

VERSION 1.0
December 14, 2017

VERSION 2.0
December 19, 2017



BOARD OF DIRECTORS MEETING

DECEMBER 20, 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

December 20, 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, December 20, 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 November 2017 financial reports and bank reconciliations. (BOD #2017-12-01)**
- 2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2017-12-02)**
- 3. Call to the Public. (BOD #2017-12-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 #2017-12-03):**
 - A. Board Meeting Minutes from November 15, 2017
 - B. Disposition of Surplus Property
 - C. Renewal insurance for 7710 for 2018
- 5. Discussion and possible action regarding conflict of interest or potential conflict of interest of SFMD Governing Board Members. (BOD #2017-12-04)**
- 6. Discussion and possible approval of the 2018 disclosure statement of meeting notice posting locations and dates for the Superstition Fire & Medical District Governing Board Meetings and Local Pension Board Meetings. (BOD #2017-12-05)**
- 7. Discussion and possible action regarding the approval and adoption of a planning calendar and process for Fiscal Year 2018/2019 SFMD Revenue and Expenditure Budget. (BOD #2017-12-06)**

- 8. Discussion and possible action regarding transferring funds for the January 1, 2018 debt service interest payment. (BOD #2017-12-07)**
- 9. Discussion and possible approval of Policy 102.47: Fingerprinting and Criminal Background Checks brought forth at the November 15, 2017 BOD meeting (BOD #2017-11-06) for approval. (BOD #2017-12-08)**
- 10. Discussion and presentation of Policy 102.02: Recruitment for final approval at the January 17, 2018 Board Meeting. (BOD #2017-12-09)**
- 11. Discussion and possible action regarding an RFP process for legal counsel services. (BOD #2017-12-10)**
- 12. New Business / Future Agenda Items. (BOD #2017-12-11)**
- 13. Reports. (BOD #2017-12-12)**
- 14. Announcements (BOD #2017-12-n/a)**
- 15. Adjourn (BOD #2017-12-13)**

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).

Re-Posted on December 19, 2017
At: 1400 Hours
By: Jasmin Jones

Original Post on December 14, 2017
At: 1730 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 24-hours before the board meeting.

Governing Board Meeting – December 20, 2017

Agenda Item: 1

BOD#: 2017-12-01

Agenda Item Title

Review and approval of the November 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)

November 2017 Letter of Acceptance - For signature

*Monthly Financials provided under separate cover

Recommended Motion

"Motion to approve the November 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 **November 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 Chair

Date



November 2017

Governing Board Meeting – December 20, 2017

Agenda Item: 2

BOD#: 2017-12-02

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 Ochs

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.

December Service Awards

| |
|--|
| 25 Years of Service |
| Deputy Fire Marshal John Suniga |
| 5 Years of Service |
| Fire Mechanic George Nasello |



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Governing Board Meeting – December 20, 2017

Agenda Item: 3

BOD#: 2017-12-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 – December 20, 2017

Agenda Item: 4

BOD#: 2017-12-03

Agenda Item Title

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

- A. Board Meeting Minutes from November 15, 2017 – **Appendix A**
- B. Disposition of Surplus Property – **Appendix B**
- C. Renewal insurance quote from 7710 for 2018 – **Appendix C**

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 December 20, 2017.”



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Governing Board Meeting – December 20, 2017

Agenda Item: 5

BOD#: 2016-12-04

Agenda Item Title

Discussion and possible action regarding conflict of interest or potential conflict of interest of SFMD Governing Board Members.

Submitted By

Interim Fire Chief Mike Farber
Executive Assistant Jasmin Jones

Background/Discussion

The Superstition Fire & Medical District (SFMD) per [ARS §38-503](#), in conjunction with the [Governing Board By-Laws, Article II, Item #12](#) which states:

Disclosure: Within a reasonable time following election or appointment, each Board Member shall disclose any conflicts of interest or potential conflicts of interest that each Board Member has or may have regarding the district. The Board shall update its Disclosure each December.

The SFMD Disclosure Form will be kept for public inspection in a special file per [ARS §38-509](#) which states:

Every political subdivision and public agency subject to this article shall maintain for public inspection in a special file all documents necessary to memorialize all disclosures of substantial interest made known pursuant to this article.

The Board may use this time to disclose any conflict of interest or potential conflict of interest to the public body. Completed forms will be submitted to the board secretary to file.

Financial Impact

N/A

Enclosure(s)

SFMD Board of Directors Disclosure Form – For Signature

Recommended Motion

N/A



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SUPERSTITION FIRE & MEDICAL DISTRICT Board of Directors Disclosure Form



Pursuant to ARS §38-509, the Superstition Fire & Medical District maintains for public inspection in a special file, all documents necessary to memorialize all disclosures of substantial interest disclosed.

By submitting this Disclosure Form, I am requesting this Disclosure Form be kept according to [ARS §38-509](#).

I, _____ am a Board Member of the Superstition Fire & Medical District and:

I do not have a Conflict of Interest.

or

I have, or my relative has, a substantial interest in a decision of the Superstition Fire & Medical District.

and/or

I have a conflict of interest or potential conflict of interest regarding decisions of the Superstition Fire & Medical District or the business of the Superstition Fire & Medical District, because:

Signature

Date

Article 8: Conflict of Interest of Officers and Employees

A.R.S. §38-503: Conflict of Interest; exemptions; employment prohibition

- A. Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale or purchase.
- B. Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.
- C. Notwithstanding the provisions of subsections A and B of this section, no public officer or employee of a public agency shall supply to such public agency any equipment, material, supplies or services, unless pursuant to an award or contract let after public competitive bidding, except that:
 - 1. A school district governing board may purchase, as provided in sections 15-213 and 15-323, supplies, materials and equipment from a school board member.
 - 2. Political subdivisions other than school districts may purchase through their governing bodies, without using public competitive bidding procedures, supplies, materials and equipment not exceeding three hundred dollars in cost in any single transaction, not to exceed a total of one thousand dollars annually, from a member of the governing body if the policy for such purchases is approved annually.
- D. Notwithstanding subsections A and B of this section and as provided in sections 15-421 and 15-1441, the governing board of a school district or a community college district may not employ a person who is a member of the governing board or who is the spouse of a member of the governing board.

A.R.S. §38-509: Filing of disclosures

Every political subdivision and public agency subject to this article shall maintain for public inspection in a special file all documents necessary to memorialize all disclosures of substantial interest made known pursuant to this article.

Governing Board Meeting – December 20, 2017

Agenda Item: 6

BOD#: 2017-12-05

Agenda Item Title

Discussion and possible approval of the 2018 disclosure statement of meeting notice posting locations and dates for the Superstition Fire & Medical District Governing Board Meetings and Local Pension Board Meetings.

Submitted By

Interim Fire Chief Mike Farber

Executive Assistant Jasmin Jones

Background/Discussion

In accordance with [ARS §38-431.02\(A\)\(3\)](#) the District is required to execute a Disclosure Statement identifying the locations where the District will post notices of its public meetings; including Governing Board Meetings and Local Pension Board Meetings. In addition to these locations, the District will continue to post its meeting notices and agendas on its [website](#).

The statement also includes the 2018 SFMD regularly scheduled Board Meeting dates and times.

Financial Impact

TBD

Enclosure(s)

2018 Disclosure Statement – For Signature

Recommended Motion

“Motion to approve filing the 2018 disclosure statement with board meeting dates and times with the Pinal & Maricopa County Board of Supervisors and for posting meeting notices and agendas at the locations specified in the statement and on the District’s website.”



