



Superstition Fire & Medical District

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Governing Board Meeting Minutes January 18, 2017

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, JANUARY 18, 2017. 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. Call to Order

Chairman Cross called the meeting to order at 5:30 P.M.

B. Pledge of Allegiance

Pledge of Allegiance was led by Director House.

C. Roll Call

Chairman Jeff Cross, Clerk Gene Gehrt, Director Todd House, Director Jason Moeller, and Director Larry Strand as present.

Senior Leadership Team in attendance: Fire Chief Paul Bourgeois, Assistant Chief Jerome Schirmer, Assistant Chief Brett Broman, Assistant Chief Mike Farber, and Finance Director Roger Wood.

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

1. Review and approval of the December 2016 financial reports and bank reconciliations. (BOD #2017-01-01)

Motion by Director House to approve the December 2016 financial reports and bank reconciliations.
Seconded by Director Strand.

Vote 5 ayes, 0 nays. **MOTION PASSED.**

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2017-01-02)

Assistant Chief Brett Broman read the list of January service anniversaries: Engineer John Christensen (28 Years), Captain / Paramedic Rob Bessee (16 Years), Engineer / Paramedic Chuck Hanson (14 Years).

Chief Broman recognized 2016 Firefighter of the Year, Ryan Elowe. Firefighter Elowe accepted his award with a standing ovation.

Chief Broman presented new Fire Captain Dustin Farber with his Captain's Helmet and Badge. Captain Farber's father, Assistant Chief Mike Farber, did the honor of the traditional pinning of his son's badge.

Chief Broman congratulated our Transportation Services Employees for their one year of services and had their official traditional badge pinning ceremony with their family members present. Employees were as follows: EMT Aaron Costello, EMT Ronald Demarzo, EMT Erick Fuentes, EMT Sarah Koupal, EMT Kevin

Montgomery, EMT Justin Mueller, Paramedic Jeanette Bodley, Paramedic Clint Musgrave, Paramedic Trevor Overson, Paramedic Chad Rutledge, Paramedic Cortney Schmeltzer, and Paramedic James Tucci.

3. Call to the Public. (BOD #2017-01-n/a)

N/A

4. Consideration and possible approval of all consent agenda items listed below (BOD #2017-01-03):

- A. Special Board Meeting Minutes from December 15, 2016
- B. Board Meeting Minutes from December 21, 2016
- C. Purchase of five (5) APX700XE Dual Band Radios

Motion by Clerk Gehrt to approve the consent agenda items for January 18, 2017. **Seconded** by Director House.

Vote 5 ayes, 0 nays. **MOTION PASSED.**

5. Discussion and possible approval for the SFMD's Financial Statements and Independent Auditor's Report for the fiscal year ending June 30, 2016. As required by Arizona Revised Statutes §48-253, submitted by Henry & Horne, LLP. (BOD #2017-01-04)

Marilyn Mays from Henry and Horne, LLP presented the findings from the Independent Auditor's Report for fiscal year ending in June 30, 2016. Ms. Mays stated that there were no negative findings and that Staff was beyond helpful to complete the audit.

Motion by Director House to approve the fire district's Independent Auditor's Report and related Financial Statements for the fiscal year beginning July 1, 2015 and ending on June 30, 2016, as submitted by Marilyn Mays, CPA, and to direct Staff to submit the auditor's report to Pinal and Maricopa Counties as required by ARS §48-253. **Seconded** by Director Strand.

Vote 5 ayes, 0 nays. **MOTION PASSED.**

6. Discussion and possible approval of the Arizona Public Safety Personnel Retirement System Qualifying Report for Fiscal Year 2016. (BOD #2017-01-05)

Finance Director Roger Wood stated this item comes before the BOD as a *house-keeping* item to receive the Arizona Fire Insurance Premium Tax Refund for the fiscal year ending in 2016. The district's application is accompanied by the annual audit report, both items are due no later than January 31st of each year to qualify for the credit for the upcoming fiscal year.

Motion by Director Moeller to approve the Arizona Public Safety Personnel Retirement System Qualifying Report and to submit the report as stated for the refund from the State of Arizona. **Seconded** by both Clerk Gehrt and Director Strand.

Vote 5 ayes, 0 nays. **MOTION PASSED.**

7. Discussion and possible approval of the invoice from Pinal County Recorder for the 2016 General Election. (BOD #2017-01-06)

Finance Director Roger Wood briefed the BOD on the invoice from the Pinal County Election's Department for the 2016 General Election, which ran both the temporary override initiative and the BOD election for the SFMD. He went on to say that the county originally stated there were 30,650 registered voters in Pinal County,

and a rate of \$0.75 per voter. The amount budgeted for this item was \$22,985, however, voter registration was raised by an additional 9,494 registrants, which raised the amount owed to Pinal County to \$30,108.

