



Apache Junction Fire District
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**Governing Board Meeting Minutes
February 19, 2014**

PURSUANT TO A.R.S. §38.431.02, NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC THAT THE APACHE JUNCTION FIRE DISTRICT GOVERNING BOARD OF DIRECTORS HELD A MEETING ON WEDNESDAY, FEBRUARY 19, 2014. THE MEETING WAS HELD AT THE APACHE JUNCTION FIRE 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. Board Chairman Todd House called the meeting to order at 5:30 pm.
- B. The Pledge of Allegiance was led by Board Director Charlie Fox.
- C. Roll Call showed Board Chairman Todd House, Board Clerk Linda Shank, Director Barbara Cobb, Director Jeff Cross, and Director Charlie Fox as present.

Senior Leadership in attendance: Fire Chief Paul Bourgeois, Assistant Chief David Montgomery, Assistant Chief Mike Farber, Assistant Chief Jerome Schirmer and Finance Manager Roger Wood; Legal Counsel Donna Aversa and Board Secretary Rachel Krause were also present for the meeting.

- 1. *Review and approval of the January 2014 financial reports and bank reconciliations. (BOD #2014-02-01)*

Motion by Director Cross to approve the January 2014 financial reports and bank reconciliations. Seconded by Director Fox. Vote 5 ayes, 0 nays. Motion passed.

- 2. *Recognition of employee performance and/or achievements. (BOD #2014-02-02)*

Fire Chief Paul Bourgeois presented Fleet Supervisor Vaughn Croshaw with his 5 Year Service award, thanked him for his service, and recognized his recent promotion to management.

Assistant Chief David Montgomery stated that voting for the 2013 Firefighter of the Year is complete. There were two firefighter nominated: Captain/Paramedic Paul Perkins and Captain Joe Garcia. Captain/Paramedic Paul Perkins received the higher number of votes, and will be formally recognized at the March meeting.

Chairman House read the list of service anniversaries for February: Captain/Medic Paul Perkins, 24 years of service; Planning & Technology Support Administrator Anna Butel, 14 years of service; Captain/Medic Carlos Rivera, 14 years of service; and all with one year of service -

Firefighter Jackie Anderson, Firefighter David Endres, Firefighter Monte Fuller, Firefighter Anthony Martinez, and Firefighter Chris Furgeson.

Special Recognition:

Training Division Chief Rob Bessee stated on January 18, 2014 crews were dispatched to a motor vehicle accident on Highway 88. Prior to our crews' arrival, two citizens pulled one of the accident victims from his burning vehicle and saved his life. He presented Travis Henson and Josh Myers with Special Recognition certificates for their heroism.

Chief Bessee also shared that the District had another Sudden Cardiac Attack (SCA) save. On December 31, 2013, while at a New Year's Eve party, the patient, Mr. Cooke had a witnessed cardiac event. Other party guests called 911 and performed CPR until E261-B shift arrived. Chief Bessee recognized and presented certificates to: Cecil Fendley, Fire Chief of Queen Valley Fire and Jim Southerland (not present, Tom Fendley) for performing CPR; and the crew of E-261-B shift Engineer/Medic Mitch McCollough, Firefighter/Medic Bill Tavares, Firefighter David Endres, and Fire Cadet Matt Paul (not present, Captain Brian White).

Chief Bessee said this is another example of the Chain of Survival; from contact of 911, bystander CPR, advanced life support care by paramedics, and quick transport to a heart hospital. Engineer/Medic Mitch McCollough added that bystander CPR makes a difference, he encouraged everyone to take a class, and the District offers classes. The patient's wife read a letter that she wrote thanking everyone involved in saving her husband's life.

