

VERSION 1.0



BOARD OF DIRECTORS MEETING

JULY 19, 2017

SUPERSTITION FIRE & MEDICAL DISTRICT BOARD

JEFF CROSS, BOARD CHAIRMAN
GENE GEHRT, BOARD CLERK
TODD HOUSE, BOARD DIRECTOR
JASON MOELLER, BOARD DIRECTOR
LARRY STRAND, BOARD DIRECTOR



Superstition Fire & Medical District

Board of Directors Meeting Agenda

July 19, 2017

Mission Statement

Preserve Life ~ Protect Property ~ Add Value to *OUR* Community

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 19, 2017**. 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.

- 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 2017 financial reports and bank reconciliations. (BOD #2017-07-06)**
- 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2017-07-07)**
- 3. Call to the Public. (BOD #2017-07-n/a)**

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. Consideration and possible approval of all consent agenda items listed below (BOD #2017-07-08):**
 - A. Special Board Meeting Minutes from June 17, 2017
 - B. Board Meeting Minutes from June 21, 2017
 - C. Disposition of surplus property of one (1) district provided HP Elitebook Folio
 - D. Disposition of surplus property – computer equipment ready for disposition
 - E. Contract with The Preplanners, LLC
- 5. 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 for Fiscal Year 2017/2018. (BOD #2017-07-09)**
- 6. Discussion and possible approval of the proposed FY 2017/2018 budget and adoption of Resolution 2017-04: Budget Adoption. (BOD #2017-07-10)**

- 7. Discussion and possible adoption of Resolution 2017-05, directing the Pinal County Treasurer's Office (PCT's) to deposit revenues from the November 2017 temporary tax override election. (BOD #2017-07-11)**
- 8. Discussion and possible adoption of Resolution 2017-06, authorizing the establishment of a line of credit with Wells Fargo for Fiscal Year 2017/2018. (BOD #2017-07-12)**
- 9. Review, discussion, and possible approval of the pay-out of the Public Safety Personnel Retirement System (PSPRS) refund payments related to the Hall case. (BOD #2017-07-13)**
- 10. Review, discussion, and possible action regarding options to retain the services of a consultant qualified to provide a financial forecast for SFMD. (BOD #2017-07-14)**
- 11. Discussion, direction, possible action regarding salary adjustment for Interim Chief. (BOD #2017-07-15)**
- 12. Review, discussion, and possible action regarding updating the SFMD Governing Board By-Laws. (BOD #2017-07-16)**
- 13. Discussion, presentation, and possible action regarding stopping the LA263 Pilot Program and replacing it with adding an additional unit to FS 263. (BOD #2017-07-17)**
- 14. Discussion, direction, possible action to set a special meeting for a Board session to review the SFMD Administrative Policies. (BOD #2017-07-18)**
- 15. Update, discussion, and possible direction regarding PSPRS. (BOD #2017-07-19)**
- 16. Update and possible direction for New Business Items from members of the board. (BOD #2017-07-20)**
- 17. Reports. (BOD #2017-07-21)**
- 18. Announcements (BOD #2017-07-n/a)**
- 19. Adjourn (BOD #2017-07-22)**

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):

Original Posted on July 16, 2017

At: 2130 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 19, 2017

Agenda Item: 1

BOD#: 2017-07-06

Agenda Item Title:

Review and approval of the June 2017 financial reports and bank reconciliations.

Submitted By:

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 2017 financial reports and bank reconciliations."



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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 2017**:

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

Jeff Cross, Board Chairman

Date



June 2017

Governing Board Meeting – July 19, 2017

Agenda Item: 2

BOD#: 2017-07-07

Agenda Item Title:

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

Submitted By:

Interim Fire Chief Mike Farber

Acting Assistant Chief Richard Mooney

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 Service Anniversaries:

33 Years of Service
Engineer / Paramedic Mark Blackstone
24 Years of Service
Captain / Paramedic Amy Brooks
22 Years of Service
Battalion Chief / Paramedic Brett Broman
21 Years of Service
Engineer / Paramedic Andrew Colby
Firefighter / Paramedic Steve Gereg
Captain Brian Logsdon
Battalion Chief Brian White
Captain / Paramedic Brian Wyatt
17 Years of Service
Captain / Paramedic Jeff Ehrlich
Captain Joe Garcia
16 Years of Service
Captain / Paramedic Mark Castaneda
Firefighter / Paramedic Dan McKinney



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Governing Board Meeting – July 19, 2017

Agenda Item: 3

BOD#: 2017-07-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



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Governing Board Meeting – July 19, 2017

Agenda Item: 4

BOD#: 2017-07-08

Agenda Item Title:

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

- A. Special Board Meeting Minutes from June 17, 2017 – **Appendix A**
- B. Board Meeting Minutes from June 21, 2017 – **Appendix B**
- C. Disposition of surplus property of (1) district provided HP Elitebook Folio – **Appendix C**
- D. Disposition of surplus property – computer equipment ready for disposition – **Appendix D**
- E. Contract with The Preplanners, LLC – **Appendix E**

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 19, 2017.”



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Governing Board Meeting – July 19, 2017

Agenda Item: 5

BOD#: 2017-07-09

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 2017/2018.

Submitted By:

Board Chairman Jeff Cross

Interim Fire Chief Mike Farber

Background/Discussion:

This 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 2017/2018 Revenue and Expenditure Budget. The Board of Director Chairman will close the Public Hearing after all comments have been heard.

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

N/A



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Governing Board Meeting – July 19, 2017

Agenda Item: 6

BOD#: 2017-07-06

Agenda Item Title:

Discussion and possible approval of the proposed FY 2017/2018 budget and adoption of Resolution 2017-04: Budget Adoption.

Submitted By:

Interim Fire Chief Mike Farber

Finance Director Roger Wood

Background/Discussion:

At the December 21, 2016 meeting, the board agreed to consider adoption of the FY 2017/2018 budget at the regularly scheduled board meeting on July 19, 2017.

At the June 21, 2017 meeting, the board approved the FY 2017/2018 Tentative Budget and directed staff to post the Tentative Budget for public comment. The 20-day public comment period is now complete.

The FY 2017/2018 Revenue and Expenditure Budget is being presented to the Board of Directors at this time for possible adoption. The board may discuss, make amendments, or motions regarding the budget.

The FY 2017/2018 Budget represents a tax rate of \$3.25 per hundred dollars of secondary valuation for district operations, a \$0.25 special assessment related to the temporary tax override initiative, and a \$0.22 special bond assessment.

Financial Impact:

N/A

Enclosure(s):

Resolution 2017-04: Budget Adoption

Recommended Motion:

“Motion to adopt Resolution 2017-04 Budget Adoption, fully adopting the estimates of proposed revenues and expenditures by the Superstition Fire & Medical District for the fiscal year beginning July 1, 2017 and ending June 30, 2018 in the amount of \$_____ and declaring that such shall establish the budget of the Superstition Fire & Medical District for Fiscal Year 2017/2018.”



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RESOLUTION 2017-04
Superstition Fire & 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, 2017 AND ENDING JUNE 30, 2018, 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 twenty first day of June 2017, 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 nineteenth day of July 2017, 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, 2017 and ending June 30, 2018, 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 NINETEENTH DAY OF JULY 2017, 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

Larry Strand, Board Director

Todd House, Board Director

Governing Board Meeting – July 19, 2017

Agenda Item: 7

BOD#: 2017-07-11

Agenda Item Title:

Discussion and possible adoption of Resolution 2017-05, directing where the Pinal County Treasurer’s Office (PCT’s) is to deposit revenues from the November 2017 temporary tax override election.

Submitted By:

Interim Fire Chief Mike Farber
Finance Director Roger Wood

Background/Discussion:

On November 8, 2016, the voters in the District approved the Special Tax Override initiative giving the Governing Board the authority to raise the tax up to \$0.25 per \$100 of assessed property value for a 5-year term. The intent of the District’s override initiative was to use the proceeds for the replacement and/or purchase of capital equipment.

Based on discussions with Henry & Horne, the District’s external audit firm, and Pat Beckwith, PCT’s Chief Deputy Treasurer, it is in the best interest of the District to segregate the proceeds from the tax override initiative directly into the District’s existing Capital Projects (200) Fund.

PCT requires Board approved direction on where the tax override proceeds are to be deposited.

Financial Impact:

N/A

Enclosure(s):

Resolution 2017-05: Deposit of 2017 Tax Override Funds

Recommended Motion:

“Motion to adopt Resolution 2017-05: Deposit of 2017 Tax Override Funds directing the Pinal County Treasurer’s Office to deposit revenues from the tax override election directly into the district’s Capital Projects Fund #6116421101.”