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2018 Statement of Disclosure Posting Locations, Date and Times of Meetings

Pursuant to ARS §38-431.02(A)(3), the Superstition Fire & Medical District (SFMD) hereby states that all notices of the meetings of the Superstition Fire & Medical District Governing Board and any of its committees and sub-committees, including the Local Pension Board will be posted at the following locations:

SFMD Administration Office
565 N. Idaho Rd.
Apache Junction, AZ 85119
Monday – Thursday 7:00 am – 6:00 pm (except holidays)
Posted in the outside enclosed bulletin board by front entrance

SFMD Regional Training Center
3700 E. 16th Ave.
Apache Junction, AZ 85119
Monday – Thursday 7:00 am – 6:00 pm (except holidays)
Posted by the front entrance

Fire Station 264 Community Room
7557 E. US 60
Gold Canyon, AZ 85119
Day Time Hours
Posted by the entry way to the Community Room

District Website
www.sfmd.az.gov

Such notices will indicate the date, time, and place of the meeting and will include an agenda or information concerning the manner in which the public may obtain an agenda for the meeting. Pursuant to state statutes, these notices must be posted at least 24-hours before the meeting.

Please be advised that, pursuant to ARS §38-431.02(A)(3)(b), a technological problem or failure that either prevents the posting of public notices on a website or that temporarily or permanently prevents the use of all or part of the website does not preclude the holding of the meeting for which the notice was posted, if SFMD complies with all other public notice requirements.

2018 Governing Board Meeting Dates

Meetings are generally held at 5:30 pm at the SFMD Administration Office, 565 N. Idaho Rd., Apache Junction, AZ 85119. The schedule is subject to change. As needed, meetings may be cancelled or rescheduled and special meetings may be scheduled.

| | |
|-------------------|--------------------|
| January 17, 2018 | July 18, 2018 |
| February 21, 2018 | August 15, 2018 |
| March 21, 2018 | September 19, 2018 |
| April 18, 2018 | October 17, 2018 |
| May 16, 2018 | November 21, 2018 |
| June 20, 2018 | December 19, 2018 |

*LPB meetings will be scheduled quarterly or as needed.

Dated this 20th day of December, 2017
SUPERSTITION FIRE & MEDICAL DISTRICT

BY: _____
Gene Gehrt, Board Clerk

Governing Board Meeting – December 20, 2017

Agenda Item: 7

BOD#: 2017-12-06

Agenda Item Title

Discussion and possible approval of a planning calendar and process for Fiscal Year 2018/2019 SFMD Revenue and Expenditure Budget.

Submitted By

Interim Fire Chief Mike Farber

Finance Director Roger Wood

Background/Discussion

Enclosed for reference and review is the proposed schedule and planning calendar for budget preparation over the next seven (7) months. This schedule represents a streamlined version of similar and successful methodologies and processes used in past years to ensure the most efficient use of Staff time.

The schedule details Governing Board planning, activity, and decisions occurring at the regularly scheduled Governing Board meetings (the third Wednesday of each month). The final adoption of the FY 2018/2019 budget is scheduled on Wednesday, July 18, 2018, which coincides with the regularly scheduled meeting for the month.

Following past practice, the proposed budget planning calendar considers key items such as:

- Labor and Management will be meeting throughout the budget planning process to ensure discussion and consideration of items of mutual interest. The Labor organization may choose to make a presentation to the Board at the March Governing Board meeting. This allows Staff approximately one month to provide funding information on any Labor proposals for the April Board meeting.
- Staff will also be meeting with the unrepresented employees to discuss their items of interest for the upcoming budget year, as is done for the represented employees.
- On February 21, 2018, the Governing Board will review the preliminary property tax abstracts from Pinal County and the preliminary Revenue Budget estimate will be presented. Staff typically presents several scenarios with a range of tax rates so the Board can begin considering the planning rate that will be used to move towards the March and April Board meetings.
- At the March 21, 2018 Governing Board meeting, Staff will present the FY18/19 Key Initiative(s) Summary, and a high level summary of the status of budget development. This meeting will also be a time when the Board may choose to discuss any funding or program additions or changes they feel may be necessary.
- After receiving specific direction from the Board at the March meeting, the Fire Chief and Staff will discuss the Preliminary Budget status at the April 18, 2018 Board meeting. At that meeting, the Board will be asked to set a Planning Tax Rate so that Staff can work to develop the Tentative Budget for the May 16, 2018 Board meeting.
- The Tentative Budget adoption is scheduled for the May 16, 2018 Board meeting. On May 17, in compliance with §A.R.S. 48-805.02(A), the Consolidated Tentative Budget will be posted in three public places and a complete copy of the Tentative Budget will be published on the District's website for the required minimum 20 days for public comment.



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- At the June 20, 2018 meeting, the Board can encourage public comment for the official public hearing that will occur during the special board meeting scheduled in early July.
- Staff is proposing a July 18, 2018 Board Meeting for the public hearing and adoption of the FY 2018/2019 budget. The adopted budget will then be submitted to both Pinal and Maricopa County and the State of Arizona before the July 31 deadline.

Staff recommends approval of the Budget Planning Calendar for FY 2018/2019 budget planning.

Financial Impact

N/A

Enclosure(s)

FY 18/19 Budget Planning Calendar

Recommended Motion

“Motion to adopt the Fiscal Year 2018/2019 Budget Planning Calendar as presented, and to schedule the July Governing Board Meeting for Wednesday, July 18, 2018 at 5:30 pm when the Fiscal Year 2018/2019 budget will be adopted.”



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SUPERSTITION FIRE & MEDICAL DISTRICT

FISCAL YEAR 2018 / 2019 BUDGET CALENDAR - GOVERNING BOARD

| <i>BUDGET TIMELINE ACTIVITY</i> | <i>DUE DATE</i> | <i>RESPONSIBILITY</i> |
|---|-----------------|-----------------------|
| Board Meeting: <ul style="list-style-type: none"> • Discuss FY 2018 / 2019 Budget Planning Process • Distribute FY 2018 / 2019 Budget Planning Calendar | 12/20/17 | CHIEF FARBER |
| Board Meeting: Budget Development <ul style="list-style-type: none"> • Review Tax Abstracts & Preliminary Revenue Budget Estimates • Discuss Funding Priorities & Planning Tax Rate | 02/21/18 | CHIEF FARBER |
| Board Meeting: Budget Development <ul style="list-style-type: none"> • Discuss Initiative / Program Goals • Discuss High Level Status of Budget Development | 03/21/18 | CHIEF FARBER |
| Board Meeting: Budget <ul style="list-style-type: none"> • Discuss Preliminary Budget Status | 04/18/18 | CHIEF FARBER |
| Budget Spending Cut-Off Date for Non-Essential Spending | 05/01/18 | DISTRICT |
| Board Meeting: Budget <ul style="list-style-type: none"> • TENTATIVE BUDGET ADOPTION FOR FISCAL YEAR 2018 / 2019 | 05/16/18 | GOVERNING BOARD |
| Publish & Post Consolidated Tentative Budget <ul style="list-style-type: none"> • 20-Day Public Comment Period Begins (5/17/18 through 6/5/18) | 05/17/18 | ADMIN STAFF |
| Board Meeting: Budget <ul style="list-style-type: none"> • 1st Public Hearing Opportunity | 06/20/18 | GOVERNING BOARD |
| Fiscal Year 2018 / 2019 Begins | 07/01/18 | |
| Board Meeting: Final Public Hearing & Adoption <ul style="list-style-type: none"> • FINAL PUBLIC HEARING & BUDGET ADOPTION FOR FISCAL YEAR 2018 / 2019 | 07/18/18 | GOVERNING BOARD |
| Budget Submittal to Pinal County & State of Arizona | 07/19/18 | ADMIN STAFF |

Governing Board Meeting – December 20, 2017

Agenda Item: 8

BOD#: 2017-12-07

Agenda Item Title

Discussion and possible action regarding transferring funds for the January 2, 2018 Debt Service Interest Payment.

