

Superstition Fire and Medical District

# Board of Directors

July 13, 2016



Board Chairman Jeff Cross  
Board Clerk Gene Gehrt  
Board Director Todd House  
Board Director Charlie Fox  
Board Director Jason Moeller

**Superstition Fire & Medical District  
Governing Board Meeting Agenda**

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**PURSUANT TO A.R.S. §38.431.02**

Notice is hereby given to the general public that the Superstition Fire & Medical District Governing Board will hold a meeting on **Wednesday, July 13, 2016**. The meeting will be held at the Superstition Fire & Medical District's Administrative Office, located at 565 N. Idaho Road, Apache Junction, Arizona. The meeting will be open to the public and will begin at 5:30 p.m. local time.

**AGENDA:**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call

The following agenda items are scheduled for discussion at the board meeting. The Governing Board may or may not decide to take action on any or all items. The order of the agenda items may or may not be taken in the order listed.

1. Review and approval of the June 2016 financial reports and bank reconciliations. **(BOD #2016-07-04)**
2. Recognition of employee performance, achievements, and special recognition for community members. **(BOD #2016-07-05)**
3. Call to the Public.  
A.R.S. §38-431.01(H) A public body may make an open call to the public during a public meeting, subject to reasonable time, place, and manner restrictions, to all individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.
4. Public Hearing in accordance with ARS §48-805(A)(2) in order to hear taxpayer's comments on the proposed Superstition Fire & Medical Fire District revenue and expenditure budget for Fiscal Year 2016/2017. **(BOD #2016-07-06)**.
5. Discussion and possible approval of the proposed FY 2016/2017 budget and adoption of Resolution 2016-08: Budget Adoption. **(BOD #2016-07-07)**.
6. Consideration and possible approval of all consent agenda items as listed below: **(BOD #2016-07-08)**
  - a) Board Meeting Minutes from June 15, 2016
  - b) Executive Session Board Meeting Minutes from June 15, 2016
  - c) Board Work Session Meeting Minutes from June 27, 2016
  - d) Purchase of two (2) LifePac 15 Heart Monitors
7. Presentation and discussion regarding the FY 2016/2017 Operational Plan. **(BOD #2016-07-09)**
8. Discussion, consideration, and possible action regarding language for an override election and further resolutions necessary to proceed with an override election. **(BOD #2016-07-10)**
9. Discussion, presentation, and possible approval regarding a contract for consulting services. **(BOD #2016-07-11)**
10. Discussion, consideration, and possible action concerning ambulance operations and CoN implications. **(BOD #2016-07-12)**
11. Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation for legal advice with an attorney for the District and/or ARS §38-431.03(A)(4), in order to consider its position and instruct its attorney regarding contracts that are the subject of negotiations as related to Agenda Item #10. **(BOD #2016-07-13)**

**Note that Executive Sessions are confidential pursuant to ARS §38-431.03(c)**



12. Senior Leadership Team Reports **(BOD #2016-07-14)**

- a) Fire Chief
- b) Emergency Services
- c) Technical & Community Services
- d) Administrative Services
- e) Financial Services

13. Announcements **(BOD #2016-07-n/a)**

14. Adjourn **(BOD #2016-07-15)**

NOTICE: The governing board may go into executive session for the purpose of obtaining legal advice from the fire district's attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3).

One or more members of the governing board may attend the meeting telephonically.

Governing Board meeting agenda dated and posted (at least 24 hours before the scheduled meeting date and time):

Posted on July 7, 2016

At: 1600 Hours

By: Jasmin Jones

The Superstition Fire & Medical District (SFMD) Administrative Office Board Meeting Room is accessible to the handicapped. In compliance with the American with Disabilities Act (ADA), those with special needs, such as large-type face print or other reasonable accommodations may request those through the SFMD Administration Office (480-982-4440) at least twenty-four hours before the board meeting.



## Governing Board Meeting – July 13, 2016

Agenda Item: 1

BOD#: 2016-07-04

### Agenda Item Title:

Review and approval of the June 2016 financial reports and bank reconciliations.

### Submitted By:

Fire Chief Paul Bourgeois

Finance Director Roger Wood

### Background/Discussion:

The district's accounting department staff prepares the monthly financial reports. The district's annual budget, which is adopted by the board each June for the following fiscal year (July 1 – June 30), is formatted to mirror the monthly financial statements. The financial reports provide the board with a monthly recap of expenditures and revenues, along with year-to-date account balance information.

In compliance with A.R.S. §48-807(O), the following reports have been added to the monthly financial statements packet:

1. Cash Flow – All Governmental Funds.

The Cash Flow report consists of the combined cash balances of all District Funds. These balances include the General (100), Transport Services (150), Capital Projects (200), Bond Proceeds (300), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds. The Cash Flow report is updated monthly with the actual revenues deposited into and actual expenditures disbursed from the district's cash accounts. It is important to note the revenues and expenditures are reported on a Cash Basis. This report is generated to demonstrate that the fire district maintains sufficient cash available to satisfy the projected expenditures budgeted over the course of the fiscal year.

2. Fund Account Bank Reconciliations.

The reconciliation of each of the district's Fund Cash Accounts (General (100), Transport Services (150), Capital Projects (200), Bond Proceeds (300), Special Revenue (400), Debt Principal (500), and Debt Interest (600) Funds) between the Pinal County Treasurer's monthly bank statement and the District's Fund balance sheet report is provided. To signify board approval of the monthly financial statements and bank reconciliations, the Board Chairman is requested to sign the attached Letter of Acceptance which will be kept on file at the district.

### Financial Impact(s)/Budget Line Item:

N/A

### Enclosure(s):

Letter of Acceptance of the Fire District's Financial Statements and Bank Reconciliations.