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RESOLUTION 2017-05
Superstition Fire & Medical District
DEPOSIT OF 2017 TAX OVERRIDE FUNDS

A RESOLUTION OF THE CHAIRPERSON AND GOVERNING BOARD OF THE DIRECTORS OF THE SUPERSTITION FIRE & MEDICAL DISTRICT DIRECTING THE DEPOSIT OF TAX RECEIPTS RESULTING FROM THE NOVEMBER 2016 SPECIAL TAX OVERRIDE ELECTION.

WHEREAS, in accordance with the requirements of the Pinal County Treasurer’s Office and the specifications of the November 2016 Special Tax Override Election results, the Board of Directors did, on the nineteenth day of July 2017, direct that the tax receipts resulting from the November 2017 \$0.25 Special Tax Override be segregated into the District’s Capital Projects account #6116421101.

PASSED AN ADOPTED THIS NINETEENTH DAY OF JULY 2017 BY THE CHAIRPERSON AND GOVERNING BOARD OF DIRECTORS OF THE SUPERSTITION FIRE & MEDICAL DISTRICT.

Jeff Cross, Board Chair

Gene Gehrt, Board Clerk

Todd House, Board Director

Jason Moeller, Board Director

Larry Strand, Board Director

Governing Board Meeting – July 19, 2017

Agenda Item: 8

BOD#: 2017-07-12

Agenda Item Title:

Discussion and possible adoption of Resolution 2017-06, authorizing the establishment of a line of credit with Wells Fargo for Fiscal Year 2017/2018.

Submitted By:

Interim Fire Chief Mike Farber

Finance Director Roger Wood

Background/Discussion:

A.R.S. §11-604.01 states that a fire district may establish a LOC with the county's contract servicing bank with the assistance of the county treasurer. The establishment of a LOC is the predominant method of short term financing used by fire districts to finance operations during the absence of secondary property tax receipts. Many fire districts begin the fiscal year with minimal cash fund balances and draw upon the LOC until secondary property taxes are received in November and again in spring during the April / May timeframe. The LOC is statutorily limited to a maximum of 45% of the secondary property tax levy of the preceding fiscal year. Establishing a LOC requires a resolution of the fire district elected body and approval of the county servicing bank. The LOC can be established at less than the 45% maximum threshold and is at the sole discretion of the servicing bank. Under A.R.S §11-604.01 parameters, the District could establish a maximum LOC of approximately \$4.5 million.

The LOC is serviced by Wells Fargo bank who requires Board approval of the establishment and requested limit of the LOC for each fiscal year. In recent years, the District has maintained an LOC of \$2 million to provide short term financial protection for the District during times when tax revenues are insufficient to cover expenses.

As a result of the District's intent to pay out the PSPRS refunds on August 4, 2017, Staff is recommending increasing the LOC of Fiscal Year 2017 / 2018 to \$2.5 million to ensure sufficient short term financial cash flow. Current cash flow projections show a maximum LOC usage of approximately \$1.5 million in early September, so the recommendation to increase the LOC to \$2.5 million is to ensure a sufficient LOC limit far in excess of expected need. There is no cost to establishing an LOC if it is not used.

Due to the new contract between Wells Fargo and the Pinal County Treasurer's Office, the interest rate for the LOC is now 4.25%. This underscores the need for the District to use the LOC as minimally as possible to keep the overall interest cost as low as possible.

Financial Impact:

N/A



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Enclosure(s):

Resolution 2017-06: Establishment of a LOC

Recommended Motion:

“Motion to approve Resolution 2017-06, authorizing the establishment of a line of credit with Wells Fargo, for \$2.5 million for Fiscal Year 2017/2018.”



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RESOLUTION 2017-06
Superstition Fire & Medical District
WELLS FARGO LINE OF CREDIT AUTHORIZATION

A RESOLUTION OF THE CHAIRPERSON AND GOVERNING BOARD OF THE DIRECTORS OF THE SUPERSTITION FIRE & MEDICAL DISTRICT AUTHORIZING THE ESTABLISHMENT OF A LINE OF CREDIT WITH WELLS FARGO BANK FOR FISCAL YEAR 2017 / 2018.

WHEREAS, in accordance with the requirements of the Pinal County Treasurer's Office and Wells Fargo Bank, the Board of Directors did, on the nineteenth day of July 2017, authorize the establishment of a Line of Credit for Fiscal Year 2017/2018 in the amount not be exceed \$2,500,000.

PASSED AN ADOPTED THIS NINETEENTH DAY OF JULY 2017 BY THE CHAIRPERSON AND GOVERNING BOARD OF DIRECTORS OF SUPERSTITION FIRE & MEDICAL DISTRICT.

Jeff Cross, Board Chair

Gene Gehrt, Board Clerk

Todd House, Board Director

Jason Moeller, Board Director

Larry Strand, Board Director

Governing Board Meeting – July 19 2017

Agenda Item: 9

BOD#: 2017-07-13

Agenda Item Title:

Review, discussion, and possible approval of the pay out of the Public Safety Personnel Retirement System (PSPRS) refund payments related to the Hall case.

Submitted By:

Interim Fire Chief Mike Farber
Finance Director Roger Wood

Background/Discussion:

The Arizona Supreme Court ruled in the Hall v. PSPRS case that firefighters hired prior to July 1, 2011 are due a refund of the payroll deducted employee (EE) contributions in excess of 7.65% of their wages. PSPRS has communicated that employers like the District are expected to fund the pay outs upfront, and then be reimbursed over time by withholding the normal bi-weekly payroll related contributions until the payout amount has been recovered.

In mid-June, 2017, PSPRS recommended that employers work with their Local Boards to decide on a method and manner of payout before the end of June 2017.

SFMD's Local Pension Board met on June 15, 2017, and decided to recommend to the Governing Board that the District pay the District employees who are due a refund from PSPRS on August 4, 2017. The District will need to access its Line of Credit to facilitate the payments.

As a result of delaying the payout until August 4th, the District will be liable for any interest the courts decide is due to the impacted firefighters from July 1 to August 4, 2017 (35 days). The courts have not reached a determination on the interest element of this payout. Staff will keep the Board informed as information becomes available.

Staff recommends the Board instruct Staff to facilitate an August 4, 2017 payout of the lump sum refunds due the District employees impacted by the Hall vs. PSPRS ruling.

Financial Impact:

An estimated \$7,500** of interest / 100-10-631140-10

**Previous estimate was \$5,000, however, an increase in the interest associated with the District's LOC has increased the estimated amount.

Enclosure(s):

N/A

Recommended Motion:

"Motion to approve the August 4, 2017 payout of the refunds due to district employees affected by the Hall vs. PSPRS case."



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Governing Board Meeting – July 19, 2017

Agenda Item: 10

BOD#: 2017-07-14

Agenda Item Title:

Review, discussion, and possible action regarding options to retain the services of a consultant qualified to provide a financial forecast for SFMD.

Submitted By:

Legal Counsel Donna Aversa

Background/Discussion:

At the July 12, 2017 Special Meeting, the Board directed this item be added to the agenda after discussing the potential advantages to having an outside consultant provide financial forecasting for at least the next fiscal year.

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

TBD



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Governing Board Meeting – July 19, 2017

Agenda Item: 11

BOD#: 2017-07-15

Agenda Item Title:

Discussion, direction, possible action regarding salary adjustment for Interim Chief.

Submitted By:

Board Clerk Gene Gehrt

Legal Counsel Donna Aversa

Background/Discussion:

At the July 12, 2017 Special Meeting, the Board directed this item be added to the agenda to address adjusting the Interim Fire Chief's salary including in the context of SFMD Policy 102.48 regarding salary adjustment for Interim Chief.

Financial Impact:

TBD

Enclosure(s):

SFMD Policy 102.48


Recommended Motion:

TBD



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 <p>Administrative Policy</p>	Series: 102	Volume I: Administrative Policy
	102.48: Temporary – Acting Assignment	
	Effective Date: January 2017	Revision Date: January 2017
	Approved by: Administrative Services	

Purpose

To provide a method to fill short-term shift vacancies, adequately compensate employees serving in a higher classification than which the employee is normally compensated, and provide guidelines for compensating 56-hour employees transitioning to a 40-hour schedule.

Scope

This policy applies to all employees with the exception of the Fire Chief.

Policy

Unless otherwise designated, any employee serving in a temporary or acting assignment shall have all the authority and responsibilities for the assumed position.

