



**Governing Board Meeting Minutes
 October 21, 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, OCTOBER 21, 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, 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, Acting Assistant Chief Brett Broman, and Finance Director Roger Wood were present.

Executive Assistant acting as Board Secretary Jasmin Jones was also present for the meeting. Legal Counsel Donna Aversa was absent from the meeting.

Item 1: *Review and approval of the September 2015 financial reports and bank reconciliations. (BOD #2015-10-01)*

Motion by Director House to approve the September 2015 financial reports and reconciliations. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 2: *Recognition of employee performance, achievements and special recognition for community members. (BOD #2015-10-02)*

Fire Chief Paul Bourgeois recognized Acting Assistant Chief Brett Broman for being accepted into the prestigious Executive Fire Officer Program.

The Senior Leadership Team recognized Randy VandeKrol, Mark Blackstone, and Rob VandeKrol for their participation in the Large Animal Rescue Regional Training.

Chairman Cross read the list of the following October Service Anniversaries

Battalion Safety Officer / Medic Jeremy Rocha	16 Years
Fire Captain / Medic Craig Horvath	16 Years
Firefighter / Medic Dave Pohlmann	16 Years
Firefighter / Medic Sammy Ramirez	8 Years
Firefighter / Medic John Walka	8 Years
Firefighter Chris Robson	8 Years
Firefighter Jason Chapman	1 Year
Firefighter Sean Matuszewski	1 Year
Firefighter Jay Nelson	1 Year

Firefighter Casey Schreiner	1 Year
Firefighter Josiah Stiglitz	1 Year
Firefighter Andrew Tryon	1 Year
Firefighter Colt Weddell	1 Year
Firefighter Travis Yates	1 Year

Item 3: *Call to the Public. (BOD #2015-10-n/a)*
None

Item 4: *Consideration and possible approval of all consent agenda items listed below: (BOD #2015-10-03)*

- a) *Board Meeting Minutes from September 16, 2015*
- b) *Executive Session Board Meeting Minutes from September 16, 2015*
- c) *Special Board Meeting Minutes from September 30, 2015*
- d) *Grant Pass through Agreement between the City of Apache Junction and SFMD*

Motion by Clerk Gehrt to approve consent agenda items for October 21, 2015. Seconded by Director House.

Vote 5 ayes, 0 nays. Motion passed.

Item 5: *Discussion and update on the lease/purchase agreement with the Apache Junction Unified School District (AJUSD) regarding Thunder Mountain Middle School. (BOD #2015-10-04)*

Fire Chief Paul Bourgeois gave a brief update on the status of the lease/purchase agreement with AJUSD.

- Purchase will include the structures only, the property is owned by BLM and will need to be leased to our district once we take possession of the facility.
- Our approach is to purchase the facility over a 20 year period.
- Accepting the structure “as is” or requiring AJUSD to bring all components to “working order” is still being negotiated.
- Donna Aversa is working to review and finalize the Lease/Purchase document.

Clerk Gehrt asked Staff to look at how long our current lease has been extended for.

Item 6: *Discussion and possible approval of changes to signature authority regarding the District’s Wells Fargo bank accounts. (BOD #2015-10-05)*

Finance Director Roger Wood explained to the board that a new account needed to be set up for the Transportation Lockbox, to receive check payments and correspondence related to the district’s upcoming ground transport activity. Mr. Wood also stated the signature cards needed to be updated showing Mr. Jason Moeller as an authorized signature.

Motion by Director House to approve the changes to the authorized signatories on the District’s Wells Fargo bank accounts including adding Director Jason Moeller, removing former Director Barbara Cobb, and adding Finance Director Roger Wood for emergency check signing purposes. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 7: *Discussion and possible approval of a new Pinal County Treasurer’s bank (G/L) account for Transport Services activity and adoption of Resolution 2015-08: Establishing of New Fund – Ground Transport Fund. (BOD #2015-10-06)*

Finance Director Roger Wood explained that in order to support the Transport Services operations, Staff recommends that a new Pinal County Treasurer’s Office (PCT) bank account be established. This will allow the segregation of Transport Services revenues and expense in a

stand-alone bank account which will provide greater transparency of monthly and fiscal year results.

Motion by Clerk Gehrt to approve a new Pinal County Treasurer's Office bank account for Transport Services activity and adoption of Resolution 2015-08 to establish the account. Seconded by Director Moeller.

Vote 5 ayes, 0 nays. Motion passed.

