



**Governing Board Meeting Minutes  
 May 18, 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, MAY 18, 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 4:00 P.M.

- A. Chairman Cross called the meeting to order at 4:00 p.m.
- B. The Pledge of Allegiance was led by Director House.
- 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 Mike Farber, Acting Assistant Chief Brett Broman, and Finance Director Roger Wood were present.

Legal Counsel Donna Aversa and Executive Assistant acting as Board Secretary Jasmin Jones were also present at the meeting.

**Item 1:** *Review and approval of the April 2016 financial reports and bank reconciliations. (BOD #2016-05-01)*

**Motion** by Director House to approve the April 2016 financial reports and bank 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 #2016-05-02)*

Acting Assistant Chief Brett Broman read the list of the following May Service Anniversaries

Firefighter Paul Garcia	14 Years
Fire Engineer Rob VandeKrol	14 Years
Firefighter / Paramedic Stephan Wagner	14 Years
Finance Director Roger Wood	3 Years

**Item 3:** *Call to the Public. (BOD #2016-05-n/a)*  
 Susan Fox stated the following:

*"I am the wife of Director Charlie Fox, however, he does not know I am speaking this afternoon. I read the May 9, 2016 article in the Apache Junction News written by Trisha Barwick about her 24 hour ride-along with Station 261 A-Shift. What a testimony to the excellence of the SFMD, an up close and personal look by an "outsider", who was not a Firefighter, she is a civilian like myself. Who does not know all the lingo and the type of training our first responders do. I read the article out loud to Charlie (Director Fox), and we were both in tears by the end.*

*I want to express my gratitude by the way you all have brought this department out of chaos and low moral into the premier department in the State of Arizona. A department that is being looked at and simulated throughout the American Fire Service. Both Charlie and I have benefitted first hand from the medical services from the SFMD. Charlie was one of the first patients of the CCU, crews exceeded our expectations on both occasions. Needless to say, an MOU is not needed in a department that is run as the SFMD is. Your priorities are right, your administration is open and seeks input from all members of the department. Your team work is superior at all levels, and your mission of excellence to the community you serve is supported and carried out by everyone in the department. I am grateful that I have had the opportunity to learn about the amazing work that is being done, by going to board meetings and experiencing the service first hand. Now reading an article giving us a bird's eye view on the inside of the workings of this marvelous department meant so much more. Thank you so much for all you have done and continue to do for us in your district and thank you to the board for your hard work.*

**Item 4:** *Consideration and possible approval of all consent agenda items listed below:  
(BOD #2016-05-03)*

- a) *Board Meeting Minutes from April 20, 2016*
- b) *United Healthcare Medical Insurance Contract for FY 2016/2017.*
- c) *Principal Financial Group Dental Contract Addendum for FY 2016/2017.*
- d) *Vision Services Plan (VSP) Contract for FY 2016/2017.*
- e) *Group / Accidental Death, and Dismemberment (AD&D), Voluntary Short Term Disability (VSTD), Voluntary Long Term Disability (VLTD), Insurance Contract with The Standard for FY 2016/2017.*

**Motion** by Director Moeller to approve consent agenda items for May 18, 2016. Seconded by both Chairman Cross and Clerk Gehrt.

**Vote** 5 ayes, 0 nays. Motion passed.

**Item 5:** *Presentation and discussion regarding the State of the City of Apache Junction and information on Home Rule, special guest City Manager Bryant Powell. (BOD #2016-05-04)*

City Manager Bryant Powell gave a brief presentation regarding the State of the City of Apache Junction. Key points:

- Downtown Area / Before & After / Future Plans
- Private Investments (businesses in our City)
- Stateland / the growth of our City
- Roads Sales Tax - .2% - going toward Infrastructure (including water)
- Home Rule Election – August 2016, Home Rule allows a city or town to decide how to spend the money it collects from tax revenue or other sources, it is NOT a tax.
  - City events, programs, and operations are paid for out of the City's General Fund
  - Without Home Rule, the state formula would keep the city from annually spending approximately \$10 million less than it collects. That's more than what the city spends for streets, parks, the library, and other city services.

**Item 6:** *Discussion, consideration, and possible action regarding the development of Fiscal Year 2016/2017 Revenue and Expenditure Budget and adoption of Resolution 2016-03. (BOD #2016-05-05)*

Fire Chief Paul Bourgeois led the discussion regarding the Fiscal Year 2016/2017 Budget, he stated that staff has worked diligently to present a balanced budget for the Board. Included in the budget is a market adjustment for the rank of Firefighter a 4.61% increase in wages.

Finance Director Roger Wood, then presented the tentative budget to the board. He stated a Tentative Fiscal Year 2016/2017 may be adopted at this board meeting, in correlation with the opening of a 20-day public comment period. At the December 16, 2015 meeting, the board approved a special board meeting for Wednesday, July 13, 2016 to formally adopt the Fiscal Year 2016/2017 budget. Mr. Wood presented the budget and explained that it could still be modified at the direction of the board. He went on to say it is suggested that the board adopt a tentative budget by adopting Resolution 2016-03 at this meeting after any adjustments, changes, or other modifications. This allows sufficient time for staff to post the budget as required by law and meet timelines necessary for allowing at least a 20-day public review and comment period. The budget the staff presented represented a tax rate of \$3.25 per hundred dollars of secondary valuation for District operations. The \$0.22 special bond assessment remains the same.

**Motion** by Clerk Gehrt to adopt Resolution 2016-03, adopting a tentative budget in the amount of \$20,437,869 for the fiscal year beginning July 1, 2016 and ending June 30, 2017 and giving notice to the public of the tentative budget, as well as a time and place for a public meeting to hear comments prior to final adoption of the budget as required by law. Seconded by Director Moeller.