A. Acting (Out-of-Class)

1. Acting assignments may occur occasionally, daily, or even hourly due to operational need. Shift vacancies shall not automatically require an employee be assigned in an acting role. Such determination shall be made by the Battalion Chief or his designee.
2. If the employee works in an acting assignment 10 or more consecutive shifts, the employee’s base rate of pay shall be increased by a minimum of 5.0%, or adjusted to Step 1 of the position to which they are assigned, whichever is greater. This adjustment shall be retroactive to the first shift of the assignment. Any incentive pay or benefits normally received by the employee shall not be affected by acting assignment.
3. A member approved to fill an acting assignment on a fairly regular, but non-consecutive basis, shall receive out-of-class compensation if they have worked at least 480 hours in a 6-month period. If this occurs, the employee’s compensation shall be retroactive to the first day of the acting assignment within the calculated 6-month period.

B. Temporary Promotion

1. In the case of a vacancy in the Fire Chief’s position, the Board of Directors shall make the appointment.
2. In the event a shift vacancy is expected to extend beyond 30 days, 10 consecutive shifts, or to meet a special project need, the Fire Chief or his designee may temporarily promote an employee. From the effective date of the temporary promotion, the employee’s base rate of pay shall be increased by a minimum of 5.0%, or adjusted to Step 1 of the position to which they are

assigned, whichever is greater. This adjustment shall be retroactive to the first shift of the assignment. Any incentive pay or benefits normally received by the employee shall not be affected by their temporary promotion.

3. Temporary promotions shall be made from an existing eligibility list. If a current promotional list does not exist, the appointment shall be made from another qualified individual, as determined by the Fire Chief or his designee.
4. In the event an eligible employee is on Leave or is otherwise unavailable, the Fire Chief or his designee may issue the temporary promotion to the next candidate on the eligibility list.
5. The length of the appointment may be adjusted according to operating needs.
6. Upon completion of the temporary promotion, the individual shall:
 - a. Be returned to the previous position, rank and salary, or
 - b. Have the temporary promotion extended for a specified time period, or
 - c. Be promoted to the rank or position the individual has been working. In such event, the time of service in the temporary position shall not be applied to the required promotional probation period or seniority within the rank.

C. 56 to 40-hour Assignments

1. Shift employees moved from a 56-hour schedule to a 40-hour schedule shall be compensated an additional 5.5% of base pay to make-up for the loss of FLSA pay. This policy is intended to keep the employee “whole”.
2. Examples of this change may occur when employees are appointed to a designated staff position, special assignment, or light-duty assignment.

Governing Board Meeting – July 19, 2017

Agenda Item: 12

BOD#: 2017-07-16

Agenda Item Title:

Review, discussion, and possible action regarding updating the SFMD Governing Board By-Laws.

Submitted By:

Board Clerk Gene Gehrt

Legal Counsel Donna Aversa

Background/Discussion:

This is a continuation of the discussion from the July 12, 2017 Special meeting.

Financial Impact:

N/A

Enclosure(s):

Working Draft – To be provided at meeting

Recommended Motion:

TBD



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Governing Board Meeting – July 19, 2017

Agenda Item: 13

BOD#: 2017-07-17

Agenda Item Title:

Discussion, presentation, and possible action regarding stopping the LA263 Pilot Program and replacing it with adding an additional unit to FS 263.

Submitted By:

Interim Fire Chief Mike Farber

Background/Discussion:

This item comes before the board for the purpose to explore possibility of halting the Low Acuity 263 Pilot Program and replacing it with a 2nd unit at Fire Station 263. This could reduce firefighter fatigue, response times, increase survivability, and reduce fire loss.

Financial Impact:

TBD

Enclosure(s):

Presentation at board meeting

Recommended Motion:

TBD



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Governing Board Meeting – July 19, 2017

Agenda Item: 14

BOD#: 2017-07-18

Agenda Item Title:

Discussion, direction, possible action to set a special meeting for a Board session to review the SFMD Administrative Policies.

Submitted By:

Board Clerk Gene Gehrt

Legal Counsel Donna Aversa

Background/Discussion:

At the July 12, 2017 Special Board meeting, the Board indicated it should set a time for a Special Meeting for a study session to review the SFMD Administrative Policies.

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

“Motion to direct Staff to set up a Special Board Meeting / Study Session to review the SFMD Administrative Policies.”



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Governing Board Meeting – July 19, 2017

Agenda Item: 15

BOD#: 2017-07-19

Agenda Item Title:

Update, discussion, and possible direction regarding PSPRS.

Submitted By:

Board Clerk Gene Gehrt

Finance Director Roger Wood

Background/Discussion:

This item is used as a placeholder to discuss any item relating to the Public Safety Retirement System (PSPRS).

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

N/A



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Governing Board Meeting – July 19, 2017

Agenda Item: 16

BOD#: 2017-07-20

Agenda Item Title:

Update and possible direction for New Business Items from members of the board.

Submitted By:

Board Clerk Gene Gehrt

Background/Discussion:

This item is used as a placeholder to discuss New Business Items, the board may want on a future agenda.

Financial Impact:

N/A

Enclosure(s):

N/A

Recommended Motion:

N/A



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Governing Board Meeting – July 19, 2017

Agenda Item: 17

BOD#: 2017-07-21

Agenda Item Title:

Reports

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.

Governing Board Meeting – July 19, 2017

Agenda Item: 18

BOD#: 2017-07-n/a

Agenda Item Title:

Announcements

Background / Discussion:

The BOD and staff may share and discuss items to be placed on future BOD agendas.

Governing Board Meeting – July 19, 2017

Agenda Item: 19

BOD#: 2017-07-22

Agenda Item Title:

Adjournment

Recommended Motion:

“Motion to adjourn the board meeting.”



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Appendix A

A. Special Board Meeting Minutes from June 17, 2017

Submitted By:

Board Clerk Gene Gehrt

Board Secretary Jasmin Jones

Background / Discussion:

The special 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

Enclosure(s):

June 17, 2017 Special Board Meeting Minutes



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Superstition Fire & Medical District

Phone (480) 982-4440 ~ www.sfmd.az.gov

Administration Office
565 North Idaho Road
Apache Junction, AZ 85119
Fax (480) 982-0183

Regional Training Center
3700 East 16th Avenue
Apache Junction, AZ 85119
Fax (480) 982-3268

Fleet & Facilities Services
1455 East 18th Avenue
Apache Junction, AZ 85119
Fax (480) 983-7443



Governing Board Special Meeting Minutes June 17, 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 SATURDAY, JUNE 17, 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 2:00 P.M.

A. Call to Order

Chairman Cross called the meeting to order at 2:00 P.M.

B. Pledge of Allegiance

Pledge of Allegiance was led by Acting Fire Chief Mike Farber.

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: Acting Fire Chief Mike Farber and Finance Director Roger Wood.

Legal Counsel Donna Aversa was also present for the meeting.

- 1. Executive Session for Legal Advice. The board may vote to go into executive session pursuant to ARS §38-431.03(A)(3) and/or ARS §38-431.03(A)(4) for discussion or consultation for legal advice with an attorney for the district in order to consider the board's position regarding contracts that are subject of negotiations, in contemplated litigation, or in settlement discussions to avoid or resolve litigation as related to the fire chief's employment contract, district's by-laws, and the letter dated May 24, 2017 from the fire chief's attorney regarding breach of contract and possible resolution or compromise of potential claim . (BOD #2017-06-05)**
- 3. Executive session for Legal Advice. The board may vote to go into executive session pursuant to ARS §38-431.03(A)(3) and/or ARS §38-431.03(A)(4) for discussion and consultation for legal advice with an attorney for the district in order to consider the board's position regarding contracts that are subject of negotiations, in contemplated litigation, or in settlement discussion to avoid or resolve litigation as related to June 15, 2017 letter from attorney Kim Mooney. (BOD #2017-06-07)**
- 4. Executive Session for Legal Advice. The board may vote to go into executive session pursuant to §38-431.03(A)(3) for discussion or consultation for legal advice with an attorney for the district regarding interim fire chief. (BOD #2017-06-08)**
- 6. Executive Session for Legal Advice. The board may go into executive session pursuant to ARS §38-431.03(A)(3) for discussion or consultation for legal advice with an attorney for the district regarding Assistant Chief Schirmer's sick leave payout. (BOD #2017-06-10)**
- 8. Executive Session for Legal Advice. The board may vote to go into executive session pursuant to ARS §38-431.03(A)(3) for discussion or consultation for legal advice with an attorney for the district regarding board member fiduciary duties. (BOD #2017-06-12)**

Motion by Director Strand at 2:08 P.M. to go into Executive Session pursuant to ARS §38-431(A)(3) and/or ARS §38-431(A)(4) for discussion or consultation for legal advice with an attorney for the district, in order to consider the board's position regarding contracts that are the subject of negotiations, in contemplated litigation, or in settlement discussions to avoid or resolve litigation as related to the fire chief's employment contract, district's by-laws, and the letter dated May 24, 2017 from the fire chief's attorney regarding breach of contract. To consider the board's position regarding contracts that are subject of negotiations, in contemplated litigation, or in settlement discussion to avoid or resolve litigation as related to June 15, 2017 letter from attorney Kim Mooney. For discussion or consultation for legal advice with an attorney for the district regarding interim fire chief. For discussion or consultation for legal advice with an attorney for the district regarding Assistant Chief Schirmer's sick leave payout. For discussion or consultation for legal advice with an attorney for the district regarding board member fiduciary duties. **Seconded** by Director House.