\*Financials provided under separate cover

### Recommended Motion:

*"Motion to approve the June 2016 financial reports and bank reconciliations."*



Go To Item 2

Go to Agenda

**Superstition Fire & Medical District**  
**Governing Board Acceptance of Fire District's**  
**Financial Statements and Bank Reconciliations**

Pursuant to A.R.S. §48-807, by the signature(s) below, the Governing Board of the Superstition Fire & Medical District attests to the review and approval of the following financial report(s) of the fire district for the month of **June 2016**:

1. Financial Statement
2. Bank Reconciliations
  - a. General (100) Fund
  - b. Transport Services (150) Fund
  - c. Capital Projects (200) Fund
  - d. Bond Proceeds (300) Fund
  - e. Special Projects (400) Fund
  - f. Debt Principle (500) Fund
  - g. Debt Interest (600) Fund

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Jeff Cross, Board Chairman

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Date



**Governing Board Meeting – July 13, 2016**

**Agenda Item: 2**

**BOD#: 2016-07-05**

**Agenda Item Title:**

Recognition of employee performance, achievements, and special recognition for community members.

**Submitted By:**

Fire Chief Paul Bourgeois  
Acting Assistant Chief Brett Broman

**Background/Discussion:**

This is a recurring monthly item to provide the board with information concerning superior employee performance, achievements, and special recognition for community members.

**July Services Awards:** *(presented for 5, 10, 15, 20, and 25 year anniversaries):*

<b>20 Years of Service</b>
Fire Engineer / Paramedic <b>Andrew Colby</b>
Firefighter <b>Steve Gereg</b>
Fire Captain <b>Brian Logsdon</b>
Fire Captain <b>Brian White</b>
Fire Captain / Paramedic <b>Brian Wyatt</b>
<b>15 Years of Service</b>
Fire Captain / Paramedic <b>Mark Castaneda</b>
Multi-Media Production Specialist <b>Dan McKinney</b>

**July Service Anniversaries:**

<b>32 Years of Service</b>
Fire Engineer / Paramedic <b>Mark Blackstone</b>
<b>23 Years of Service</b>
Fire Captain / Paramedic <b>Amy Brooks</b>
<b>21 Years of Service</b>
Assistant Chief <b>Brett Broman</b>
<b>16 Years of Service</b>
Fire Captain / Paramedic <b>Jeff Ehrlich</b>
Battalion Safety Officer <b>Joe Garcia</b>



**Go to Item 3**

**Go to Agenda**

**Governing Board Meeting – July 13, 2016**

**Agenda Item: 3**

**BOD#: 2016-07-n/a**

**Agenda Item Title:**

Call to the Public

**A.R.S. §38-431.01(H):**

*A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body.*

*At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda.*

*However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*

**Background / Discussion:**

Call to the Public is provided so citizens may address the public body (Governing Board) with matters concerning the fire district. Arizona public meeting law provides that the public body may discuss, consider, or decide only matters listed on the agenda and other matters related thereto. Since the public body will generally not know what specific matters may be raised at call to the public, they will be unable to act until the matter is placed on a subsequent meeting agenda (at the board's discretion). The board may also direct staff to follow up on the issue with the citizen.

**Scheduled:**

None



**Go to Item 4**

**Go to Agenda**

**Governing Board Meeting – July 13, 2016**

**Agenda Item: 4**

**BOD#: 2016-07-06**

**Agenda Item Title:**

Public Hearing in accordance with ARS §48-805(A)(2) in order to hear taxpayer's comments on the proposed Superstition Fire & Medical District revenue and expenditure budget for Fiscal Year 2016/217.

**Background/Discussion:**

The Public Hearing is required by ARS §48-805(A)(2), Board of Directors Chairman will consider audience comments/questions on issues related to the proposed Fiscal Year 2016/2017 Revenue and Expenditure Budget. The Board of Directors Chairman will close the public hearing after all comments have been heard.

**Recommended Motion:**

N/A



**Go to Item 5**

**Go to Agenda**



**Governing Board Meeting – July 13, 2016**

**Agenda Item: 5**

**BOD#: 2016-07-07**

**Agenda Item Title:**

Discussion and possible approval of the proposed FY 2016/2017 budget and adoption of Resolution 2016-08: Budget Adoption.

**Submitted By:**

Fire Chief Paul Bourgeois

Finance Director Roger Wood

**Background/Discussion:**

This item is before the Board of Directors (BOD) to potentially adopt the 2016/2017 FY budget. The public comment is complete, the BOD may discuss, make amendments, or motions.

**Financial Impact:**

N/A

**Enclosure(s):**

Resolution 2016-08-Budget Adoption

\*\*The final 2016/2017 Budget Document will be under separate cover, at the July 13, 2016 Board Meeting.

**Recommended Motion:**

*“Motion to adopt Resolution 2016-08: Budget Adoption, fully adopting the estimates of proposed revenues and expenditures by the Superstition Fire & Medical District for fiscal year beginning July 1, 2016 and ending June 30, 2017 in the amount of \$----- and declaring that such shall establish the budget of the Superstition Fire & Medical District for Fiscal Year 2016/2017.”*



**Go to Item 6**

**Go to Agenda**

**RESOLUTION 2016-08**  
**Superstition Fire and Medical District Medical**  
**BUDGET ADOPTION**

**A RESOLUTION OF THE CHAIRMAN AND GOVERNING BOARD OF DIRECTORS OF THE SUPERSTITION FIRE & MEDICAL DISTRICT, FULLY ADOPTING ESTIMATES OF PROPOSED REVENUES AND EXPENDITURES BY THE SUPERSTITION FIRE & MEDICAL DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017, DECLARING THAT SUCH SHALL ESTABLISH THE BUDGET OF THE SUPERSTITION FIRE & MEDICAL DISTRICT FOR SUCH FISCAL YEAR.**

**WHEREAS**, in accordance with the provisions of 48-805, Arizona Revised Statutes, the Governing Board did, on the eighteenth day of May 2016, made tentative estimates of the amount required to meet the public expenses for the ensuing year, and the receipts from sources other than direct taxation by the Superstition Fire & Medical District; and

**WHEREAS**, in accordance with said sections of said code, following due public notice by the District Clerk, that the tentative budget is on file and open to inspection by interested party; and

**WHEREAS**, in accordance with said provisions of the Arizona Revised Statutes, and following public notice, the Governing Board met on the thirteenth day of July 2016, at which meeting any taxpayer was privileged to appear and be heard in favor of or against any of the proposed expenditures;

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF DIRECTORS OF THE SUPERSTITION FIRE & MEDICAL DISTRICT AS FOLLOWS:**

That the estimates of revenues and expenditures provided by staff now establish the finally adopted estimates of the proposed expenditures by the Superstition Fire & Medical District for the fiscal year beginning July 1, 2016 and ending June 30, 2017, in the amount of \$ \_\_\_\_\_, and declare that such shall constitute the budget of the Superstition Fire & Medical District for such fiscal year.