3. *Call to the Public.* None
4. *Consideration and possible approval of all consent agenda items as listed below:*
(BOD #2014-02-03)
 - a. *Board Meeting Minutes from January 15, 2014.*
 - b. *Purchase of network, computer and phone system equipment for the Training Center.*
 - c. *Purchase of EPIC 3 Wireless Voice Amplification System.*
 - d. *Approval of payment application #1 to CORE Construction for \$97,931.79, for building construction services for the Training Center renovation and remodel project.*
 - e. *Approval for the repair and replacement of the septic system at Fire Station 262.*
 - f. *Purchase of emergency radio communications components as part of the battalion quarters at the Training Center.*
 - g. *Purchase of upgraded portable hand-held radios for emergency services.*
 - h. *Approval of a professional services contract with the Preplanners, LLC for the purpose of providing professional drafting and designed pre-plans of certain buildings and facilities as designated by AJFD.*
 - i. *Approval for the award of bid for the addition of three-phase electrical service at Fire Station 262.*

Chairman House stated that Item e) had been requested to be pulled and revisited at a later meeting. Director Cobb requested that Item f) be pulled out for discussion and clarification.

Motion by Director Cross to approve the consent agenda items, excluding Items e) and f), for February 19, 2014. Seconded by Director Fox. Vote 5 ayes, 0 nays. Motion passed.

Director Cobb stated that the cost in the packet for Item f) was \$20,208, and the Board has a new quote for the meeting – what is the correct amount?

Assistant Chief Dave Montgomery stated that the amount of \$21,774 was correct; the revised quote has the shipping cost removed.

Motion by Chairman House to approve Item f) with the revised total of \$21,774. Seconded by Director Cobb. Vote 5 ayes, 0 nays. Motion passed.

5. *Discussion, review, and possible approval of an annual contract for property and casualty insurance services. (BOD #2014-02-04)*

Finance Manager Roger Wood stated he researched insurance services available to fire districts; in Arizona there are two: ESIP (current provider) and VFIS. VFIS stated they need a minimum of 120 days for a quote and they come out and do a pre-inspection of all facilities. They did inform him that their rates will be higher, they stated the higher premiums are because they handle claims better.

Mr. Wood stated he did make sure that ESIP had all coverage we need and that it is adequate. We will have an increase in our premium at our renewal, however we have added five vehicles, the Training Center, and the replacement value has increased. We do have the option to increase our deductibles to save on our premiums. He recommends keeping the deductibles the same; one claim will exhaust the savings difference.

Director Cobb asked if we have been happy with the current coverage, and have we had any claims. Mr. Wood stated yes we have been happy, and recently we were able to back claim on towing and windshield repair.

Chairman House asked the Board for input regarding the deductible amounts. Clerk Shank stated to increase deductibles. Director Cobb stated concerned that if something were to happen, but okay with what the Board decides. Director Cross stated if we raise the deductible, we could put money aside in case there is a claim.

Motion by Director Cross to accept the property and casualty insurance services proposal from Cindy Elbert Insurance Services for coverage by ESIP with increased deductible levels to \$5,000/5,000/2,500, to deny the terrorism coverage, and approve the payment of the associated premium of \$88,269 to take effect on March 1, 2014. Seconded by Director Fox. Vote 5 ayes, 0 nays. Motion passed.

6. *Discussion and possible approval of FEMA Grant Funding. (BOD #2014-02-05)*

Finance Manager Roger Wood stated that this grant was awarded after the FY 2013/14 budget had been set. The District's portion of this Smoke Alarm Grant is \$2,234.93 (20%). Fire Inspector Tina Gerola worked with local vendors to find one that has all the items on the Grant, is willing to accommodate the timing of the payment, and can provide storage for the stock and fresh batteries with each smoke detector. Frontier Ace Hardware meets those requirements, and has agreed to hold our stock, and wait for payment from FEMA. Staff is requesting that the Board approve the use of General Contingency Funds to cover our share of the Grant.

Motion by Director Cobb to approve the use of General Contingency Fund (account 100-10-63120-10) to fund the District's \$2,234.93 share of the FEMA Smoke Alarm grant. Seconded by Director Cross. Vote 5 ayes, 0 nays. Motion passed.

7. *Consideration and approval of Pinal County Emergency Response Fund (ERF) Grant Funding. (BOD #2014-02-06)*

Finance Manager Roger Wood stated that the District was notified on February 10, 2014 that the District could share in this Grant. The only cost to the District is tax (est. \$1,300) and shipping (may be waived). The paperwork must be to Pinal County by March 14, 2014. Staff is requesting that the Board approve the use of General Contingency Fund to cover our share of the Grant. Once the Grant money is received it will be returned to the General Contingency Fund.