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

****Back in Regular Session at 3:28 P.M. Chairman Cross reminded everyone that items discussed in the executive session is confidential up to returning to regular session.****

2. Review, discussion, and possible action regarding the fire chief's employment contract and the letter dated May 24, 2017 from the fire chief's attorney regarding breach of contract and possible resolution or compromise of potential claims. (BOD #2017-06-05)

Legal Counsel Donna Aversa reminded the board that the settlement that was presented still needed some minor formatting changes, but the substance of the agreement as presented was in tact.

Motion by Director House to approve the agreement as presented inform as substantiated as presented and to approve the chair and the clerk to sign on behalf of the fire board. **Seconded** by both Director Moeller and Director Strand.

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

5. Review, discussion, and possible action regarding interim fire chief. (BOD #2017-06-09)

Legal Counsel Donna Aversa reminded that board that currently Mike Farber was the Acting Fire Chief, this item was brought forth to motion for an Interim Fire Chief until a permanent chief is found through the testing process.

Motion by Director Moeller to place Mike Farber as the Interim Fire Chief, until a search for a permanent chief has been completed. **Seconded** by Clerk Gehrt.

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

7. Review, discussion, and possible action regarding Assistant Chief Schirmer's sick leave payout. (BOD #2017-06-11)

Legal Counsel Donna Aversa introduced this item to the board, stating that Chief Schirmer did resign, however, he did agree to stay on as long as Chief Farber needed and will assist with anything the department needs.

Chairman Cross led the discussion stating that because Chief Schirmer resigned, per policy, he was not entitled to the sick leave payout, Clerk Gehrt, Director Moeller, and Director Strand all stated the same sentiments.

Motion by Director House to deny Assistant Chief Schirmer's sick leave payout pursuant to district policy. **Seconded** by Clerk Gehrt.

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

9. Adjourn (BOD #2017-06-13)

Motion by Director House at 3:38 P.M. to adjourn the meeting. **Seconded** by Director Moeller.

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

Governing Board Approval:

Gene Gehrt, Board Clerk

Jasmin Jones

Appendix B

B. Board Meeting Minutes from June 21, 2017

Submitted By:

Board Clerk Gene Gehrt

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

Enclosure(s):

June 21, 2017 Board Meeting Minutes



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Superstition Fire & Medical District

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Fax (480) 983-7443



Governing Board Meeting Minutes June 21, 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, JUNE 21, 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 Moeller.

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: Acting Fire Chief Mike Farber, Acting Assistant Chief Richard Ochs, and Finance Director Roger Wood.

Legal Counsel Donna Aversa and Accounts Payable Clerk acting as Board Secretary Jennifer Burke were also present for the meeting.

1. Review and approval of May 2017 financial reports and bank reconciliations. (BOD #2017-06-11)

Motion by Director House to approve the May 2017 financial reports and bank reconciliations. **Seconded** by Director Moeller.

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

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2017-06-12)

Acting Assistant Chief Richard Ochs presented 10 Year Service Anniversary Awards to Engineer Brandon Blessum (NOT PRESENT), Firefighter/Paramedic Ryan Rodriguez (NOT PRESENT), and Captain/Paramedic Geof Shively (NOT PRESENT).

Chief Ochs also read the list of June Service Anniversaries, Battalion Chief Jeff Cranmer (23 years), Engineer/Paramedic Mike Wolfe (23 years), Firefighter Ryan Elowe (16 years), Captain/Paramedic Alex Dupuis (11 years), and Firefighter/Paramedic Bill Tavares (11 years).

3. Call to the Public. (BOD #2017-06-n/a)

Susan Fox (address redacted)

Lies, lies, evil lies—this district is in chaos and turmoil all because of lies. Lies that may have come from several different sources, but when they are told to you by someone you thought was honest—you wonder. But then you check it out! I wanted to find out the truth. I made an appointment with the Chief and was in his office for an hour and a half asking questions, showing him an email of insane accusations that I had received and having him explain the truth about every one of them. Who else wanted to test the accusations and rumors? Who else wanted to know what was true and what wasn't? Who else went to see the Chief—or did you have all the information you needed—which were vicious lies.

Some of you who came to the Board Meetings to accuse the district--Whispering to me as you walked in that evening, 'We're going to kick some butt' — who of you wanted to find out the truth? Who even dared to call Charlie Fox, your friend and a previous board member known for his integrity and forthrightness? Only one person called Charlie to ask questions.

Well, let me tell you, in case you haven't figured it out: You've been played. You are kicking the wrong butt!

You people who have come to the board meetings since this thing blew up: are you coming to find out the truth or, like so many people who go to car races, are you coming to see a crash?

Human nature has always, always, been the same—it has never changed, and never will. History proves that universal values are power and control, not freedom, not truth.

This board of elected citizens is the only thing that could have stopped the power grab that I see going on here. A power grab that seems to have always been brewing under the surface--in the organization and outside of it. I can only surmise that the reason some of you have not spoken out against it and made efforts to make sure the truth is known is that you have a hidden agenda, something in it for you, or you are being played—believing lies. Shame on you.

As a result of all this, one of the two premier fire districts in the State of Arizona and a model that districts across the country want to copy is being unjustly attacked, insulted, maligned, mauled—dismantled.

I have been coming to fire board meetings since 2011 when a bunch of similar crap was going on. I came not to watch a crash, but to find out and stand for truth and justice. My husband, Charlie Fox, and Barb Cobb were elected to the board in 2012 under the banner of "citizen control, not union control." And with a majority of the board in favor of a strong independent fire district and with excellent leadership guiding loyal, dedicated firefighters, this fire district became the hallmark of excellence in administration and service.

Lies not only can change seats of power, but they destroy reputations, families, and people. To those of you fostering those lies—congratulations: it looks as though you are about to have your trophy. But, mind you, it will be sitting on the sinking sand of lies.

Thank you to those of you who have stood for truth and justice in this horrible situation. I salute you. You and I must keep on keeping on, whatever the cost.

Oh, and Director House: your apology—as for me: not accepted. That is all I have to say."

Charlie Fox (address redacted)

"I want to begin by congratulating a certain group: three members of the board and the union. Five years ago Chief Bourgeois came, first as interim chief and then as full time chief. In four and a half years, under his leadership, the district came to be recognized and respected all across the country as one of the premier fire and medical organizations in the country. In just six short months you have managed to trash the district, that's quite an accomplishment. And in the chaos you have created, it would be no great surprise if our ISO rating went up, and if that happens, insurance rates could skyrocket. I hope you are proud of yourselves. Because I can't imagine anyone else being proud of you."

4. Consideration and possible approval of all consent agenda items listed below: (BOD #2017-06-13)

- A. Board Meeting Minutes from May 17, 2017
- B. Special Board Meeting Minutes from May 26, 2017
- C. Special Board Executive Session Meeting Minutes from May 26, 2017
- D. Special Board Meeting Minutes from June 6, 2017
- E. Special Board Executive Session Meeting Minutes from June 6, 2017
- F. Medical Insurance Business Agreement (Blue Cross/Blue Shield)
- G. Annual ImageTrend Software Fees Payment

Motion by Director Strand to approve consent agenda items for June 21, 2017. **Seconded** by Director House.

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

5. Discussion and possible approval transferring funds for the June 30, 2017 Debt Service Payment. (BOD #2017-06-14)

Finance Director Roger Wood introduced this item to the board, stating that it is a housekeeping item for the 2006 GADA bond. He went on to say that the current principal fund cash balance as of May 31, 2017 is \$531,173.26, the debt service interest payment that is due on June 30, 2017 is \$155,512.50. This item is budgeted in the FY 2016/2017 Budget.