Item 8: *Discussion and possible approval of the removal of accounts receivable on record in the District's general ledger due to significant aging and being deemed uncollectible. (BOD #2015-10-07)*

Finance Director Roger Wood explained to the board all reasonable collection efforts have been exhausted related to the four receivable balances:

- \$91.07 January 4, 2010
- \$38.45 July 1, 2012
- \$43.18 October 1, 2012
- \$132.54 August 21, 2014

Mr. Wood went on to explain that while uncollectible accounts may be written off the District's financial records and are no longer recognized as collectible receivables for financial reporting purposes, the legal obligation to pay the debt remains valid until collected or the statute of limitations expires. The District will recognize the income should these receivables be paid in future months.

Director House requested to have uncollectible items removed from the GL sooner in the future.

Motion by Director Moeller to approve the write-off of four (4) account receivable balances totaling \$305.24 from the District's general ledger. Seconded by Director House.

Vote 5 ayes, 0 nays. Motion passed.

Item 9: *Consideration and approval of assigned authorized and delegated authority to the District's Fire Chief and other members of Staff for the purpose of signing Medicare related documents and adoption of Resolution 2015-09: Recognizing Authorized Signatures for Medicare. (BOD #2015-10-08)*

Assistant Chief Mike Farber stated in order to facilitate the District's Medicare application, the Board must officially designate an authorized individual as well as delegated individuals who have the authority to act on behalf of the District in matters between Medicare and the District. He went on to say that Staff recommends the authorized individual be Fire Chief Paul Bourgeois and the delegated individuals be Assistant Chief Mike Farber and Finance Director Roger Wood.

Motion by Director House to authorize Fire Chief Paul Bourgeois as the Authorized Individual, and Assistant Chief Mike Farber and Finance Director Roger Wood the delegated individuals for the District in all matters related to the District's Medicare application and on-going matters and to adopt Resolution 2015-09: Recognizing Authorized Signatures for Medicare. Seconded by Clerk Gehrt.

Vote 5 ayes, 0 nays. Motion passed.

Item 10: *Discussion and update concerning the Fire Chief Evaluation process and timeline. (BOD #2015-10-09)*

Human Resource Generalist Donny Le gave a brief update to the Board regarding the timeline on the Fire Chief Evaluation process. He asked that if members of the board would like to meet with Chief Bourgeois before the next board meeting to please make an appointment with Executive Assistant Jasmin Jones.

Item 11: *Discussion and update of the CCU program and Rescue Operations implementation. (BOD #2015-10-10)*

Assistant Chief Jerome Schirmer provided the Board a handout that included numbers and corresponding information regarding CCU transports.

Chief Schirmer gave a brief update on the Medic Operations (formerly the Rescue Operations) implementation. He stated the FF Dave Pohlmann and Transportation Services Manager Billy Warren are hard at work and on schedule to have the operation on the road January 1, 2016.

Item 12: *Chief's Report. (BOD# 2015-10-11)*

➤ **Legislation**

- Seven out of ten fire districts statewide have less than \$50,000 in available property tax capacity under the maximum allowable levy limit.
- 70 districts have tax rates of \$3.00 or above.
- 48 districts are at the tax cap, with no additional tax levy available.
- Study Committee meets on October 22, 2015

➤ **Wildland Billing**

- Grizzly Complex Fire - \$65,848.88
- Bendire Complex Fire - \$54,931.86
- Kearny Fire - \$41,662.38
- Mad River Complex Fire - \$166,150.86
- Rough Complex Fire - \$147,313.08
- Fork Complex Fire - \$22,692.91
- Bear Lake Complex Fire - \$13,682.91

➤ **ISO Audit**

- ISO was on-site October 8, 2015
- Will receive our updated rate on or before February 2016
- Areas that have improved since the last audit in 2004
 - Water Supply
 - Painting Hydrants
 - Training Records
 - Manpower
 - Station 265
 - Tender Shuttle
 - 2015 Fire Code Adoption
 - Fire Prevention Practices
 - New Apparatus

➤ **HR – Hiring**

- 3 Firefighters
- 1 Fire Mechanic
- 12 FT EMTs/Paramedics
- 30 PT EMTs/Paramedics

➤ **2015 Fire Prevention Festival**

- 500 attendees
- 87 people learned Hands Only CPR

Item 13: *Announcements (BOD# 2015-10-n/a)*

N/A

Item 13: *Adjourn (BOD# 2015-10-12)*

Motion by Director House at 6:27 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