



Superstition Fire & Medical District

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Special Board Meeting Minutes September 6, 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, SEPTEMBER 6, 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 4:00 PM.

A. Call to Order

Chairman Cross called the meeting to order at 4:00 PM.

B. Pledge of Allegiance

Pledge of Allegiance was led by Clerk Gehrt.

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

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

Chairman Cross stated that items 1 (BOD #2017-09-01), 2 (BOD #2017-09-02), and 4 (BOD #2017-09-04) would be combined.

1. Discussion, presentation, and possible action proposing a pilot program to add an additional engine at Fire Station 263 to assist with reduced response times and community risk reduction. (BOD #2017-09-01) – [Addendum A](#)

Interim Fire Chief Mike Farber presented this item to the Board ([Addendum A](#)). Some of the key points discussed were:

- To prioritize the community risk with a strategic allocation of resources
- Assist with firefighter sleep deprivation
- Assist with the call volume at Fire Station 263 and 261
- Reduction in response times
- Reallocation of resources
- Firefighter safety / reduce employee burnout
- Updated staffing plan
- Cost analysis
- Staffing strategy
- Vehicle strategy
- Equipment strategy

- Measurable program dates (January – June 2018)

Chief Farber fielded comments and questions from the Board regarding the pilot program:

Director House clarified that Labor was happy with the pilot program and asked if they had input. Labor VP John Walka stated that Labor been working closely with senior staff and there hasn't been any objections.

Chief Farber went on to explain the request for approval to hire two (2) firefighters for attrition, if approved the firefighter recruits would go to the Phoenix Academy. Clerk Gehrt reminded Chief Farber that it was important to note that there would be no additional costs with the Phoenix Academy. Chairman Cross clarified budgeting amounts.

Motion by Director House to approve the Pilot Program to add an additional engine at Fire Station 263, to include the additional hiring of two (2) firefighter recruits to account for attrition in suppression operations. **Seconded** by Director Strand.

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

3. Discussion and possible approval to hire four (4) 42-hour transportation services personnel to assist with staffing levels, reduction in over-time costs, and help to decrease suppression personnel fill-in. (BOD #2017-09-02) – [Addendum B](#)

Acting Assistant Chief Richard Mooney presented this item to the Board ([Addendum B](#)), key points discussed were as follows:

Staffing Challenges

- SFMD is not the primary employer for PT employees
- Two (2) shift minimum not being met
- Time allotted for filling vacant Medic 262 positions (BC and TSM staffing)
- Sick call outs is driving firefighter leave pool coverage
- Unit is being “browned out”
- No dedicated leave pool

Human Resources

- Since March 2016 there have been four (4) hiring processes for Transportation Services – 27 have been hired and 11 have resigned
- Process Requires
 - Resume Review
 - Interview Process
 - Fingerprinting / Background / On-Boarding / Pre-Employment
 - Certification Management
- Prop 206 PT sick leave tracking
- Payroll time consumption

Training

- New Hire orientation
- EMS Training
- Driver Training
- 2 Ride-Alongs
- Information Technology Training

Turnover & Cost

- Management of high turnover
- Software licensing (Target Solutions, Telestaff, ImageTrend, Microsoft)

Transportation Services Manager Billy Warrant explained hiring four (4) full time personnel for Medic 262 (2 EMTs and 2 Paramedics). They would work an A/B split schedule – not a 48/96 schedule.

Motion by Director Strand to approve the hiring of four (4) 42-hour transportation services personnel. **Seconded** by Director House.

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

4. Update and presentation of realigned duties and organizational changes. (BOD #2017-09-04) – [Addendum C](#)

Interim Fire Chief Mike Farber stated this item was explained in Item #1 – that included the new organizational chart. He went on to explain that there were copies for the Board to view and this item is for informational purposes only. ([Addendum C](#)).

5. Discussion, consideration, and possible approval of the amendments to the Fiscal Year 2017/2018 Revenue and Expenditure Budget that was adopted at the July 19, 2017 board meeting and the possible adoption of Resolution 2017-07. (BOD #2017-09-05) – [Addendum D](#)

Finance Director Roger Wood presented this item to the Board ([Addendum D](#)), key points presented were as follows:

Summary of Revenue Budget Changes

- **General 100 Fund Revenue – \$101,997 INCREASE**
 - Addition of \$9,800 in CM Grant Reimbursement income
 - Addition of Community Risk Reduction / Fall Prevention Grant offset of \$92,197. The grant covers 95% of the wages & benefits of the Community Risk Reduction Specialist position.
- **Capital Projects 200 Fund Revenue – \$28,358 INCREASE**
 - Elimination of matching cost for the VICC Training and 2nd set of turnouts grants in effect increases the funds available
- **Special Projects 400 Fund Revenue – \$377,906 DECREASE**
 - Elimination of the funds related to the VICC Training and 2nd set of turnouts grants that the District has been informed it did not get this fiscal year.
 - Addition of the Community Risk / Fall Prevention Grant that the District has been awarded.
- **Total Impact to Revenue Budget across all Funds – \$247,551 DECREASE**