Motion by Clerk Gehrt to authorize payment by executing letter of direction to Pinal County Treasurer's Office to wire transfer funds for the GADA debt service payment on June 30th due to U.S. Bank on July 1, 2017. **Seconded** by Chairman Cross.

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

6. Discussion and possible approval of Combined Resolution Affecting County Treasurer Transactions for Fiscal Year 2017/2018 from the Pinal County Treasurer's Office. (BOD #2017-06-15)

Finance Director Roger Wood gave the board a brief summary of this agenda item. The combined resolution is required annually by the Pinal County Treasurer's Office. 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 the Pinal County Treasurer's Office to invest on behalf of the district any/all excess funds in interest bearing securities as authorized by law.
2. Warrant Resolution – Identifies individuals who are authorized to provide warrant information including wires, voids, and/or stop payments to the Pinal County Treasurer on a daily basis.
3. Fund Transfer Resolution – Identifies individuals who are authorized to request the Pinal County Treasurer 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 the fiscal year 2017-2018.
5. List of Outside Bank Accounts – Identifies the outside bank accounts maintained by the district.

Motion by Director Strand to approve the Combined Resolution Affecting County Treasurer Transactions for Fiscal Year 2017-2018. **Seconded** by Director Moeller.

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

7. Discussion, consideration, and possible action regarding the development of the Fiscal Year 2017/2018 Revenue and Expenditure Budget and adoption of Resolution 2017-02. (BOD #2017-06-16) – Addendum A

Finance Director Roger Wood presented the tentative budget to the board of directors. Key points discussed were as follows:

- General (100) Fund Expense
 - Current Status Balanced at \$14,249,911
 - Expense Highlights
 - Tempe Trust Medical Coverage +\$42,136 in increased Benefit Dollars (up \$12.00 per pay period per employee \$390 vs \$378)
 - Increased PSPRS Contribution \$582,182
 - \$191,601 ELBO
 - \$49,715 Separation ELBO
 - \$1,000,000 Financial Reserve
 - \$25,000 added to HR budget for Fire Chief recruitment
 - \$30,000 added for Recruit Academy
 - \$10,000 added to Legal budget for Investigations
 - \$5,000 added to PSPRS Pay Out Interest
- Transport (150) Fund
 - 4,334 ALS + 624 BLS = 4,958 Total Transports
 - 8.49 billable miles per transport
 - \$1,066.46 ALS, \$923.30 BLS, \$18.26 per mile
 - \$6,011,915 GROSS Revenue
 - \$2,622,801 NET Revenue (after all discounts and write-offs)
 - Three (3) full time 24 x 7 ambulances, one (1) part time 12 x 7 ambulance
 - Subsidy for General M&O (100) Fund
 - \$281,653 allocated costs
 - \$251,375 direct facilities, utilities, and operating costs
 - \$533,028 Total Subsidy
 - Allocated costs – portion of administrative / support wages and benefits
 - Direct Costs – largest include \$85,000 medical supplies and \$131,387 dispatch fees the 100 fund would have to pay even if the Transport Division did not exist
- Capital (200) Fund
 - Beginning Cash Balance (Projected) \$884,806
 - Estimated Tax Revenue (\$0.25*) - \$951,970
 - Investment Income (Estimate) \$4,000
 - Planned Purchases \$723,408
 - Grant Matching (2nd Set of Turnouts) \$28,358
 - Ending Cash Balance (Estimated) \$1,089,010
- Special Revenue (Donations / Grants – 400) Fund
 - Beginning Cash Balance (Projected) \$68,775
 - Fall Prevention Grant (5%) \$11,961 (Supplies Only)
 - VICC Training Grant (15%) \$95,634
 - AFG 2nd Set of Turnouts (10%) \$255,218
 - Donations \$16,600
 - Total Potential of grants \$575,971
 - District Share \$47,184
- Bond Debt Principal (500) Fund
 - Estimated Tax Revenue \$492,602
 - Debt Principal Expense \$445,000
- Bond Debt Interest (600) Fund \$344,250

- Debit Interest Expense \$311,025

Motion by Director House to adopt Resolution 2017-02 adopting a tentative budget of \$20,424,626.06 for the fiscal year beginning July 1, 2017 and ending June 30, 2018 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 both Clerk Gehrt and Director Strand.

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

8. Discussion, review, and possible approval of the district’s application for a general rate increase to its ground transport rates. (BOD #2017-06-17) – Appendix B

Finance Director Roger Wood and Transportation Services Manager Billy Warren presented this item to the board. Key points discussed were the following:

- Objectives of General Rate Increase
 - Ensure long term financial health and stability of the district’s ground transport operations.
 - Charge reasonable transport rate for ALS and BLS transport services to allow SFMD to manage the ambulance service to a financial breakeven at a minimum.
- Why is the General Rate Increase needed
 - Lack of initial visibility to payer mix – after 18 months of operation, SFMD has data on its true payer mix, the percentage of Medicare and self-insured patients are both much higher than originally assumed.
 - Expansion of services to include both ALS and BLS transports – in April 2017, SFMD was successful in negotiating with AMR to take on total primary responsibility for both ALS and BLS transports within its district.
- ALS / BLS Rates Determination
 - Breakeven for FY 2017/2018 based on budgeted costs – the goal is to reach a breakeven point using accrual based accounting.
- Challenges and approach within methodology
 - Medicare pays the same regardless of rate.
 - Long term payment trail – SFMD is still receiving payments on Medicare and Medicaid transports from January 2016.
- SFMD Rate / Results Comparison

○ SW Ambulance of Casa Grande (CoN #85)	\$1,366.15
Rate does not include medical supplies	
○ Sun Lakes Fire District (CoN #12)	\$1,412.41
Rate does include medical supplies	
○ Proposed SFMD ALS Rate	\$1,375.00
Rate does include medical supplies	
- Next Steps
 - Governing Board approval
 - Submit formal application
 - DHS review comments / questions
 - DHS will take an ad in our local paper to notify public
 - Final approval could take up to six months
 - If approved staff would coordinate with billing companies for implementation

Motion by Clerk Gehrt to approve the June 2017 General Rate Increase request for submission to the Department of Health Services. **Seconded** by Director Moeller.

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

9. Review, discussion, and possible action regarding Chairmanship of the Fire Board under SFMD Board By-Laws Article III: Officer, Paragraph 7. (BOD #2017-06-18)

Board Director Larry Strand introduced this item to the board stating that, *"because of some of the bad publicity in the local newspaper and basically for your lack of experience in leadership roles. Therefore I think we need to improve our reputation in this district and elect a new director."*

Chairman Cross asked him what newspaper articles he was referring to.

Director Strand stated, *"It kind of took your name in vain a little bit, if you remember that article."* Director Strand stated he did not have the article available as evidence.

Chairman Cross asked if it was an opinion piece.

Director Strand stated, *"There were some other issues of items of information that should have been delivered to us through you but it was not."*

Chairman Cross asked for the list of items Director Strand was referring to. Director Strand stated he did not have a list. Chairman Cross went on to say that under the SFMD By-Laws an officer may be removed for a valid and just cause and asked Director Strand if he believed that those were valid and just. Director Strand stated, yes.

Clerk Gehrt read SFMD By-Laws Article III. Item 5, *"The Chairperson: The Chairperson is primarily responsible for ensuring that the business of the public meetings is transacted in a proper order and is reasonably expedited. The Chairperson must ensure that all members observe appropriate procedure and that order and decorum are observed at the meetings."*

He also stated, *"I guess I would question the newspaper articles and if you expect us to vote him out of office as chair, the least you should do is bring the articles so we know what you are talking about."*

Director Strand stated, *"The article kind of hurt the reputation of the whole district, claiming Mr. Cross was in the chief's office more than with the rest of us. What was the line? Something about a cheering section, stuff like that. And some of these other litigations that were happening, we were not provided with copies of any of that litigation that was flying around, which is hopefully all done with."*

Legal Counsel Donna Aversa stated there has been no litigation, and that the district has not been sued. She went on to say, *"There may have been claims, but there is no litigation pending right now."*

Clerk Gehrt stated that because Director Strand provided no documents to substantiate his claims, he would vote no. He went on to say, *"And the one thing that you are referring to is an opinion piece by one individual within the district's boundaries."*

Call to Public

Charlie Fox (address redacted)

"This is the most ridiculous thing I have ever heard. The chairman's job is to run the meeting and that's it. I know Robert's Rules of Order. I was parliamentarian of the Pinal County Republican Committee for several years and Parliamentarian of Presbytery for four years. Have you ever read the Constitution? Including the First Amendment? Freedom of Expression? This is ridiculous."

