



**Governing Board Meeting Minutes
 March 16, 2016**

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, MARCH 16, 2016 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 Director Fox.
- 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.

Legal Counsel Donna Aversa and Account Clerk acting as Board Secretary Jennifer Burke were both present at the meeting.

Item 1: *Review and approval of the February 2016 financial reports and bank reconciliations. (BOD #2016-03-01)*

Motion by Director House to approve the February 2016 financial reports and bank reconciliations. Seconded by both Clerk Gehrt and Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 2: *Recognition of employee performance, achievements and special recognition for community members. (BOD #2016-03-02)*

Acting Assistant Chief Brett Broman presented an award to the following March Service Anniversaries

Fleet & Facilities Support Specialist Barb Duffel	10 Years
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Acting Assistant Chief Brett Broman read the list of the following March Service Anniversaries

Firefighter / Paramedic Matthew Dold	4 Years
Firefighter Daniel Elliott	4 Years
Firefighter Wayne Emerson	4 Years
Firefighter / Paramedic Lance Frawley	4 Years
Firefighter Brian Garten	4 Years
Firefighter Bryan Heun	4 Years
Firefighter / Paramedic Ryan Ledbetter	4 Years
Firefighter / Paramedic Matthew Perez	4 Years
Firefighter / Paramedic Ryan Philips	4 Years

Firefighter / Paramedic Adam Rodriguez	4 Years
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Item 3: *Call to the Public. (BOD #2016-03-n/a)*
None

Item 4: *Consideration and possible approval of all consent agenda items listed below: (BOD #2016-03-03)*

- a) *Board Meeting Minutes from February 17, 2016*
- b) *Board Work Session Meeting Minutes from February 22, 2016*

Motion by Clerk Gehrt to approve consent agenda items for March 16, 2016. Seconded by Director House.

Vote 5 ayes, 0 nays. Motion passed.

Item 5: *Discussion, presentation, and review of Fiscal Year 2016/2017 Budget development. (BOD #2016-03-04)*

Fire Chief Paul Bourgeois led the discussion regarding the development of the Fiscal Year 2016/2017 Budget. The NAV has only going up only 1.5%, Senior Staff has been identifying efficiencies and different areas to earn revenue.

Senior Staff each gave reports on their initiatives for the FY 2016/2017:

Assistant Chief Jerome Schirmer

- Continue with Blue Card Certification for Captains, Acting Captains, and Battalion Chiefs
- TRT recruitment in the fall – 3 additional members
- Sending 3 members to paramedic school

Assistant Chief Dave Montgomery

- Increase bandwidth for the District
- GIS Dashboard

Assistant Chief Mike Farber

- Sending John Suniga and Tina Gerola to the National Fire Academy
- Expanding PAD Program / replace batteries of AEDs in community
- Home Safety / Community Risk Program
- SFMD Leadership Academy

Acting Assistant Chief Brett Broman

- Professional Development
- Tuition Reimbursement
- On-Going benefits
- Policies
- PIO Group
- 6 New Volunteers

Finance Director Roger Wood

- Increase financial reserve
- Efficiencies in processes – work more with the 150 fund
- Revisit Procurement Policy
- First ARCR Report due 12/31/16
- Annual Audit

Item 6: *Discussion and possible action to approve a timeline for the adoption of the 2015 Edition of the International Fire Code with revisions and amendments. (BOD #2016-03-05)*

Assistant Chief Dave Montgomery brought this item to the BOD. He explained that SFMD is required to adopt an internationally recognized model fire code for the purpose of regulating and governing the safeguarding of life and property in the occupancy of buildings and premises in our District.

Historically, the fire district has strived to match or exceed the version, or edition of the fire code as adopted by the City of Apache Junction or Pinal County, in which most, if not all, of our code enforcement efforts occur according to IGA's with those government entities. Currently, the City of Apache Junction has adopted the 2006 edition of the IFC, and is working towards adopting the 2015 edition by July 1, 2016. Pinal County is currently utilizing the 2012 edition of the IFC.

The Fire Prevention Bureau has completed a comprehensive review of the 2015 International Fire Code (IFC) and is submitting for consideration by the Fire Board the adoption of the IFC - 2015 edition with amendments. It has always been the primary objective of our organization to maintain the highest possible standards of fire and life safety for the citizens we serve. In an effort to provide clear and consistent review of new construction documents and interpret ongoing code related issues with the most comprehensive options, it is important that SFMD regularly review and adopt the most recent edition of the IFC. By adopting this updated code with amendments, we will continue the legacy of providing a modern, up-to-date model fire code that addresses all hazards to life and property using both prescriptive and performance-based design provisions.

Improved or new technology has resulted in changes to the fire code. These changes are reflected in this edition of the IFC as new or revised sections. By utilizing the 2015 IFC, we will encourage a greater degree of consistency in the application of fire and life safety provisions across our jurisdiction. As buildings in our communities tend to get larger, with more occupants and a greater amount of combustible contents, more of these buildings will be required to be equipped with fire protection and life safety systems that specifically address the safety of firefighters and other emergency responders during emergencies.