General 100 Fund Expense Budget

- Balanced at \$14,641,551.57
- Changes in Expense Highlights
 - Administrative Service
 - \$1,457 REDUCTION in Wages & Benefits Expense
 - \$14,500 INCREASE in Admin Services Operating Expense
 - \$64,906 INCREASE in Financial Reserve

Changes Impacting the General 100 Fund Expenses

- Administrative Service Wage Changes
 - Clarity on Fire Chief settlement
 - Elimination of the previous Assistant Chief
 - Lowering of separation ELBO for retiring employee
 - 3-month delay of 3rd mechanic hiring until 1/1/18
 - Addition of two (2) new firefighters on 10/1/17
 - Promotion of one (1) captain 9/18/17

Changes Impacting the General 100 Fund Expenses

- Administrative Service Operating Expense Changes
 - Increase in legal budget by \$13,000
 - Adding back Rewards / Recognition budget \$3,000 INCREASE
 - Adding back Accreditation budget \$1,500 INCREASE
 - Reduction of copier maintenance and supplies budget due to a new lease agreement \$3,000 DECREASE
- Fleet & Facilities Changes
 - \$13,462 reduction in Wages
 - \$3,820 increase in Fleet Overtime
 - \$8,720 increase in budget for external repair and maintenance of fleet vehicles
- Emergency Services Changes
 - \$51,896 INCREASE in Wages & Overtime budget
 - Increase in Shift Overtime to facilitate another engine at 263
 - Promotion of one (1) Captain on 9/18/17
 - Elimination of previous Assistant Chief Ops wages budget
 - Elimination of VICC Grant matching for overtime
 - \$21,844 DECREASE in Operating expense
 - Reduction in Recruit Academy tuition expense
 - Reduction in Blue Card annual membership renewals
 - Elimination of VICC Grant matching for training supplies and registration fees
- Community Service / Fire Prevention Changes
 - \$2,048 DECREASE in wages
 - Reassignment of Deputy Fire Marshal to Engineer on 1/1/18
 - \$3,000 DECREASE in Operating expense
 - Elimination of Multi-Media supplies and training budget
- TOTAL CHANGE – \$101,997 INCREASE

Changes Impacting the Transportation Services 150 Fund

- Hiring two (2) FT 42-hour Paramedics and two (2) FT EMTs starting 12/4/17 turn 4th ambulance into FT 12x7 ambulance

Changes Impacting the Capital 200 Fund Expenses

- Elimination of Grant Matching expenses for VICC Training Grant and AFG 2nd Set of Turnouts
- Total Change \$28,358 DECREASE

Special Revenue Donations/Grant 400 Fund

- Reduced due to removal of grants – VICC Training Grant (15%), AFG 2nd Set of Turnouts (10%), Transfer in from 200 Fund for AFG Grant
- Net Change \$377,906 DECREASE

Mr. Wood fielded questions and comments from the Board:

Director House questioned the [first slide](#) in the presentation showing the forecast for 2018/2019 which shows an additional \$1 million. Mr. Wood stated this amount is projected and he reminded Director House that as presented in the previous board meeting the 3-year forecast (BOD #2017-08-08) assumptions were based on a conservative 3% (NAV, Revenue, etc.), he also stated that this does not take into consideration the grants that may or may not be awarded. Director House thanked Roger for all of his hard work and stated he appreciates the transparency.

Chairman Cross thanked Roger Wood and staff for all of their hard work creating the amended budget. Director Moeller and Clerk Gehrt echoed the sentiment.

Motion by Director House to adopt Resolution 2017-07 adopting an amended budget of \$20,457,675 for the fiscal year beginning July 1, 2017 and ending June 30, 2018 and giving notice to the public of the amended budget, as well as a time and place for a public meeting to hear comments prior to final adoption of the budget as required by law. **Seconded** by Director Moeller

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

*The meeting is set for September 27, 2017 at 4:00 PM.

6. Call to Public. (BOD #2017-09-n/a)

N/A

7. Adjourn (BOD #2017-09-06)

Motion by Director House at 5:03 PM to adjourn the meeting. **Seconded** by Director Strand.