Motion by Director Strand to remove Jeff Cross from the Chairman position of the fire board. **Seconded** by Director House.

Vote (Roll Call) Gehrt(nay), Moeller(nay), Cross(nay), Strand(aye), House(aye) 2 ayes, 3 nays. **MOTION FAILED.**

10. Discussion, update, and possible action regarding PSPRS and the Hall payout. (BOD #2017-06-19)

Finance Director Roger Wood gave a brief update on the payout process and stated he will bring an agenda item for July meeting.

11. Update and possible direction for New Business Items, the board may want to add to future board agendas. (BOD #2017-06-20)

Clerk Gehrt requested to have a future work session regarding the SFMD By-Laws.

12. Reports (BOD #2017-06-21) – Addendum C

Community Services

- 5/23 Water Safety Day at Sousa Elementary
- 6/16 Life Vest Roll-Out and Water Safety at Sonoma Valley Apartments
- 7/4 City event and fireworks show

Operations Update

13. Announcements (BOD #2017-06-n/a)

Chairman Cross announced that the board and Chief Bourgeois reached an agreement.

14. Adjourn (BOD #2017-06-22)

Motion by Clerk Gehrt at 6:52 PM to adjourn the meeting. **Seconded** by Director House.

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

Governing Board Approval:

Gene Gehrt, Board Clerk

Jasmin Jones

Addendum A

**Item 7
BOD #2017-06-16**

Discussion, consideration, and possible action regarding the development of the Fiscal Year 2017/2018 Revenue and Expenditure Budget and adoption of Resolution 2017-02.



FY 2017 / 2018 Tentative Budget

General (100) Fund Expense

Current Status: Balanced at \$14,249,911

Expense Highlights:

- Tempe Trust Medical Coverage +\$42,136 in increased Benefit Dollars
 - Up \$12.00 per pay period (\$390 vs. \$378)
- Increased PSPRS Contribution +\$582,182
 - \$ 191,601 ELBO
 - \$ 49,715 Separation ELBO
 - \$ 1,000,000 Financial Reserve
 - \$ 25,000 added to HR budget for Fire Chief search
 - \$ 30,000 added for Recruit Academy
 - \$ 10,000 added to Legal budget for investigations
 - \$ 5,000 added for PSPRS Pay Out Interest

FY 2017 / 2018 Tentative Budget

Transport (150) Fund

4,334 ALS + 624 BLS = 4,958 Total Transports
 8.49 billable miles per transport
 \$1,066.46 ALS, \$923.30 BLS, \$18.26 per mile
 \$6,011,915 **GROSS** Revenue
 \$2,622,801 **NET** Revenue (after all discounts and write-offs)
 Three (3) full time 24X7 ambulances, one (1) part time 12X7 ambulance

FY 2017 / 2018 Tentative Budget

Transport (150) Fund

Payer Mix

Carrier	% Transports	% Gross	Mix
Medicare	59.76%	37.00%	22.11%
Medicaid	19.37%	68.59%	13.29%
Commercial	10.22%	75.00%	7.67%
No Insurance	10.13%	3.30%	0.33%
Auto Insurance	0.52%	60.00%	3.31%
	100.00%		63.73%

FY 2017 / 2018 Tentative Budget

Transport (150) Fund

Subsidy for General M&O (100) Fund

\$281,653 allocated costs
 \$251,375 direct facilities, utilities, and operating costs
 \$533,028 Total Subsidy

Allocated costs: portion of administrative / support wages & benefits.
 Direct Costs: largest include \$85,000 medical supplies and \$131,387 dispatch fees the 100 fund would have to pay even if the Transport division did not exist.

FY 2017 / 2018 Tentative Budget

Capital (200) Fund

Beginning Cash Balance (Projected)	\$ 884,806
Estimated Tax Revenue (\$0.25*)	\$ 951,970
Investment Income (Estimated)	\$ 4,000
Planned Purchases	\$ 723,408
Grant Matching (2 nd set Turnouts)	\$ 28,358
Ending Cash Balance (Estimated)	\$1,089,010

* Assumes Board approval of Special Tax Override.

FY 2017 / 2018 Tentative Budget

Capital (200) Fund

Planned Purchases

Steel Building at S262	\$ 39,830
A/C Unit Replacements (3)	\$ 22,500
Pumper Lease	\$ 86,098
Tanker Lease	\$ 42,256
Ambulance Leases (5)	\$ 175,148
Topaz Venture	\$ 42,076
G2 Encoding Upgrade	\$ 30,000
Dual Band Radios (5)	\$ 45,000
Heart Monitor	\$ 41,500
Mobile Data Terminal Replacement	\$ 130,000
Servers	\$ 52,000
EPCRs	\$ 10,000
Treadmill	\$ 7,000
	\$ 723,408

FY 2017 / 2018 Tentative Budget

Special Revenue (Donations / Grant - 400) Fund

Beginning Cash Balance (Projected)	\$ 68,775
Grants (Agency Share)	
- Fall Prevention Grant (5%)	\$ 11,961 (Supplies Only)*
- VICC Training Grant (15%)	\$ 95,634
- AFG 2nd Set of Turnouts (10%)	\$255,218
- Donations	\$ 16,600

* Fall Prevention Grant includes wages & benefits of 2 employees whose costs are fully funded whether or not we get the grant.

** Total potential value of grants to District: \$575,971
 District share: \$47,184

FY 2017 / 2018 Tentative Budget

Bond Debt Principal (500) Fund

Estimated Tax Revenue: \$492,602

Debt Principal Expense: \$445,000

Bond Debt Interest (600) Fund

Estimated Tax Revenue: \$344,250

Debit Interest Expense: \$311,025

Ground Transport General Rate Increase Request June 2017



Superstition Fire & Medical District

For SFMD internal discussion purposes only.

SFMD General Rate Increase Request

Reasons Why a General Rate Increase is Needed:

1. Lack of Initial Visibility to Payer Mix.

- In the beginning, SFMD did not have visibility to its payer mix, and had to make basic assumptions in developing its original ALS and BLS rates.
- After 18 months of operations, SFMD has real time data on its true payer mix. The percentage of Medicare and self insured patients are both much higher than originally assumed.

2. Expansion of Services to Include Both ALS and BLS.

In April 2017, SFMD was successful in negotiating with AMR to take on total primary responsibility for both ALS and BLS transports within its district. As a result, SFMD is now responding to BLS calls with ALS units.

▶ 3

For SFMD internal discussion purposes only.



SFMD General Rate Increase Methodology

Challenges and Approach Within Methodology.

1. Medicare Pays Basically the Same Regardless of Rate.

- Needed to hold Medicare payment per transport the same.

2. Long Payment "Trail".

- SFMD is still receiving payments on Medicare and Medicaid transports from January 2016, so our actual Gross % is lower in some cases than expected.
- Used expected percentages so as not to "overcharge" due to length of payment period.

▶ 5

For SFMD internal discussion purposes only.



SFMD General Rate Increase Request

Superstition Fire & Medical District (SFMD) is a not-for-profit entity that was originally created to serve its residents with the highest possible level of fire suppression and emergency medical services. In January 2016, SFMD added ALS (primary) and BLS (back-up) ground transportation to its list of services for its residents. In April 2017, SFMD expanded its ground transportation services to become the primary provider of both ALS and BLS transports within its district boundaries.

Objectives of General Rate Increase Request:

- To ensure the long term financial health and stability of the District's ground transport operations.
- To charge a reasonable transport rate for the ALS and BLS transport services to allow SFMD to manage its ground transport operations to a financial breakeven at a minimum.

▶ 2

For SFMD internal discussion purposes only.



SFMD General Rate Increase Methodology

How the new proposed ALS and BLS rates were determined.

1. Breakeven for FY 2017 / 2018 Based on Budgeted Costs.

FY 17/18 is being used to determine the new proposed rates as it represents the first full 12 month period where SFMD is the primary provider of both ALS and BLS transport service.

ALS:	\$1,375.00 / transport
BLS:	\$1,275.00 / transport
Mileage:	\$ 20.00 / billable mile

The goal is to reach a breakeven point using accrual based accounting.**

** DHS mandates accrual accounting reporting.

▶ 4

For SFMD internal discussion purposes only.