Submitted By

Interim Fire Chief Mike Farber

Background/Discussion

Interest Payment

The District has a Debt Service Interest payment of \$145,321.38 due on January 2, 2018 to trustee U.S. Bank

| | |
|-------------------|--|
| Fund Account: | Debt Retirement Interest 2006 – account #6-11642-1408 |
| Budget line item: | 600-60-70550-10 titled Debt Service Expenditure – Interest |

The current Interest Fund cash balance as of November 27, 2017 is \$228,949.79.

Financial Impact

\$145,321.38 / Line item 600-60-70550-10

Enclosure(s)

U.S. Bank Notification – 2006 GADA Debt Service Interest Payment Invoice

Recommended Motion

“Motion to authorize payment by executing letter of direction to Pinal County Treasurer’s Office to wire transfer funds for the GADA debt service interest payment on December 29th due to U.S. Bank on January 2, 2018.”



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All of us serving you®

Invoice Date: 11/22/2017
Invoice Number: 793728

Superstition Fire & Medical District
565 N. Idaho Rd.
Apache Junction, Arizona 85219

| Contact | Phone | Fax | Email |
|--------------|-------|-----|--------------------------------|
| Roger Wood | | | roger.wood@sfmd.az.gov |
| Pat Beckwith | | | pat.beckwith@pinalcountyaz.gov |

Account Number: [REDACTED]

Greater Arizona Development Authority, Infrastructure Revenue Bonds, Series 2006B (City of Show Low, City of Somerton, Town of Quartzsite, Apache Junction Fire District, Drexel Heights Fire District, Maricopa Fire District)

Invoice for Debt Service Payment on 2/1/2018

| Cusip | Maturity Date | Accrual Start Date | Accrual End Date | No. of Days | Principal Balance | Interest Rate | Interest | Principal | Premium/Discount |
|-----------|---------------|--------------------|------------------|-------------|-------------------|---------------|--------------|-----------|------------------|
| 391577LL5 | 8/1/2018 | 8/1/2017 | 1/31/2018 | 180 | \$465,000.00 | 5.00% | \$11,625.00 | | |
| 391577LM3 | 8/1/2019 | 8/1/2017 | 1/31/2018 | 180 | \$485,000.00 | 5.00% | \$12,125.00 | | |
| 391577LN1 | 8/1/2020 | 8/1/2017 | 1/31/2018 | 180 | \$510,000.00 | 5.00% | \$12,750.00 | | |
| 391577LP6 | 8/1/2021 | 8/1/2017 | 1/31/2018 | 180 | \$535,000.00 | 5.00% | \$13,375.00 | | |
| 391577LQ4 | 8/1/2022 | 8/1/2017 | 1/31/2018 | 180 | \$560,000.00 | 5.00% | \$14,000.00 | | |
| 391577LR2 | 8/1/2023 | 8/1/2017 | 1/31/2018 | 180 | \$590,000.00 | 5.00% | \$14,750.00 | | |
| 391577LS0 | 8/1/2024 | 8/1/2017 | 1/31/2018 | 180 | \$620,000.00 | 5.00% | \$15,500.00 | | |
| 391577LV3 | 8/1/2027 | 8/1/2017 | 1/31/2018 | 180 | \$2,055,000.00 | 5.00% | \$51,375.00 | | |
| | | | | | \$5,820,000.00 | | \$145,500.00 | | |

| | |
|------------------------|--------------|
| Interest Due: | \$145,500.00 |
| Principal Deposit Due: | |
| Cash on Hand: | - \$178.62 |
| Net Due: | \$145,321.38 |

PAYMENT SUMMARY

| | |
|---------------------------|---------------------|
| Total Interest Due: | \$145,500.00 |
| Total Credits: | - \$178.62 |
| TOTAL DUE 1/2/2018 | \$145,321.38 |

Notes

Please Confirm your Receipt of this invoice by phone or e-mail. Please confirm how and when funds will be sent.

WIRING INSTRUCTIONS

US Bank must receive funds prior to 10:30 A.M. CST to ensure DTCC receives funds prior to their same day settlement deadline of 2:00 P.M. CST. Any payments received by DTCC after the 2:00 P.M. deadline will be allocated the next day.

| | |
|------|----------------------|
| ABA: | [REDACTED] |
| BBK: | U.S. BANK NA |
| A/C: | [REDACTED] |
| BNF: | U.S. Bank Trust N.A. |
| OBI: | 784668471 |

CHECK INSTRUCTIONS

If paying by check, please include a copy of this invoice and remit payment 5 business days prior to payment date.

U.S. BANK St. Paul
CM-9705
P.O. BOX 70870
St Paul, MN 55170

U.S. BANK CONTACTS

TFM Specialist Michelle Anderson

Email: michelle.anderson@usbank.com

Phone: (651)-466-6139

GADA Apache Junction

Governing Board Meeting – December 20, 2017

Agenda Item: 9

BOD#: 2017-12-08

Agenda Item Title

Discussion and possible approval of Policy 102.47: Fingerprinting and Criminal Background Checks brought forth at the November 15, 2017 BOD meeting (BOD #2017-11-06) for approval.

Submitted By

Board Clerk Gene Gehrt

Background/Discussion

This item comes before the Board for final approval of Policy 102.47: Fingerprinting and Criminal Background Checks, this policy was presented to the Board at the November 15, 2017 BOD Meeting giving the Board a month to review the policy in its entirety.

Financial Impact

N/A

Enclosure(s)

Policy 102.47: Fingerprinting and Criminal Background Checks – For Signature

Recommended Motion

“Motion to approve Policy 102.47: Fingerprinting and Criminal Background Checks.”



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| | | |
|---|--|--|
|  <p>Administrative Policy</p> | Series: 102 | Volume I: Administrative Policy |
| | 102.47: Fingerprinting and Criminal Background Checks | |
| | Effective Date: November 2016 | Revision Date: December 2017 |
| | Approved by: Administrative Services | |

Purpose

This policy is intended to outline how the Superstition Fire & Medical District (SFMD) and its employees will comply with the access, use, handling, dissemination and destruction of criminal justice information (CJI) and criminal history records information (CHRI).

Scope

All personnel should be aware of this procedure in which authorized personnel are required to follow.

Procedures

Personnel Access

A. Authorized Personnel

1. Agency Security Contact (ASC)

The user agreement with DPS requires the District to designate an Agency Security Contact (ASC). The Human Resources Generalist will be designated as the ASC and is responsible for the following:

- a. Being the primary liaison between the District and DPS for all communication regarding audits, training, and misuse or a security issue involving the criminal history check process. The ASC will also serve as the information resource for their agency.
- b. Coordinating agency compliance with all federal and state laws/regulations pertaining to the access, use, handling, dissemination and destruction of criminal justice information and criminal history record information.
- c. Notifying the Access Integrity Unit (AIU) Noncriminal Justice Compliance Team in writing of changes in the CEO, ASC or business information (address, etc.).
- d. Submitting and updating the Authorized Personnel List to the AIU.
- e. Conducting and logging internal training. The training will be logged on the NCJA Training Documentation Form and kept in the Human Resources Generalist office in the NCJA file.