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

Governing Board Approval:



Gene Gehrt, Board Clerk

Jasmin Jones

Addendum A

Scenario	2 Year Average (Frequency)	# of Open Positions	Cost of Open Position	Cost and Frequency	Staffing Plan Reductions # of Positions to Cover	Cost of Staffing New Algorithm	Cost of Staffing New Algorithm Based on Frequency (No LD)	Light Duty Adjustment 1 Person All the Time	Staffing Plan Reductions # of Position to Cover (With LD)	Cost of Staffing New Algorithm Based on Frequency (With LD)	FUTURE: Hire 3 FF - 3 FF in Leave Pool (No LD)	Cost with 3 FF Based on Frequency (No LD)
Vac: 0 - Sick: 0	21	0	0		0			0		\$0.00	\$0.00	\$0.00
Vac: 0 - Sick: 1	15	1	1219.76	\$18,296.40	0			0		\$0.00	\$0.00	\$0.00
Vac: 1 - Sick: 0	30	1	1219.76	\$36,592.80	0			0		\$0.00	\$0.00	\$0.00
Vac: 0 - Sick: 2	5	2	2439.53	\$12,197.65	0		Cost Key			\$0.00	\$0.00	\$0.00
Vac: 1 - Sick: 1	29	2	2439.53	\$70,746.37	0		\$1,219.77	1 position		\$0.00	\$0.00	\$0.00
Vac: 2 - Sick: 0	47	2	2439.53	\$114,657.91	0		\$2,439.53	2 position		\$0.00	\$0.00	\$0.00
Vac: 0 - Sick: 3	3	3	3659.3	\$10,977.90	0		\$3,659.30	3 position		\$0.00	\$0.00	\$0.00
Vac: 1 - Sick: 2	11	3	3659.3	\$40,252.30	0		\$4,879.07	4 position		\$0.00	\$0.00	\$0.00
Vac: 2 - Sick: 1	36	3	3659.3	\$131,734.80	0		\$6,098.83	5 position		\$0.00	\$0.00	\$0.00
Vac: 3 - Sick: 0	55	3	3659.3	\$201,261.50	0		\$7,318.60	6 position		\$0.00	\$0.00	\$0.00
Vac: 0 - Sick: 4	1	4	4879.07	\$4,879.07	0		\$8,538.36	7 position	1219.76	\$1,219.76	\$0.00	\$0.00
Vac: 1 - Sick: 3	4	4	4879.07	\$19,516.28	0		\$9,758.13	8 Position	1219.76	\$4,879.04	\$0.00	\$0.00
Vac: 2 - Sick: 2	19	4	4879.07	\$92,702.33	0			1	1219.76	\$23,175.44	\$0.00	\$0.00
Vac: 3 - Sick: 1	47	4	4879.07	\$229,316.29	0			1	1219.76	\$57,328.72	\$0.00	\$0.00
Vac: 4 - Sick: 0	8	4	4879.07	\$39,032.56	0			1	1219.76	\$9,758.08	\$0.00	\$0.00
Vac: 1 - Sick: 4	2	5	6098.83	\$12,197.66	1	1219.76	\$2,439.52	2	2439.53	\$4,879.06	\$1,219.77	\$2,439.54
Vac: 2 - Sick: 3	4	5	6098.83	\$24,395.32	1	1219.76	\$4,879.04	2	2439.53	\$9,758.12	\$1,219.77	\$4,879.08
Vac: 3 - Sick: 2	20	5	6098.83	\$121,976.60	1	1219.76	\$24,395.20	2	2439.53	\$48,790.60	\$1,219.77	\$24,395.40
Vac: 4 - Sick: 1	3	5	6098.83	\$18,296.49	1	1219.76	\$3,659.28	2	2439.53	\$7,318.59	\$1,219.77	\$3,659.31
Vac: 1 - Sick: 5	1	6	7318.6	\$7,318.60	2	2439.53	\$2,439.53	3	3659.3	\$3,659.30	\$2,439.53	\$2,439.53
Vac: 2 - Sick: 4	1	6	7318.6	\$7,318.60	2	2439.53	\$2,439.53	3	3659.3	\$3,659.30	\$2,439.53	\$2,439.53
Vac: 3 - Sick: 3	6	6	7318.6	\$43,911.60	2	2439.53	\$14,637.18	3	3659.3	\$21,955.80	\$2,439.53	\$14,637.18
Vac: 4 - Sick: 2	1	6	7318.6	\$7,318.60	2	2439.53	\$2,439.53	3	3659.3	\$3,659.30	\$2,439.53	\$2,439.53
Vac: 2 - Sick: 5	1	7	8538.36	\$8,538.36	2	2439.53	\$2,439.53	3	3659.3	\$3,659.30	\$2,439.53	\$2,439.53
Vac: 3 - Sick: 4	3	7	8538.36	\$25,615.08	2	2439.53	\$7,318.59	3	3659.3	\$10,977.90	\$2,439.53	\$7,318.60
Vac: 4 - Sick: 3	1	7	8538.36	\$8,538.36	2	2439.53	\$2,439.53	3	3659.3	\$3,659.30	\$2,439.53	\$2,439.53
Vac: 3 - Sick: 5	1	8	9758.13	\$9,758.13	2	2439.53	\$2,439.53	3	3659.3	\$3,659.30	\$2,439.53	\$2,439.53
	375			\$1,317,347.56			\$71,965.99			\$221,996.91		\$36,592.96
									Difference	6 months		
									\$150,030.92	\$110,998.46		
										\$92,998.46		