SFMD Rate / Results Comparisons

1. ALS Rates of Similar Providers With Similar Payer Mix.

A. Southwest Ambulance of Casa Grande (CON #85)	\$1,366.15
- Rate does not include medical supplies	
B. Sun Lakes Fire District (CON #12)	\$1,412.41
- Rate does include medical supplies	
C. Proposed SFMD ALS Rate	\$1,375.00
- Rate does include medical supplies	

▶ 6

For SFMD internal discussion purposes only.



Next Steps

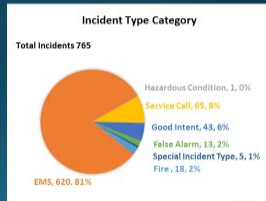
1. Ask SFMD's Governing Board for approval of the application at its **June 21 Board meeting**.
2. **Submit the formal application by June 26 if possible.**
3. **DHS will review and provide questions / comments during Administrative review process.**
4. **DHS will take out an "ad" in our local paper to notify the public for the requested increase in rates.**
5. **Final approval could take up to 6 months.**
6. **If approved, Staff would coordinate with Intermedix, ACCCHS, and any other impacted organization or system to ensure the new rates are being implement.**



Addendum C

May 2017 – Suppression Operations

Average Response Time For Emergent Incidents		
May 2017	May 2016	YTD (Fiscal)
5:09	UTO	5:08



May 2017 Unit Responses – LA263 Pilot Program

Unit	Hours in Service	Unit Responses	Percentage of Responses
E261	744	273	31.93%
E262	744	89	10.41%
LT263	744	267	31.23%
L264	744	110	12.87%
E265	744	52	6.08%
LA263	228	64	7.49%

- LA263 was in service 29.30% of the time during the month of May.
- When LA263 is in service it reduces manpower and apparatus costs, while increasing availability for high acuity calls at the busiest stations.



May 2017 LA263 – Pilot Program

Dates In Service

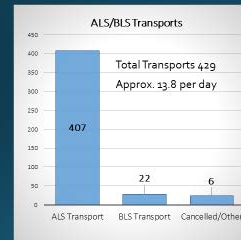
- LA263 was in service 12 out of 31 days
- 3 of those days were fully staffed for 24 hours
- 9 days were staffed for some part of the 24 hour period

Call Volume

- LA263 responded to 64 incidents
- Four responses were with another SFMD front line apparatus (excluding Medic Units)



May 2017 Transportation Operations



May 2017 Transportation Operations

CON Compliance Through April 30, 2017 (Code 3 Only) (Licensure Reporting Period January 4, 2016 – March 17, 2019)				
Standard	Late	On-Time	Responses	Compliance
8:59 or less - 90%	23	347	370	93.78%
14:59 or less - 95%	1	369	370	99.73%
19:59 or less - 100%	0	370	370	100.00%



Appendix C

C. Disposition of surplus property of one (1) district provided HP Elitebook Folio

Submitted By:

Planning & Technology Support Administrator Anna Butel

Background / Discussion:

The fire district provided Paul Bourgeois a HP Elitebook Folio laptop computer in April of 2016. The original cost of the laptop was \$1,567.00 less 25% (\$391.75) for 1-year of the 4-year replacement cycle and \$300.00 for the Microsoft Office License bringing the total to \$1475.00.

The district has adequate resources to accommodate this request, and electronic SFMD account access has been disabled. This request does not hinder the district and is not cost prohibitive.

Financial Impact/Budget Line Item:

+\$1475.00 / 100-10-45900-10

Enclosure(s):

N/A



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[Go to Agenda](#)

Appendix D

D. Disposition of surplus property – computer equipment ready for disposition

Submitted By:

Software Administrator & IT Specialist Lauren Daniel
Planning & Technology Support Administrator Anna Butel

Background / Discussion:

Computer equipment past its useful life has been inventoried for disposition.

Pending approval from the Board, these items will be sent to DMD for hard drive wipes and purchase.

Financial Impact/Budget Line Item:

DMD will wipe all hard drives - \$15 each

DMD will evaluate the equipment and send a quote for purchase – approximately \$45 per computer

Enclosure(s):

Inventory List



[Go to Appendix E](#)

[Go to Agenda](#)

2017-07 Disposition Inventory List

Description	Asset Tag #
acer monitor	-
acer tower fh	5590
acer travelmate 2700 laptop	5891
acis monitor	6459
acis monitor	6466
apc battery backup	3668
apc battery backup	-
apc battery backup	-
apc battery backup	-
apc battery backup	-
apc battery backup	-
apc battery backup	-
assorted mice and keyboards (with old connectors)	
cgate 160 gb hard drive	5977 (hand written tag)
cgate 500 gb hard drive	-
cgate 500 gb hard drive	-
cgate 500 gb hard drive	-
cgate 500 gb hard drive	-
cisco dpc 3825 modem	-
cyberpower battery backup	-
Dell optiplex 380	-
ge force 6200 video card	-
ge smartcard programmer	-
hp advanced docking station	-
hp compaq 8100 elite convertible mini tower	6469
hp compaq 8100 elite convertible mini tower	6470
hp compaq pro 4300 sff	6927
hp compaq pro 6300 micro tower	6719
hp compaq pro 6300 micro tower	6727
hp monitor	-
hp pro 3000 sff	6452
hp pro 3000 sff	6453
hp pro 3000 sff	6454
hp pro 3000 sff	6457
hp pro 3000 sff	6458
hp pro 3400 series mt	6531
hp pro 3500 series	6930

Description	Asset Tag #
hp pro 3500 series mt	6942
hp pro 3500 series mt	7033
hp pro book laptop 6560b	6530
hp pro compaq pro 6300	6713
hp pro liant ml350 g6	6327
hp work station xw4600	5977
ipad	7190
ipad	-
ipad bluetooth keyboard case	-
linksys 2.4 ghz router	-
maxtor onetouch 4 external hard drive	-
midland digital weather all hazards alert radio	5553
norstar desk phone	3215
panamax surge protector	-
panasonic battery cf-vzsu80u	-
panasonic battery cf-vzsu80u	-
samsung 2.16 gb hard drive	-
samsung galaxy s5 mobile phone	
surface pro 3	6992
surface pro 3	7029
thomson model dcm476	-
wd mybook 3.0 external hard drive	-

Appendix E

C. Contract with The Preplanners, LLC

Submitted By:

Interim Fire Chief Mike Farber

Acting Assistant Chief Rich Mooney

Background / Discussion:

The contract with The Preplanners, LLC is to assist with community risk reduction.

The contract provides a list of the work that the company will perform for our selected pre-plans. SFMD will provide them with documentation so they can begin the work.

Financial Impact/Budget Line Item:

\$4,000 / TBD

Enclosure(s):

The Preplanners, LLC Contract



[Go to Item 5](#)

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PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (the “Agreement”), is made by and between THE PREPLANNERS, LLC, a Limited Liability Company, 11152 E. Sombra Ave. Mesa, AZ 85212 (the “Company”), and the Superstition Fire & Medical District, 565 N. Idaho Rd. Apache Junction, AZ 85119 (the “Client”).

FOR CONSIDERATION of the mutual promises and covenants contained herein, the Company and Client agree as follows:

1. SCOPE OF WORK

A. Professional Services: Company agrees to provide Professional Drafting and Design Preplans (the “Services”) as described in Exhibit A, which is attached hereto and expressly incorporated herein by reference.

B. Performance Monitoring: To ensure satisfactory and timely performance, Company shall produce written reports or other written documents as needed or directed to John Suniga or Asst. Chief Mike Farber (the “Project Manager”) by the dates indicated: First Phase – no later than June 30, 2017. Dates for future phases shall be added as addendums to this agreement.

C. Revisions to Scope of Work: The Company reserves the right to make changes to the Services to be provided which are within the Scope of Work above. Such changes and any added cost or cost reduction to the Company must be agreed to in writing and signed by the Company and the Client prior to proceeding with any change.

2. PERFORMANCE PERIOD

The performance period of this Agreement shall begin on the effective date, July 1, 2017, and shall not extend beyond June 30, 2018 not more than 1 year after the effective date, unless amended by written mutual agreement.

3. COMPENSATION AND PAYMENT

A. Fee: The Client agrees to pay the Company for Services provided pursuant to this Agreement on the terms described in Exhibit B, which is attached hereto and expressly incorporated here in reference, not to exceed \$4,000.00 for the term of this Agreement.