**PASSED AND ADOPTED THIS THIRTEENTH DAY OF JULY 2016, BY THE CHAIRMAN AND GOVERNING BOARD OF DIRECTORS OF THE SUPERSTITION FIRE & MEDICAL DISTRICT.**

\_\_\_\_\_  
*Jeff Cross, Board Chairman*

\_\_\_\_\_  
*Gene Gehrt, Board Clerk*

\_\_\_\_\_  
*Jason Moeller, Board Director*

\_\_\_\_\_  
*Charlie Fox, Board Director*

\_\_\_\_\_  
*Todd House, Board Director*

**Governing Board Meeting – July 13, 2016**

**Agenda Item: 6**

**BOD#: 2016-07-08**

**Agenda Item Title:**

Consideration and possible approval of all consent agenda items as listed below:

- a) Board Meeting Minutes from June 15, 2016 – **Appendix A**
- b) Executive Session Board Meeting Minutes from June 15, 2016 – **Appendix B**
- c) Board Work Session Meeting Minutes from June 27, 2016 – **Appendix C**
- d) Purchase of two (2) LifePac 15 Heart Monitors – **Appendix D**

**Background/Discussion:**

The consent agenda allows the Board of Directors (BOD) to consider contracts, purchases, and other routine administrative matters having authorized funding within the current fiscal year budget as a single decision. Items may be withdrawn from the consent agenda and discussed separately upon request by any member of the BOD or staff. Information for each consent agenda item and corresponding supporting document is within the packet.

**Recommended Motion:**

*“Motion to approve the consent agenda items for July 13, 2016.”*



**Go to Item 7**

**Go to Appendices**

**Go to Agenda**

**Governing Board Meeting – July 13, 2016**

**Agenda Item: 7**

**BOD#: 2016-07-09**

**Agenda Item Title:**

Presentation and discussion regarding the FY 2016/2017 Operational Plan.

**Submitted By:**

Fire Chief Paul Bourgeois  
Senior Leadership Team

**Background/Discussion:**

The Operational Plan is our district's planning document as a guide to complete accomplishments throughout the fiscal year. Senior Leadership Team will take the board through key initiatives during a presentation.

**Staff Recommendation:**

N/A

**Financial Impact:**

N/A

**Enclosure(s):**

\*Copies of the FY 16/17 Operational Plan were given out at the June 15, 2016 Board Meeting

**Recommended Motion:**

N/A



**Go to Item 8**

**Go to Agenda**

**Governing Board Meeting – July 13, 2016**

**Agenda Item: 8**

**BOD#: 2016-07-10**

**Agenda Item Title:**

Discussion, consideration, and possible action regarding language for an override election and further resolutions necessary to proceed with an override election.

**Submitted By:**

Fire Chief Paul Bourgeois

**Background/Discussion:**

This item is used as a place holder regarding an override election. This item may be removed as needed.

**Staff Recommendation:**

N/A

**Financial Impact:**

N/A

**Enclosure(s):**

N/A

**Recommended Motion:**

*TBD*



**Go to Item 9**

**Go to Agenda**

**Governing Board Meeting – July 13, 2016**

**Agenda Item: 9**

**BOD#: 2016-07-11**

**Agenda Item Title:**

Discussion, consideration, and possible approval regarding a contract for consulting services.

**Submitted By:**

Fire Chief Paul Bourgeois

**Background/Discussion:**

This item comes before the board as an extension of the Board Work Session, held on July 6, 2016 regarding a contract for consulting services to hold an override election.

**Staff Recommendation:**

N/A

**Financial Impact:**

N/A

**Enclosure(s):**

N/A

**Recommended Motion:**

*TBD*



**Go to Item 10**

**Go to Agenda**

**Governing Board Meeting – July 13, 2016**

**Agenda Item: 10**

**BOD#: 2016-07-12**

**Agenda Item Title:**

Discussion, consideration, and possible action concerning ambulance operations and CoN implications.

**Submitted By:**

Fire Chief Paul Bourgeois

**Background/Discussion:**

This item comes before the board as an extension of BOD #2016-06-07 from the June 13, 2016. This item may be removed if the Senior Leadership Team has nothing in addition to share with the board.

**Staff Recommendation:**

N/A

**Financial Impact:**

N/A

**Enclosure(s):**

N/A

**Recommended Motion:**

N/A



**Go to Item 11**

**Go to Agenda**

**Governing Board Meeting – July 13, 2016**

**Agenda Item: 11**

**BOD#: 2016-07-13**

**Agenda Item Title:**

Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation for legal advice with an attorney for the District and/or ARS §38-431.03(A)(4), in order to consider its position and instruct its attorney regarding contracts that are the subject of negotiations as related to Agenda Item #10.

**Note that executive sessions are confidential pursuant to ARS §38-431.03(C).**

**Submitted By:**

Fire Chief Paul Bourgeois

**Background/Discussion:**

To be used in the event the Board desires legal advice/consultation with an attorney for the District.

**Staff Recommendation:**

N/A

**Financial Impact:**

N/A

**Enclosure(s):**

N/A

**Recommended Motion:**

*“Motion to go into executive session at (time) pursuant to ARS §38-431.03(A)(3) and ARS §38-431.03(A)(4) with the attorney for the District regarding Agenda Item 10.”*



**Go to Item 12**

**Go to Agenda**



**Governing Board Meeting – July 13, 2016**

**Agenda Item: 12**

**BOD#: 2016-07-14**

**Agenda Item Title:**

Senior Leadership Team Reports

- a. Fire Chief
- b. Emergency Services
- c. Technical & Community Services
- d. Administrative Services
- e. Financial Services

**Background / Discussion:**

This item is for the fire chief and his staff to share information with the board of items occurring within, or related to, the fire district. Any item shared is for information only. Upon request of the board, any item shared during this agenda item may be moved to the agenda for future meetings. Board discussion, other than clarifying questions, cannot occur and no action, position, or direction may occur until the specific item is placed on the agenda.