**Vote** 5 ayes, 0 nays. Motion passed.

**Item 7:** *Discussion and possible approval of Resolution 2016-04: Call for Election. (BOD# 2016-05-06)*

Executive Assistant Jasmin Jones stated that this resolution is necessary to call for an election to be held November 8, 2016 for the purpose of electing three individuals to serve as board directors for a four year term. Staff will publish the required Call for Election in a local paper on June 27, 2016 and July 4, 2016.

The minimum number of signatures to be on the ballot for SFMD Board is 154 with the maximum number of 250 signatures, the cost is \$0.75 per registered voter. In addition, a letter will be sent to both Pinal and Maricopa County Elections Departments and the Board of Supervisors, notifying them of our interests to hold an election in November for three board seats. The letter is required per ARS §16-2015 and is due by May 31, 2016. The candidate filing dates are July 11, 2016 through August 10, 2016.

**Motion** by Clerk Gehrt to approve Resolution 2016-04: Call For Election, and to hereby call for an election to be held on November 8, 2016 for the purpose of electing three individuals to serve as board directors for a four year term. Seconded by Director Moller.

**Vote** 5 ayes, 0 nays. Motion passed.

**Item 8:** *Discussion and possible approval of Resolution 2016-05: Election Workers. (BOD# 2016-05-07)*

Executive Assistant Jasmin Jones stated this resolution is required to designate the county's election workers as the Fire District's election workers.

**Motion** by Director House to approve Resolution 2016-05: Election Workers, designating that the Fire District's election workers shall coincide with, and be, the election workers utilized by Pinal County. Seconded by Director Fox.

**Vote** 5 ayes, 0 nays. Motion passed.

**Item 9:** *Discussion and possible approval of Resolution 2016-06: Precincts and Polling Places. (BOD# 2016-05-08)*

Executive Assistant Jasmin Jones stated this resolution is required to designate the county's precincts and polling places within the District as the SFMD precincts and polling places as well.

**Motion** by Director House to approve Resolution 2016-06: Precincts and Polling Places that the Superstition Fire & Medical District's Precincts and Polling Places, which are within the boundaries of the fire district, shall coincide with those of Pinal County. Seconded by Director Fox.

**Vote** 5 ayes, 0 nays. Motion passed.

**Item 10:** *Senior Leadership Team Reports (BOD# 2016-05-09)*

➤ **Fire Chief Report**

- SFMD Leadership Conference – May 23<sup>rd</sup> & May 24<sup>th</sup> @ The Views at Superstition
- AFDA Summer Conference July 14<sup>th</sup> – July 16<sup>th</sup> at the Renaissance Glendale Hotel
- 2016 Legislative Session passed SB 1137 (30-24) – CPR in Schools
  - Arizona is the 32<sup>nd</sup> state in the US that will require hands only CPR training before graduating high school

➤ **Emergency Services / Operations**

- Training Division Update
- Transportation Division Update
- Community Medicine Unit Update

➤ **Technical & Community Services**

- Technical Services
  - MCT Updates
  - Secure (encrypted) emails
  - ImageTrend continued refining the EMS Patient Care Report
  - ImageTrend – EMS reports locked for automated export to AZDHS
  - Telestaff accruals added to match policy change with sick and vacation
  - Detroit Diesel Software Update
  - Replaced and configured the Admin Firewall (PNI)
  - Microsoft Office Licensing purchased / implemented to match the number of employees
  - Website Update – Open Burning Restrictions
  - Wireless Devices – name and passwords changed to SFMD from ajfire
  - Training /Orientation for 2 PT Medics
  - Accreditation – Annual Compliance Report – Reviewer Interview
  - Fire Prevention & Safety Grant Authored
- Community Services
  - Smoke Alarm Bags are in all apparatus
  - Saturday May 14<sup>th</sup> Tina assisted with installing car seats for the woman's health fair held at Mountain Vista Hospital
  - April Pool's Day was a huge success, approximately 400 people attended
  - Press Release for Memorial Day sent
  - SFMD participated in the City of Apache Junction Water Festival

➤ **Administrative Services**

- Open Enrollment Update
  - Transitioned to online process – next dates May 25<sup>th</sup>, 27<sup>th</sup>, June 2<sup>nd</sup>
- Working through various promotional testing processes
  - Blue Card Instructor, Engineer, Paramedic, and TRT
- May 14<sup>th</sup> busy day for SFMD
  - EMS Week Kickoff at Superstition Springs Center
  - Woman's Health Fair at MVMC
  - Annual Food Drive at the Apache Junction Food Bank

➤ **Financial Services**

- General Finance
  - Intermedix Update
  - Leadership Conference
  - Budget Completed
  - Worker's Compensation Insurance Pool Update

- Statistics on SFMD Management Reports
- Accounting
  - Working on developing the accounting procedures on revenue recognition for the ground transport division.
  - Reconciling cash received at the bank to amount indicated as “collected” on the Intermedix reports.
  - Helping facilitate Open Enrollment Process.

**Item 11:**     *Announcements (BOD# 2016-05-n/a)*  
              N/A

**Item 12:**     *Adjourn (BOD# 2016-05-10)*

**Motion** by Director House at 5:27 p.m. to adjourn the meeting. Seconded by Clerk Gehrt.

**Vote** 5 ayes, 0 nays. Motion passed.

**Governing Board Approval:**

  
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Gene Gehrt, Board Clerk

*Jasmin Jones*