PILOT PROGRAM: ADDITIONAL COMPANY AT 263

PURPOSE OF PILOT PROGRAM

- The purpose of adding E263 is to prioritize an identified community risk with the integration and strategic allocation of resources (emergency response) to reduce negative impact.
- Improve firefighter safety through the applied recommendations and guidelines of the NFPA.



FIREFIGHTER SAFETY – SLEEP DEPRIVATION

- Sleep deprivation causes cognitive fatigue, slowed reaction time, decreased vigilance and impaired complex reasoning skills (Dr. Susan Koen, 2016).
- 18 hours of sleep deprivation is equivalent to .05 percent blood alcohol level; 24 hours of sleep deprivation is equivalent to a .10 blood alcohol level or .02 over the legal limit (Rucas & Miller, as cited by Miller 2016).
- Sleep deprivation increases risk taking behavior (Peterson, 2016).
- Increases incidents of cardiovascular disease, cancer, diabetes.
- Neuroscientist Jeff Iliff discovered that sleep deprivation perpetuates Alzheimer's by a build up of amyloid-beta proteins in the brain cells. Sleep deprivation causes the body to be unable to rid amyloid-beta through the lymphatic waste management system.

263 AND 261 CALL VOLUME

	2014/15	2015/16	2016/17
LT263			
* Does not include Brush Unit, but includes E263, LA263, L263 & TRV263	3,468	3,581	3,749
E261			
* Does not include Brush Unit	3,156	2,934	3,118

- NFPA recommends stations exceeding 3,500 requests for service add another unit.
- For maximum efficiency Fire Responses should be between 2,000-2,500 per year (MFMD Impact Study 2004)

SFMD has reached call volume capacity at station 263 and is quickly approaching this threshold at station 261 as well.

WHY TIME MATTERS

- CPR and Basic Life Support skills should be started within 4 minutes (to prevent brain damage) and Advanced Life Support should begin in 8 minutes (AHA 2016).
- Brain Death occurs at 8 minutes. BLS and ALS skills should be already started.
- Fire will double every 2 minutes (NIST and Mesa Impact Study)
- Flashover – The room is so hot everything ignites in less than 8 minutes
- At Flashover, the survival rate is zero, housing structure is compromised and may collapse



RESPONSE TIME IMPACT

LT263	Plat 628	Plat 633	Plat 634
Avg. Travel	3:37	5:13	6:31
# of Responses	327	194	271
E261	Difference 1:53	Difference :54	Difference -:03
Avg. Travel	5:30	6:07	6:28
# of Responses	71	54	32
E262/L264/E265	Difference 2:38	Difference 1:04	Difference 3:18
Avg. Travel	6:15	6:17	9:49
# of Responses	39	31	77

COMPARABLE AGENCIES

Agency	Backfill	Training	Leave Pool	Call Volume & Stations
Sedona	\$500,000	\$350,000	N/A	4,358 / 5 Stations
Daisy Mountain	\$500,000	\$135,000	2	3,500 / 4 Stations
North County	\$598,908	N/A	3	10,456 / 5 Stations
Golder Ranch	\$300,000	N/A	6	12,273 / 7 Stations
Northwest	\$600,000	N/A	10	14,000 / 10 Stations
Superstition	\$50,000	\$12,500	6	9,603 / 5 Stations

SUPPRESSION COUNT OF PERSONNEL

Position	Current	Required for 2 nd Unit 263	Meets Requirement?
Captain	23	21 Required for Suppression	Yes
Engineer	16	18 would be needed (2 short) *Temporary assignment during pilot based on the Engineer promotional list	No
Firefighter	42	36 for all shifts - 6 for Leave Pool	Yes
ALS Suppression	50	Technically 49 (excluding Training Captain)	Yes
BLS Suppression	30	Technically 29 (excluding 1 BSO)	Yes

