



Superstition Fire & Medical District

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Governing Board Meeting Minutes December 17, 2014

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 17, 2014. 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. Board Member Todd House called the meeting to order at 5:30 p.m.
- B. The Pledge of Allegiance was led by Board Member Todd House.
- C. Roll Call showed Board Member Todd House, Board Member Gene Gehrt, Board Member Barbara Cobb, Board Member Charlie Fox and Board Member Jeff Cross as present.

Senior Leadership in attendance: Assistant Chief Jerome Schirmer, Assistant Chief Dave Montgomery, Assistant Chief Mike Farber, Finance Manager Roger Wood, Legal Counsel Donna Aversa, and Executive Assistant acting as Board Secretary Jasmin Jones were also present for the meeting.

Fire Chief Paul Bourgeois conferenced telephonically.

Item 1: *Discussion and possible action regarding the election of Superstition Fire & Medical District Governing Board Officers: Board Chairperson and Board Clerk. (BOD #2014-12-01)*

Motion by Board Member House to elect Board Member Jeff Cross to serve as Board Chairperson of the Superstition Fire & Medical District Governing Board for a two-year term, December 2014 through November 2016. Seconded by Board Member Cobb.

Vote 5 ayes, 0 nays. Motion passed.

Motion by Chairman Cross to elect Board Member Gene Gehrt to serve as Board Clerk of the Superstition Fire & Medical District Governing Board for a two-year term, December 2014 through November 2016. Seconded by Board Member Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 2: *Review and approval of the November 2014 financial reports and bank reconciliations. (BOD #2014-12-02)*

Motion by Director House to approve the November 2014 financial reports and bank reconciliations. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 3: *Recognition of employee performance, achievements and special recognition for community members. (BOD #2014-12-03)*

Chairman Cross read the list of the following December Service Anniversaries

Fire Captain Jack Hafer	23 Years
Deputy Fire Marshal / Paramedic John Suniga	22 Years
Fire Captain / Paramedic Doug Taylor	22 Years
Fire Mechanic George Nasello	2 Years

Item 4: *Call to the Public. (BOD #2014-12-n/a)*
None

Item 5: *Consideration and possible approval of all consent agenda items listed below:
(BOD #2014-12-04)*

- a) *Board Meeting Minutes from November 19, 2014*
- b) *Executive Session Board Meeting Minutes from November 19, 2014*
- c) *Amendment to Administrative Direction Agreement – Medical Director*
- d) *Amendment to EMS Base Station Hospital Contract*

Clerk Gehrt asked to remove items a) and b) from the consent agenda for approval.

Motion by Director House to approve the consent agenda items c) and d) for December 17, 2014.
Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Motion by Director House to approve consent agenda items a) and b) for December 17, 2014.
Seconded by Director Fox.

Vote 4 ayes, 0 nays. Motion passed. (Clerk Gehrt recused himself from vote)

Item 6: *Discussion and possible approval of changes to signature authority regarding the District's Wells Fargo Bank Payroll Clearing and Electronic Payment bank accounts and adoption of Resolution 2014-09, naming authorized persons to sign fire district warrants for fiscal year 2014/2015. (BOD #2014-12-05)*

Finance Manager Roger Wood discussed the changes that need to occur on the Wells Fargo bank accounts.

- Addition of Gene Gehrt
- Removal of Linda Shank
- Addition of Roger Wood (for emergency check signing only)

Motion by Director Cobb to approve the addition of Gene Gehrt and Roger Wood, and the removal of Linda Shank as authorized signatories on the District's Wells Fargo bank accounts and to adopt Resolution 2014-09, naming authorized persons to sign fire district warrants for fiscal year 2014/2015. Seconded by Director House.

Vote 5 ayes, 0 nays. Motion passed.