2. Authorized Personnel List

- a. The only personnel authorized to access, discuss, use, handle, disseminate, file and destroy CJI/CHRI are the Human Resources

Generalist and the Assistant Chief of Administrative Services, who are listed on the most current Authorized Personnel List on file with the Arizona Department of Public Safety (DPS) Access Integrity Unit (AIU).

- b. The Authorized Personnel List shall contain a minimum number of employees' necessary, but will include all personnel who may possibly come in to contact with CJI/CHRI.
- c. When Authorized Personnel leave employment, or no longer need to have access to CJI/CHRI, an updated Authorized Personnel List shall be sent to AIU in a timely manner (no later than 30 days).

3. Authorized Personnel Requirements/Training

All authorized personnel shall:

- a. Sign an Acknowledgement Statement which acknowledges that the employee has been notified of the penalties for misuse of CJI/CHRI. The penalties for misuse can be found in Section 3.7 of the NCJA Guide.
- b. Complete the following training prior to an employee being added to the list of Authorized Personnel and every two (2) years thereafter or as otherwise required by DPS:
- c. DPS online Security Awareness Training (<https://www.cjisonline.com/>). The CJIS Online Training must be completed with the CJIS Online Training Supplement provided by DPS.
- d. Internal review of this standard operating guideline with the ASC.

B. Non-Authorized Personnel

1. The public, all outside persons and entities, terminated personnel, and personnel not listed on the most current Authorized Personnel List are prohibited from handling or having any access to CJI/CHRI for any reason.

Usage

Per [§ARS 48-805\(A\)\(3\)](#) CJI/CHRI shall only be used for the specific purpose for which it was requested, which is for employing paid sworn firefighters, reserve, volunteer firefighters, and all employees. Fingerprint results from DPS are to be opened only by those on the Authorized Personnel List.

Security Rules for CJI/CHRI, Handling and Destruction

A. Public Record

1. CJI/CHRI shall NOT be released to the public, not even information that may be found in public records elsewhere. The District and its employees shall "neither confirm nor deny" the existence of an individual's criminal history records to the public or to any unauthorized individual or agency. Employees who may be questioned in this regard are advised to simply state "no comment" (even if revealing information would be defending the District) or to refer the questioning party to the ASC. It is allowable to state that the District performs criminal history checks as required by [§ARS 48-805\(A\)\(3\)](#). CJI/CHRI is delivered via the United States Postal Service and is received by

the Human Resources Generalist. The Human Resources Generalist processes the information and if any disqualifying information is received, the Assistant Chief of Administrative Services is notified.

B. Duplication, Dissemination and Communication

1. CJI/CHRI shall NOT be copied, emailed, faxed, scanned or stored electronically.
2. CJI/CHRI shall NOT be disseminated to secondary parties – “secondary dissemination” means dissemination from an individual or agency that originally obtained the information from the central state repository or through the Arizona criminal justice information system to another outside individual or agency.
3. CJI/CHRI shall NOT be discussed other than:
 - a. Between Authorized Personnel as necessary to carry out the specific purpose for which the information was requested. Personnel will ensure that verbal discussions take place in private, so as to not be overheard.
 - b. With an applicant, as outlined the Applicant Process/Fingerprint Submittals section of this SOG.

C. Physical Security

1. CJI/CHRI shall only be viewed by Authorized Personnel in a reasonably secure area and will not be left unattended.
2. CJI/CHRI shall be physically secured when not under the physical control of Authorized Personnel.
3. CJI/CHRI shall be stored in the locked office of the ASC. Only Authorized Personnel will be issued a key. The final paycheck of a terminated employee will be held until the keys have been returned. If a key is lost, the filing cabinet containing the CJI/CHRI will be re-keyed.

D. Destruction of CJI/CHRI

1. When no longer needed for its original purpose of the pre-employment process, CJI/CHRI shall be completely destroyed to minimize the risk of unauthorized access and dissemination. The District’s records retention schedule is based upon the Arizona State Library, Archives and Public Records requirements.
2. The ASC is responsible for overseeing the destruction of CJI/CHRI records. Destruction will be by shredding.

Consequences of Misuse / Disciplinary Action

A. Internal – Notice of Consequences:

1. In the event of deliberate, reckless or unintentional misuse of CJI/CHRI, the employees will be subject to disciplinary action, up to and including termination, as outlined in [Policy 102.26: Corrective Action and Discipline](#). Additionally, there are other State and/or Federal penalties that may apply depending on the circumstance of the release and specific statute which is violated. There is also the possibility of civil liability.

B. Arizona Revised Statutes (ARS) [ARS §41-1756](#) states it is a class 6 felony in Arizona for a person to:

1. Give criminal history record information to someone who is not authorized to receive it.
2. Allow unauthorized access to criminal history information.
3. Use criminal history record information for any other purpose than those provided in the ARS.

C. Federal Statutes

1. Access to CJI/CHRI is subject to cancellation for dissemination outside the authorized recipients ([Title 28 USC 534](#) and [Title 28 CFR 20.33](#)).
2. Other Federal penalties may apply depending upon the circumstances.

Applicant Process/Fingerprint Submissions

A. Applicant Notice

The applicant shall be notified in writing of the following, prior to fingerprinting:

1. That the fingerprints will be used to check FBI criminal history records.
2. That the applicant is allowed a reasonable opportunity to complete and challenge the accuracy of the criminal history record. The applicant can obtain a copy of their Arizona criminal history in order to review/update/correct the record, by contacting the [Arizona Department of Public Safety Criminal History Records Unit](#) at (602) 223-2222 to obtain a fingerprint card and a [Review and Challenge packet](#). Information on the review and challenge process can be found on the [Arizona DPS website](#).
3. How to obtain a copy of the FBI record and that the guidelines for these procedures are contained in [28 CFR 16.30 through 16.34](#).

This shall be accomplished by a separate notice provided to the applicant when they are given a blank fingerprint card. The applicant will be given the opportunity to take a copy of the notice.

B. Fingerprinting and Handling of Fingerprinting Card

1. Fingerprinting will be conducted by a qualified agency (i.e. Police Department), who will confirm the identity of the applicant by a current state-issued identification card (other forms of identification will not be accepted). The fingerprint card will not be given back to the applicant. The ASC will accompany the applicant and will retrieve the fingerprint card in-person, the completed fingerprint card. Authorized personnel (ASC) will secure the card in the locked Human Resources office until it is submitted.

C. Background Check Submittal

1. Only Authorized Personnel will complete the paperwork and submit the fingerprint card to DPS following the requirements of DPS. An agency check for the exact amount will be included with the paperwork, secured in an envelope and carried to the post office by Authorized Personnel.

D. Results and Applicant Notice

1. The applicant SHALL NOT be given a copy of the CJI/CHRI.

2. The Authorized employee will inform the applicant that a disqualifying factor was or was not found during the criminal history check and identify the factor and will advise the applicant privately that the procedures to change, correct or update the record, are set forth in [Title 28, CFR, Section 16.34](#) and refer the applicant to [Department of Public Safety Criminal History Records Unit to obtain a Review and Challenge Packet for Arizona Criminal History](#); and the information on how to review and challenge an FBI Criminal History Record.
3. The applicant will be allowed two (2) weeks from the date the applicant was notified of a disqualifying factor to correct their state and federal criminal history. The Fire Chief may authorize additional time at their own discretion on a case by case basis. If the applicant is able to correct their criminal history, the ASC will obtain new fingerprints from the applicant and resubmit fingerprints to DPS.
4. If the applicant is able to correct their criminal history, but not within the allotted time frame, the applicant may be placed on the established hire list for possible consideration in the future.