REALLOCATION OF RESOURCES

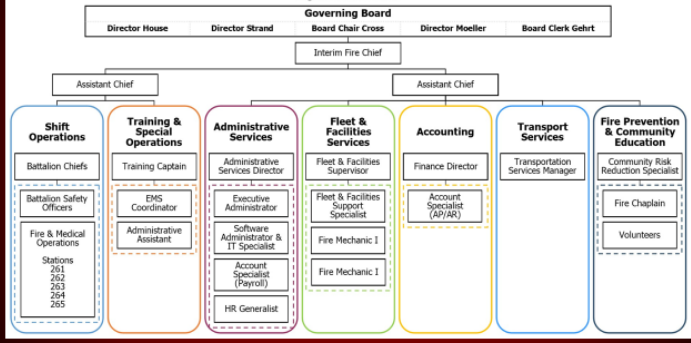
Position	2016/2017		2017/2018		2018/2019	
	Admin	Field	Admin	Field	Admin	Field
Chief/Interim Chief	\$230,278		\$318,401		\$156,825	
AC - Ops	\$181,084		\$161,922		\$139,099	
AC - Community	\$232,292		\$171,556		\$171,556	
AC - Admin Services	\$151,485		\$118,036		\$118,036	
Tech Support Admin	\$108,582					
DC - Training	\$142,542					
3 rd Mechanic	\$56,340		Delayed			
Media Spec	\$104,728			\$106,793		\$106,793
Captain - Admin	\$116,094			\$120,754		\$120,754
Deputy Fire Marshal	\$118,584			\$120,624		\$116,559
Total	\$1,442,009		\$769,914		\$585,516	\$344,106

REALLOCATION OF RESOURCES CONTINUED

	2016/17	2017/18	2018/19
Administration Costs	\$1,442,009	\$769,914	\$585,516
Admin Suppression Back to Field Operations	0	\$348,170	\$344,106
Total	\$1,442,009	\$1,118,084	\$929,622
Savings		\$323,925	\$512,388

*Savings from Eliminated/Delayed Positions in the 2017/18 FY \$279,294

Superstition Fire & Medical District Organizational Chart



STAFFING PLAN

- A clear and consistent staffing plan enables the district to control costs, and provide effective service delivery to our citizens.
- Assumptions:
- 1 person is always on light duty
- 2 firefighters have been hired (to replace existing positions)
- 4 Firefighters per Unit
- 2 Firefighters are in the Leave Pool for Each Shift

WHAT DOES IT COST? (24 HOUR PERIOD)

Position Vacancy	24 Hour Cost
1	\$1,219.76
2	\$2,439.53
3	\$3,659.30
4	\$4,879.07
5	\$6,098.83
6	\$7,318.60
7	\$8,538.36
8	\$9,758.13



STAFFING STRATEGY - SUPPRESSION

Vacancy	Strategy	Cost	Frequency
1	Leave Pool	\$0	45
2	*Leave Pool (*2 FF)	\$0	81
3	*Leave Pool / Compromise E265	\$0	105
4	*Leave Pool / Compromise E265 / Compromise E263	\$0	79
5	*Leave Pool / Compromise E265 & E263 / Hire Back 1	\$1,219.76	29
6	*Leave Pool / Compromise E265 & E263 / Hire Back 2	\$2,439.53	9
7	*Leave Pool / Compromise E265 & E263 / Hire Back 2 / Compromise E262	\$2,439.53	5
8	*Leave Pool / Compromise E265 & E263 / Hire Back 2 / Compromise E262 / Assign BSO or Training Captain	\$2,439.59	1

VEHICLE STRATEGY

Primary Units

- C66 75' Pierce Ladder
- C93 Pierce Pumper



Reserve Units

- C47 E266 Pierce Pumper
- C53 E268 ALF Pumper
- C68 TRV263 GMC 5500
- C75 Brush 262 Type III

Other Options

- Rent from Gilbert or Mesa for \$18.00 per hour
- Compromise Unit
- *Although, not optimal - 6 months for pilot and approximately 1 year for the build on the new pumper

EQUIPMENT STRATEGY

- Mission Ready
- MCT, ePCR tablets, Radios
- Medical Boxes (Grey, Black, Orange)
- Heart Monitor
- Backboards
- Extrication Tools
- Pry bar, Axes, Pike Pole, Piercing Nozzle, hose adapters, PPV fan, air bags, SCBA, etc...