- Statistical Reports for June 2016

**Governing Board Meeting – July 13, 2016**

**Agenda Item: 13**

**BOD#: 2016-07-n/a**

**Agenda Item Title:**

Announcements

**Background / Discussion:**

The BOD and/or staff may share information at this time.

**Governing Board Meeting – July 13, 2016**

**Agenda Item: 14**

**BOD#: 2016-07-15**

**Agenda Item Title:**

Adjournment

**Recommended Motion:**

*“Motion to adjourn the board meeting.”*



**Go to Agenda**

**Go To Statistical Reports**

# Superstition Fire & Medical District June 2016 - Monthly Report

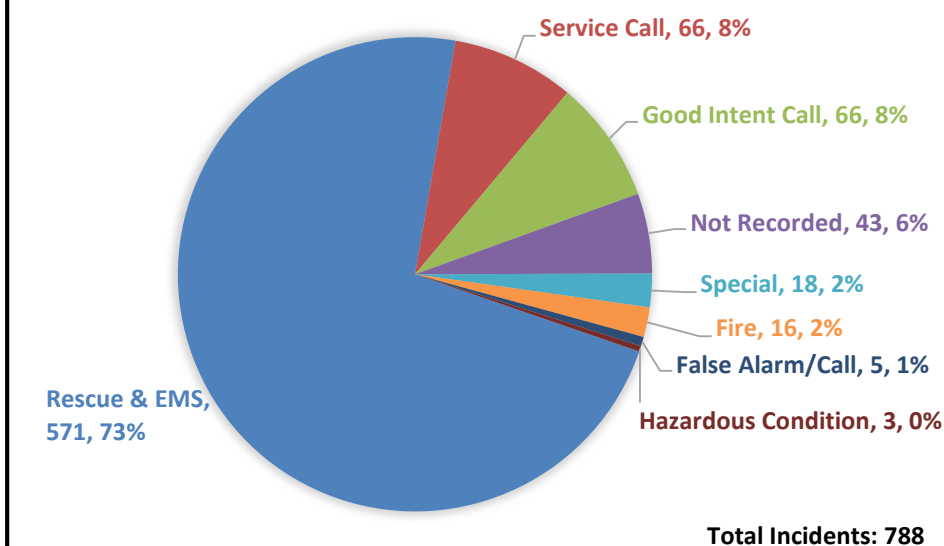
## Average Travel Time

	<u>Metro</u>	<u>Urban</u>	<u>Suburban</u>	<u>Rural</u>
<b>Travel Time Goal</b>	<b>5:12</b>	<b>5:12</b>	<b>6:30</b>	<b>13:00</b>
<b>Average Travel Time by Population Density</b>	Unable to complete response times due to technical difficulties with CAD data sent by the City of Mesa.			
<b>Average Travel Time District Wide</b>				

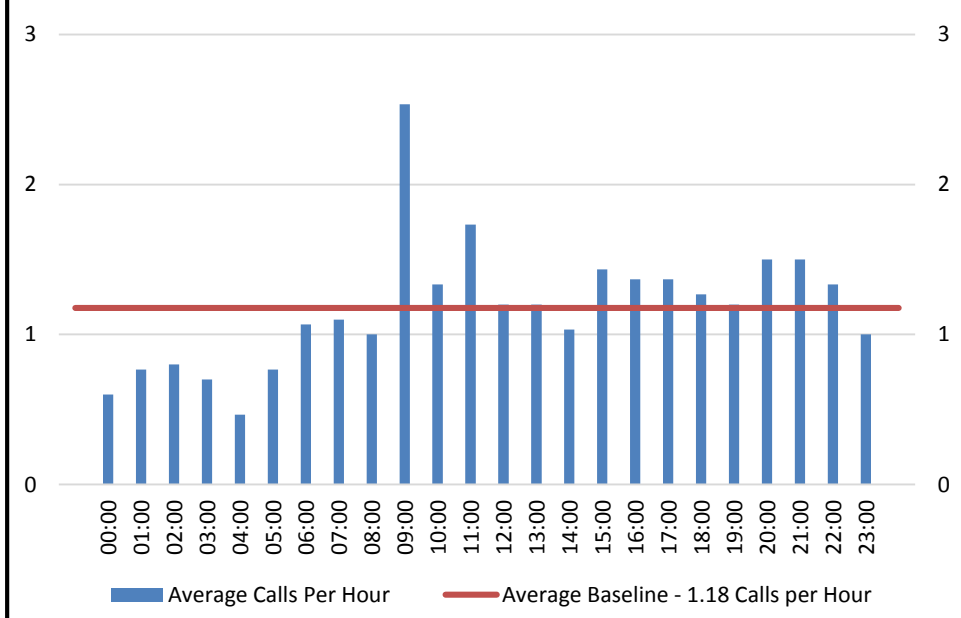
## Dispatches by Unit

<u>Unit</u>	<u>Dispatches</u>	<u>Fiscal YTD</u>
B261	13	250
E261	236	2927
E262	85	1148
L263	284	3502
L264	88	1096
E265	55	544
CM263	114	1418
M261	81	526
M263	159	985
M264	76	526
TRV263	0	78
U262	3	29
BR262	2	50
BR263	0	13
BR265	10	47
RH264	0	22