Board Approval:

Gene Gehrt, Board Clerk

December 20, 2017

Date

BOD #: 2017-12-08

Governing Board Meeting – December 20, 2017

Agenda Item: 10

BOD#: 2017-12-09

Agenda Item Title

Discussion and presentation of Policy 102.02: Recruitment for final approval at the January 17, 2018 Board Meeting.

Submitted By

Board Clerk Gene Gehrt

Background/Discussion

Policy 102.02: Recruitment will come before the Board for final approval of the policy at the January 17, 2018 BOD Meeting giving the Board a month to review the policy in its entirety.

Financial Impact

N/A

Enclosure(s)

Policy 102.02: Recruitment


Recommended Motion

N/A



[Go to Item 11](#)

[Go to Agenda](#)

| | | |
|---|---|--|
|  <p>Administrative Policy</p> | Series: 102 | Volume I: Administrative Policy |
| | 102.02: Recruitment | |
| | Effective Date: March 2015 | Revision Date: January 2017 |
| | Approved by: Administrative Services | |

Purpose

The Superstition Fire & Medical District (SFMD) is committed to being the premier Fire District in Arizona. To accomplish this goal the organization is committed to being an employer of choice and remaining competitive in the fire service industry. Recruiting, hiring and retaining the most-qualified employees are central to this vision.

Policy

- A. In the event of authorized position vacancies at the SFMD, consideration will be given to the number of currently employed qualified candidates.
- B. When sufficient internal candidates exist, as is often the case with Engineer, Captain and other public safety ranks; the position may be opened to internal candidates only.
- C. In cases where a sufficient number of qualified internal candidates may not exist, at the Fire Chief’s discretion, a job announcement for a vacant position may be simultaneously posted internally and externally.
- D. Job announcements will generally be posted on the district’s website, via internal and external email lists, social media, at district facilities, etc.
- E. District employees participating in a recruitment process involving external candidates will be required to complete the same application process as all other applicants.
- F. Job announcements will be posted for a minimum 14 calendar days. At the Fire Chief’s discretion, recruitment efforts may be extended for as long as necessary to secure the best candidate.

Board Approval:

Gene Gehrt, Board Clerk

Date

BOD #: _____

Governing Board Meeting – December 20, 2017

Agenda Item: 11

BOD#: 2017-12-10

Agenda Item Title

Discussion and possible action regarding an RFP process for legal counsel services.

Submitted By

Board Director Todd House

Interim Fire Chief Mike Farber

Background/Discussion

Director Todd House requested this item to be added to the agenda regarding the possibility to create an RFP for legal services for the Board of Directors.

Financial Impact

N/A

Enclosure(s)

N/A

Recommended Motion

N/A



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Governing Board Meeting – December 20, 2017

Agenda Item: 12

BOD#: 2017-12-11

Agenda Item Title

New Business / Future Agenda Items

Submitted By

Board of Directors

Background/Discussion

This item is used as a placeholder to discuss New Business / Future Agenda 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 – December 20, 2017

Agenda Item: 13

BOD#: 2017-12-12

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 – December 20, 2017

Agenda Item: 14

BOD#: 2017-12-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 – December 20, 2017

Agenda Item: 15

BOD#: 2017-12-13

Agenda Item Title

Adjournment

Recommended Motion:

“Motion to adjourn the Board meeting.”



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Appendix A

A. Board Meeting Minutes from November 15, 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)

November 15, 2017 Board Meeting Minutes - For Signature



Go to Appendix B

Go to Agenda



Superstition Fire & Medical District

Phone (480) 982-4440 ~ 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 Meeting Minutes November 15, 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, NOVEMBER 15, 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 PM.

A. Call to Order

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

B. Pledge of Allegiance

Pledge of Allegiance was led by Chairman Cross.

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, Finance Director Roger Wood, and Acting Administrative Director Anna Butel.

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

1. Review and approval of October 2017 financial reports and bank reconciliations. (BOD #2017-11-01)

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

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

2. Recognition of employee performance, achievements, and special recognition for community members. (BOD #2017-11-02) – [Addendum A](#)

Acting Assistant Chief Ochs read the list of November Anniversaries – Firefighter July Ritschel (17 years of service), Software Administrator / IT Specialist Lauren Daniel (11 years of service), Account Clerk Jennifer Burke (4 years of service), Paramedic Jeanette Bodley (2 years of service), Paramedic Trevor Overson (2 years of service), Paramedic Chad Rutledge (2 years of service), Paramedic Jim Tucci (2 years of service), EMT Aaron Costello (2 years of service), EMT Ronald DeMarzo (2 years of service), EMT Erick Fuentes (2 years of service), and EMT Justin Mueller (2 years of service).

3. Call to the Public. (BOD #2017-11-n/a)

N/A

4. Consideration and possible approval of all consent agenda items listed below: (BOD #2017-11-03)

- A. Board Meeting Minutes from October 18, 2017
- B. First Amendment to the Intermedix Contract
- C. Disposition of Surplus Property
- D. Purchase of two (2) LifePac Heart Monitors

Interim Chief Mike Farber requested to pull Item C, this item will be presented at the December meeting with additional information for transparency.

Motion by Director Strand to approve consent agenda items A, B, and D for November 15, 2017. **Seconded** by Director House.

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

5. Discussion and possible approval of updating Policy 102.16 Earned Leave, as it pertains to Vacation Leave, Accumulation & Accrual, Sick Leave Accumulation & Accrual, Sick Leave Caps & Payouts, and Earned Leave Buy-Out for newly created 42-hour transportation positions. (BOD #2017-11-04)

Legal Counsel Donna Aversa suggested the Board approve the accrual rates for 42-hour employees for Vacation Leave Accumulation & Accrual and Sick Leave Accumulation & Accrual and bring back the rest of the policy in a different format.

Interim Fire Chief Mike Farber and Acting Assistant Chief Richard Mooney briefly answered questions from the Board regarding the updates. They confirmed the changes to the accruals (both vacation and sick) were for the newly approved 42-hour transportation services employees, the approval allows for payroll to be processed.

Motion by Director House to approve the updated earned leave policy as it pertains to vacation and sick leave accumulation and accruals for 42-hour members. **Seconded** by Chairman Cross.

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

6. Discussion, direction, and possible approval of a Sick Leave Incentive Pilot Program, a possible change to the Sick Leave Buy-Out Program, and potential changes to the Tuition Reimbursement and Education Incentive Programs. (BOD #2017-11-05)

Chairman Cross requested to pull all items on this topic, with the exception of discussion of the Educational Incentive Program for new hires.

Chairman Cross went on to say that currently the District provides an educational incentive program that allows for a \$1,200 incentive for an associates degree or higher and a \$600 incentive for certificates. He suggested stopping the program for new hires only. There was brief discussion from the Board clarifying what the program currently provides and why the changes were suggested.

Chairman Cross described that currently the District provides tuition reimbursement for employees for higher education and in addition pays an incentive once they receive their degree or certificate.

Comments and questions from the Board were as follows:

Director House asked for clarification regarding what the educational incentive covers and how long the program has been active. Interim Fire Chief Mike Farber stated that the program has been a part of the District since 1985. He explained that members receive \$600 for a certificate like Fire Science and \$1,200 for AA or

their Masters. Director Moeller expressed that other than the financial cost he didn't see a problem with the program.

Chairman Cross

"In the next three years we will be hiring possibly up to 12 people and that would be \$24,000 a year annually as an incentive that you will be paying year after year, in addition to what is paid now. On top of the payment for the tuition, if all of them come in with a degree. We are the only department in the State of Arizona that does this and I would rather use that money elsewhere – that could help with health insurance. This isn't removing it from someone currently hired, this is going forward with new hires."