Motion by Director Cobb to approve the use of the General Contingency Fund (account 100-10-63120-10) to fund the District's up-front purchase of Haz-Mat equipment related to the Pinal County Haz-Mat Grant, with the reimbursement by Pinal County of the Haz-Mat equipment purchases to be booked back into the General Contingency Fund when received; and to direct Staff to book the cost of the sales tax and shipping cost related to the Haz-Mat Grant equipment into accounts 100-40-55280-46 and 100-40-56960-46. Seconded by Clerk Shank. Vote 5 ayes, 0 nays. Motion passed.

8. *Discussion and possible action regarding the approval and adoption of a planning calendar and process for the Fiscal Year 2014/2015 Revenue and Expenditure Budget. (BOD #2014-02-07)*

Fire Chief Paul Bourgeois stated that the planning calendar was in the packet, and a color copy has been passed out to the Board, and asked if the Board had any questions or comments.

Motion by Director Cross to adopt the Fiscal Year 2014/2015 Budget Planning Calendar as presented, and to schedule the July Governing Board Meeting for Tuesday, July 1, 2014 at 5:30pm. Seconded by Director Cobb. Vote 5 ayes, 0 nays. Motion passed.

9. *Discussion and possible action regarding the development of the Fiscal Year 2014/2015 Revenue Budget. (BOD #2014-02-08)*

Finance Manager Roger Wood stated that this item is just for Board information; no action is needed. He stated that the NAV decreased by 1.35%; at the current tax rate of \$2.95/\$100 secondary NAV, the tax levy will be \$10,071,212. The Board will need to establish funding priorities, and included a list of items for Board consideration.

10. *Discussion of potential impact of Proposition 117 on the District's future net assessed valuations (NAV's) and future tax levies. (BOD #2014-02-09)*

Finance Manager Roger Wood stated that the District needs to be mindful of legislative changes. Proposition 117 changes how revenue stream is calculated. Tax will be assessed on the lower of Limited Property Value (LPV) or Full Cash Value (FCV), with a cap of 5% of LPV. We will see an impact with FY 2015/16. A change of 1% in the NAV equals \$100,000 in revenue.

11. *Discussion and possible action regarding restructuring the current AJFD directives, general orders, policies and procedures. (BOD #2014-02-10)*

Chief Bourgeois stated that the District's Directives, General Order's, and Policies and Procedures are all disjointed and in a disarray. Captain Brett Broman and Executive Assistant Jasmin Jones have worked to combine and restructure all of these documents into a ten volume set.

Volumes 1-9 will be under the authority of the Fire Chief and Division Managers; the Board will have authority for Volume 10.

Motion by Director Cross to restructure the current AJFD directives, general orders, policies and procedures into a ten (10) volume set with Volumes I - IX falling under the authority of the Fire Chief and Division Managers with the Board of Directors possessing oversight and authority for Volume X. Seconded by Director Fox. Vote 5 ayes, 0 nays. Motion passed.

12. *Chief's Report (BOD# 2014-02-11)*

- * Explorer's participated in a competition.
- * Roger Wood stated that staff is looking at a Market Adjustment for Public Safety positions.
- * The District has received donations, totaling \$8,525.

13. *Announcements (BOD# 2014-02-n/a)*

- * Introduction of Assistant Chief Jerome Schirmer.
- * Assistant Chief Dave Montgomery stated he, Chief Bourgeois, and Firefighter Mark Gomez attended the City Council meeting and received a donation of six Fido Bags.
- * Chief Montgomery stated that the District shared with the City that AZDHS has awarded the community of Apache Junction with a Heart Safe Community Award. This is due to the SHARE program, CPR/AED classes, awareness and focus on sudden cardiac arrest.

14. *Adjourn (BOD# 2014-02-12)*

Motion by Director Fox at 7:12 pm to adjourn the meeting. Seconded by Director Cross. Vote 5 ayes, 0 nays. Motion passed.

Governing Board Approval:



Linda Shank, Board Clerk

Rachel Krause