## Incident Type Summary



## EMS Call Volume by Hour of Day



## Population Density Definitions

### Metropolitan

An area with a population density of 3,000 or more people per square mile.  
15%

### Urban

An area with a population density of 2,000-2,999 people per square mile.  
8%

### Suburban

An area with a population density of 1,000-1,999 people per square mile.  
10%

### Rural

An area with a population density of 0-1,000 people per square mile.  
67%

## Superstition Fire & Medical District June 2016 - Operational Report

### Community Services & Activities

Description	June 2016	Fiscal YTD
Blood Pressure Check Events	9	117
Car Seats Installed/Placed	7	69
CCR Demonstrations	2	53
CCR Demo Students	28	1789
Community Events/Festivals	3	64
Community PSAs Produced	0	3
CPR & 1st Aid Classes	1	11
CPR & 1st Aid Students	2	49
CPR & AED Classes	1	33
CPR & AED Students	21	145
Fire Investigations	unable to obtain	11
Fire Station Tours	1	13
Home Safety Checks - NEW	0	4
Inspections - Business	21	143
Inspections - Specialty/Complaint	10	187
Juvenile Fire Setter Program	1	3
Neighborhood Canvass - Post-Drowning	0	1
Neighborhood Canvass - Post-Fire	2	5
Plan Reviews	8	151
Safety Classes - Fire & Water	2	19
School - Fire Drills	0	5
School - Pub Ed Classes	0	10
Smoke Alarms Placed	9	158

### Injury Report

	June 2016	Fiscal YTD
Injuries	1	14
Exposures	0	2
Sharps	0	2

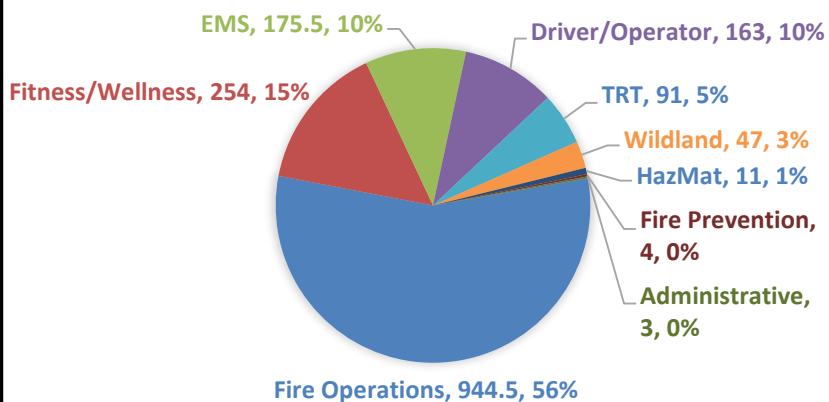


“After the Fire” neighborhood canvass following a fire on June 13. Fire Prevention educational materials were provided to other residents near this fire.



SFMD participated in Walmart’s Meet Your Public Safety event on June 11.

### Training Hours Categories



## Appendix A

### a) Board Meeting Minutes from June 15, 2016

#### **Submitted By:**

Fire Chief Paul Bourgeois  
Board Secretary Jasmin Jones

#### **Background / Discussion:**

The board meeting minutes of the previous meeting(s) are provided for the BOD to approve. If the BOD would like to discuss the minutes, they may be removed from the consent agenda. After approval, minutes are signed by the Clerk of the Board and kept as the official public record.

#### **Financial Impact/Budget Line Item:**

N/A

#### **Staff Recommendation:**

Staff recommends approval of June 15, 2016 board meeting minutes.

#### **Enclosure(s):**

June 15, 2016 Board Meeting Minutes



**Go to Appendix B**

**Go to Agenda**



**Superstition Fire & Medical District**  
 565 North Idaho Road, Apache Junction, AZ 85119  
 Phone (480) 982-4440, Fax (480) 982-0183  
 www.sfmd.az.gov



**Governing Board Meeting Minutes  
 June 15, 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, JUNE 15, 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 Clerk Gehrt.
- C. Roll Call showed Chairman Jeff Cross, Clerk Gene Gehrt, Director Todd House, and Director Jason Moeller as present. Director Charlie Fox was absent.

Senior Leadership in attendance: Fire Chief Paul Bourgeois, Assistant Chief Jerome Schirmer, Assistant Chief Mike Farber, Assistant Chief Dave Montgomery, Acting Assistant Chief Brett Broman, and Finance Director Roger Wood were present.

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

**Item 1:** *Review and approval of the May 2016 financial reports and bank reconciliations. (BOD #2016-06-01)*

**Motion** by Director House to approve the May 2016 financial reports and bank reconciliations. Seconded by Clerk Gehrt.

**Vote** 4 ayes, 0 nays. Motion passed. (Director Charlie Fox was absent)

**Item 2:** *Recognition of employee performance, achievements and special recognition for community members. (BOD #2016-06-02)*

Acting Assistant Chief Brett Broman presented Firefighter Ryan Elowe with his 15 Year Service Award and Firefighter / Paramedic Bill Tavares his 10 Year Service Award. (Fire Captain / Paramedic Alex Dupuis was not present to receive his 10 Year Service Award.)

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

Battalion Chief Jeff Cranmer	22 Years
Fire Engineer / Paramedic Mike Wolfe	22 Years
Fire Captain / Paramedic Geof Shively	9 Years
Fire Engineer Brandon Blessum	9 Years
Firefighter / Paramedic Ryan Rodriquez	9 Years

**Item 3:** *Call to the Public. (BOD #2016-06-n/a)*  
 N/A

- Item 4:** *Consideration and possible approval of all consent agenda items listed below:  
(BOD #2016-06-03)*
- a) *Board Meeting Minutes from May 18, 2016.*
  - b) *Henry & Horne, LLP Engagement Letter for the District's FY 2015/2016 Annual Audit.*
  - c) *Renewal of Employee Assistance Program 2<sup>nd</sup> Addendum for FY 2016/2017 with Aetna.*
  - d) *Renewal of the Medical Director Contract.*
  - e) *State Forestry Division Cooperative Intergovernmental Agreement (IGA).*
  - f) *City of Mesa Fire / Medical Department IGA 1<sup>st</sup> Addendum relating to the Community Medicine Health Care Innovation Award.*
  - g) *Memorandum of Understanding for the awarded Assistance for Firefighter Grant (AFG) through FEMA.*