Director House

"I would like to have further discussion on it because it seems to be that we are constantly taking incentives to anybody that comes to our fire district. To have programs like this incentivizes people to come to our district. Just to take this seems to me, I would rather have an educated firefighters, well-rounded. That makes a big difference in programs and people who serve us for their maturity, it will take care of all of that. I didn't have the opportunity to get an education, so I think if there is anything to do here to give these guys the education they need to succeed in the future. Do we need an AA or a BA to be promoted?"

Chief Farber clarified you do need a BA to be an assistant chief or battalion chief and company officers you need an AA. Director Cross reminded the board that we do pay for member's tuition. Director Strand requested to hear what Labor had to say on the topic.

John Walka

"This is part of the wages and benefits package with the MOU, this is kind of an inappropriate conversation to have here." (Chairman Cross reminded Mr. Walka that this would not qualify) Walka continued, "I understand that, but we are trying to attract people to this organization. Some of the newest firefighters are at some of the highest risk to go to other organizations. If we are already saying, you know we are cutting to try to save money on your back, I don't like the message that sends."

Chairman Cross

"Currently, only 30% of our organization takes advantage of this. To say that it attracts for most people to take the educational path is not correct. To say that anybody is going to choose this department because we have a \$1200 or \$600 incentive is just Ludacris. To say that it is an inappropriate comment based on an MOU is Ludacris. I mean let's get real, this is for new hires only, these are people that are not under the MOU."

John Walka

"This is still part of the wage and benefits package, that is \$1200 that you are taking away from someone's take home pay. Like Chairman Moeller (Director Moeller) mentioned, people could be coming in here with degrees, that is what we are seeing most often and they never got anything or able to utilize the tuition reimbursement, therefore, we are just going to be taking something away from them that – the argument that we are paying for it twice doesn't hold."

Chairman Cross stated that in most cases the District does pay for twice (incentive and tuition reimbursement). Director House inquired if the program was budgeted in this fiscal year. Chief Farber stated that it is budgeted for the current employees who take advantage of the educational incentive. Director House suggested this program be looked at for future years.

Mr. Walka then clarified the reason he suggested this was a part of the MOU because the District now has a process that coincides with the budget planning. During the negotiation is a good opportunity to look at the wage and benefits package as a whole for current employees and future employees.

Clerk Gehrt

“As long as we are under discussion as we clearly are, if we are going to continue it the thing that I think we should do is at least get a return on our investment. The only way we can get a return on our investment is if the degrees that we pay for have something to do with what we do – if someone wants to take astronomy essentially that is not going to help us. We need something that we get paid back on. Secondly, if someone leaves the District, I don’t think it is unreasonable to say that they have to pay part of it back depending on how soon they leave. We shouldn’t be paying for people to get a job somewhere else – we still have to look out for how we are spending tax-payer money. I agree that we do need to invest in our employees, but it should be something where we get a return on our investment.”

Executive Assistant Jasmin Jones reminded Clerk Gehrt the policy states if employees leave within two (2) years of utilizing tuition reimbursement, they will have to pay the District back for the funds. Acting Assistant Chief Richard Mooney briefly summarized the priorities for tuition reimbursement (BCs, Company Officers, Firefighters, etc.). Employees may put in for tuition reimbursement, however, they may not receive it depending on priority. Chief Farber added that first is the list of priorities and secondly is seniority.

Director Moeller agreed that the tuition reimbursement program is needed so employees can grow. Chairman Cross agreed that tuition reimbursement is important and so is education, he stated that we do pay for their education and then on top of that we pay an additional incentive when degrees are earned.

There was no motion or direction from the Board regarding this topic.

7. Discussion and possible approval of Policy 102.45: Labor Management Relations brought forth at the October 18, 2017 BOD meeting for approval (BOD #2017-10-06), and Policy 102.47: Fingerprinting and Criminal Background Checks for final approval at the December 2017 BOD meeting. (BOD #2017-11-06)

Clerk Gehrt brought this item to the Board stating that this is the process the Board voted to follow at the August 2017 Board Meeting (BOD #2017-08-11).

There was a brief discussion regarding the Labor Management Relations Policy and how it differed from the MOU process. Labor VP John Walka stated he supported the policy in its entirety.

Motion by Director House to approve Policy 102.45: Labor Management Relations. **Seconded** by Chairman Cross.

Vote 4 ayes (Cross, Gehrt, House, & Moeller), 1 nay (Strand). **MOTION PASSED.**

8. Discussion and possible approval of the updated Automatic Aid Agreement. (BOD #2017-11-07)

Interim Fire Chief Mike Farber brought this item to the Board. He stated the agreement has gone through legal review and is ready for approval.

Motion by Director Strand to approve the Automatic Aid Agreement as stated. **Seconded** by Director House.

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

9. New Business/Future Agenda Items. (BOD #2017-11-08)

Chairman Cross requested to separate the agenda items for the policy updates and approvals.

10. Reports (BOD #2017-11-09) – [Addendum B](#)

Interim Fire Chief

- Veteran's Day Parade / Festival of the Superstitions
- AFMA Letter

Operations

- Recruit Academy Update
- Quarter Training
 - EMS – Airway
 - Fire – MCS Drills / Blue Card
 - Ladder – Palm Tree Rescue
 - TRT Year End Drills
- Fire Incidents
 - Detached Garage – October 27th
 - Large Mulch – Burned for several days – Houston & Guadalupe
 - Residential Fire on Greasewood St. – November 14th
- October Operations Reports
 - Call Times
 - Incident Type
 - Transportation Division Compliance
 - Transportation Services Call Type
 - Transportation Revenue
- Pinal County Community Wildfire Protection Plan Update – October 17th
- EMS Standby for the Hike for Hope – November 4th
- Golden Vista Luncheon – November 9th

Administrative Services

- New Employee Orientation – 42-Hour TSP Employees
 - November 27th
 - On Shift December 4th

Finances

- Audit fieldwork is complete
- PSPRS Payout has been recovered, no news on interest rate payout
- General rate increase response is planned by Thanksgiving
- PSPRS Local Pension Board meeting on December 12 at 4 p.m.

11. Announcements (BOD #2017-11-n/a)

Director House reminded everyone about the annual diaper drive he runs every year.

Chairman Cross stated he was on shift with MFMD and got a chance to work with a SFMD Medic Crew and they did an amazing job. They were extremely professional and knowledgeable.

12. Adjourn (BOD #2017-11-10)

Motion by Chairman Cross at 6:20 PM to adjourn the meeting. **Seconded** by both Director House and Director Strand.

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

Governing Board Approval:

Gene Gehrt, Board Clerk

Jasmin Jones

Addendum A

November Service Anniversaries



Firefighter July Ritschel
17 Years of Services



Software Administrator / IT Specialist Lauren Daniel
11 Years of Services



Account Clerk Jennifer Burke
4 Years of Services

November Service Anniversaries



Paramedic Jeanette Bodley
2 Years of Services



Paramedic Trevor Overson
2 Years of Service



Paramedic Chad Rutledge
2 Years of Service



Paramedic Jim Tucci
2 Years of Service

November Service Anniversaries



EMT Aaron Costello
2 Years of Services



EMT Ronald DeMarzo
2 Years of Service



EMT Erick Fuentes
2 Years of Service



EMT Justin Mueller
2 Years of Service

Addendum B

Item 10
BOD #2017-11-09
Reports



Veteran's Day & Festival of the Superstitions



Fire Chief Report

Dear Chairman Cross,

Thank you and the Board at Superstition Fire and Medical District (SFMD) for your prompt response to our letter dated September 5, 2017. We appreciate the SFMD Board and staff taking the time to explore the opportunities for a potential partnership with the Arizona Fire and Medical Authority (AFMA). We wish you well in your continued efforts to find operational efficiencies and improve services for your community.