Motion by Director House to approve the payment of the 2016 November General Election Invoice GE1116-SFMD. **Seconded** by Clerk Gehrt.

Vote 5 ayes, 0 nays. **MOTION PASSED.**

8. Discussion and possible action regarding withdrawing from the REMTSA Agreement. (BOD #2017-01-07)

Fire Chief Paul Bourgeois introduced this item to the BOD as a *house-keeping* item to officially be removed from the Regional Emergency Medical Transportation Service Agreement (REMTSA), with the intent to exercise the 90-day out provision of the contract, meaning our withdrawal effective date is April 10, 2017. This item is part of the timeline to pick up both BLS and ALS calls in our district, to better serve our community.

Chief Bourgeois and Captain Dave Pohlmann fielded questions from the BOD regarding the withdrawal, such as making sure discussing the removal with both Kathy Steadman and Donna Aversa (our legal counsel). They also discussed moving forward the Automatic Aid System in place.

Motion by Clerk Gehrt to withdraw from the Regional Emergency Medical Transportation Service Agreement, with our intent to exercise the 90-day out provision, and the withdrawal date effective on April 10, 2017. **Seconded** by Director Strand.

Vote 5 ayes, 0 nays. **MOTION PASSED.**

*Fire Chief Paul Bourgeois asked for the BOD to move items 10 and 11 before 9.

10. Discussion, update, and possible action regarding ambulance operations. (BOD #2017-01-09)

Assistant Chief Jerome Schirmer briefed the BOD on the operational changes regarding ambulance operations taking over both BLS and ALS transports. He also stressed the benefit our citizens will receive with the continuity of care, faster call times, and premier emergency medical service.

11. Discussion, update, and possible action regarding five (5) year projections of the transportation services division. (BOD #2017-01-10)

Assistant Chief Mike Farber and Finance Director Roger Wood briefly presented the 5 year projections for the transportation services division. Fire Chief Paul Bourgeois fielded questions from the BOD regarding both the projections and how the addition of BLS calls will be a positive change for the community as a whole. Being able to serve our citizens in both the fire and the medical realm is 20 years in the making.

9. Discussion, update, and possible action regarding the low acuity pilot program. (BOD #2017-01-08)

Assistant Chief Jerome Schirmer gave a brief update on the Low Acuity Pilot Program. He explained that the mission of the program is to improve customer service with increased efficiency and increased unit reliability by cost effectively allocating the appropriate resources to match requested assistance.

The term of this program is currently 12 consecutive months, during that term periodic evaluations may indicate the need for changes in the program to include; staffing, equipment, and response. At the end of the 12 month evaluation, the program will be fully evaluated and vetted.

12. Senior Leadership Team Reports (BOD #2017-01-11)

Fire Chief Report

- Recap of the 2017 Winter AFDA Conference
- Senior Leadership Team Summit Outcomes
 - Discussed future of the Accreditation Program
 - Revised and updated the Responsibilities Chart
 - Reviewed the Operational Plan and developed new timeline/calendar that will improve communication and efficiency
 - Discussed new approach to manage the Capital Replacement Schedule within the budget planning process
 - Reviewed projections for the 2017/2018 FY Budget
 - Developed plan to better manage Volunteer Program

Emergency Services Report

- Training Update
- December 2016 Operations Stats
- December 2016 Transportation Operations Stats

Administrative Services Report

- Captain Jack Hafer Retirement Celebration

Community & Financial Services Report

- Installation of Smoke Detectors in conjunction with the American Red Cross and the SFMD
- Completed W2's and 1099's
- Annual Worker's Compensation Audit
- Efficiency efforts with vendors
- Transport Division 5-year financial forecast

13. Announcements (BOD #2017-01-n/a)

Clerk Gehrt briefly updated the BOD on a webinar regarding the Pension Reform.

Director Strand thanked Donna Aversa for the helpful classes at the Winter AFDA Conference

14. Adjourn (BOD #2017-01-12)

Motion by Director House at 7:25 PM to adjourn the meeting. **Seconded** by Clerk Gehrt.

Vote 5 ayes, 0 nays. **MOTION PASSED.**

Governing Board Approval:



Gene Gehrt, Board Clerk

Jasmin Jones