**Motion** by Director Moeller to approve consent agenda items for June 15, 2016. Seconded by Director House.

**Vote** 4 ayes, 0 nays. Motion passed. (Director Charlie Fox was absent)

- Item 5:** *Presentation and discussion regarding information related to the findings from the SFMD Benefits Taskforce, Firefighter Jackie Anderson presenting. (BOD #2016-06-04)*

Firefighter Jackie Anderson gave a brief presentation regarding the research that the Benefits Taskforce completed regarding benefits packages throughout several fire departments. Key points mentioned were:

- Agencies surveyed: Chandler, Northwest, Gilbert, Daisy Mountain, Mesa, Scottsdale, Sun Lakes, and Golder Ranch
- Benefits Surveyed
  - Tuition Reimbursement
  - Educational Incentives
  - Technical Incentives
  - Holiday Incentives
  - Uniform Incentives
  - Additional Retirement
  - Medical Benefits
  - Supplemental Incentives
- Overview – SFMD matches the market
  - Aligned with other agencies in 23 areas
  - Richer benefit offered than other agencies 3 areas
  - Inconclusive in 3 areas
  - Not Aligned in 5 areas

- Item 6:** *Discussion and possible approval transferring funds for the June 30, 2016 Debt Service Payments. (BOD #2016-06-05)*

Finance Director Roger Wood led the discussion stating that the district has a debt service principal payment of \$425,000.00 and a debt service interest payment of \$164,543.75 due on June 30, 2016. This item is a house-keeping item that is brought before the Board each year regarding the GADA Bond.

**Motion** by Clerk Gehrt to authorize payment by executing a letter of direction to Pinal County Treasurer's Office to wire transfer funds for the 2006 GADA debt service payments on June 30, 2016 to U.S. Bank due on July 1, 2016. Seconded by Director House.

**Vote** 4 ayes, 0 nays. Motion passed. (Director Charlie Fox was absent)

**Item 7:** *Discussion and possible approval of Combined Resolution Affecting County Treasurer Transactions for Fiscal Year 2016/2017 from the Pinal County Treasurer's Office. (BOD# 2016-06-06)*

Finance Director Roger Wood explained that this combined resolution is required annually by the Pinal County Treasurer's Office (PCTO). The purpose of the resolution is for the district to provide direction as to whom is authorized to approve the following types of transactions on behalf of the District:

1. Investment Resolution: Authorizes PCTO to invest on behalf of the district any and all excess funds in interest bearing securities as authorized by law.
2. Warren Resolution: Identifies individuals who are authorized to provide warrant information including wires, voids, and/or stop payments to PCTO on a daily basis.
3. Fund Transfer Resolution: Identifies individuals who are authorized to request PCTO to process wire transfers, book transfers, and or EFT payments on behalf of the district.
4. Warrant Signature Resolution: Identifies (and provides specimen signatures) for those authorized to sign warrants on behalf of the district for Fiscal Year 2016/2017.
5. List of Outside Bank Accounts: Identifies the outside bank accounts maintained by the District.

**Motion** by Director House to approve the Combined Resolution Affecting Pinal County Treasurer Transactions for Fiscal Year 2016/2017. Seconded by Director Moeller.

**Vote** 4 ayes, 0 nays. Motion passed. (Director Charlie Fox was absent)

**Item 8:** *Discussion, consideration, and possible action regarding the performance of the Transportation Division, projected call load, potential restructure of the Division to address projected call load, CoN implications, and budget implications. (BOD# 2016-06-07)*

Transportation Services Manager Billy Warren gave a brief update on the current status in the Transportation Services Division. Each month the Board receives information regarding the District's responses. June is the approximate 6 month mark of operations (on the road January 2016, planning began in 2015). YTD information was provided to the Board for informational purposes.

**Item 9:** *Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation of legal advice with an attorney for the District and/or ARS §38-431.03(A)(4), in order to consider its position and instruct its attorney regarding contracts that are the subject of negotiations as related to Agenda Item #8. (BOD# 2016-06-08)*

**Motion** by Director House to go into Executive Session at 6:00 pm pursuant to ARS §38-431.03(A)(3) and ARS §38-431.03(A)(4) with the attorney for the District regarding Agenda Item #8. Seconded by Chairman Cross.

**Vote** 4 ayes, 0 nays. Motion passed. (Director Charlie Fox was absent)

**Regular Session reconvened at 6:35 pm, Chairman Cross reminded those in attendance of the Executive Session that items discussed are confidential pursuant to ARS §38-731-03(C)**

**Item 10:** *Discussion and possible approval of a lease agreement with the Apache Junction Unified School District (AJUSD) for the use of the Regional Training Center located at 3700 E. 16<sup>th</sup> Ave. (BOD# 2016-06-09)*

Fire Chief Paul Bourgeois stated the lease agreement is for use of the facility located at 3700 E. 16<sup>th</sup> Ave., previously Thunder Mountain Middle School, now being utilized by the SFMD as the

Regional Training Center. The term of the lease is three (3) years with the option of renewal for an additional 2 three year terms if mutually agreed upon by both parties.

**Motion** by Director House to approve the lease agreement with the Superstition Fire & Medical District (SFMD) and the Apache Junction Unified School District (AJUSD) for the use of the property located at 3700 E. 16<sup>th</sup> Ave., formerly known as the Thunder Mountain Middle School for a period of three years at a monthly rate of \$1,500 a month. This agreement can be extended for two additional three year terms with consent of both SFMD and AJUSD Board of Directors approval. Seconded by Chairman Cross.