Item 7: *Discussion and possible approval of Pinal County Line of Credit – Letter of Declaration. (BOD #2014-12-06)*

Finance Manager Roger Wood introduced to the board the Line of Credit – Letter of Declaration. He explained that districts that will be issuing less than \$10 million in tax exempt debt during the calendar year are required by Pinal County's servicing bank to submit the letter. If the letter is not returned or a district will be issuing more than \$10 million in tax exempt debt, it will be charged at a higher rate of interest when borrowing against the line of credit.

Motion by Director House to approve the Pinal County Line of Credit Letter of Declaration.
Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 8: *Discussion and possible action regarding conflict of interest or potential conflict of interest of Governing Board Members. (BOD# 2014-12-07)*

Legal Counsel Donna Avers explained to the board in accordance with ARS §38-503 and in conjunction with Governing By-Laws, the disclosure form should be completed each December as a *house-keeping* item. The disclosure forms will be kept for public inspection in a special file per ARS §38-509.

Clerk Gehrt, Director Cobb, and Director Fox had nothing to disclose.

Director House disclosed that he is the Pinal County Supervisor for District 5.

Chairman Cross disclosed that he is employed with Mesa Fire & Medical Department and he is the co-founder / co-owner of White Helmet Technology.

Item 9: *Discussion and possible action regarding the approval and adoption of a planning calendar and process for the Fiscal Year 2015/2016 Revenue and Expenditure Budget. (BOD# 2014-12-08)*

Finance Manager Roger Wood explained the proposed calendar for next fiscal year provides an outline for staff to follow for planning purposes. He pointed out important meetings dates:

- February 18, 2015 the board will review the preliminary property tax abstracts from Pinal County and the preliminary Revenue Budget will be presented.
- March 18, 2015 staff will present the summary base expenditure estimates, the summary of program funding proposals, labor proposals, and annual CFAI Standards of Coverage.
- April 15, 2015 the preliminary detailed line-item budget will be presented and Staff will ask the board to set the Planning Tax Rate.
- May 20, 2015 Tentative Budget Adoption
- June 17, 2015 Public Comment
- July 8, 2015 Public Hearing and Adoption of the FY 2015/2016 Budget.

Motion by Director House to adopt the Fiscal Year 2015/2016 Budget Planning Calendar as presented, and to schedule the July Governing Board Meeting for Wednesday, July 8, 2015 at 5:30 pm. Seconded by Clerk Gehrt.

Vote 5 ayes, 0 nays. Motion passed.

Item 10: *Approval of the disclosure statement of meeting notice posting locations and dates for the Superstition Fire & Medical District Governing Board meetings and Local Pension Board Meetings for 2015. (BOD# 2014-12-09)*

Legal Counsel Donna Aversa stated this is a *house-keeping* item in accordance with ARS §38-431.02(A)(3) the district is required to execute a disclosure statement identifying locations where the district will post notices of its public meetings; including the governing board and local pension board meetings. In addition to the locations, the district will continue to post the notices on our website as well. The statement also includes the 2015 SFMD regularly scheduled board meeting dates and times.

Motion by Director Cobb to approve filing the disclosure statement with board meeting dates and times for 2015 with the Pinal County Board of Supervisors and for posting meeting notices and agendas on the district website. Seconded by both Director Fox & Director House.

Vote 5 ayes, 0 nays. Motion passed.

Item 11: *Discussion and possible action regarding transferring funds for January 1, 2015 Debt Service Interest Payment. (BOD# 2014-12-10)*

Finance Manager Roger Wood stated the district has a debt service interest payment of \$174,688.75 due on January 1, 2015 to US Bank.

Motion by Director House to authorize payment by executing the letter of direction to Pinal County Treasurer's Office to wire transfer funds for the GADA debt service payment on December 31, 2014 due to US Bank on January 1, 2015. Seconded by Director Cobb.

Vote 5 ayes, 0 nays. Motion passed.