BENEFITS OF PILOT PROGRAM

- Reduction of Response Time from E261 responding to incidents in 263's area – Creates reliability across all stations
- To follow recommendations and guidelines set forth by the National Fire Protection Agency (NFPA)
- Firefighter Safety / Reduce Employee Burn Out
- Creates potential ISO rating of a 2 (Lowers insurance costs for community)
- ARU (E263) Can be Used as Coverage during Training, and Special Events
- A Measurable Program (January to June 2018)

PILOT PROGRAM PERFORMANCE MEASUREMENTS

- Reduction in Response Times
- Increase Cardiac Arrest Survival Rate
- Reduce Fire Spread – Confined to Room of Origin
- Apparatus Up/Down Time
- Firefighter Fatigue, Injury, Sick Time Usage, and Morale
- Financial Impact (Overtime / PTO / Maintenance)
- Reduce ISO Rating



QUESTIONS?

Addendum B

MEDIC 262

Consideration of Hiring Full Time Personnel

STAFFING

- Staffing Challenges
 - SFMD is usually not the primary employer
 - 2 shift minimum not being met (by most part-time staff)
 - Time allotted for filling vacant M262 positions (BC and TSM staffing)
 - Sick call outs is driving firefighter leave pool coverage
 - Unit is being "browned out"
 - No Dedicated Leave Pool

HUMAN RESOURCES

- Since March 2016 there has been 4 hiring processes for Transportation Services. 27 have been hired and 11 have resigned.
- This process requires
 - Resume Review
 - Interview Process
 - Finger Printing/Background/Onboarding/Pre-employment drug screen
 - Certification Management
- Prop 206 part time sick leave tracking
- Payroll time consumption

TRAINING

- New Hire Orientation
 - EMS Training
 - Driver Training
 - 2 Ride-Alongs
 - Information Technology Training
- Total Cost: \$540 per EMT and \$512 per Paramedic

TURNOVER & COST

Turnover

- Management of high turnover – removing people from electronic systems
- Software Licensing (Target Solutions, Telestaff, ImageTrend, Microsoft)

Costs (Total \$29,500 for 36 Part-Time EE's)

Uniforms, badges, \$150 per person
Software Licensing \$323 per person
Onboarding \$160 per person
Benefits (Basic life/EAP) \$177 per person

PROPOSAL

- Hire 4 Full Time Personnel for staffing of Medic 262
 - 2 EMT's and 2 Paramedics
 - Medic 262 operates as peak demand during 0900-2100
 - This will not be consistent with the 48/96 schedule
 - This schedule is an A/B split
- Future Costs:
- Amendment 2017/18 \$36,000
 - 2018/19 \$80,000