**Vote** 4 ayes, 0 nays. Motion passed. (Director Charlie Fox was absent)

**Item 11:** *Senior Leadership Team Reports (BOD# 2016-06-10)*

➤ **Fire Chief Report**

- AFDA Summer Conference July 14<sup>th</sup> – July 16<sup>th</sup> at the Renaissance Glendale Hotel
- Chief Montgomery's Retirement Celebration August 25<sup>th</sup> (more info to follow)
- AJ Chamber of Commerce Awards Banquet (FFOY Dave Pohlmann)
- Safety Stand Down Week filming with PFD (Limiting Exposure to Carcinogens) E261 C-Shift

➤ **Emergency Services / Operations**

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

➤ **Technical & Community Services**

- Community Services
  - Converting from Access Database to ImageTrend RMS
  - Walmart "Meet Your Public Safety" event provided heat and water safety information.
  - Conducted AED / Hands ONLY CPR with 18 Parks & Rec new summer employees
  - After the Fire Program updates
- Technical Services
  - Trained 6 new Paramedics / EMTs (email, G2, Telestaff)
  - Installed new switches at 261, 262, 264, and 265 (general infrastructure maintenance/improvements)
  - Reconciled ImageTrend and Intermedix for revenue recovery
  - Telestaff Update – 2016/2017 FY sick and vacation accrual rates
  - Completed FY 2016/2017 Operational Plan

➤ **Administrative Services**

- New Hire Orientation – 6 PT Employees for Transportation Services
- 3 New Volunteers for Admin
  - Jean Ambrosier
  - Kathie Doubt
  - Kelsey Christensen
- Wall of Accomplishments
- Mike Farber and Mark Blackstone entered DROP (May and June PSPRS Board Meetings)
- PIO Updates (Social Media)

➤ **Financial Services**

- General Finance
  - ISO Audit and Update
  - Intermedix billing stats



- SFMD Leadership Conference Stats
- Year End Data collection and analysis
- Accounting
  - Planning for FY 15/16 year end close procedures and activities
  - Preparing CYMA for FY 16/17 updates
  - Working with Payroll to process the FY 15/16 ELBO payouts
  - Working with Admin Services and HR to process FY 16/17 Open Enrollment elections
  - Preparing schedules for Pinal and Maricopa County Treasurer's Offices related to passage of FY 16/17 budget

**Item 12:** *Announcements (BOD# 2016-06-n/a)*

Chief Bourgeois asked the Board to consider scheduling a Board Work Session.

**Item 13:** *Adjourn (BOD# 2016-06-11)*

**Motion** by Director House at 7:00 p.m. to adjourn the meeting. Seconded by Clerk Gehrt.

**Vote** 4 ayes, 0 nays. Motion passed. (Director Charlie Fox was absent)

**Governing Board Approval:**

---

Gene Gehrt, Board Clerk

*Jasmin Jones*

## Appendix B

### b) Executive Session Meeting Minutes from June 15, 2016

**Submitted By:**

Fire Chief Paul Bourgeois

Executive Assistant Jasmin Jones

**Background / Discussion:**

Executive Board Meeting Minutes are confidential.

**Financial Impact/Budget Line Item:**

N/A

**Staff Recommendation:**

Approval the June 15, 2016 Executive Session Board Meeting Minutes

**Enclosure(s):**

Executive Session Minutes - Confidential



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## Appendix C

### c) Board Work Session Meeting Minutes from June 27, 2016

**Submitted By:**

Fire Chief Paul Bourgeois  
Executive Assistant Jasmin Jones

**Background / Discussion:**

Board Work Session Meeting Minutes for board approval.

**Financial Impact/Budget Line Item:**

N/A

**Staff Recommendation:**

Approval of the Board Work Session Meeting Minutes from June 27, 2016

**Enclosure(s):**

Board Work Session Meeting Minutes – June 27, 2016



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**Governing Board Work Session Meeting Minutes  
June 27, 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 MONDAY, JUNE 27, 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 4:04 P.M.

- A. Chairman Cross called the meeting to order at 4:04 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 Mike Farber, Acting Assistant Chief Brett Broman, Assistant Chief Dave Montgomery, and Finance Director Roger Wood were present.

Executive Assistant acting as Board Secretary Jasmin Jones was also present at the meeting. Legal Counsel Donna Aversa was not in attendance.

**Item 1:** *Discussion, presentation(s), and possible action regarding future funding alternatives.  
(BOD #2016-07-01)*

Fire Chief Paul Bourgeois led the discussion regarding future funding alternatives, he started the discussion stating that the restrictions placed on fire districts with Prop 117 initiated the legislature to come up with a plan to help relieve fire districts that have fiscal challenges. It is the hope in the next 5 years legislature will come up with solutions for the fire district financial crisis. He stated that the Senior Leadership Team came up with pro's and con's for both a bond or an override election. Key points discussed in the presentation were as follows:

**Tax Rate Override**

- Requires voter approval and must be placed on the November ballot in either 2016 or 2017
- July 26<sup>th</sup> deadline for ballot placement is fast approaching
- Applicable for only 5 years, after which the tax rate returns to \$3.25
- How would these additional funds be used
- Potential funding for Capital Reserve of approximately \$4.8 million
- What effort is needed to obtain voter approval
- Who will be in charge of this effort

**Capital Bond Extension:**

- Requires voter approval
- Elaborate, lengthy and potentially costly procedure(s) required for placement of bond
  - Bond underwriter firm
  - Committees (internal and external) needed to define the use of the bond proceeds
  - Up to 18 months of preparation effort before bond can be placed on the ballot

- Refinancing of current bond at lower interest rate would save District interest expense on current bond
- Impact of placing new bond now in light of District efforts with the TMMS campus
- A Bond could bring up to approximately \$20 million
- After payoff of the current Bond, there would be approximately \$14 million available
- Where to get the funds to go forward with a bond
- What effort is needed to obtain voter approval
- Who would be in charge of this effort

Director House stated that his opinion is to go forward with the override election as soon as possible, that it is the best option and fire districts only have this November and next November to do so. He stated that the educational piece of the override and transparency would be key.

Chairman Cross stated that going out for a bond is a lengthy process, with the SFMD still in negotiations with AJUSD for TMMS, it wouldn't be prudent to enter into a bond without knowing what will happen with TMMS. He also stated that he likes the 5 year cap on the override for taxpayer's and that our District would be putting the money into the 200 Fund for capital items. He also appreciates that because we are holding a board election this November, if we add an additional item to the ballot, it wouldn't cost anything in addition and the funds have already been budgeted for.

Director Fox stated that he appreciates that the override money would go into the capital replacement fund, which would replace large ticket items, such as fire trucks, etc. This will help with our ISO rating, response times, survivability rate, and the quality of our equipment. Essentially if the ISO rating is going to stay the same or go down, it will save our taxpayer's money on their home owner's insurance.