Item 12: *Discussion and possible approval of a Memorandum of Understanding (MOU) with Rural Metro and SFMD regarding the CoN application process. (BOD #2014-12-11)*

Firefighter/Paramedic Dave Pohlmann went over the MOU that is now complete, signed by Rural Metro, and ready for the board's approval and signatures. Director House asked if this passed through our legal. Legal Counsel Donna Aversa assured the board the MOU was ready for the board's signature. Chief Bourgeois expressed how important this MOU is to our district and our community. The CoN process is one step closer to providing better service for our citizens.

Motion by Director House to approve the Memorandum of Understanding with Rural Metro in regards to support of Superstition Fire & Medical District's pursuit of a Certificate of Necessity for ground ambulance transport. The agreement shall remain in effect for a 24 month period and may be extended. Seconded by Clerk Gehrt.

Vote 5 ayes, 0 nays. Motion passed.

Item 13: *Discussion and overview of the status of the CMS grant and the CoN application process. (BOD# 2014-12-12)*

Firefighter/Paramedic Dave Pohlmann briefly summarized the progress on the CMS grant, we are on target to go live on January 19, 2015. Our CCU Captains are currently training with Mesa Fire & Medical Department and will receive the equipment in January.

He went on to say that the CoN application has passed the administration phase of the application process. The next step is the financial review, which is expected to go through without fault. Director House asked if AMR going through the CoN application process was going to be a problem. Firefighter Pohlmann stated that AMR application is for Maricopa County only. When our CoN hearing is scheduled Rural Metro is the only department that could contest it, however, with the approved MOU they have agreed not to contest our application.

Item 14: *Discussion and response from the fire chief regarding his performance evaluation. (BOD# 2014-12-13)*

Assistant Chief Dave Montgomery read a letter to the board penned by Chief Bourgeois regarding his recent evaluation. The letter acknowledged the receipt of his most recent performance evaluation and his gratitude for the high marks and kind comments the board brought forth. He also expressed his appreciation for the entire senior leadership team and membership that have supported the vision in becoming the premier fire district in Arizona. He truly feels it is a team effort and his time at the SFMD has been the highlight of his career.

Item 15: *Discussion and presentation of the ISO Public Protection Classification Program (PPC). (BOD# 2014-12-14)*

Assistant Chief Mike Farber gave a brief history of the ISO PPC and how it relates to the modern fire service. The presentation covered the areas of the fire district, what ISO evaluates, and how they determine a Public Protection Classification score for the district. He also covered how receiving a lower score will help with home owners home insurance pricing.

Chairman Cross asked if there is a plan to expand hydrants in the areas that are lacking, Chief Farber explained that the water companies are making plans to expand the hydrant system. Chief Montgomery added that this requires system upgrades for the water companies which may be dependent on rate changes.

Director House asked if bringing the score down to a 1 or 2 would be for the entire district. Chief Farber briefly explained the outer areas of the district would be considered a 1y or 2y, however, our water shuttle system with our water tenders would assist our district to obtain a low score.

Item 16: *Chief's Report (BOD# 2014-12-15)*

- AFDA Conference January 15th – 17th 2015 – reminder that registration needs to be turned ASAP.
- Chief Bourgeois CFO Designation – this designation has only been bestowed on 1000 fire professionals throughout the world.
- Notable Events
 - SFMD hosted the Citizen Leadership Institute for the City of Apache Junction on December 3rd at our Regional Training Center.
 - Crews and Fire Prevention handed out and installed Smoke Alarms (provided by a grant we received) November 22nd and November 23rd
 - 108 homes were visited
 - 65 smoke alarms were installed
 - 15 batteries installed
 - 31 homes were in the high risk fire area

Item 17: *Announcements (BOD# 2014-12-n/a)*

Director House thanked the fire district for their donations, he stated that almost 5,000 diapers and supplies were donated during the Pinal County Diaper Drive.

Item 18: *Adjourn (BOD# 2014-12-16)*

Motion by Director House at 6:32 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