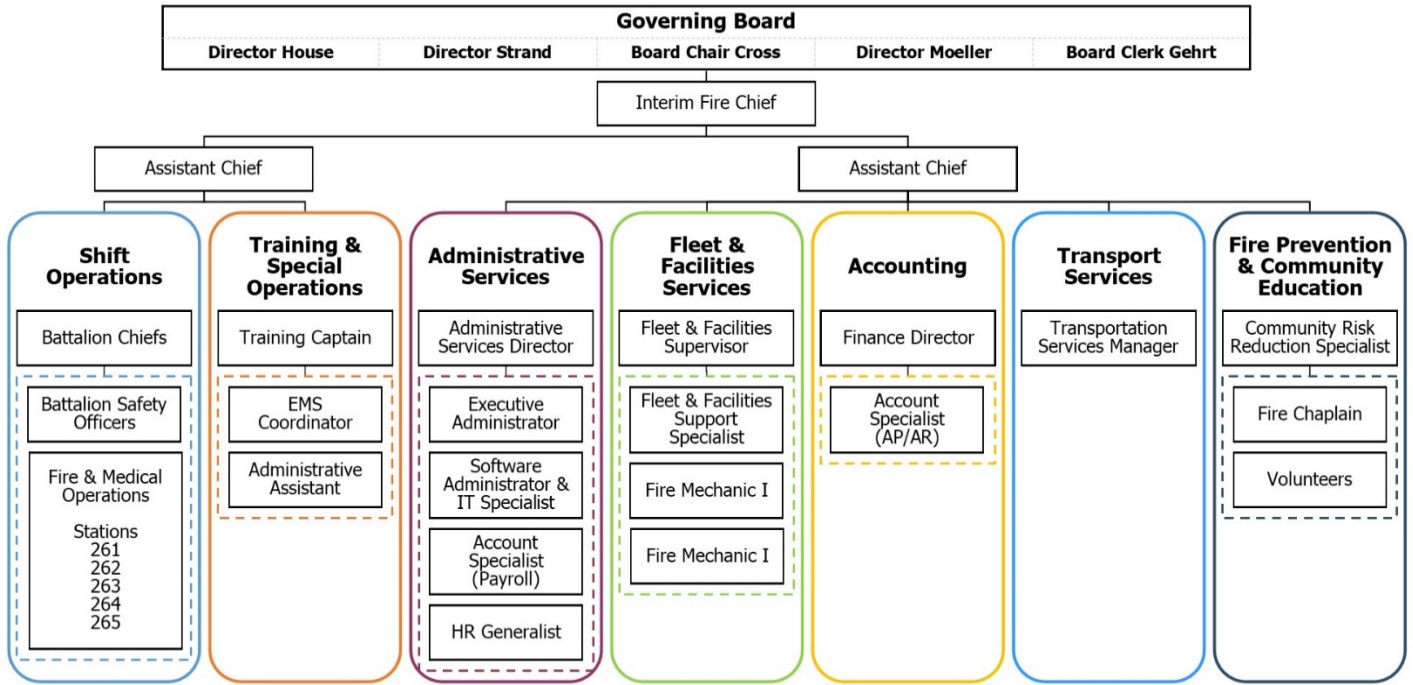
GOALS

- Control Costs:
 - Decrease Sworn Coverage on All Medic Units
 - Reduction in Administrative Support (HR, IT, Training and Onboarding, TSM)
 - Add 4 Personnel to Cover Earned Leave
- More Consistent and Reliable Service Delivery



Questions

Superstition Fire & Medical District Organizational Chart



Addendum D

FY 2017 / 2018 Amended Budget

Superstition Fire & Medical District Budget - FY 2017 / 2018					
Budget Income Summary					
Revenue Summary by Fund Account (includes beginning cash balance)					
FUND	2016 / 2017 Actual	2016 / 2017 Approved Budget	2017 / 2018 Approved Budget	2017 / 2018 Tentative Amended Budget	2018 / 2019 Tentative Amended Forecast
General Operating (M&O)	\$ 14,310,862.40	\$ 14,623,391.89	\$ 14,539,554.57	\$ 14,641,551.57	\$ 14,853,079.57
Transport Services	\$ 2,561,208.35	\$ 2,542,025.58	\$ 2,863,454.36	\$ 2,863,454.36	\$ 3,055,157.00
Capital Projects	\$ 1,423,496.90	\$ 1,415,436.18	\$ 1,833,714.39	\$ 1,862,072.39	\$ 2,099,193.39
Special Revenue	\$ 136,703.09	\$ 237,744.51	\$ 478,171.20	\$ 100,265.20	\$ 454,600.00
Community Medicine Grant	\$ 247,900.09	\$ 403,341.00	\$ -	\$ -	\$ -
Debt Retirement Principal	\$ 534,417.78	\$ 531,141.14	\$ 583,616.87	\$ 583,616.87	\$ 574,603.87
Debt Retirement Interest	\$ 372,691.82	\$ 374,880.42	\$ 406,714.61	\$ 406,714.61	\$ 367,065.61
	\$19,587,080.43	\$20,127,960.72	\$20,705,226.00	\$20,457,675.00	\$21,403,699.44

FY 2017 / 2018 Amended Budget

General (100) Fund Expense Budget.

Balanced at \$14,641,551.57

Changes in Expense Highlights:

Administrative Service (Division 10)

- \$1,457 reduction in Wages & Benefits expense
- \$14,500 increase in Admin Services Operating expense
- \$64,906 increase in Financial Reserve

FY 2017 / 2018 Amended Budget

Changes impacting the General (100) Fund Expense.

Administrative Service (Division 10) Operating Expense Changes:

- Increase in legal budget by \$13,000
- Adding back Rewards / Recognition budget - \$3,000 increase
- Adding back Accreditation budget - \$1,500 increase
- Reduction of Copier Maintenance and Supplies budget due to new lease agreement - \$3,000 decrease

FY 2017 / 2018 Amended Budget

Changes impacting the General (100) Fund Expense.

Emergency Services (Division 40) Changes:

- \$51,896 increase in Wages & Overtime budget.
 - Increase in Shift Overtime to facilitate another engine at S263
 - Promotion of one Captain on 9/18/17
 - Elimination of previous Asst. Chief – Ops wages budget
 - Elimination of VICC Grant matching for overtime
- \$21,844 decrease in Operating expense.
 - Reduction in Recruit Academy tuition expense
 - Reduction in Blue Card annual membership renewals
 - Elimination of VICC Grant matching for training supplies and registration fees

FY 2017 / 2018 Amended Budget

Summary of revenue budget changes.

General (100) Fund Revenue - \$101,997 increase

- Addition of \$9,800 in CM Grant Reimbursement income
- Addition of Community Risk Reduction / Fall Prevention Grant offset of \$92,197. The grant covers 95% of the wages & benefits of the Community Risk Reduction Specialist position.

Capital Projects (200) Fund Revenue - \$28,358 increase

- Elimination of matching cost for the VICC Training and 2nd Set of Turnouts grants in effect increases the funds available in the fund.