Clerk Gehrt stated that he does agree and going out for the override this year would be prudent. He stated that the educational piece of the override would be priority number one, our voter's will appreciate knowing exactly what the money would be used for.

Director Moeller agreed with all the board members and stated the most important thing is to be transparent with our citizen as to where the money will go.

The Senior Leadership Team fielded questions from the Board regarding the specifics about an override election and the timeline. Chief Bourgeois assured the Board that we would have a robust educational campaign, making sure to have as many face to face meetings with our citizens educating them regarding our capital replacement plan and the financial restrictions fire districts are under because of Prop 117. He also stated that we would do extensive research on where our voter base is and will be able to understand and focus our efforts our citizen's questions, educating them to the best of our ability.

The Board was all in agreement that they would like to be as transparent as possible to our citizens and that if we were to hold an override election, the money would be set aside for capital replacement items, so at the end of the 5 years our District would not be dependent on the additional funds. They also agreed educating our citizens is the most important aspect of the override election and that transparency is also key.

The Board directed staff to gather additional information regarding an override election and to schedule a Work Session for July 6, 2016 at 4:00 PM.

**Item 2:** *Call to Public (BOD# 2016-07-n/a)*

N/A

**Item 3:** *Adjourn (BOD# 2016-07-02)*

**Motion** by Director House at 4:44 p.m. to adjourn the meeting. Seconded by Chairman Cross.

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

**Governing Board Approval:**

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Gene Gehrt, Board Clerk

*Jasmin Jones*

## Appendix D

### d) Purchase of two (2) LifePac 12 Heart Monitors

#### **Submitted By:**

Fire Chief Paul Bourgeois  
Division Chief Richard Ochs

#### **Background / Discussion:**

This is a scheduled purchase of two LifePac 15 heart monitors and various accessory items. By bundling this purchase the district will save approximately 10% of the total cost.

#### **Financial Impact/Budget Line Item:**

Total cost: \$72,111.56  
50% of total cost 400-70-77510-41 (Special Revenue Fund)  
50% of total cost 200-70-73420-41 (Capital Projects Fund)

#### **Staff Recommendation:**

Approval of the purchase of 2 LifePac 15 heart monitors

#### **Enclosure(s):**

Quote – Physio Control





**Physio-Control, Inc**  
 11811 Willows Road NE  
 P.O. Box 97006  
 Redmond, WA 98073-9706 U.S.A.  
 www.physio-control.com  
 tel 800.442.1142  
 fax 800.732.0956

To Mark Gomez  
 SUPERSTITION FIRE & MED DIST  
 1455 E 18TH AVE  
 APACHE JUNCTION, AZ 85219  
 6029824440  
[mark.gomez@sfmd.az.gov](mailto:mark.gomez@sfmd.az.gov)

Quote Number 00042964  
 Revision # 1  
 Created Date 6/15/2016  
 Sales Consultant Gary Guntman  
 FOB Redmond, WA  
 Terms All quotes subject to credit approval and the following terms and conditions  
 NET Terms NET 30  
 Expiration Date 8/3/2016

Product	Product Description	Quantity	List Price	Unit Discount	Unit Sales Price	Total Price
99577-001957	LIFEPAK 15 V4 Monitor/Defib, Adaptive Biphasic, Manual & AED, Color LCD, 100mm Printer, Noninvasive Pacing, Metronome, Trending, SpO2, NIBP, 12-Lead ECG, EtCO2, Carbon Monoxide, Bluetooth INCLUDED AT NO CHARGE: 2 PAIR QUIK-COMBO ELECTRODES PER UNIT - 11996-000091, TEST LOAD - 21330-001365, IN-SERVICE DVD - 21330-001486, SERVICE MANUAL CD- 26500-003612 (one per order) and SHIP KIT (RC Cable) 41577-000288 INCLUDED, HARD PADDLES, BATTERIES AND CARRYING CASE NOT INCLUDED.	2.00	34,960.00	-6,292.80	28,667.20	57,334.40
11171-000049	Rainbow DCI Adt Reusable Sensor, 1/box	2.00	637.00	-114.66	522.34	1,044.68
11220-000028	Carry case top pouch for use w/LIFEPAK 12 or LIFEPAK 15	2.00	54.60	-9.83	44.77	89.54
11260-000039	LIFEPAK 15 Carry case back pouch	2.00	79.20	-14.26	64.94	129.89
11577-000002	LIFEPAK 15 Basic carry case w/ right & left pouches. INCLUDED AT NO CHARGE: 11577-000001 Shoulder Strap	10.00	309.20	-55.66	253.54	2,535.44
11577-000004	Station Battery Charger - For the LP15	2.00	1,799.70	-323.95	1,475.75	2,951.51
21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	8.00	453.60	-81.65	371.95	2,975.62
11171-000017	Masimo SET LNCS Adult Reusable Sensor	12.00	325.00	-58.50	266.50	3,198.00
11996-000323	Masimo SET Red LNCS Patient Cable - 4 foot	12.00	206.00	-37.08	168.92	2,027.04
11996-000369	LIFEPAK Monitor to PC USB Cable	6.00	284.60	-51.23	233.37	1,400.23
Trade-in product	Trade in of LIFEPAK 12 Biphasic - 3 Feature towards the purchase of Lifepak 15	2.00	0.00	0.00	-4,000.00	-8,000.00

Subtotal USD 65,686.35  
 Estimated Tax USD 6,240.21  
 Estimated Shipping & Handling USD 185.00



Grand Total

USD 72,111.56

**Pricing Summary Totals**

List Price Total	USD 89,861.40
Total Contract Discounts Amount	USD 0.00
Total Discount	USD -16,175.05
Trade In Discounts	USD -8,000.00
Tax + S&H	USD 6,425.21

**GRAND TOTAL FOR THIS QUOTE**

USD 72,111.56

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\_\_\_\_\_  
CUSTOMER APPROVAL (AUTHORIZED SIGNATURE)

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

Reference Number JY/00990502/98390

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