B. Invoice for Payment: Company shall prepare 2 invoices for payment, substantiated with reasonable documentation, including original papers and receipt, which shall be submitted to: Jennifer Burke (Jennifer.burke@ajfire.org) via email. Superstition Fire & Medical District 565 N. Idaho Rd., Apache Junction, AZ 85119.

Payment is due upon receipt and is past due ten (10) business days from receipt of Invoice. If Client has any valid reason for disputing any portion of an invoice, Client will so notify the Company within seven (7) calendar days of receipt of invoice by Client, and if no such notification is given, the invoice will be deemed valid. The portion of the Company's Invoice that is not in dispute shall be paid in accordance with the procedures set forth herein.

A finance charge of 1.5% per month on the unpaid amount of an invoice, or the maximum amount allowed by law, will be charged on past due accounts. Payments by Client will thereafter be applied first to accrued interest and then to principal unpaid balance. Any attorney fees, court costs, or other costs incurred in collection of delinquent accounts shall be paid by Client. If payment of invoices is not current, the Company may suspend performing further work.

C. Reimbursable Costs. Client shall reimburse the Company all costs incurred in connection with the Services rendered. Reimbursable costs include, but are not limited to, travel costs, subcontractors, materials, computer costs, telephone, copies, delivery, etc. that are attributable to a project or Service (the "Reimbursable Costs"). Travel costs are defined as air travel, lodging, meals and incidentals, ground transportation, tools, and all costs associated with travel. All extraordinary travel expenses must receive Client's approval. The Company shall provide to Client substantiation of Reimbursable Costs incurred.

D. Taxes Liability: Client and Company agree that Company is solely responsible for payment of income, social security and other employment taxes due to the proper taxing authorities, and that the Client will not deduct such taxes from any payment to the Company.

4. CONFIDENTIALITY

Client agrees to keep confidential and not to disclose to third parties any information provided by the Company pursuant to this Agreement without the Company's prior written consent. This provision shall survive expiration and termination of this Agreement.

5. INTELLECTUAL PROPERTY RIGHTS

Client agrees that any computer programs, software, documentation, copyrightable work, discoveries, inventions, or improvements (hereinafter "Work") developed by Company solely, or with others, resulting from the performance of Company's responsibilities and obligations pursuant to the Agreement are "works made for hire" and the property of the Company. If for any reason the Work would not be considered a work made for hire under applicable law, Client does hereby sell, assign, and transfer to the Company, its successors and assigns, the entire right, title and interest in and to the Work, including but not limited to exclusive rights to reproduce, distribute, prepare derivative works, display and perform the Work. Client agrees to provide whatever assistance is necessary for the Company to

preserve its commercial interest including, but not limited to, the filing of patent and copyright protection. This provision shall survive expiration and termination of this Agreement.

Ownership of Documents and Other Data: Original documents and other data prepared or obtained under the terms of this Agreement or any change order are and will remain the property of the Client unless otherwise agreed to by both parties. However, Contractor shall retain ownership of the proprietary program used to create the documents or data used by Client. The Client may use such documents for other purposes without further compensation to the Contractor; however, any reuse without written verification or adaptation by Contractor for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to Contractor. Any verification or adaptation of the documents by Contractor for other purposes than contemplated herein will entitle Contractor to further compensation as agreed upon between the parties.

6. TERMINATION OF AGREEMENT

A. Termination for Breach of Agreement: The Company may terminate this Agreement upon ten (10) days written notice for breach of this Agreement or any obligation thereof by the Client.

B. Termination for Convenience: Either Party may terminate this Agreement for convenience by providing thirty (30) days prior written notice.

C. Payment Upon Termination: Upon termination for any reason, the Client shall pay Company for all fees and expenses in accordance with provision 2 above already provided or incurred through the effective date of termination.

In the event of termination pursuant to subsection A above, Client shall be liable to the company for any additional expenses incurred by the Company for satisfactory completion of the Services.

7. INDEPENDENT CONTRACTOR RESPONSIBILITIES

It is expressly understood that Company is an independent contractor and not the agent or employee of the Client.

8. LIABILITY

To the fullest extent allowed by law, Client agrees to indemnify and hold harmless the Company and their agents and employees from and against all claims or losses including reasonable attorneys' fees, arising out of or resulting from the negligence or omissions of the Client, its partners, directors, officers, employees, licensees, subcontractors or agents, in the provisions of products and services under this Agreement.

During the performance of Services, the Company shall be in compliance with all applicable state and federal laws, and the Policies and Procedures of the Superstition Fire & Medical District.

9. ASSIGNMENT OR MODIFICATION

Any assignment or modification of this Agreement shall be valid only by written mutual agreement signed by both Parties.

10. GOVERNING LAW

This Agreement shall be governed by and construed under the laws of the State of Arizona which shall also be the venue for any disputes arising hereunder.

11. USE OF CLIENT NAME

Company agrees it will not use the name or intellectual property, including but not limited to, Client trademarks in any manner, including commercial advertising or as a business reference, without the expressed prior written consent of the Client.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed in duplicate as of the latest date set forth below.

THE PREPLANNERS, LLC

**SUPERSTITION
FIRE/MEDICAL
DISTRICT**

Signature

Signature

Robert Perez

Printed Name

Printed Name

Partner

Title

Title

June 14, 2017

Date

Date

EXHIBIT A

SERVICES

Company agrees to provide the following Services for the Client, subject to Company's timely receipt of the Client's required information listed below.

- Provide electronic copies of SFMD designated preplan(s). The format will be an AutoCAD (.DWG) file.
- Provide electronic copies of SFMD designated preplan(s). The format will be an Adobe Acrobat (.PDF) file.
- Both DWG & PDF files will be uploaded to the SFMD FTP site (if available).
- Provide preplan(s) that are spatially correct, using the projection standard of NAD83 Arizona Central State Plane – US Foot – zone 202.
- Provide standardized symbols for fire department protection features and utility shut-offs.
- Provide a preplan(s) layout for each designated address, utilizing paper sizes of 8.5" x 11" or 11" x 17" format.
- Levels of Details:
 1. Shell building with fire protection features or,
 2. Detailed building layout showing interior walls, door swings, text, etc., plus fire protection features.

EXHIBIT A (Continue)

SERVICES

The following information will be required by the Company in order to create preplans for the Client.

- Current Land base shape files. This information will be used to spatially locate preplans. Specific shape files needed are:
 - 1) Street ROWs or Parcels
 - 2) Lot lines (if available)
 - 3) Building footprints (if available)
 - 4) Address points
 - 5) Fire Hydrants
 - 6) Parking lot lines (if available)
- Access to aerials used by SFMD. This information will aid in the development of parking lot lines and/or preplans.
- Order of priority for preplan development (Schools, Commercial, etc).
- A photo copy of each completed Site Inspection Survey, which will be used for recordkeeping purposes. Survey must be complete, in order for the preplan(s) to be completed in a timely manner.
- Access to SFMD FTP Site which will be used for posting completed preplan DWG's and PDF's.
- Designated mailbox location for Site Inspection Surveys drop-off/pick-up if necessary.

EXHIBIT B

FEES

Company will charge the following fees for performance of Services described in Exhibit A.

Development Fees \$ 4,000.00

First Phase includes the following items:

- 1) Development of a total of 9 Preplans
 - RV Parks (2 ea.)
 - Medical/Healthcare facilities (2 ea.)
 - Commercial Retail (4 ea.)
 - City Public Works (1 ea.)
- 2) Preplan Post-processing (for inclusion into CAD Mobile Map)
- 3) Update to Site Inspections Survey forms and Preplan Title Blocks with current Superstition Fire & Medical District logo.
- 4) Administrative cost

Total Cost: \$ **4,000.00**

Any reimbursable expenses will be determined on an as needed basis, at which time both parties will agree upon the type of expense and associated cost.

PREPLAN DEVELOPMENT

1. **Canyon Vista RV**
6601 E US Hwy 60, Gold Canyon AZ

2. **Gold Canyon RV**
7151 E US Hwy 60, Gold Canyon, AZ

3. **Apache Junction Medical Plaza**
2080 W Southern, Apache Junction, AZ

4. **Vision Senior Care**
1510 E Broadway Bldg. B, Apache Junction, AZ

5. **Best Western**
1101 W Apache Trail, Apache Junction, AZ

6. **Best Western-Gold Canyon**
8333 E Sunrise Sky. Gold Canyon, AZ

7. **Motel 6**
251 E 29th Ave

8. **Ocotillo Plaza**
2114 W Apache Trail

9. **Apache Junction Public Works**
575 E Baseline Rd
725 E Baseline Rd