcements (BOD# 2015-06-n/a)*

Chairman Cross welcomed new board member, Director Jason Moeller to the Superstition Mountain Fire & Medical District fire board.

Fire Chief Paul Bourgeois stated we sent two crews to the Kearney River Fire.

Item 13: *Adjourn (BOD# 2015-06-14)*

Motion by Director House at 6:42 p.m. to adjourn the meeting. Seconded by Clerk Gehrt.

Vote 5 ayes, 0 nays. Motion passed.

Governing Board Approval:



Gene Gehrt, Board Clerk

Jasmin Jones