Special Projects (400) Fund Revenue - \$377,906 decrease

- Elimination of the funds related to the VICC Training and 2nd Set of Turnouts grants that the District has been informed it did not get this fiscal year.
- Addition of full impact of Community Risk / Fall Prevention Grant that the District has been awarded.

Total Impact to Revenue Budget across all Funds: \$247,551 decrease

FY 2017 / 2018 Amended Budget

Changes impacting the General (100) Fund Expense.

Administrative Service (Division 10) Wages Changes:

- Clarity on the Fire Chief settlement
 - PSPRS ending 9/19, Medical and Dental insurance ending 10/1
- Elimination of the previous Asst. Chief – Ops remaining budget
 - Saving of ASRS
- Lowering of Separation ELBO for retiring employee
- 3 month delay of third mechanic hiring until 1/1/18
- Addition of two new hire Firefighters on 10/1/17
- Promotion of one Captain on 9/18/17

FY 2017 / 2018 Amended Budget

Changes impacting the General (100) Fund Expense.

Fleet & Facilities (Division 20) Changes:

- Due to delaying the hiring of third mechanic until 1/1/18
 - \$13,462 reduction in Wages
 - \$3,820 increase in Fleet Overtime
 - \$8,720 increase in budget for external Repair and Maintenance of Fleet vehicles

FY 2017 / 2018 Amended Budget

Changes impacting the General (100) Fund Expense.

Community Service / Fire Prevention (Division 50) Changes:

- \$2,048 decrease in Wages
 - Reassignment of Deputy Fire Marshal to Engineer on 1/1/18
- \$3,000 decrease in Operating expense
 - Elimination of Multi Media supplies and training budget
- **Total Change: \$101,997 increase**

**** NOTE:** Approximately \$36,000 of this increase is due to additional expense in the 150 Fund related to converting the 4th ambulance to full time mid-year, resulting in less opportunity for the Transport Services (150) Fund to subsidize allocated costs from the 100 Fund.

FY 2017 / 2018 Amended Budget

Changes impacting the Transport Services (150) Fund.

Hiring of two full-time 42-hour Paramedics and two full time EMTs starting 12/4/17 to turn 4th ambulance into full time 12X7 ambulance.

- Eliminates the reliance on part-time employees who have proven difficult to manage due to their having full time jobs elsewhere. If they have the opportunity to work overtime for their full time employer, they do and that leaves SFMD without coverage.
- Should significantly reduce the Transport Services Division reliance of Sworn employees to cover, reducing Sworn Coverage – Wages cost.
- Total Change: \$0

NOTE: In order to keep the 150 Fund in balance, the offset to the approximate \$36,000 in FY17/18 cost due to the hiring of the full time 42-hour Paramedics and EMTs was the reduction of allocated costs from the General (100) Fund.

FY 2017 / 2018 Amended Budget

Changes impacting the Capital (200) Fund Expense.

Elimination of Grant Matching expense for the following grants:

- VICC Training Grant
- AFG 2nd Set of Turnouts

- Total Change: \$28,358 decrease in expense.

Savings was reflected in a \$28,358 increase in the Capital Fund financial reserve (200-10-63150-10).

FY 2017 / 2018 Amended Budget

Special Revenue (Donations / Grant – 400) Fund.

Reduced due to the removal of the following grants:

Grants (Agency Share)

- VICC Training Grant (15%) -\$ 95,634
- AFG 2nd Set of Turnouts (10%) -\$255,218
- Transfer in from 200 Fund for AFG Grant -\$ 28,358
- \$ 379,210

Increased due to the District being awarded the Community Risk Reduction / Fall Prevention Grant which includes reimbursement of 95% of the wages & benefits for the Community Risk Reduction Specialist position.

- Fall Prevention Grant (5%) +\$93,501
- Transfer Out to 100 Fund (Wages & Benefits) -\$92,197

Net Change to Special Revenue (400) Fund -\$377,906 (decrease)

FY 2017 / 2018 Amended Budget

FUND	2017 / 2018 Approved Budget	2017 / 2018 Tentative Amended Budget
General Operating (M&O)	\$ 14,539,554.57	\$ 14,641,551.57
Transport Services	\$ 2,863,454.36	\$ 2,863,454.36
Capital Projects	\$ 1,833,714.39	\$ 1,862,072.39
Special Revenue	\$ 478,171.20	\$ 100,265.20
Community Medicine Grant	\$ -	\$ -
Debt Retirement Principal	\$ 583,616.87	\$ 583,616.87
Debt Retirement Interest	\$ 406,714.61	\$ 406,714.61
	\$20,705,226.00	\$20,457,675.00