If in the future the AFMA Board or staff can be of any assistance, please don't hesitate to contact us directly.

Respectfully,

G. David Wilson, Board Chairman
Arizona Fire & Medical Authority



Operations

- Recruit Academy Update
- Quarterly Training
 - EMS – Airway (make up classes)
 - Fire – MCS Drills – Blue Card
 - Ladder – Palm Tree Rescue (through November 17th)
 - TRT – Year End Drills (Trench, Con-Space, Industrial Rescue)
- Fire Incidents
 - Fire – Detached Garage – October 27th
 - Large Mulch Fire – Burned for several days – Houston & Guadalupe
 - Residential Fire on Greasewood St. – November 14th



Operations

- Pinal County Community Wildfire Protection Plan Update – October 17th
- EMS Standby for the Hike for Hope – November 4th
- Golden Vista Luncheon – November 9th



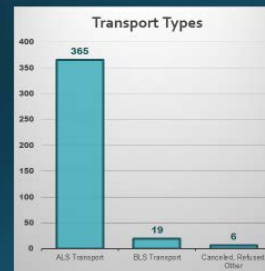
October 2017 – Suppression Operations

Response Times for Code 3 (Emergent) Responses

| October 2017 | October 2016 | YTD (Fiscal) |
|--------------|--------------|--------------|
| 4:35 | 5:00 | 4:42 |



October 2017 – Transportation Operations



October 2017 – Transportation Operations

CON Compliance Through October 2017 (Code 3 Only)
(Licensure Reporting Period January 4, 2016 – March 17, 2019)

| Time Frame for Response | AZ DHS Standard | Late Calls | On Time | Total Calls | Compliance | |
|-------------------------|-----------------|------------|---------|-------------|------------|---|
| 8:59 or less | 90% | 24 | 442 | 466 | 94.85% | ✓ |
| 14:59 or less | 95% | 1 | 465 | 465 | 99.79% | ✓ |
| 19:59 or less | 100% | 0 | 466 | 466 | 100% | ✓ |

Administrative Services Update

- New Employee Orientation – 42-Hour TSP Employees
 - November 27th
 - On Shift December 4th



Finance

- Audit fieldwork is complete
- PSPRS Payout has been recovered, no news on interest rate payout
- General rate increase response is planned by Thanksgiving
- PSPRS Local Pension Board meeting on December 12 at 4 p.m.



Appendix B

B. Disposition of Surplus Property.

Submitted By

Interim Fire Chief Mike Farber
Acting Administrative Director Anna Butel

Background/Discussion

SFMD has a need to dispose of certain items to maintain adequate work and storage space around the Annex Property. The intent is to list titled and inventoried equipment on E-bay or Craigslist to be sold online. Previously this platform has proven effective with the sale of a SFMD apparatus.

This process is in line with the Disposition of Surplus Property Policy. Please see the items listed below;

| Quantity | Item Description | Property Type | Amount for Listing |
|----------|---|---------------------------------|--------------------|
| 3 | PPV Fans (non-functional) | Inventoried Property | TBD- |
| 1 | 50 Galloon Shop Air Compressor (non-functional) | Inventoried Property | \$50.00 |
| 1 | Brush Truck Skid Unit | Inventoried Property | \$800.00 |
| 1 | Extrication Power Plant and Tool | Inventoried Property | \$100.00 |
| 1 | L263 (Burned Unit) Truck | Titled Motor Vehicles/Apparatus | \$5,000.00 |
| 1 | E262 American LaFrance | Titled Motor Vehicles/Apparatus | \$30,000.00 |

Financial Impact/Budget Line Item

Apparatus, machinery, and equipment valued at \$5,000 or more will have sale proceeds deposited in the Capital Projects Fund; non-capitalized equipment and machinery will be recorded in the General Fund unless otherwise directed by the Board of Directors in accordance with Generally Accepted Accounting Principles as applicable to SFMD.

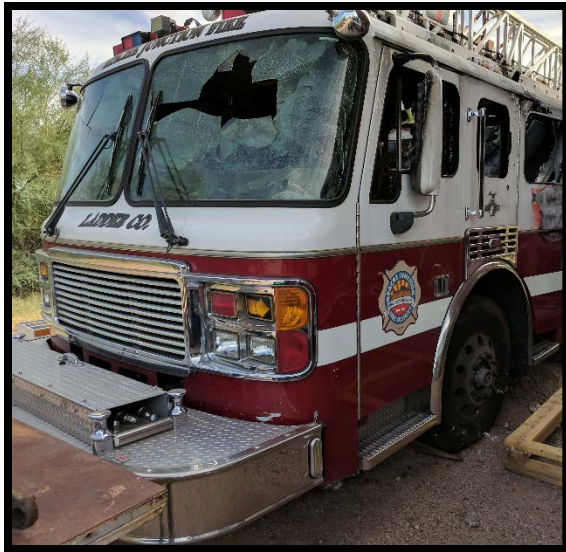
Enclosure(s)

Pictures / Informaiton

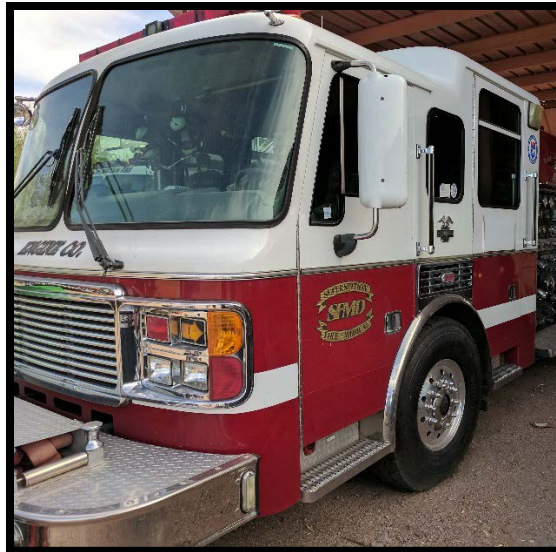


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1999 American La France 75' Ladder (Burned)



2000 American La France Pumper (Inoperable)



Skid Unit – 200 Gallon Tank/Hale Pump



Honda PPV fan (not functional)



80 Gallon Air Compressor – Inoperable

Appendix C

C. Renewal insurance quote from 7710 for 2018

Submitted By

Intern Fire Chief Mike Farber

Background/Discussion

On December 31, 2017, the District's current worker's compensation policy with 7710 is set to expire. The renewal quote reflects a 7.98% decrease in cost per dollar of payroll coverage. (The annual estimated premium for 2018 is \$156,689, whereas the cost using 2017 factors the annual estimated premium would be \$170,280.)

Staff recommends that the Board approve the 2018 renewal insurance quote from 7710 for worker's compensation insurance coverage.