Motion by Clerk Gehrt to approve the proposed timeline for the adoption of the 2015 Edition of the International Fire Code with revisions and amendments as stated. Seconded by Chairman Cross.

Vote 5 ayes, 0 nays. Motion passed.

Item 7: *Discussion and possible action to enter into a long term lease agreement with the Apache Junction Unified School District (AJUSD). (BOD# 2016-03-06)*

Fire Chief Paul Bourgeois stated that we need to update the lease with AJUSD for the use of Thunder Mountain Middle School. Included in the new lease is the new monthly payment of \$1,500, which was formally \$750. It is the intent to continue to work with AJUSD to enter into a lease purchase agreement in the future.

Motion by Director House to approve the lease between the SFMD and the AJUSD for the lease of Thunder Mountain Middle School as stated. Seconded by both Director Fox and Clerk Gehrt.

Vote 5 ayes, 0 nays. Motion passed.

Item 8: *MOU discussion as proposed by Senior Leadership Team and the Board of Directors. (BOD# 2016-03-07)*

- a) *Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation for legal advice with the attorney for the District and/or pursuant to ARS §38-431.03(A)(4) for discussion or consultation with the attorney for the District in order to consider its position and*

instruct its attorney regarding the District's position regarding contracts that are the subject of negotiations.

Motion by Director House to go into Executive Session at 6:02 PM pursuant to ARS §38-431.03(A)(3) for discussion or consultation for legal advice with the attorney for the District and/or pursuant to ARS §38-431.03(A)(4) for discussion or consultation with the attorney for the District in order to consider its position and instruct its attorney regarding the District's position regarding contracts that are the subject of negotiations. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Regular Session reconvened at 7:04 PM, Chairman Cross reminded those in attendance of the Executive Session that items discussed are confidential.

b) Review, discuss, and possible action regarding proposed MOU as presented by Senior Leadership Team and the Board of Directors.

Motion by Director House to have the Union VP present at the April 20, 2016 Board Meeting, with Chairman Cross extending an invitation. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Item 9: *Senior Leadership Team Reports (BOD# 2016-03-08)*

➤ **Fire Chief Report**

- Gave a brief legislative update.
- 4th Annual SFMD Leadership Conference – May 23-24, 2016

➤ **Emergency Services / Operations**

- Ambulance / Transport Services Update
- Community Medicine Unit Update

➤ **Technical & Community Services**

- Technical Services
 - Run Form Change Process was formalized, and includes the Elite Task Force Members for continuous improvement
 - Thursday morning Tech Services training began a few weeks ago, and provides an opportunity to open communication from our members regarding ImageTrend, MCT's, and other miscellaneous tech items
 - Lenel Access System – Licensing renewed, and keycards for all new employees were generated
- Community Services
 - Lost Dutchman trailer park luncheon and annual donation presentation
 - National Drowning Prevention Association (NDPA) annual conference being hosted in Mesa, AZ.
 - Providing CE's for medics at no charge
 - Chief Bourgeois has been chosen as the keynote speaker
 - Tina Gerola & John Suniga have both been accepted to attend the National Fire Academy in September to Cultural Competence in Risk Reduction.

➤ **Administrative Services**

- Met with AZ Metro Trust for Medical, Dental, and Vision benefits
 - City of Apache Junction, Avondale, Buckeye Valley Fire District, Pinal County, Youngtown, El Mirage, (pending) North County Fire District
- Continuing with Policy updates
 - Vacation, Corrective Action and Discipline, Uniform
- Working with Transportation Services for hiring 3 additional Part Time Paramedics
 - In order to bring the pool of part time employees back to 15 people
- SFMD Volunteer Program

- Increasing pool of volunteers
 - Continued progress with new HR Generalist
 - Completing surveys for numerous Fire Agencies across the state (wages, benefits, staffing)
- **Financial Services**
 - General Finance
 - Budgeting
 - Billing went live on March 7, 2016 and processed 637 backlogged calls totaling \$465,000
 - Facilitate State Land late payment of \$472,000
 - ISO Executive Summary and Appeal rating of ISO Class 3
 - Working on Succession Planning
 - Preplans
 - 2015 IFC Adoption
 - Self-Inspection Program
 - Accounting
 - Working on the budget for all funds.
 - Preparing a global employee roster to support the District's on-line Open Enrollment process.
 - Need employee and dependent information, age and wage, etc. information to properly price benefits
 - District will be using Benefit Logic's on-line enrollment platform.
 - Team is working with Sherry in HR to complete the 2015 1095C Forms.
 - Resolved the registration issue with AZ DOR.
 - Facilitating the installation of the CYMA HR module.
 - "Negotiating" with CopperPoint on the final Worker's Compensation payment for 4Q15.

Item 10: *Announcements (BOD# 2016-03-n/a)*

N/A

Item 11: *Adjourn (BOD# 2016-03-09)*

Motion by Director House at 7:47 p.m. to adjourn the meeting. Seconded by Director Fox.

Vote 5 ayes, 0 nays. Motion passed.

Governing Board Approval:



 Gene Gehrt, Board Clerk

Jennifer Burke