Financial Impact/Budget Line Item

Enclosure(s)

7710 Insurance Renewal Quote and Application - For Signature



[Go to Item 5](#)

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Workers' Compensation Quote Proposal

Print Date: 12/12/2017
Quote Number: 5149

Broker/Agency:
JW & Associates Insurance Services Inc
(877) 275-8347

Superstition Fire & Medical
565 N. Idaho Road
Apache Junction, AZ 85119

Quote Terms:

Carrier: Benchmark Insurance Company
Coverage Type: Workers' Compensation
Transaction Type: Renewal
Basis: Estimated Payroll (\$9,200,862)
Estimated Premium: \$ 156,688
Coverage Dates: 12/31/2017 - 12/31/2018
Payment Plan: Quarterly Installment

Coverage Information:

Workers' Compensation Coverage: AZ

Employers Liability:

| | | |
|---------------------------|-------------|---------------|
| Bodily Injury By Accident | \$1,000,000 | Each Accident |
| Bodily Injury By Disease | \$1,000,000 | Policy Limit |
| Bodily Injury By Disease | \$1,000,000 | Each Employee |

Required Information to Bind Coverage:

- Signed "Acord 130" Application (must include officer included/excluded information)
- Signed "Request to Bind Coverage" (considered complete with a response in the Policy Preferences Section)
- Copy of Deposit Check payable to Benchmark Insurance Company (If applicable, see deposit invoice for details)

Prior to Binding, Please Confirm the Following:

- Payment Plan per Quote Terms
- Insured's Mailing/Billing Address
- Effective and Expiration Date
- Policy Billing Preference (see Request to Bind Coverage form)

Thank you for the opportunity to provide you this quote. This quote is based on the rating and underwriting information provided to date and can be subject to additional underwriting, pricing or rating considerations. Please note that premium, fees and class code eligibility are subject to change based on a complete underwriting process. NCCI may inform us of updated or corrected Experience Rating information causing a change to this client's pricing. If coverage is bound, the policy will be subject to audit. This quote may also be subject to a Safety Services survey and compliance with its recommendations. You have no binding authority for this rate indication. All bind requests must be submitted to Benchmark Insurance Company.

Quote is only valid through the effective date noted above.

Superstition Fire & Medical
12/31/2017-12/31/2018
Carrier: Benchmark Insurance Company

Premium Summary

| State | Premium |
|---------------------------------------|------------------|
| AZ | \$156,688 |
| Total Estimated Annual Premium | \$156,688 |

Superstition Fire & Medical
12/31/2017-12/31/2018

Carrier: Benchmark Insurance Company

| State | Code | Loc. | Description | Payroll | Base Rate | Premium | Net Rate |
|-------|------|------|---|-------------|-----------|-----------|----------|
| AZ | 7710 | 1 | Firefighters | \$5,195,211 | 5.07 | \$263,397 | 2.40 |
| AZ | 8868 | 1 | College: Professional Employees & Clerical | \$168,860 | 0.41 | \$692 | 0.19 |
| AZ | 8810 | 1 | Clerical Office Employees Noc | \$1,822,366 | 0.20 | \$3,645 | 0.09 |
| AZ | 9410 | 1 | Municipal, Township, County Or State Employee Noc | \$1,848,319 | 2.95 | \$54,525 | 1.40 |
| AZ | 8380 | 1 | Automobile Service Or Repair Center & Drivers | \$118,106 | 2.63 | \$3,106 | 1.25 |
| AZ | 8411 | 1 | Voluntary Personnel | \$48,000 | 1.99 | \$955 | 0.94 |

Total Payroll \$9,200,862

Total Manual Premium: \$326,320

| | | |
|---------------------------------|---------|----------------|
| Policy Limits | 1.011 | 3,590 |
| Experience Modification | 0.720 | (92,375) |
| Schedule Modification | 0.750 | (59,384) |
| Alcohol and Drug Free Workplace | 0.950 | (8,908) |
| Total Modified Premium | | 178,151 |
| Premium Discount | 0.914 | (14,555) |
| Expense Constant | 160.000 | 160 |
| Terrorism | 0.010 | 920 |
| Catastrophe | 0.010 | 920 |

AZ Premium: \$156,688

Superstition Fire & Medical
12/31/2017-12/31/2018

Carrier: Benchmark Insurance Company

Policy Minimum Premium: \$750

Deposit Requirement (see Deposit Invoice)

Deposit: \$ 48,406

Proposed Billing Schedule:

| Description | Amount | Due Date |
|---------------------|---------------|-----------------|
| Deposit Requirement | \$48,406 | 12/31/2017 |
| Installment Bill | \$36,094 | 04/15/2018 |
| Installment Bill | \$36,094 | 07/15/2018 |
| Installment Bill | \$36,094 | 10/15/2018 |

Waiver Charges:

- Requests for Waivers of Subrogation will be referred to Underwriting.
- All waivers are processed by endorsement. All waivers are subject to review and charges could be revised at final audit.

Notes:

General Conditions:

- Please note that acceptance of coverage is demonstrated through deposit payment. If the deposit is not received within 10 days of the due date, it will be assumed coverage was not chosen and the policy can be canceled flat.
- This is a proposal for insurance not an insurance policy.
- All coverages are subject to the conditions, terms and exclusions of the policy.
- Blanket waivers of subrogation may only be included with the policy when required by written contract.
- This quote and its pricing could differ slightly from the actual issued policy due to rounding.
- No backdating of coverage is allowed. If the Request to Bind Coverage is not received on or before the effective date as noted, this quote will be considered expired.
- All owners/officers information contained on the Acord 130 application will be considered factual. It will be the Broker's and/or Insured's responsibility should an error or omission be found at final audit.

Print Date 12/12/2017
Quote Number 5149

Broker/Agency:
JW & Associates Insurance Services Inc
8772758347

Superstition Fire & Medical
565 N. Idaho Road
Apache Junction, AZ 85119

Quote Terms

Carrier Benchmark Insurance Company
Coverage Type Workers' Compensation
Transaction Type Renewal
Basis Estimated Payroll (\$9,200,862)
Estimated Premium \$ 156,688
Coverage Dates 12/31/2017 - 12/31/2018
Payment Plan Quarterly Installment

REQUEST TO BIND COVERAGE

If the terms of this quote are acceptable, to bind coverage the broker/agent and insured must complete the following

Broker/Agent Initials: _____

Requested Effective Date: _____
(to be completed by the insured electing workers' comp coverage)

Applicant's Company Name: _____

Primary Contact (First & Last Name): _____

Primary Contact Email: _____

Applicant's Signature: _____

Applicant's Initials _____

(I hereby consent to allow my policy to be electronically transmitted - email/website portal - and I understand that I can request a hard copy at any time)
Each policyholder will be able to access all the tools and information available on the Online Service Center. This is a free online service that can be accessed through www.bicwd.chsitech.com.

Please return with the signed Acord 130, copy of deposit check (if applicable) to submissions@7710insurance.com

DEPOSIT INVOICE

Invoice #: 77D1712102958

Invoice Date: 12/12/2017

DUE: 12/31/2017

Superstition Fire & Medical
565 N. Idaho Road
Apache Junction, AZ 85119

Quote Terms

Carrier Benchmark Insurance Company
Coverage Type Workers' Compensation
Transaction Type Renewal
Coverage Dates 12/31/2017 - 12/31/2018
Payment Plan Quarterly Installment

Please make all payments payable to:
Benchmark Insurance Company
PO Box 413156
Salt Lake City, UT 84141-3156

| Description | |
|------------------------------------|------------------|
| Policy Deposit | 46,406.00 |
| Policy Expenses & Fees: | 2,000.00 |
| TOTAL DUE TO BIND COVERAGE: | 48,406.00 |

Please Note: The Total Due to Bind Coverage is the amount payable at this time.

Acceptance of coverage is demonstrated through deposit payment. If the deposit is not received within 10 days of the due date, it will be assumed coverage was not chosen and the policy will be canceled flat.

Broker/Agency:

JW & Associates Insurance Services Inc.
8772758347